

New Jersey Automated Child Support Enforcement System

Enforcement

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Enforcement – EN.13 Liens

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1. Requirements Definition

1.1. Requirement

- 1.1.1. The system must monitor real and personal property information on file for enforcement action.
- 1.1.2. The system must provide for legal document generation of the appropriate documents needed to register and remove liens.
- 1.1.3. The system must interface with the Automated Civil Management System (ACMS) to provide monthly arrearage information for use in lien settlements.
- 1.1.4. The system must interface with the ACMS to receive Judgment Numbers in return to confirm the recording of a lien.

RELATED REQUIREMENTS

The EN.20 – Financial Institution Data Match functional area also has related lien requirements offering the possibility of reusable logic. The liens described in the FIDM specification follow a more administrative style of enforcement and are targeted specifically for financial institution accounts. The liens described in this specification follow New Jersey’s Writ of Execution procedures and are used for all other property.

1.2. Existing ACSES Assessment

ACSES automatically transfers data to the TIER FIDM system for automated lien levy of bank accounts. The actual levy process takes place on a stand alone system operated by the vendor. Actions taken with regard to the seizures are reported back to ACSES for automatic updating on the ITRK screen. Payments are made by financial institutions directly to the SDU and are then processed in the same manner as regular payments, with the exception that they are distinguished as FIDM payments. ACSES does not have the capability to create files for financial institutions, receive files back from financial institutions or to run any matches against these files.

ACSES currently provides ACMS with a monthly file of all cases in Arrears. This records a judgment into the repository where civil suit settlements or inheritance attorneys are required by law to check to see if there is a judgment. Nothing is received from ACMS in return.

1.3. MICSES Assessment

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Through the “LNFP” MAJOR ACTIVITY in MiCSES, workers can initiate actions against personal and real property. The activity chain is managed from the ENFP screen. The DOGN screen allows the worker to generate the appropriate documents.

MiCSES description of functional objectives:

1. The system must identify cases that qualify for the lien remedy. Cases qualify when:
 - a. Arrearages exceed the amount of support payable for one year under the obligor’s support order.
 - b. If a support order was entered before August 10, 1998, the payer must have received general notice of the lien remedy from the Friend of Court (FOC).
 - c. Must be a “final judgment” of support.
2. The system must maintain information on cases that qualify for the lien remedy.
3. The system must notify obligors of the lien action, including their right to contest the action and the methods for contesting the action.
4. The account custodian (i.e. financial institution) or property-recording agency must be automatically notified by the system when liens are placed or removed if the agency has an automated system. If an automated interface is not possible, the system must generate the documents required to record liens with the agency or agencies. In Michigan, the Secretary of State records title on personal property such as automobiles. The Register of Deeds in each county records real property titles.
5. The system must support administrative review procedures for both interstate and non-interstate cases.
6. The system must generate documents to record, serve liens and remove liens in Michigan and in other states.
7. The system must recognize conditions under which a case or individual is exempt from the LIEN remedy: investigation/audit status, bankruptcy, court order, good cause, or case is an initiating interstate matter.
8. The system must identify interstate cases and generate CSENet communications when appropriate associated with this remedy, specifically:
 - a. EILMV – Lien established – Motor Vehicle
 - b. EILPP – Lien established – Personal property
 - c. EILRE – Lien established – Real Estate
9. System development tasks and activities for receiving financial and property information through CSENet are within the Interface Project and are not covered in the Lien Project.
10. When funds are received due to a levy payment, the system must recognize the receipt type; how to allocate to the specific case(s) from which the lien(s) arose; and how to distribute as a regular collection to the case(s). These matters are addressed in the Financial [specifications].
11. The system must ensure that State laws and procedures are met.
12. The system must ensure that State Court Administrator’s Office (SCAO) directives are met.
13. The system must recognize when a lien should be removed:
 - a. Payment of arrears account in full. Since payments are tracked daily, the worker should receive notice when the arrears have been paid so the worker can remove the lien(s).
 - b. A payer and FOC may agree to a schedule for the payment of arrearage.
14. System development tasks and activities for receiving asset information through the “Data Warehouse” are not covered in the Lien Project.
15. System development tasks and activities for sending lien information to financial institutions and property recording agencies through the “Data Warehouse” are not covered in the Lien Project.

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16. System development tasks relative to the scheduling and notification of hearing(s) based on the obligor's objection to a lien are not covered in the Lien Project.
17. The SCAO Policy directing identification of correct accounts, and calculation of arrearages, is as follows:
 - a. Accounts to be included when determining support are:
 - (1) Payment of money for a child or spouse ordered by the circuit court, including medical, dental, and other health care expenses;
 - (2) Payment of money ordered by the circuit court under the paternity act for necessary confinement expenses or repayment of genetic testing expenses; and
 - (3) Surcharge accumulated on past due support.
 - (4) Note that one year's support obligation can be calculated by determining the weekly amount, then multiply by 52, per Ron Kollin, SCAO, and John Cox, OCS Policy Office. Since this is different than what is presented in SCAO Memorandum 2000-11, must follow up with either change in calculation methodology or minor revision in policy.
 - b. "For required periodic payments of a lump sum support amount included in the threshold, only the amount of unpaid periodic obligation may be included in the arrearage calculation." SCAO Memorandum 2000-11. This statement refers to lump-sum obligations such as confinement expenses or medical expenses, which do not constitute past-due arrearages at the time the court establishes the obligation. Rather, only the past-due amounts should be included in the arrearage calculation when determining whether the case qualifies for the LIEN remedy.
18. The system must track dates and time periods and take required actions to continue with lien remedy. For example, the system must track appropriate dates for the obligor's objection to lien filing; follow up on correspondence and due dates, etc.
19. The system must process liens based on financial institution data match information provided to it by the MI Data Warehouse. This function is described in the FIDM [specification] as follows: *"The purpose of FIDM (Financial Institution Data Match) and MSFIDM (Multistate Financial Institution Data Match) is to identify financial assets that may be seized to pay past due support. The selection process identifies cases in which the child support arrearage meets the statutory threshold (described in #1 above). [The system] submits qualified cases to the Data Warehouse, which transmits the cases to Tier Technologies. Tier Technologies is the vendor contracted to perform the FIDM matching financial institutions and return financial asset information to the Data Warehouse. The raw data is returned for FIDM and MSFIDM from the Data Warehouse to [MiCSES]. [MiCSES] automatically updates the asset record with the financial institution address and other relevant data, such as the account holder's address. The actual placement of the lien based upon the financial information revealed via FIDM is covered in the Lien [specification]."*
20. The system must support the worker's manual entry of asset information in sufficient detail to support the lien process.
21. The system must support two lien business processes: one supporting lien and seizure of financial account assets, the second supporting lien and seizure of other personal property and real property.
22. A lien process against a financial account asset must always end in a release of the lien. This can occur because the arrearage has been paid in full, the case has been closed, or a sufficient amount of time has passed without action on the lien.
23. The system must generate a coupon to be returned with a payment made under a court order for a lien.

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1.3.1. Michigan / Vermont Adaptation

1. Michigan does not have an automated judgment repository such ACMS. The interface will be new.
2. Original Michigan screen ATLT - Asset List should be replaced with the asset tab from the new PERSON screen. See 2.3.4 for a copy of the final version from CI.13.
3. Original Michigan screen ASFN – Financial Assets should be adapted as follows. See 2.3.5 for final version. Final version may be modified during design.

Michigan Child Support Enforcement System (MiCSES)

Case Management Financial Management Reports Management Scheduling/Worker Management System Maintenance Exit Window

ASFN - FINANCIAL ASSETS

User: CLAYPOOLM Date: 05/01/2002 03:00 PM Screen

IV-D Member ID SSN OTHX

Associated Cases Locate Status Locate Date DOB Sex

Asset Code Asset SEQ NO Ltr Verification Sent

Effective Date End Date

Request Source Request Source ID Date Requested Date Received

Action Code Action Date Response Seq No Worker ID

Institution Institution Name Asset Priority

Account No Asset Value Current Balance DT Joint Account

Acct Type Acct Legal Title Acct Locate State Acct Freeze

Acct Trust Fund Code Acct Primary Name

Address Acct Secondary Name

City State

ZIP Code Country

Record: 1/1 <OSC>

Points to adapt:

1. Change to NJ standard menus, button bar, person header, and status bar.
2. Change the title to ACCOUNTS – MAINTAIN FINANCIAL ASSETS.
3. Change the labels to normal black font
4. Replace the page arrows in the lower right with the standard arrows

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4. Original Michigan screen ASRE – Real Estate Assets should be adapted as follows. See 2.3.6 for final version. Final version may be modified during design.

Third Circuit Court - Wayne County

Case Management Financial Management Reports Management Scheduling/Worker Management System Maintenance Exit Window

OASIS - FOC Child Support Information SYSTEM

REAL ESTATE ASSETS - ASRE

User: QAUSER Date: 09/18/2001 03:26 PM Function: []

IV-D Member ID [] SSN [] OTHX []

Associated Cases [] Locate Status [] DOB [] Sex []

Asset Code [] Asset SEQ NO []

Purchase Date [] Sold Date [] Action Code [] Action Date []

Request Source [] Request Source ID [] Date Requested [] Date Received []

Asset Address [] City [] State []

Country [] ZIP []

Asset Lot NO [] Asset Book NO [] Asset Page NO [] Square FT []

Assessed State [] Assessed FIPS Cty [] Asset Value []

Lien [] Institution []

Address [] Institution Name []

City [] State []

Zip [] Country []

Mortgage [] Mortgage AMT [] Balance AMT [] Balance Date []

Record: 1/1 ... <OSC>

Points to adapt:

1. Change to NJ standard menus, button bar, person header, and status bar.
2. Change the title to PROPERTY – MAINTAIN REAL ESTATE ASSETS.
3. Change the labels to normal black font
4. Replace the page arrows in the lower right with standard arrows

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5. Original Michigan screen ASRV – Registered Vehicle Assets should be adapted as follows. See 2.3.7 for final version. Final version may be modified during design.

The screenshot displays a software interface for 'Third Circuit Court - Wayne County' with a menu bar including 'Case Management', 'Financial Management', 'Reports Management', 'Scheduling/Worker Management', 'System Maintenance', and 'Exit Window'. The main title is 'OASIS - FOC Child Support Information System'. The specific screen is titled 'REGISTERED VEHICLE ASSETS - ASRV'. It features a toolbar with icons for print, save, delete, help, and refresh. The user is identified as 'QAUSER' and the date is '09/18/2001 03:26 PM'. The interface is organized into several sections: 1. Identification fields: IV-D Member ID, SSN, OTHX, Associated Cases, Locate Status, DOB, Sex. 2. Asset and Request Information: Asset Code, Asset SEQ NO, Response SEQ NO, Date Requested, Date Received, Request Source, Request Source ID, Action Code, Action Date, Worker ID. 3. Vehicle Details: Vehicle Title NO, Make, Model, Year, VIN, Wholesale Value, License NO, License ST, Issue Date, Expire Date, Assessed ST, Assessed FIPS Cty, Assessed Value. 4. Lien Information: Lien Institution, Account Number, Lien Amount, Name, Address, City, State, Zip Code, Country. The status bar at the bottom indicates 'Record: 1/1' and '<OSC>'.

Points to adapt:

1. Change to NJ standard menus, button bar, person header, and status bar.
2. Change the title to VEHICLE – MAINTAIN REGISTERED VEHICLE ASSETS.
3. Change the labels to normal black font
4. Replace the page arrows in the lower right standard arrows instead

1.4. Alternative Hybrid Component Assessment - Vermont

Vermont has been identified as the source for a hybrid component.

Vermont does not have the benefit of a system comparable to the ACMS in New Jersey. The ACCESS system uses the Person Asset Data (ASST) screen function to document real and personal property information matching active child support cases. Information regarding real estate transactions is

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provided in a monthly file from the Vermont Department of Taxes and the Vermont Department of Motor Vehicles provides a monthly file regarding personal property such as automobiles, boats, motor homes, etc.

When ACCESS daily monitoring finds an ASST entry regarding a real estate transaction in a case that meets the enforcement criteria, a DAIL message is generated to Intercept Unit staff identified as the Lien Manager (CODE function, Specialized Managers Table). If the ASST entry indicates that the NCP sold a property already subject to an established OCS lien, the Lien Manager is alerted to follow up on payment. If the entry indicates the NCP has purchased a property and the case meets the enforcement criteria, the manager selects it to initiate the process to file a lien. Using the appropriate code on the ASST function, the Lien Manager has the option to pursue the lien through the court or administratively.

ACCESS automatically transfers details of the selected property to the LIEN function screen and generates a letter to the appropriate family court requesting certified orders with the appropriate "Final Judgment, No Appeal Pending" stamps. Depending on the administrative or court basis of the action the system also generates a cover letter to the town clerk requesting the lien or to the NCP property owner. When the court returns the requested stamped order, the LM sends the documents to the town clerk or the NCP. ACCESS automatically generates a cover letter to the town clerk and a DAIL reminder to the LM if there has been no response from the NCP to the administrative process. The process is then continued on a court basis.

When the town clerk returns a file-stamped copy of the judgment, the LM enters the filed date on the LIEN function screen and the system generates notices to the non-custodial and custodial parents that the lien has been filed against the property. The lien remains on record until the arrearages are paid or the LM determines that it should be released. Setting the release flag on the LIEN screen causes the system to generate a Release of Lien and a cover letter for the town clerk and notices to the NCP and CP.

Several differences apply if the lien is to be established for personal property assets registered through the Department of Motor Vehicles. Regardless of the account status, ACCESS does not generate a DAIL alert to the Lien Manager when a DMV asset is documented to the ASST function screen. If a lien is desired against an asset registered with the Department of Motor Vehicles, the worker's selection of the property listing on the ASST screen will open the LIEN screen for entry of the DMV town code and the description of the property including the Vehicle Identification Number (VIN) number of the vehicle. This will be the key for system generation of a different set of letters similar to those produced for a real estate asset. A cover letter will be generated to the DMV to accompany the forms required when requesting a lien against the vehicle.

If the Lien Manager does not document a receipt of title for personal property registered with DMV within 45 days, the system automatically generates a second notice to DMV requesting a corrected title for the vehicle. When a release is entered for personal property registered with DMV, the system generates notices to the NCP and CP as well as a cover letter to DMV to accompany the executed title releasing the lien.

1.5. Requirements Validation

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1.5.1. Laws and Regulations

State law: N.J.S. 2A:17-56.53

State law: N.J.S. 2A: 17-65

New Jersey Court Rule 4:59-1(b)

New Jersey Court Rule 5:7-5(f)

2. Functional Design

2.1. Functional Process Overview

The system will provide lien monitoring through the use of the ENF WORK – Process Workflow - Enforcement screen. This screen displays the history of actions taken within each enforcement remedy, such as a lien, through an activity chain. Each action entry, or minor activity, accepts a result or reason from the user to indicate what has happened or should happen. Each entry of a reason completes the current step and forces the workflow to progress to the next step.

The lien process utilized in the EN.20 – Financial Institution Data Match is a special case of this, more generic, lien remedy.

2.1.1. Prepare Judgment for Lien

Arrears balances of eligible NCPs are extracted and communicated to the Automated Civil Management System (ACMS). A successful posting in that system returns a judgment number that is kept in the child support system for use in future updates. Failed postings are returned as error messages in the batch job monitoring process (see EO.04).

2.1.2. Discover Assets

Settlement agents, such as attorneys involved in inheritance and civil suit settlements or buyers and sellers of property, are required by law to check the ACMS for outstanding judgments. If a judgment is found, the settlement is frozen and the agent must contact the child support unit with the details of the transaction. The transaction is frozen until the child support worker can file a Writ of Execution to levy against the asset or releases any claim against the asset. For the system to accurately create the details on generated documents, the child support worker must post the details of the asset such as balance or value and identifying characteristics onto the appropriate asset screen (ACCOUNTS, PROPERTY, or VEHICLE).

2.1.3. Execute Lien

To execute on the lien, the worker must start an activity chain to monitor the actions taken. When creating the chain, it must be linked to an asset so that the details may be extracted and placed on the appropriate legal documents. The unexecuted Writ of Execution is generated and sent to the plaintiff and Chief Probation Office to be signed. Once signed, i.e. executed, the Writ is served on the asset holder to

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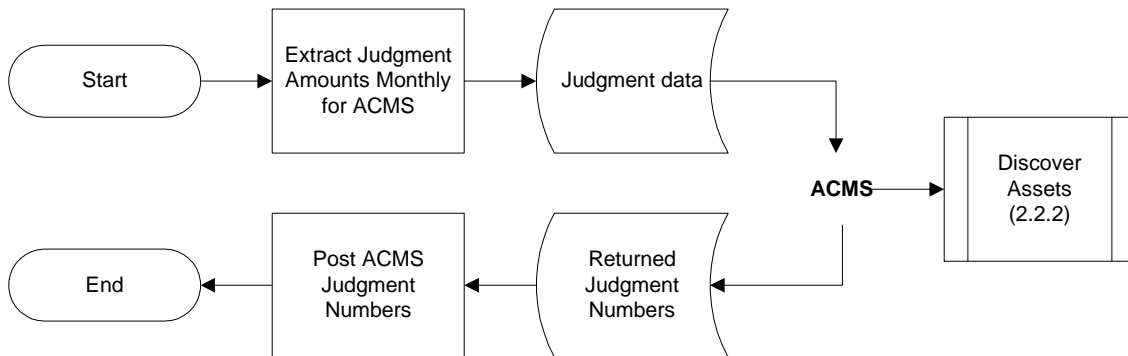
freeze the asset. The Notice of Debt is then served on the defendant detailing what is happening. A packet of documents is prepared and a hearing held. The results of the hearing are placed in an order that either seizes the asset or releases the asset holder to dispose of the asset. Failing to follow the order can result in a show cause action being taken against the asset holder.

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2.2. Functional Process Flow

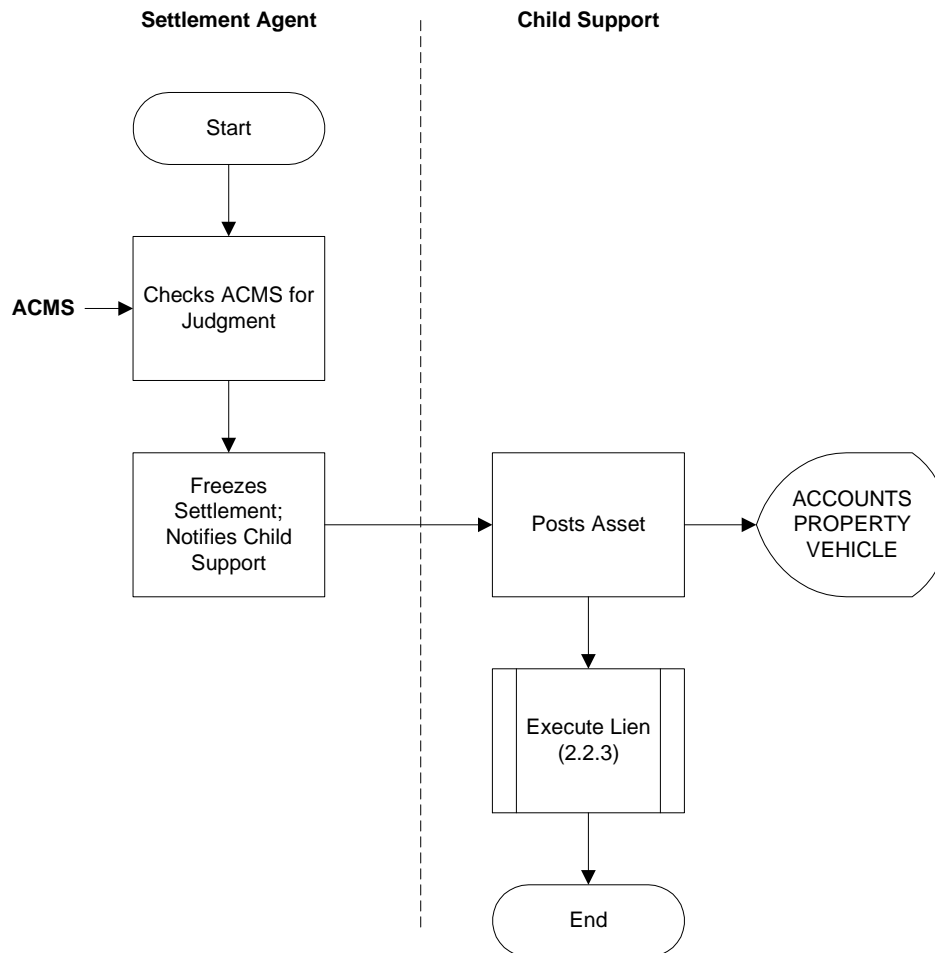
2.2.1. Prepare Judgment for Lien



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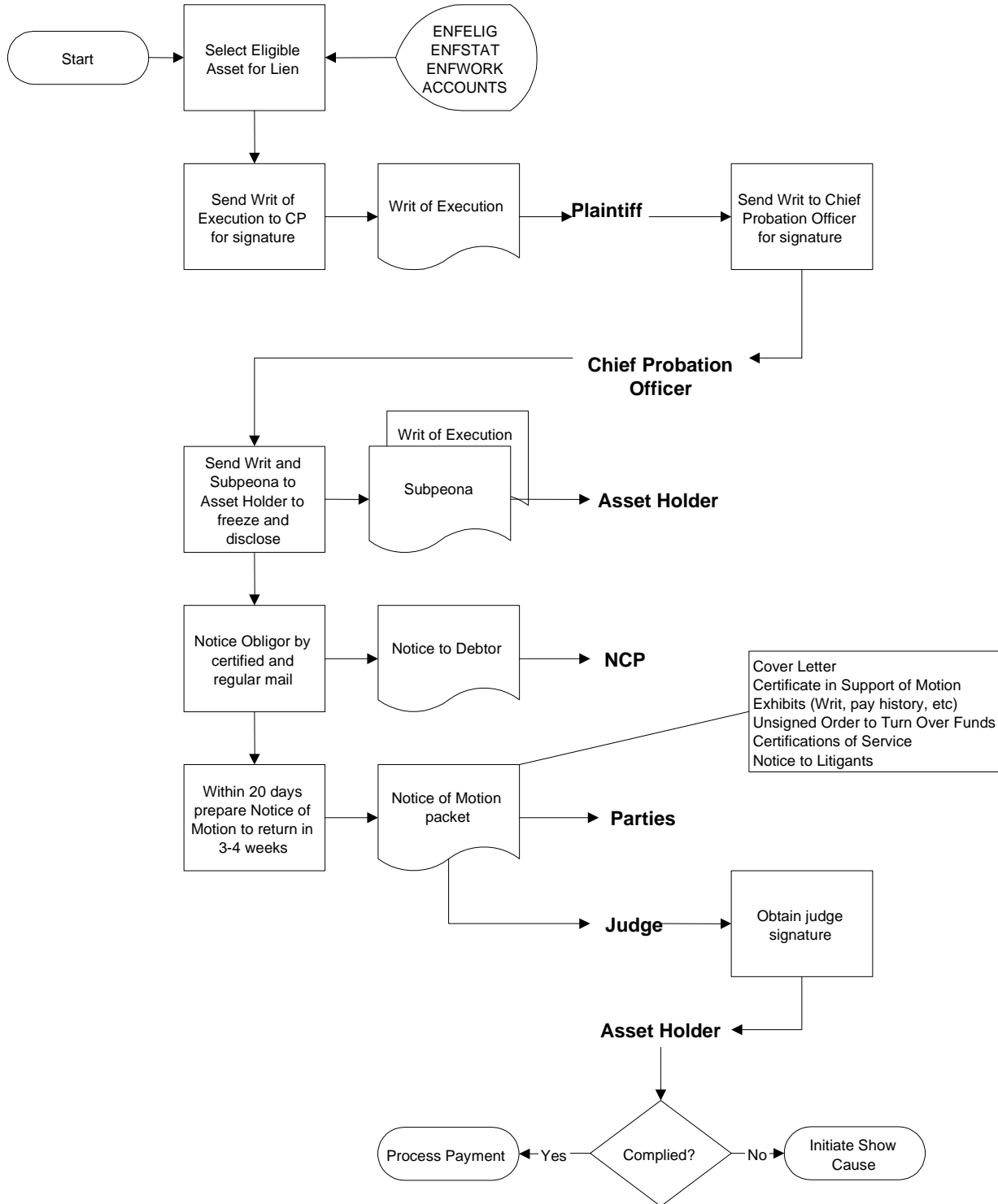
2.2.2. Discover Assets



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2.2.3. Execute Lien



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Role Title	Inquiry	Add	Change	Delete
Attorney	Y	Y	Y	N
Central Registry Manager	Y	Y	Y	N
Child Support Specialist	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y

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2.3.1.2. ENFSTAT – Maintain Enforcement Status (see EN.01 for final version)

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / Maintain Enforcement Status

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	Y	Y	N
Central Registry Manager	Y	Y	Y	N
Central Registry Specialist (UIFSA)	Y	Y	Y	N

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Role Title	Inquiry	Add	Change	Delete
Child Support Specialist (NPA)	Y	Y	Y	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	Y	Y	N
Credit Reporting Specialist	Y	Y	Y	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Judgment Specialist	Y	Y	Y	N
License Suspension Specialist	Y	Y	Y	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	Y	Y	N

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2.3.1.3. ENFWORK – Process Enforcement Workflow (see EN.01 for final version)

Case Details:

- Docket: 2000DV123456
- IV-D Case*: 12345678901
- IV-A Case: 5266359870
- Office: Cumberland
- Complaint: Jim.Jeff.Rov.Sus
- CP: Jane S Doe
- NCP: Jane Q Public
- Worker: XAmple
- Role: PL
- Atty: N
- SSN: 123-45-6789
- Pvt: N
- Type: Non-Assistance
- Status: Open
- DF: Y
- FVI: Y
- Interstate: Responding
- Stage: Paternity to be Established

Activity Tables:

Start Date	Major Activity	Status	Reason
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Start Date	Minor Activity	Due Date	Action Date	Reason
<input checked="" type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Minor Activity Details:

Last Update Date: _____ By: _____ Assigned To: _____ Link: _____

Note: _____

Status message goes here...

Record: 1/1 | Cumberland County Welfare Office | 125.215.172.177

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / Process Enforcement Workflow

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	Y	Y	N
Central Registry Manager	Y	Y	Y	N

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Role Title	Inquiry	Add	Change	Delete
Central Registry Specialist (UIFSA)	Y	Y	Y	N
Child Support Specialist (NPA)	Y	Y	Y	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	Y	Y	N
Credit Reporting Specialist	Y	Y	Y	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Judgment Specialist	Y	Y	Y	N
License Suspension Specialist	Y	Y	Y	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	Y	Y	N

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2.3.1.4. PERSON (Assets Tab) – List Assets (See final version in CI.13)

The screenshot shows the 'PERSON - MEMBER DEMOGRAPHICS' window with the 'Assets' tab selected. The top navigation bar includes 'Actions', 'Person', 'Case', 'Establishment', 'Enforcement', 'Financial', 'Reports', 'Resources', 'System', 'Exit', and 'Window'. The user is 'XAmple' and the date is '03/23/2004 10:23:54 PM'. The main form contains the following fields:

- DCN*: 1234567890
- Name: John Q. Public
- SSN: 1234567890
- Pvt: N
- Locate Status: []
- Cases*: 1234567890
- PA Member ID: []
- DOB: 23/12/1943
- FVI: Y
- Gender: Male

Below these fields are tabs for: Personal Information, Extended Family, Status, Address, Job, Marriage, Paternity, Insured, License, Financial, Assets (selected), and Income \ Expenses. The 'Current Asset Information (Display Only)' section includes a 'View' button and an 'Update Asset Detail' button. It contains two sub-sections:

- Assets Source:** Date of Receipt, Private, Source.
- Verification Status:** Action, Date, By, Response Due.

The 'Assets Information' table is currently empty:

Asset Type	Description	Asset Value	Action	Action Date	Asset Status

At the bottom, the status bar shows 'Record: 1/1', 'Cumberland County Welfare Office', and the IP address '125.215.172.177'.

Screen Group: Person

Method(s) of Access:

Menu: Person / PERSON – Member Demographics (Assets tab)

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	N	N	N
Attorney	Y	N	N	N
Bench Warrant Specialist	Y	N	N	N
Central Registry Manager	Y	N	N	N
Central Registry Specialist (UIFSA)	Y	N	N	N

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Role Title	Inquiry	Add	Change	Delete
Child Support Specialist (NPA)	Y	N	N	N
Child Support Specialist (PA)	Y	N	N	N
Child Support Supervisor	Y	N	N	N
County Office Manager	Y	N	N	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	N	N	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	N	N	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	N	N	N
Judge	Y	N	N	N
Judgment Specialist	Y	N	N	N
License Suspension Specialist	Y	N	N	N
Lien Specialist	Y	N	N	N
Locate Specialist	Y	N	N	N
Low Collection Potential Specialist	Y	N	N	N
Paralegal	Y	N	N	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	N	N	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	N	N	N
Tax Specialist	Y	N	N	N

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2.3.1.5. ACCOUNTS – Maintain Financial Assets

Screen Group: Person

Method(s) of Access:

Menu: Person / ACCOUNTS – Maintain Financial Assets

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	N	N	N
Central Registry Manager	Y	Y	Y	N

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Role Title	Inquiry	Add	Change	Delete
Central Registry Specialist (UIFSA)	Y	Y	Y	N
Child Support Specialist (NPA)	Y	N	N	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	Y	Y	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Judgment Specialist	Y	N	N	N
License Suspension Specialist	Y	N	N	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	Y	Y	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	N	N	N

New Jersey Automated Child Support Enforcement System

Enforcement

2.3.1.6. PROPERTY – Maintain Real Estate Assets

Screen Group: Person

Method(s) of Access:

Menu: Person / PROPERTY – Maintain Real Estate Assets

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	N	N	N
Central Registry Manager	Y	Y	Y	N
Central Registry Specialist (UIFSA)	Y	Y	Y	N
Child Support Specialist (NPA)	Y	Y	Y	N

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Enforcement

Role Title	Inquiry	Add	Change	Delete
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	Y	Y	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Judgment Specialist	Y	N	N	N
License Suspension Specialist	Y	N	N	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	Y	Y	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	N	N	N

New Jersey Automated Child Support Enforcement System

Enforcement

2.3.1.7. VEHICLE – MAINTAIN REGISTERED VEHICLE ASSETS

Screen Group: Person

Method(s) of Access:

Menu: Person / VEHICLE – Maintain Registered Vehicle Assets

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	N	N	N
Central Registry Manager	Y	Y	Y	N
Central Registry Specialist (UIFSA)	Y	Y	Y	N
Child Support Specialist (NPA)	Y	Y	Y	N

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Enforcement

Role Title	Inquiry	Add	Change	Delete
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	Y	Y	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Judgment Specialist	Y	N	N	N
License Suspension Specialist	Y	Y	Y	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	Y	Y	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	N	N	N

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Enforcement

2.3.2. Documents

- 2.3.2.1. Writ of Execution
- 2.3.2.2. Subpoena
- 2.3.2.3. Notice to Debtor
- 2.3.2.4. Notice of Motion
- 2.3.2.5. Cover Letter
- 2.3.2.6. Certificate in Support of Motion
- 2.3.2.7. Order to Turn Over Funds
- 2.3.2.8. Certifications of Service
- 2.3.2.9. Notice to Litigants

2.3.3. Reports

None

2.3.4. Transaction Files

- 2.3.4.1. Output File of arrearages to Automated Civil Management System (ACMS) to record liens
- 2.3.4.2. Input File from ACMS recording judgment numbers as proof of lien

2.4. Operational Report Notifications and Workflow Events

2.4.1. List of Major Activities:

- 2.4.1.1. Lien processing (MI = LNFP)

2.4.2. List of Alerts:

A complete list of alerts will be identified during the functional design process.

2.5. Navigation Logic

The user will have access to navigate to a selected set of other screens by right-clicking anywhere on the screen. The exact list of screens will be enumerated during detail design.

2.6. Chronology and Logs

System actions and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not archived and rely on the minor activity processing and logs for any historical record.

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Enforcement

Each generation of a document is stored in the forms history with the most recent print status.

Outgoing CSENet communications are stored in the interstate correspondence table.

Nothing is automatically stored in the Case Notes table.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

Detailed entries for all chronology and logs will be identified in the design phase.

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Enforcement

New Jersey Automated Child Support Enforcement System

Enforcement – EN.14 Bonds

New Jersey Automated Child Support Enforcement System

Enforcement

Enforcement – EN.14 Bonds

1. Requirements Definition

1.1. Requirement

- 1.1.1. The system must support State policy and regulation for the use of bonds to ensure regular payment of child support obligations.
- 1.1.2. The system must monitor bonds established and request payment as needed.
- 1.1.3. The system must provide for legal document generation of the appropriate document needed to register and release bonds.

1.2. Existing ACSES Assessment

ACSES does not currently provide functionality supporting the establishment and tracking of payment bonds for enforcement.

1.3. MICSES Assessment

MiCSES has a MAJOR ACTIVITY for the use of cash performance bonds (BOND). Workers must manually initiate the BOND activity from the ENFP screen. In the activity chain, workers are brought to the appropriate DOGN screen to generate the required documents.

Appearance bonds are part of the bench warrant process within the Show Cause activity chain and are not part of this topic.

MiCSES description of functional objectives:

(Objectives 1-5 are taken from the Federal Certification Guide)

- 1 The system must support procedures to automatically identify, initiate and monitor enforcement actions using liens and bonds.
- 2 The system must automatically identify and maintain information on cases for which it would be appropriate, under State guidelines, to secure a bond.
- 3 The system must automatically generate documents required to secure a bond. When the IV D agency is attempting to secure a bond, the system must produce an advance notice that informs the non-custodial parent of:
 - The delinquency of the support payment and the requirement of posting security, bond, or guarantee; and

New Jersey Automated Child Support Enforcement System

Enforcement

- His/her rights and the methods available for contesting the impending action.
- 4 The system must automatically generate the required documentation and notify the caseworker to offset the bond when the current support payment is not received.
 - 5 The system must automatically generate the required documentation and notify the caseworker to restore the bond when the past due support is received.
 - 6 Bonds are used in the following situations:
 - Evidence of assets owned by the payer and arrearage or bad payment record.
 - When an obligor is arrested on a bench warrant an appearance bond may be ordered to insure the obligor will show for hearing.
 - Order by the court to insure future support payments will be made as required.
 - 7 The Enforcement activity chain for the Bond remedy identifies the sequence of activities and potential outcomes for each activity in the process. The chain identifies the appropriate notices to be sent, the parties to whom the notices are sent, the time frames or wait activities and scheduling activities based on due process requirements. The attached Bond chain illustrates each step included in the process. Typically, an order for disbursement of the Bond monies is incorporated in the resolution of the bench warrant order.

1.3.1. Michigan Adaptation

1. Michigan court rules outlined a bond process that required a judicial hearing to be held for each payment from the bond. In practice, most judges made a local court rule to make the paragraph ordering the hearings an optional paragraph. This allowed the child support unit to tap the proceeds from the bond when the monthly child support payment became overdue without taking court time. A letter to the bondholder referring to the original bond order was used rather than getting a fresh order each month. New Jersey will not require monthly judicial review.
2. Original Michigan screen BOND – Performance Bond should be adapted as follows. See 2.3.1 for final version. Final version may be modified during design.

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Enforcement

Michigan Child Support Enforcement System (MiCSES)

Case Management | Financial Management | Reports Management | Scheduling/Worker Management | System Maintenance | Exit | Window

BOND - PERFORMANCE BONDS

User: SMITHS Date: 03/08/2004 01:53 PM Screen: []

IV - D Case ID: 820000961 Docket ID: 991169728 IV - D Case Status: [0] County: 082 Wayne

IV - D Case Type: [B] IV-A ARREARS ONLY Court Order Type: DP PATERNITY Primary Worker ID: REDMANG

NCP: 78620728 SMITH DONALD 374884385 Interstate IND: []

CP: 83030028 COLE MICHELE 385061091 Enforcement Status: [A] Reason CD: []

Bond Seq: [] Bond Holder: [] OTHX

Bond Address: [] City: [] State: [] Country: [] Zip: []

Bond Identifier: [] Bond Type: [] Bond Renewal IND: [] Hearing Request IND: []

Initial Bond Amt: [] Effective Date: [] Release Date: []

Last Tap Amt: [] Last Tap Date: [] Balance Amt.: []

Bond Seq	Bond Holder	Bond Identifier	Bond Type	Initial Bond Amt	Effective Date	Balance Amount	Release Date
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]

Record: 1/1 ... <OSC>

Points to adapt:

1. Change to NJ standard menus, button bar, legal header, and status bar.
2. Change the title to BOND – MAINTAIN BONDS.
3. Change the labels to normal black font
4. Remove the page arrows in the lower right and use an elevator scroll bar instead
5. Add a row between the Bond Seq field and the address to put “Contact Name”. On the same row insert a text field “Phone”. Above “City” insert a field “Email”.
6. OTHX button should be renamed to final name of screen.
7. The following fields should be dropdowns: Bond Type, Bond Renewal Ind, Hearing Request Ind
8. Rearrange the frames:
 - a. Top frame is the header
 - b. Second frame is the grid
 - c. Third frame should be labeled ‘Bond Holder Info’.
 - d. Final frame should be labeled ‘Bond Data’.

1.4. Alternative Hybrid Component Assessment - Vermont

New Jersey Automated Child Support Enforcement System

Enforcement

No hybrid components were identified as needing to be integrated. Individual features may have been identified in section 1.3.1.

1.5. Requirements Validation

No issues at this time.

2. Functional Design

2.1. Functional Process Overview

The system will provide bond monitoring through the use of the BOND – Maintain Bond screen. This screen displays the original and remaining balance of the bond and the contact information of the bondholder. Like most enforcement remedies, the actions taken to establish and execute on the bond will be monitored with the ENFELIG, ENFSTAT, and ENFWORK screens as described in EN.01.

2.1.1. Establish a Bond

Objectives met: 1.1.1, 1.1.2, and 1.1.3.

A bond may result from the disposition of a hearing or voluntarily agreed upon between obligor and the child support unit. In either case, establishment of a performance bond requires judicial authority. The initial balance and the conditions when the bond will be executed and funds withdrawn to pay child support will be outlined in the order. Details and terms on how the bond is funded is left to the obligor and the bondholder to negotiate.

2.1.2. Execute a Bond

Objectives met: 1.1.1, 1.1.2, and 1.1.3.

When the system recognizes the current support for the month has not been fully paid, it will automatically issue a letter to the bondholder to execute on the bond. A coupon is included for the bondholder to remit the funds to the New Jersey Family Support Payment Center.

2.1.3. Release a Bond

Objectives met: 1.1.3.

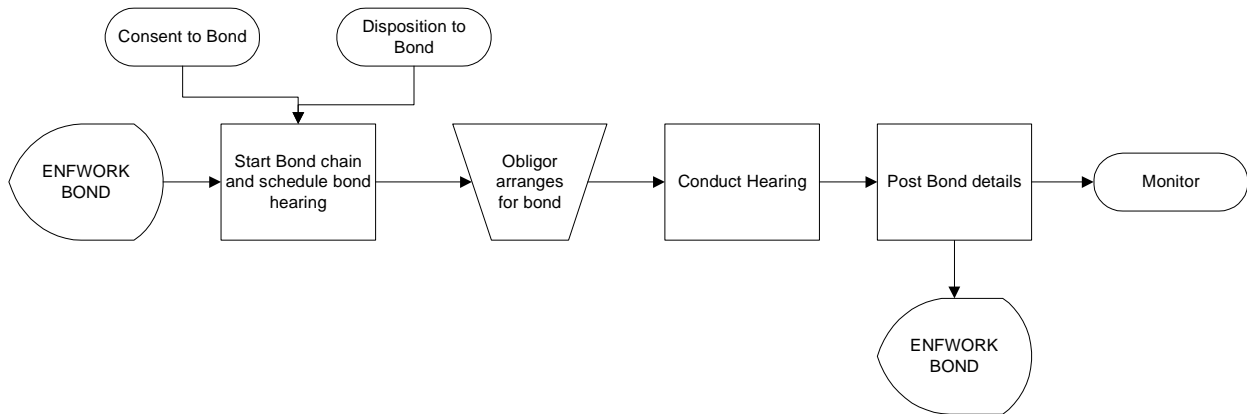
When the bond is about to be exhausted and child support is expected to continue, another hearing is scheduled to either replenish the bond or decide on another, more effective, enforcement remedy. There may be other conditions that are not tracked by the system to allow an early release from the bond.

New Jersey Automated Child Support Enforcement System

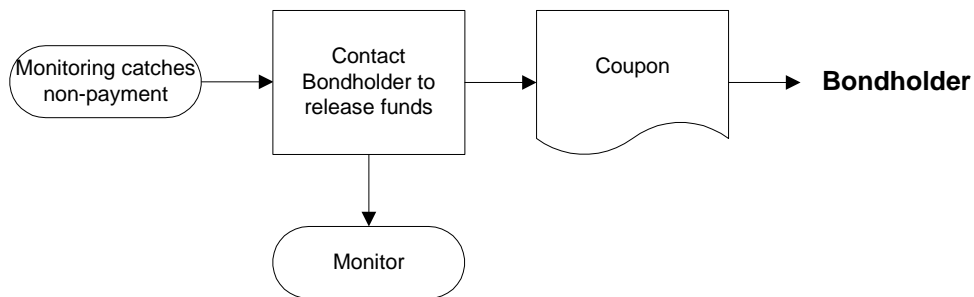
Enforcement

2.2. Functional Process Flow

2.2.1. Establish a Bond



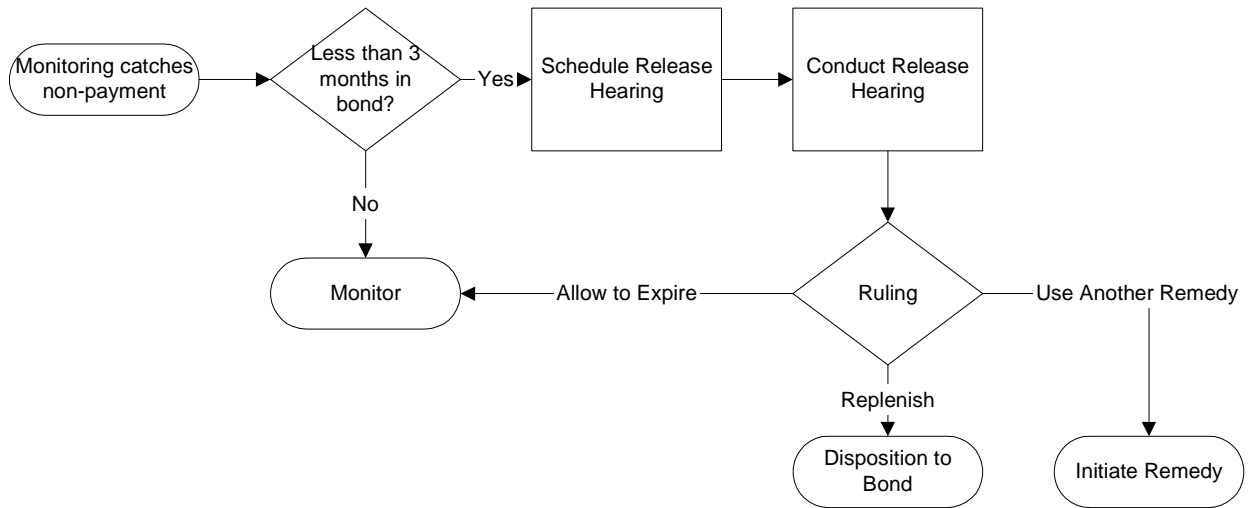
2.2.2. Execute a Bond



New Jersey Automated Child Support Enforcement System

Enforcement

2.2.3. Release a Bond



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Enforcement

2.3. Screens, Notices, Reports and Transaction Files

2.3.1. Screens

2.3.1.1. BOND – Maintain Bond

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / BOND – Maintain Bond

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	Y	Y	N

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Enforcement

Role Title	Inquiry	Add	Change	Delete
Central Registry Manager	Y	N	N	N
Central Registry Specialist (UIFSA)	Y	N	N	N
Child Support Specialist (NPA)	Y	Y	Y	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	N	N	N
Judge	Y	N	N	N
Judgment Specialist	Y	Y	Y	N
License Suspension Specialist	Y	N	N	N
Lien Specialist	Y	N	N	N
Locate Specialist	Y	N	N	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	N	N	N

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Enforcement

2.3.2. Documents

- 2.3.2.1. Petition for Bond
- 2.3.2.2. Proposed Consent Order
- 2.3.2.3. Notice of Hearing
- 2.3.2.4. Order for Bond for Future Support
- 2.3.2.5. Petition to Release Bond
- 2.3.2.6. Order to Release Bond

2.3.3. Reports

None

2.3.4. Transaction Files

None

2.4. Operational Report Notifications and Workflow Events

2.4.1. List of Major Activities:

- 2.4.1.1. Performance Bond Monitoring (MI = BOND)

2.4.2. List of Alerts:

A complete list of alerts will be identified during the functional design process.

2.5. Navigation Logic

The user will have access to navigate to a selected set of other screens by right-clicking anywhere on the screen. The exact list of screens will be enumerated during detail design.

2.6. Chronology and Logs

System actions and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not archived and rely on the minor activity processing and logs for any historical record.

Each generation of a document is stored in the forms history with the most recent print status.

Outgoing CSENet communications are stored in the interstate correspondence table.

Nothing is automatically stored in the Case Notes table.

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Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

Detailed entries for all chronology and logs will be identified in the design phase.

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Enforcement

New Jersey Automated Child Support Enforcement System

Enforcement – EN.15 Credit Reporting

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Enforcement

Enforcement – EN.15 Credit Reporting

1. Requirements Definition

1.1. Requirement

- 1.1.1. The system must monitor case account balances for selection of delinquent obligors for credit reporting.
- 1.1.2. The system must provide for notification to the delinquent obligor of the intent to report, the remedy, and appeal options.
- 1.1.3. The system must provide for automatic submission in metro2 format to participating credit reporting agencies.
- 1.1.4. A monthly process must continue credit reporting until case closure, after which one final transaction must be sent to close out the credit reporting record.

1.2. Existing ACSES Assessment

ACSES currently supports credit reporting as one of the centralized enforcement activities. Some staff comment indicates that there may be a lack of adequate coordination between this function and some of the accounting functions. The existing system does not suspend reporting for closed cases.

1.3. MiCSES Assessment

MiCSES has a MAJOR ACTIVITY (CRAR) for the Credit Reporting process. The system automatically generates the appropriate notices and includes MINOR ACTIVITIES for each step in the process. Once the appeal period has expired or an appeal has been denied, MiCSES reports full obligation and arrearage information automatically.

MiCSES description of functional objectives:

The Credit reporting process will be an automated enforcement tool that will complement the overall work flow within the Friend of The Court child support enforcement system. The automated system must correctly report cases that qualify for credit reporting (2 months arrearage), and inform obligors of the action. The system must support the administrative review procedures for both interstate and non-interstate cases. When an obligor request to be reported when they do not qualify for automatic reporting, an obligor will need to be marked as include based on request and added to the Metro 2 file. Policy does allow a ramp up period and child support workers will need the system to support this concept. The system will recognize the following cases as being exempt from credit reporting:

- 1. Court ordered
- 2. Death of the Obligor
- 3. Mistaken Identity
- 4. Cases with bankruptcy stays

New Jersey Automated Child Support Enforcement System

Enforcement

5. MI initiated cases

The system must track dates and time periods and take required actions to reinstate enforcement actions.

1.3.1. Michigan Adaptation

1. Michigan law prevents reporting to the credit reporting agencies if the arrears balance falls below the threshold unless the debtor specifically requests in writing to report the balance. New Jersey, like most states, will continue to accurately report the small or paid-off balances until case closure.
2. Michigan does not support the NJ practice of a temporary stay from reporting a quarter while under appeal.
3. The Michigan system has a quirk in its coding that a record supporting the CBOR screen, whether reporting is active or not, must exist for the order to be considered in enforcement status. This logic is supposed to have recently been removed.
4. Original Michigan screen CBOR – Case Processor (processor tab) should be adapted as follows. See 2.3.1 for final version. Final version may be modified during design.

The screenshot shows a software window titled "Third Circuit Court - Wayne County" with a menu bar containing "Case Management", "Financial Management", "Reports Management", "Scheduling/Worker Management", "System Maintenance", "Exit", and "Window". Below the menu bar is a blue header for "OASIS - FOC Child Support Information System" and a sub-header for "CREDIT AGENCY REFERRAL - CBOR". A toolbar with various icons is visible. The main area contains a form with fields for "IV-D Member ID", "SSN", "Associated Cases", "Locate Status", "DOB", and "Sex". Below these fields is a table with the following columns: "Court Case No", "CD Referral Code", "Reason", "TRANS Type", "Date Submitted", "Amount Submitted", "Last Payment", and "Form". The table has several empty rows. At the bottom of the window, there is a status bar showing "Record: 1/1" and "<OSC>".

Points to adapt:

1. Change to NJ standard menus, button bar, person header, and status bar.

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2. Change the title to CB RPT – CREDIT BUREAU REPORTING.
3. Change the labels to normal black font
4. Remove the page arrows in the lower right and use an elevator scroll bar instead
5. Add an SSN column prior to Court Case No.
6. Remove CD Referral and Reason Code columns. Expand TRANS Type (rename to Transaction Type)
7. Rename Form column to Form ID. Expand to handle 10 characters.

1.4. Alternative Hybrid Component Assessment - Vermont

No hybrid components were identified as needing to be integrated. Individual features may have been identified in section 1.3.1.

1.5. Requirements Validation

1.5.1. Authority

Federal Statutes: 15 USC Sec. 1681, 42 USC Sec. 666

New Jersey Statutes: NJSA 2A: 17-56.21

OCSE Action Transmittal: AT 98-30

1.5.2. Frequency of Notification

Federal requirements only require a one-time notification that credit bureau reporting will start. New Jersey issues intent to report notices quarterly on the last Saturday of February, May, August, and November. These notices are sent to the Probation Child Support Enforcement offices who redistribute the notices to the NCPs. The design sessions will address whether this frequency and distribution remain as current.

2. Functional Design

2.1. Functional Process Overview

The system will provide credit reporting monitoring through the use of the ENFWORK – Process Workflow Enforcement screen. This screen displays the history of actions taken within each enforcement remedy as explained in EN.01. This screen accepts a result or reason from the user to indicate what has happened or should happen. Each entry of a reason completes the current step and forces the workflow to progress to the next step.

New Jersey Automated Child Support Enforcement System

Enforcement

A second screen, CB RPT – Credit Bureau Reporting, lists each transaction that is pending or has been submitted to the credit reporting agencies. Every transaction is reported simultaneously to the three major agencies:

Equifax	Experian	Trans Union
PO Box 740241	PO Box 2002	760 W Sproul Rd
Atlanta, GA 30374-0241	Allen, TX 75013	PO Box 390
(800) 685-1111	(888) 397-3742	Springfield, PA 19064-0390

2.1.1. Select Delinquent NCPs

Objective met: 1.1.1

Only cases where the obligee has applied for IV-D services are eligible for the credit reporting remedy. Thus, spousal support only cases are ineligible. Likewise, initiating interstate cases and cases exempted by court order are not eligible. Bankruptcy alone is not an exemption criterion. While New Jersey has no minimum threshold, in practice, obligors owing more than \$1000 in arrears qualify for this remedy.

2.1.2. Notify NCPs

Objective met: 1.1.2

CS044 - Notice of Reporting to Credit Agencies, are printed quarterly on the last Saturday of February, May, August, and November. These notices are sent to the Probation Child Support Enforcement offices who redistribute the notices to the NCPs. No submittal is made to the credit agencies until at least one of these notices have been provided to the NCP. The NCP has 35 days to submit a written appeal to the AOC Probation Services office. Qualified appeals are routed to the PCSE for an administrative review which may be appealed to a hearing officer and appealed again to a judge.

2.1.3. Submit to Credit Reporting Agency

Objective met: 1.1.3

Updates of child support balances, which exclude medical, dental, or educational expenses, are reported to the credit agencies monthly.

If an exemption is granted after credit reporting begins, reporting to the agency immediately stops. Further update transactions are not processed and any pending updates are dropped. Creditors will assess the credit-worthiness of the NCP based on the age and balance amount as last reported in the submittal prior to the exemption. Only account closure transactions will be processed while any exemption condition is in effect.

2.1.4. Close Credit Reporting

Objective met: 1.1.4

Once credit reporting begins, it is closed after the case closes or upon court order. The AOC may also cancel reporting if a review of the case as a result of the NCP filing an appeal shows the case ineligible or not meeting the minimum threshold. A transaction to update the balances to zero should be submitted. An account closure transaction should then be transmitted in the next subsequent submittal.

New Jersey Automated Child Support Enforcement System

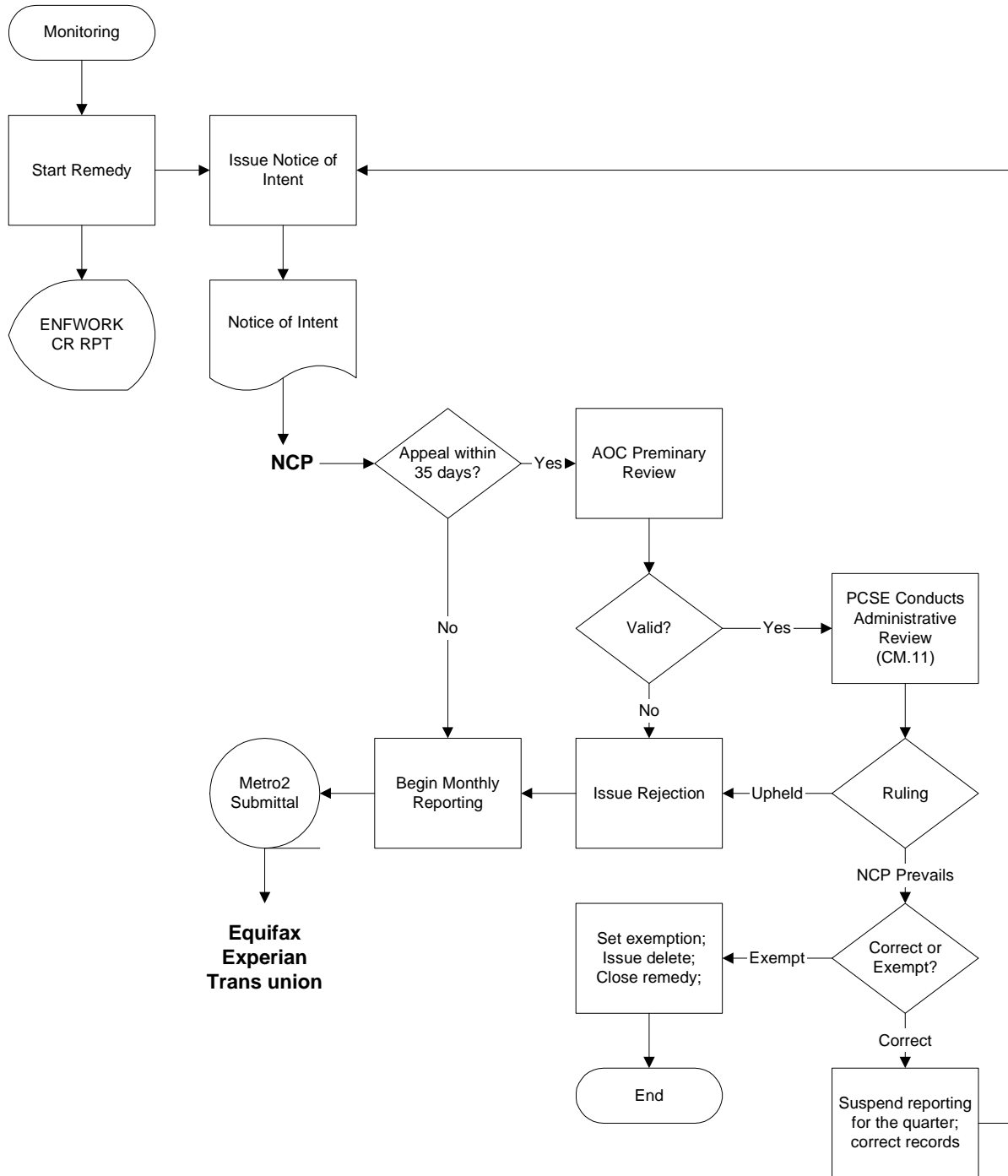
Enforcement

Disputes may arise concerning qualified but inaccurate balances. The NCP must file a dispute with the credit reporting agency who will in turn contact the AOC to resolve the error.

New Jersey Automated Child Support Enforcement System

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2.2. Functional Process Flow



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Enforcement

2.3. Screens, Notices, Reports and Transaction Files

2.3.1. Screens

2.3.1.1. CB RPT – Credit Bureau Reporting

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / CB RPT – Credit Bureau Reporting

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N

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Enforcement

Role Title	Inquiry	Add	Change	Delete
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	N	N	N
Central Registry Manager	Y	Y	Y	N
Central Registry Specialist (UIFSA)	Y	N	N	N
Child Support Specialist (NPA)	Y	Y	Y	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	Y	Y	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Judgment Specialist	Y	N	N	N
License Suspension Specialist	Y	N	N	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	N	N	N

New Jersey Automated Child Support Enforcement System

Enforcement

2.3.2. Documents

- 2.3.2.1. CS044 – Notice of Reporting to Credit Agencies
- 2.3.2.2. TBD – Credit Bureau Appeal Resolution/Progress Report

2.3.3. Reports

None

2.3.4. Transaction Files

(The only difference in the files is the receiving agency's ID in the header record)

- 2.3.4.1. Output File – Submittal to Credit Reporting Agency – Equifax
- 2.3.4.2. Output File – Submittal to Credit Reporting Agency – Experian
- 2.3.4.3. Output File – Submittal to Credit Reporting Agency – Trans Union

2.4. Operational Report Notifications and Workflow Events

2.4.1. List of Major Activities:

- 2.4.1.1. Credit Agency Reporting (MI = CRAR)

2.4.2. List of Alerts:

A complete list of alerts will be identified during the functional design process. The current New Jersey processing provides the following messages:

- Credit Bureau Notice Issued
- Credit Bureau Record Canceled
- Case Under Credit Bureau Appeal
- Temporary Stay or Exemption Released
- Arrearage Information Updated with Credit Agency
- Case Cancelled From Credit Reporting
- Case Exempt From Credit Bureau Reporting

2.5. Navigation Logic

The user will have access to navigate to a selected set of other screens by right-clicking anywhere on the screen. The exact list of screens will be enumerated during detail design.

2.6. Chronology and Logs

System actions and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

New Jersey Automated Child Support Enforcement System

Enforcement

Alerts for the operational report are not archived and rely on the minor activity processing and logs for any historical record.

Each generation of a document is stored in the forms history with the most recent print status.

Outgoing CSENet communications are stored in the interstate correspondence table.

Nothing is automatically stored in the Case Notes table.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

Detailed entries for all chronology and logs will be identified in the design phase.

New Jersey Automated Child Support Enforcement System

Enforcement

New Jersey Automated Child Support Enforcement System

Enforcement – EN.16 IRS Full Collection Services

New Jersey Automated Child Support Enforcement System

Enforcement

Enforcement – EN.16 IRS Full Collection Services

1. Requirements Definition

1.1. Requirement

- 1.1.1. The system must support State policy for the use of IRS full collection services.
- 1.1.2. The system must monitor submittal information.
- 1.1.3. The system must provide updates as required by the federal system certification criteria.

1.2. Existing ACSES Assessment

IRS full collection is rarely invoked as an enforcement remedy and the current function of ACSES does not provide support for the management of the process.

1.3. MICSES Assessment

MiCSES contains the documents necessary to initiate the IRS Full Collection process and records events related to the process.

1.3.1. Michigan Adaptation

- 1. Michigan does not use an activity chain to control the processing for IRS Full Collection. For NJ, an activity chain should be developed to allow the enforcement status screen (ENFSTAT) to be fully functional and comprehensive.
- 2. Due to the high cost of requesting this remedy, which has been used less than a dozen times in the history of the MI child support program, Michigan thresholds were very high. A minimum of \$20,000 in arrears and no other remedy in effect were two of the requirements. New Jersey thresholds will have to be used.
- 3. Original Michigan screen IRSC – IRS Full Collection should be adapted as follows. See 2.3.1 for final version. Final version may be modified during design.

New Jersey Automated Child Support Enforcement System

Enforcement

Michigan Child Support Enforcement System (MiCSES)

Case Management Financial Management Reports Management Scheduling/Worker Management System Maintenance Exit Window

IRSC - IRS FULL COLLECTION

User: MCCORMACKS Date: 05/17/2002 08:25 AM Screen

IV - D Case ID [dropdown] Court Order No [dropdown] IV - D Case Status [checkbox] County [text]

IV - D Case Type [checkbox] Court Order Type [checkbox] Primary Worker ID [text]

NCP [checkbox] Interstate IND [checkbox]

CP [checkbox] Enforcement Status [checkbox] Reason CD [checkbox]

Amount Reported [text]

Date Last Referred [text]

Record: 1/1 ... <OSC>

Points to adapt:

1. Change to NJ standard menus, button bar, legal header, and status bar.
2. Change the title to IRS FULL – IRS FULL COLLECTION.
3. Change the labels to normal black font

1.4. Alternative Hybrid Component Assessment - Vermont

No hybrid components were identified as needing to be integrated. Individual features may have been identified in section 1.3.1.

1.5. Requirements Validation

1.5.1. Thresholds

New Jersey thresholds will be identified in design sessions.

New Jersey Automated Child Support Enforcement System

Enforcement

1.5.2. Approval

New Jersey approvals for who can request the child support director to send the letter to the IRS will be determined in design sessions.

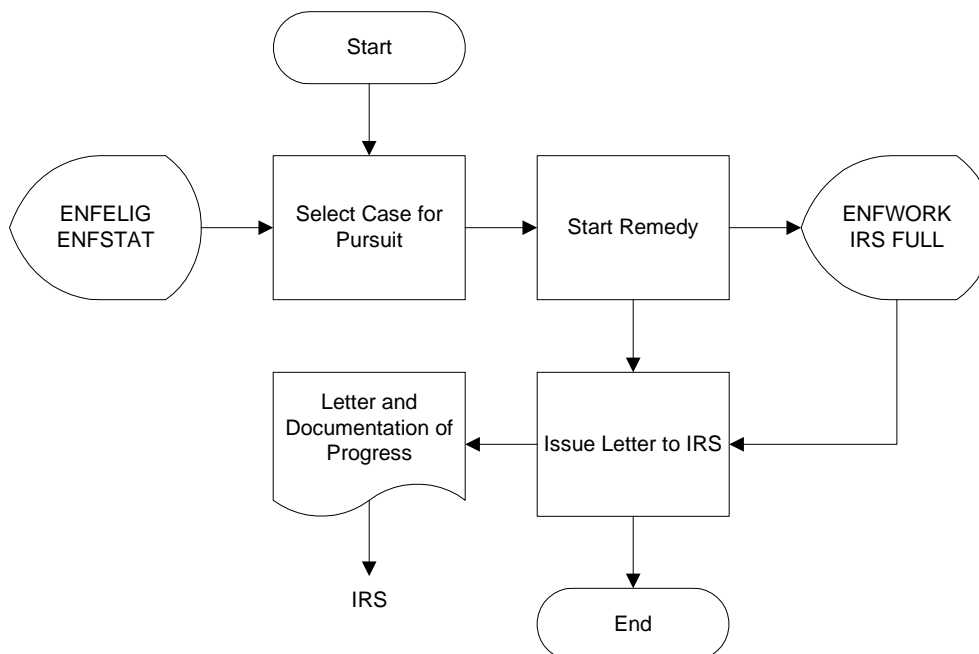
2. Functional Design

2.1. Functional Process Overview

The system will monitor the use of the IRS Full Collection remedy through the use of the ENFWORK – Process Workflow Enforcement screen. This screen displays the history of actions taken within each enforcement remedy as explained in EN.01. This screen accepts a result or reason from the user to indicate what has happened or should happen. Each entry of a reason completes the current step and forces the workflow to progress to the next step.

A second screen, IRS FULL – IRS Full Collection, accepts and displays the latest amount and date that appears on the most recent letter that the child support director has sent to the IRS.

2.2. Functional Process Flow



New Jersey Automated Child Support Enforcement System

Enforcement

2.3. Screens, Notices, Reports and Transaction Files

2.3.1. Screens

2.3.1.1. IRS FULL – IRS Full Collection

New Jersey Child Support System

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

IRSFULL - IRS FULL COLLECTION

User: XAmple Date: 03/23/2004 10:23:54 PM Screen:

NEW FIND CLR ADD MOD DEL CHK PRT D:O IMG P:O ? HELP EXIT

Docket: 2000DV123456 Complaint: Jim.Jeff.Rov.Sus Role: Atty: SSN: Type: Non-Assistance

IV-D Case*: 12345678901 CP: Jane S Doe PL: N 123-45-6789 Pvt: N Status: Open

IV-A Case: 5266359870 NCP: Jane Q Public DF: Y 123-45-6789 FVI: Y Interstate: Responding

Office: Cumberland Worker: XAmple Stage: Paternity to be Established

Amount Reported: Date Last Referred:

Status Bar Message...

Record: 1/1 Cumberland County Welfare Office 125.215.172.177

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / IRS Full – IRS Full Collection

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	N	N	N
Attorney	Y	N	N	N
Bench Warrant Specialist	Y	N	N	N

New Jersey Automated Child Support Enforcement System

Enforcement

Role Title	Inquiry	Add	Change	Delete
Central Registry Manager	Y	N	N	N
Central Registry Specialist (UIFSA)	Y	N	N	N
Child Support Specialist (NPA)	Y	N	N	N
Child Support Specialist (PA)	Y	N	N	N
Child Support Supervisor	Y	N	N	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	N	N	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	N	N	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	N	N	N
Judge	Y	N	N	N
Judgment Specialist	Y	N	N	N
License Suspension Specialist	Y	N	N	N
Lien Specialist	Y	N	N	N
Locate Specialist	Y	N	N	N
Low Collection Potential Specialist	Y	N	N	N
Paralegal	Y	N	N	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	N	N	N

New Jersey Automated Child Support Enforcement System

Enforcement

2.3.2. Documents

2.3.2.1. Letter to the IRS Director

2.3.3. Reports

None

2.3.4. Transaction Files

None

2.4. Operational Report Notifications and Workflow Events

2.4.1. List of Major Activities:

2.4.1.1. IRS Full Collection (MI = new)

2.4.2. List of Alerts:

A complete list of alerts will be identified during the functional design process.

2.5. Navigation Logic

The user will have access to navigate to a selected set of other screens by right-clicking anywhere on the screen. The exact list of screens will be enumerated during detail design.

2.6. Chronology and Logs

System actions and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not archived and rely on the minor activity processing and logs for any historical record.

Each generation of a document is stored in the forms history with the most recent print status.

Outgoing CSENet communications are stored in the interstate correspondence table.

Nothing is automatically stored in the Case Notes table.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

Detailed entries for all chronology and logs will be identified in the design phase.

New Jersey Automated Child Support Enforcement System

Enforcement

New Jersey Automated Child Support Enforcement System

Enforcement – EN.17 Criminal Non-Support

New Jersey Automated Child Support Enforcement System

Enforcement

Enforcement – EN.17 Criminal Non-Support

1. Requirements Definition

1.1. Requirement

- 1.1.1. The system must support the documentation of referral for Federal Criminal Non Support.
- 1.1.2. The system must monitor submittal information.
- 1.1.3. The system must provide for reminder alerts as scheduled.

1.2. Existing ACSES Assessment

ACSES does not offer either an enforcement status corresponding to eligibility for criminal non-support processing or a functional screen for tracking and managing the activity. The majority of the steps associated with this type of enforcement require manual staff intervention. Typically, staff referring a case to the assigned federal attorney must create a hard copy file for the pursuit of this remedy. Appropriate documentation of the results relies on a staff entry to the UCNP notepad function.

1.3. MICSES Assessment

Criminal Non-Support referrals are made to the Attorney General's Office, which is not an entity using MICSES.

1.3.1. Michigan Adaptation

- 1. New activity chains will be required.
- 2. New cover letters will be required.

1.4. Alternative Hybrid Component Assessment - Vermont

No hybrid components were identified as needing to be integrated. Individual features may have been identified in section 1.3.1.

New Jersey Automated Child Support Enforcement System

Enforcement

1.5. Requirements Validation

1.5.1. Federal Action Transmittal

AT-95-05: Prosecution of nonsupport cases under the federal Child Support Recovery Act of 1992 (CSRA) [18 U.S.C. 228]. This Action Transmittal seeks to increase federal criminal prosecutions under CSRA and solicits the assistance of state IV-D agencies in additional cases suitable for prosecution by the ninety-four U.S. Attorneys' districts. CSRA prosecution is only possible in those cases where an obligor (1) lives in a different state from his or her child, (2) has past-due child support greater than \$5,000 or which has remained unpaid for more than a year, and (3) has willfully taken steps to avoid support payments, i.e., unreported changes in employment, concealing assets or location, using false identification, or relocating out of state to avoid paying support.

Contact information for the New Jersey office of the U.S Attorney can be found at:
<http://www.usdoj.gov/usao/nj/publicaffairs/index.html>

1.5.2. Thresholds

There may be differing thresholds for federal versus state eligibility for pursuit of criminal prosecution. If so, then different activity chains will be used to track each program. Because of the limited prosecutorial resources and the definition of willful avoidance, this specification assumes the system must rely on the workers' judgment on which cases to pursue.

2. Functional Design

2.1. Functional Process Overview

The system will provide a list of eligible cases for criminal prosecution through the use of the ENFELIG – List Enforcement Eligible screen. This screen displays orders meeting minimum threshold requirements. If a worker selects and opens an activity chain on one of these orders, the actions taken by the child support unit will be tracked on the ENFWORK screen. This screen accepts a result or reason from the user to indicate what has happened or should happen. Each entry of a reason completes the current step and forces the workflow to progress to the next step. Most work for this remedy, however, will be conducted by the U.S. Attorney and not available for viewing on the child support system.

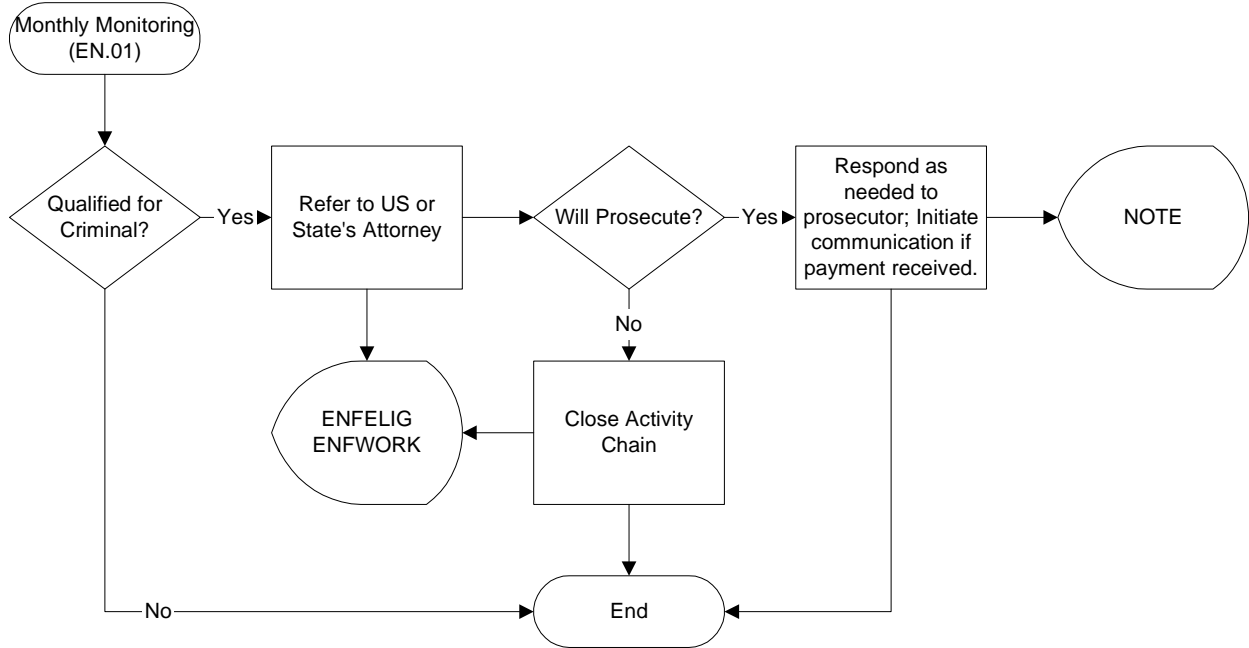
Heavy use of the NOTE screen will be expected to document the communications between the prosecutors and the child support agency. Document generation to refer the cases to the prosecuting office will be limited to free form cover letters. Workers will attach copies of the case file and previously ignored documents. IRS provided information will be excluded or stricken from any referred documents.

Because of the low volume of cases, the last Action Transmittal asked for four cases per U.S. Attorney's office, an automated interface is not expected.

New Jersey Automated Child Support Enforcement System

Enforcement

2.2. Functional Process Flow



New Jersey Automated Child Support Enforcement System

Enforcement

2.3. Screens, Notices, Reports and Transaction Files

2.3.1. Screens

2.3.1.1. ENFELIG – List Enforcement Eligible (See EN.01 for final version)

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / List Enforcement Eligible

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	Y	Y	N

New Jersey Automated Child Support Enforcement System

Enforcement

Role Title	Inquiry	Add	Change	Delete
Central Registry Manager	Y	Y	Y	N
Central Registry Specialist (UIFSA)	Y	Y	Y	N
Child Support Specialist (NPA)	Y	Y	Y	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	Y	Y	N
Credit Reporting Specialist	Y	Y	Y	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Judgment Specialist	Y	Y	Y	N
License Suspension Specialist	Y	Y	Y	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	Y	Y	N

New Jersey Automated Child Support Enforcement System

Enforcement

2.3.1.2. ENFSTAT – Maintain Enforcement Status (See EN.01 for final version)

New Jersey Child Support System
ENFSTAT - MAINTAIN ENFORCEMENT STATUS

User: XAmple Date: 03/23/2004 10:23:54 PM Screen: []

Docket: 2000DV123456 Complaint: Jim..Jeff.Rov.Sus Role: PL Atty: N SSN: 123-45-6789 Type: Non-Assistance
 IV-D Case*: 12345678901 CP: Jane S Doe Pvt: N Status: Open
 IV-A Case: 5266359870 NCP: Jane Q Public DF: Y FVI: Y Interstate: Responding
 Office: Cumberland Worker: XAmple Stage: Paternity to be Established

Last non-tax receipt: 10/04/2001 As of Date: 09/01/2003 Total Owed: \$2500.00
 Bankrupt: [] Incarcerated: []
 Unlocated: [] Enf Exempt: []

Remedy	IP/Elig
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Remedy Control
 Remedy: License Suspension Elig Bal: \$2000.00 1st. Elig: []
 Conditions to Start: Delinquent 6 months or arrears \$1000. Exempt: Y Expires: 10/4/2004
 MWN exhausted, not bankrupt, not jailed. Reason: Negotiation in Progress
 6 months from last attempt. Updated: 09/01/2003 By: XAmple

Remedy Workflow
 Open: 10/4/2004 Close: [] Action: Issue Suspension Order
 Link: Driver Lic - NJ165423 Due: 09/01/2003 Assign To: XAmple
 Note: []
 Updated: 09/01/2003 By: XAmple Start Remedy []

Status Bar Message...
 Record: 1/1 Cumberland County Welfare Office 125.215.172.177

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / Maintain Enforcement Status

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	Y	Y	N
Central Registry Manager	Y	Y	Y	N
Central Registry Specialist (UIFSA)	Y	Y	Y	N

New Jersey Automated Child Support Enforcement System

Enforcement

Role Title	Inquiry	Add	Change	Delete
Child Support Specialist (NPA)	Y	Y	Y	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	Y	Y	N
Credit Reporting Specialist	Y	Y	Y	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Judgment Specialist	Y	Y	Y	N
License Suspension Specialist	Y	Y	Y	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	Y	Y	N

New Jersey Automated Child Support Enforcement System

Enforcement

2.3.1.3. ENFWORK – Process Workflow – Enforcement (See EN.01 for final version)

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / ENFWORK - Process Enforcement Workflow

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	Y	Y	N
Central Registry Manager	Y	Y	Y	N

New Jersey Automated Child Support Enforcement System

Enforcement

Role Title	Inquiry	Add	Change	Delete
Central Registry Specialist (UIFSA)	Y	Y	Y	N
Child Support Specialist (NPA)	Y	Y	Y	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	Y	Y	N
Credit Reporting Specialist	Y	Y	Y	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Judgment Specialist	Y	Y	Y	N
License Suspension Specialist	Y	Y	Y	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	Y	Y	N

2.3.2. Documents

2.3.2.1. Referral for Criminal Prosecution

New Jersey Automated Child Support Enforcement System

Enforcement

2.3.3. Reports

None

2.3.4. Transaction Files

None

2.4. Operational Report Notifications and Workflow Events

2.4.1. List of Major Activities:

- 2.4.1.1. State Criminal Prosecution (MI = new)
- 2.4.1.2. Federal Criminal Prosecution (MI=new)

2.4.2. List of Alerts:

A complete list of alerts will be identified during the functional design process.

2.5. Navigation Logic

The user will have access to navigate to a selected set of other screens by right-clicking anywhere on the screen. The exact list of screens will be enumerated during detail design.

2.6. Chronology and Logs

System actions and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not archived and rely on the minor activity processing and logs for any historical record.

Each generation of a document is stored in the forms history with the most recent print status.

Outgoing CSENet communications are stored in the interstate correspondence table.

Nothing is automatically stored in the Case Notes table.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

Detailed entries for all chronology and logs will be identified in the design phase.

New Jersey Automated Child Support Enforcement System

Enforcement

New Jersey Automated Child Support Enforcement System

Enforcement – EN.18 License Suspension and Nonrenewal

New Jersey Automated Child Support Enforcement System

Enforcement

Enforcement – EN.18 License Suspension and Nonrenewal

1. Requirements Definition

1.1. Requirement

- 1.1.1 The system must monitor professional and recreational license information on file for enforcement action.
- 1.1.2 The system must provide for legal document generation of the appropriate documents needed to suspend a license or advise the licensing agency about non-renewal.
- 1.1.3 The system must automatically notify the DMV when driver's licenses should be suspended and must automatically notify DMV when an obligor is eligible for reinstatement of a driver's license.
- 1.1.4 The system must integrate the revocation of a driver's license with the issuance of bench warrants for failure to meet the terms of an enforcement order.

RELATED REQUIREMENTS

The following requirements also deal with licenses and licensing agencies:

- CI.12 Person License Data Management
- LO.09 Division of Motor Vehicles (DMV)
- LO.23 State Licensing Agencies
- EN.08 Bench Warrant Processing
- EU.24 Parameter File Management

1.2. Existing ACSES Assessment

Current ACSES programming coordinates notification of the DMV for driver license suspension with the issuance of bench warrants, but some staff comment suggests that DMV notification of the eligibility for reinstatement of suspended licenses is not reliable. Current system programming lacks any capability to manage other types of license information such as professional and recreational licenses.

From CI.12 Person License Data Management: ACSES provides for the NCP drivers license number on the IAP2 screen, but no information is provided for status, expiration or renewal. The system does not provide any information regarding other types of licenses.

From LO.09 Division of Motor Vehicles: ACSES currently provides for limited interface with the DMV. The information is exchanged primarily in support of license suspension and does not include all of the data elements specified in the requirement.

1.3. MICSES Assessment

New Jersey Automated Child Support Enforcement System

Enforcement

MiCSES has a MAJOR ACTIVITY that manages the License Suspension and Nonrenewal process (LCSP). The system reviews license information in the member records and automatically loads the case in the activity chain. This is a Style 2 remedy, so the worker must initiate the first MINOR ACTIVITY in the chain. At appropriate steps, the worker is brought to the scheduling (SWKS) and document generation (DOGN) screens.

MiCSES does not provide suspension eligibility or satisfaction to the Secretary of State or other agencies by electronic means. The function is not integrated with the Bench Warrant function.

MiCSES description of functional objectives:

- 1 The system must support procedures to suspend the use of driver's licenses, professional and occupational licenses, and recreational and sporting licenses of individuals owing overdue support, or individuals failing to comply with parenting time orders.
- 2 The system must support procedures to suspend:
 - 2.1 Occupational licenses issued by virtually all Michigan departments, most often the Consumer and Industry Services.
 - 2.2 Recreational or sporting licenses issued by the Michigan Department of Natural Resources.
 - 2.3 Licenses to practice law issued by the Michigan Bar Association.
 - 2.4 Driver's licenses issued by the Michigan Secretary of State.
- 3 Ensure that license suspension is specific to individual case as well as type (support or parenting plan). Obligor may have license suspended for more than one case, for more than one reason.
- 4 Ensure that FOC81 can be produced in two versions: FOC81A to petition the court for license suspension, and FOC81B for an objection to the petition for license suspension.
- 5 Ensure that the following FOC (Friend of Court) forms can be produced as needed:
 - 5.1 FOC-80, Notice of Proposed License Suspension and Request for Hearing
 - 5.2 FOC-82, Order Regarding Payment of Arrearages
 - 5.3 FOP-83, Notice Following Order for Payment of Arrearage
 - 5.4 FOC-84, Order Suspending License
 - 5.5 FOC-85, Petition to Rescind License Suspension
 - 5.6 FOC-86, Order Rescinding License Suspension
- 6 Ensure that State laws and procedures are met.
- 7 Ensure that SCAO directives are met.
- 8 Ensure that OCS Policy directives are met.
- 9 Ensure that license suspension can be divided into two types: those resulting from failure to pay support as distinguished from those arising from failure to comply with a parenting plan.
- 10 Objective measures of success are:
 - 10.1 The system will successfully periodically identify individuals who meet the State's license suspension criteria and automatically produce initial notices to individuals selected.
 - 10.2 The system will successfully automatically produce all other documents to support license suspension, or prompt the caseworker to take actions through the system.
 - 10.3 The system will successfully match licensed individuals with those owing arrearages.
 - 10.4 The system will successfully send the notices defined by statute, FOC Manual, and SCAO memorandum to such individuals.
- 11 Conditions under which the license suspension remedy is used:

New Jersey Automated Child Support Enforcement System

Enforcement

- 11.1 Support arrears greater than six months worth of periodic support payments under the payer's support order, whether or not the payer has paid in the past six months. Income withholding is either inapplicable or unsuccessful. (Administrative selection).
- 11.2 Support arrears are greater than six months worth of periodic support under the payer's support order, whether or not the payer has paid in the past six months, and the obligor is held in contempt by the court for failure to pay. (Contempt remedy).
- 11.3 Violations of parenting time orders. The court must first find the parent in contempt of court prior to application of this remedy.
- 12 The friend of the court may not proceed under license suspension if the payer produces documentary evidence that money has been withheld from the payer's income in an amount equal to or greater than the amount required under the payer's support order.
- 13 Conditions under which a case or individual is exempt from the remedy of license suspension revocation are: obligor's receipt of means-tested income, incarceration/institutionalization, investigation/audit status, court order, good cause, or case is an initiating interstate matter.
- 14 An order for license suspension will be rescinded by the court under these conditions:
 - 14.1 A payer may agree to and the court may order a schedule for the payment of arrearage. If the court orders a schedule for payment of the arrearage, the court shall enter an order rescinding the suspension.
 - 14.2 After entry of a suspension order for parenting time violation a parent may agree to a make-up parenting time schedule and the court may order a make-up parenting time order. If the court determines that the license suspension should be rescinded, the court shall enter an Order of Rescission.
 - 14.3 Note: The obligor is responsible for having his or her license reinstated following the Order of Rescission of the License Suspension.
- 15 System development tasks and activities for receiving agency information through the "Data Warehouse" are not covered in the License Suspension Project.
- 16 System development tasks and activities for sending information to licensing agencies through the "Data Warehouse" are not covered in the License Suspension Project.
- 17 The OCS Policy Office has decided that enforcement action for license suspension for failure to comply with parenting time, which is an FOC State mandated non-IV-D activity, will be included in the system.
- 18 The system must generate a coupon to be returned with a payment made under a court order for license suspension.

1.3.1. Michigan Adaptation

1. New Jersey allows use of the license suspension remedy if court-ordered health insurance is not provided or if the obligor fails to respond to a subpoena related to paternity or child support.
2. New Jersey requires income withholding, withholding of civil lawsuit awards, and execution of assets to be exhausted first.
3. Michigan allows court orders to pursue a specific license on a first come first served basis. If one order is pursuing suspension, no other order may use the license suspension remedy on that particular license. New Jersey suspends all licenses at once. The suspension is not lifted unless all orders are pending reinstatement or have not requested suspension.
4. New Jersey allows the warrant to remain in effect if restoration fees are outstanding even if the release amount of the warrant has been paid.

New Jersey Automated Child Support Enforcement System

Enforcement

5. Michigan links license suspension major activities to a specific license. If New Jersey wishes to suspend all licenses with one order (see issue 1.5.3) then the link should be changed to link to a party in the order.
6. Original Michigan screen MLIC – Member Licenses should be adapted as follows. See 2.3.1 for final version. Final version may be modified during design.

The screenshot displays the 'MLIC - MEMBER LICENSES' screen in the Michigan Child Support Enforcement System (MiCSES). The interface includes a menu bar with options like Case Management, Financial Management, Reports Management, Scheduling/Worker Management, System Maintenance, Exit, and Window. The user is identified as 'LATHAMR' and the date is '03/25/2002 05:49 PM'. The screen is divided into several sections: a header with user and date information, a section for license details with fields for IV-D Member ID, SSN, OTHX, License Type, License Number, Worker ID, Issue Date, Expiration Date, Suspended Date, Licensing Agent ID, Name, Attention, Address, City, State, Zip, and Country. Below this is a table with columns for License Type, License Number, Agency Name, Issue Date, Ct Case Number, Suspended Date, and Rescission Date. The status bar at the bottom indicates 'Record: 1/1' and '<OSC>'.

Points to adapt:

1. Change to NJ standard menus, button bar, person header, and status bar.
2. Reposition selection grid to beneath the header and above the data body.
3. Drop agency name in the grid and add 'expire date' after the issue date. Change column names and reallocate the space to each column for best fit.
4. Rearrange data in the body to allow space to add the following:
 - a. Add the audit fields: add date, added by whom, last update date, updated by whom.
 - b. Add a drop down box of all orders for this person that have a license suspension major activity in any status.
 - c. Add the currently open minor activity from the license suspension major activity for the court order selected in the drop down box.
 - d. Pay plan information including the start date, which pay plan was selected, the amount to pay and the number of days granted to pay the amount. For pay plan 2, there should also be a frequency amount and the frequency it is to be paid.

New Jersey Automated Child Support Enforcement System

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1.4. Alternative Hybrid Component Assessment – Vermont / Wyoming

No hybrid components identified. Individual features may have been identified in section 1.3.1.

1.5. Requirements Validation

1.5.1. Federal Certification Requirements

From AUTOMATED SYSTEMS FOR CHILD SUPPORT ENFORCEMENT: A GUIDE FOR STATES, Revised April 1999, Updated December 1999:

E-13 OBJECTIVE: The system must support procedures under which the State has (and uses in appropriate cases) authority to withhold or suspend, or to restrict the use of driver's licenses, professional and occupational licenses, and recreational and sporting licenses of individuals owing overdue support or failing, after receiving appropriate notice, to comply with subpoenas or warrants relating to paternity or child support proceedings.

Related Program Statutes and Regulations:

42 USC 666 (a)(16)

System Certification Requirements:

- a. The system must periodically identify individuals who meet the State's license suspension criteria and automatically produce initial notices to individuals selected.
- b. The system must automatically produce all other documents to support license suspension, or prompt the caseworker to take actions through the system.
- c. The system must match licensed individuals with those owing arrearages.
- d. The system must send appropriate notice to such individuals.

1.5.2. Interface Lag Times

Michigan tracked the dates that the Friend of the Court requested suspension or approved reinstatement. To find the actual suspension date or status of the license, the user would have to have online inquiry access to that agency's system. No attempt was made to resolve the lag time of the other agency's processing queues. New Jersey should decide whether the interfaces should be robust enough to have feedback loops that maintain the agency action dates on the child support system.

1.5.3. Jurisdiction Overlap

New Jersey's current approach does not allow lifting of the suspension until all courts are satisfied. This implies that Court 2 can suspend a license already suspended by Court 1. Some judges may decide that suspending a suspended license is an ineffective and moot remedy. At the other end, the workers under the jurisdiction of Court 1 cannot follow the judge's order to reinstate the license because of Court 2 trumping the action with their suspension. The licensing agency may also be confused that Court 1 ordered the suspension and Court 2 orders the reinstatement.

New Jersey Automated Child Support Enforcement System

Enforcement

2. Functional Design

2.1. Functional Process Overview

2.1.1. Initiate License Suspension

Objectives met: 1.1.1 and 1.1.2

The system must determine automatically when driver's, professional, occupational, or recreational licenses may be suspended. These licenses may be entered by the worker (see CI.12) or added by interfaces from the Division of Motor Vehicles (LO.09) or other licensing agencies (LO.23) including the Department of Consumer Affairs. To control workload, the worker must authorize issuance of the initial suspension notices.

License suspensions occur only if there is an order allowing enforcement. In addition, income withholdings, interception of civil awards, and asset liens must be exhausted or ineffective before attempting to suspend a license. The system will also check the appropriateness of the remedy by requiring a minimum of 6 month's worth of delinquency, a located NCP, no regular payment in the last 45 days, the proper interstate status, the existence of at least one license, and an open and enforceable case.

Changes in the arrears balance may change the qualifications for obtaining a license suspension. These balances may be changed by court order, administratively due to financial adjustments, cost of living adjustments (COLA) or hearings, or a change in circumstance with custody (i.e. emancipation).

2.1.2. Prepare License Suspension

Objectives met: 1.1.2

The worker sends a General Notice of Proposed License Suspension to encourage the NCP to negotiate a payment plan. New Jersey allows one of three payment plans, each offered one at a time if the previously offered plan cannot be accepted:

Payment Plan 1: Pay the total arrears balance within 3 to 15 days.

Payment Plan 2: Pay 25% of the arrears balance within 3 to 15 days and the remainder on a periodic basis within a year.

Payment Plan 3: Pay enough of the arrears balance to bring the balance below the threshold 6-month amount.

Failure to establish and comply with a payment plan results in the automatic issuance of the Specific Notice of Proposed License Suspension. This due process notice gives the NCP 30 days to request a hearing. The hearing should be held within 45 days after the request. Failure to request a hearing results in the issuance of the Certification in Support of Proposed License Suspension, asking for the court to issue a Child Support License Suspension Order.

New Jersey Automated Child Support Enforcement System

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License suspension is also part of the bench warrant action. Failure to appear in court initiates a bench warrant for the arrest of the NCP. The letter to the NCP stating that he is subject to a bench warrant also states that his driver's license is suspended.

Cases classified as responding interstate cases, must additionally notify the other State(s) involved that a license suspension judicial hearing has been scheduled or has been dispositioned.

2.1.3. Monitor to Reinstate

Objectives met: 1.1.3 and 1.1.4

Once the monitoring process recognizes that the arrears have been satisfied, either by a payment or by an adjustment, the licensing agency is notified that the license may be reinstated. The NCP must take whatever actions are necessary to reinstate the license including any payment of reinstatement fees.

The approval to reinstate the license is only sent to the licensing agency if the suspended license is free and clear of any other court order's demand for the license to remain suspended.

The NCP has a chance to reinstate the suspended driver's license once arrested. If the amount on the warrant is satisfied, the NCP can be released and will receive the reinstatement approval letter. The satisfaction amount may be adjusted to match the lower total arrears balance available on the hotline. Failure to satisfy the arrears balance will result in remand hearings every two weeks until the judge is satisfied.

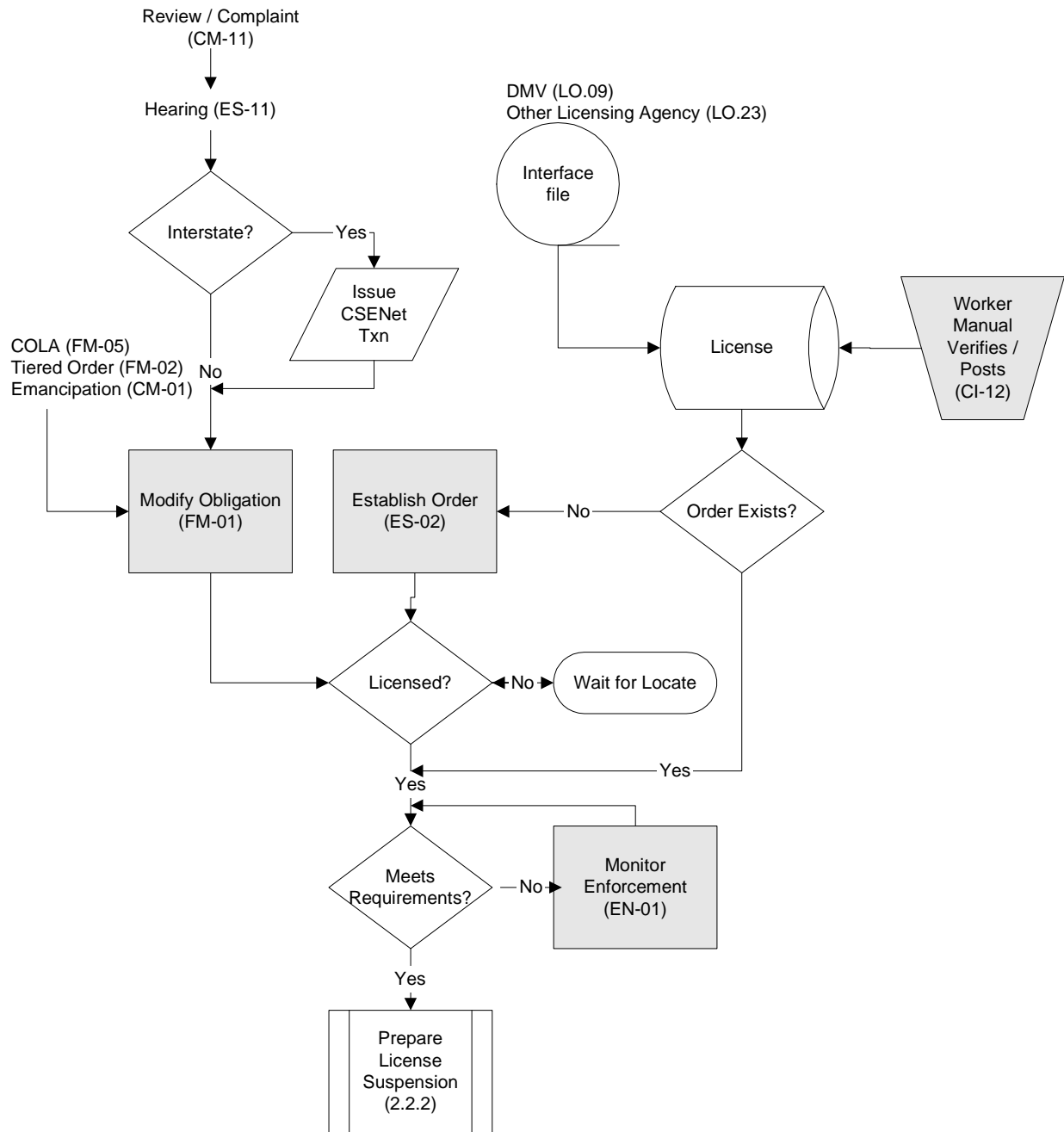
2.2. Functional Process Flow

(Grayed items are the responsibility of other requirement specifications but are shown to complete the process flow.)

New Jersey Automated Child Support Enforcement System

Enforcement

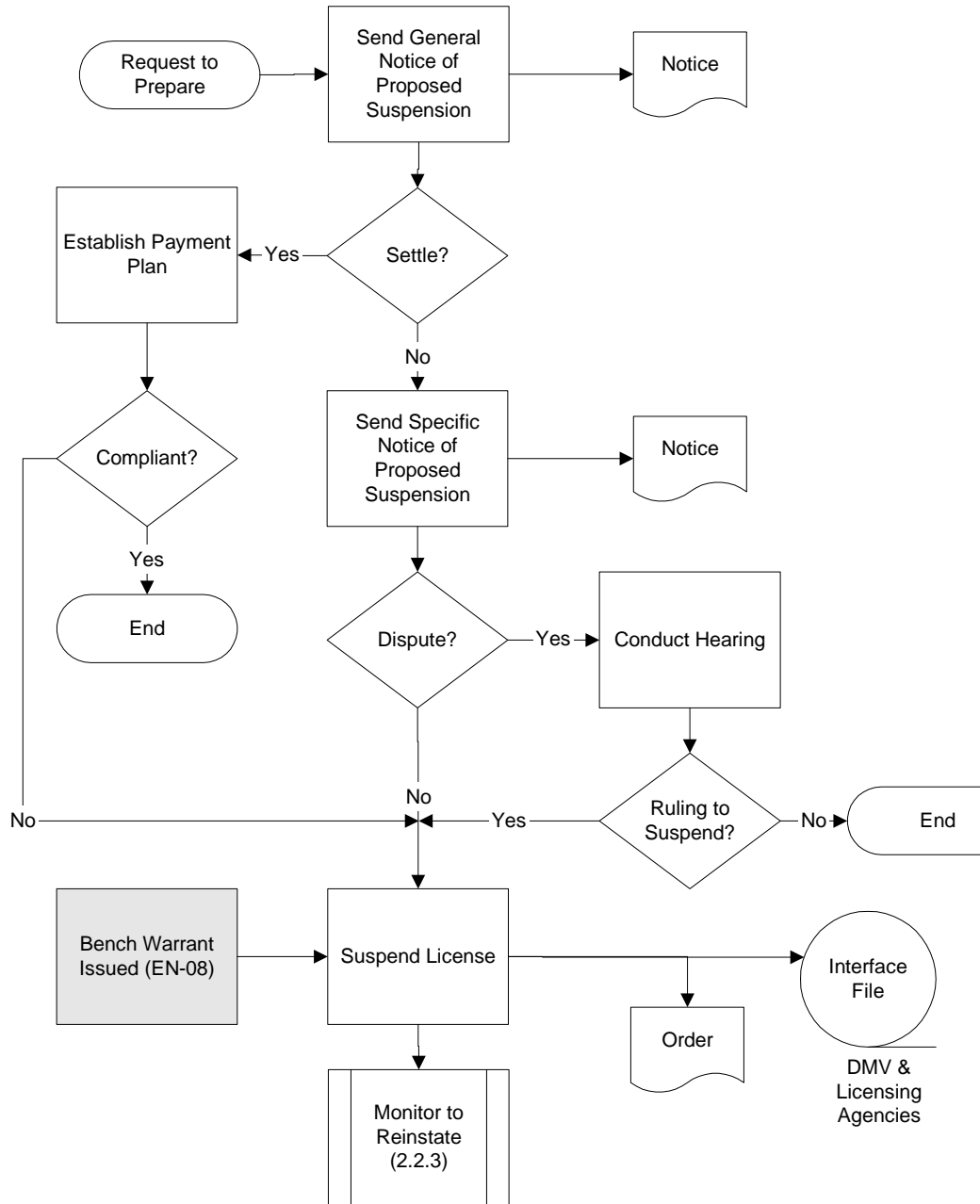
2.2.1. Initiate License Suspension



New Jersey Automated Child Support Enforcement System

Enforcement

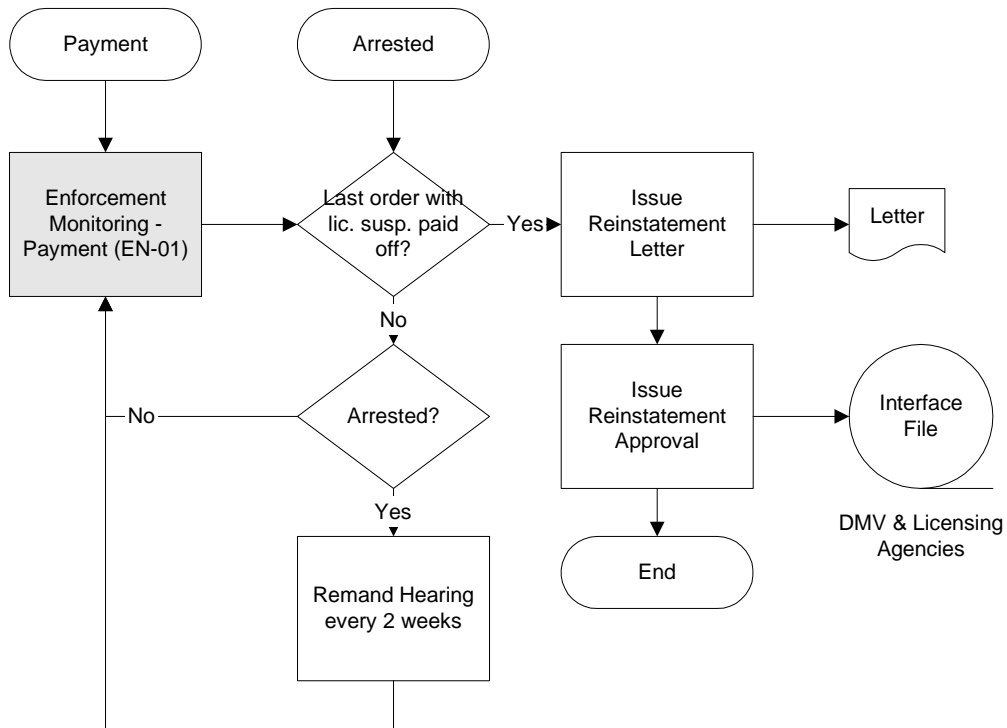
2.2.2. Prepare License Suspension



New Jersey Automated Child Support Enforcement System

Enforcement

2.2.3. Monitor to Reinstatement



New Jersey Automated Child Support Enforcement System

Enforcement

2.3. Screens, Notices, Reports and Transaction File Layouts

2.3.1. Screens

2.3.1.1. LICENSE – Maintain License Data

(The 'official' version of this screen is owned by CI.12 Person License Data Management)

Screen Group: Person

Method(s) of Access:

Menu: Person / LICENSE – Maintain License Data

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
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New Jersey Automated Child Support Enforcement System

Enforcement

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	N	N	N
Central Registry Manager	Y	Y	Y	N
Central Registry Specialist (UIFSA)	Y	Y	Y	N
Child Support Specialist (NPA)	Y	N	N	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	Y	Y	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Judgment Specialist	Y	N	N	N
License Suspension Specialist	Y	Y	Y	N
Lien Specialist	Y	N	N	N
Locate Specialist	Y	Y	Y	N
Low Collection Potential Specialist	Y	N	N	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	Y	Y	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	N	N	N

New Jersey Automated Child Support Enforcement System

Enforcement

2.3.2. Documents

- 2.3.2.1. Document CS130 – Notice of Proposed License Suspension
- 2.3.2.2. Document CS131 – License Suspension Response Form
- 2.3.2.3. Document CS132 – Order of Suspension
- 2.3.2.4. Document CS133 – Certification in Support of Proposed License Suspension
- 2.3.2.5. Document CS134 – Order for License Suspension
- 2.3.2.6. Document CS135 – Certification in Support of License Restoration
- 2.3.2.7. Document CS136 – Notice of Hearing to Contest Proposed License Suspension
- 2.3.2.8. Document CS137 – Certification to Contest Motion to Contest Propose License Suspension
- 2.3.2.9. Document CS138 – Order Plan for Payment of Child Support Arrearages

2.3.3. Reports

None

2.3.4. Transaction Files

- 2.3.4.1. Input File – Incoming Driver’s Licenses
- 2.3.4.2. Input File – Incoming Recreational Licenses
- 2.3.4.3. Input File – Incoming Occupational Licenses
- 2.3.4.4. Output File – Requests to Suspend / Reinstate Driver’s Licenses
- 2.3.4.5. Output File – Requests to Suspend / Reinstate Recreational Licenses
- 2.3.4.6. Output File – Requests to Suspend / Reinstate Occupational Licenses

2.4. Operational Report Notifications and Workflow Events

2.4.1. List of Major Activities:

- 2.4.1.1. License Suspension and Nonrenewal

2.4.2. List of Alerts:

A complete list of alerts will be identified during the functional design process.

- 2.4.2.1. Info: Bench warrant automatically revoked driver license
- 2.4.2.2. Info: Arrest satisfaction automatically reinstated driver license
- 2.4.2.3. Action: Awaiting licensee response to CS130 Notice of Proposed Lic. Susp.
- 2.4.2.4. Info: Payoff reached prior to license suspension
- 2.4.2.5. Action: Monitoring payback plan compliance
- 2.4.2.6. Action: Awaiting judicial hearing results
- 2.4.2.7. Info: Agency ordered to suspend license
- 2.4.2.8. Info: Payback completed; approval sent to reinstate license
- 2.4.2.9. Info: Payback completed; other order prevents reinstatement

2.5. Navigation Logic

The user will have access to navigate to a selected set of other screens by right-clicking anywhere on the screen. The exact list of screens will be enumerated during detail design.

New Jersey Automated Child Support Enforcement System

Enforcement

2.6. Chronology and Logs

System actions in enforcement monitoring and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not permanently stored and rely on the minor activity processing and logs for any historical record.

Each generation of documents is stored in the forms history with the most recent print status.

Outgoing CSENet communications are stored in the interstate correspondence table.

Nothing is automatically stored in the Case Notes table.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

New Jersey Automated Child Support Enforcement System

Enforcement

New Jersey Automated Child Support Enforcement System

Enforcement – EN.19 Passport Denial

New Jersey Automated Child Support Enforcement System

Enforcement

Enforcement – EN.19 Passport Denial

1. Requirements Definition

1.1. Requirement

- 1.1.1. The system must routinely monitor cases for submission to the federal tax offset program for passport denial using the required case type and arrearage balance criteria for selection, submittal, update, and removal.

RELATED REQUIREMENTS

The passport denial program is a component of the Federal Tax Refund Offset program as specified in the EN.10 functional area. Please refer to that specification for a complete description.

1.2. Existing ACSES Assessment

Since the advent of the Tax Offset Program (TOP), passport denial has become largely automatic and it is rarely invoked as an enforcement remedy at the worker level. Currently ACSES does not provide support for the management of this automated process. Thus, there is no indication of the passport denial status in the existing system and once a case is selected, manual staff action is required to request deletion of obligors from the passport denial list. It takes 10-15 business days from this date for the status to change. If expedited processing is needed, a form is sent to the State Department.

1.3. MiCSES Assessment

MiCSES includes a batch program (BATCH-TAXA), which identifies cases with public assistance and nonpublic assistance arrearages that make them eligible for Federal tax offset and the related Passport Denial. If the case is not excluded from submission for Passport Denial, MiCSES certifies the arrearages and includes the NCP information in the CASES_ELIGIBLE_FOR_IRS table

MiCSES stores information concerning intercept and passport denial cases in the INTERCEPT_HISTORY_FMS table. Workers can view Federal Tax Offset information on the TAXI and FEDH screens. The TAXI screen can also be used to exclude cases from one or more remedies and to submit information transactions to the IRS.

1.3.1. Michigan Adaptation

New Jersey Automated Child Support Enforcement System

Enforcement

1. Several bills introduced in the 2004 session of Congress plan to change the minimum threshold for passport denial. Michigan hardcoded this threshold along with the threshold of all other enforcement remedies. Consideration should be given to reading the thresholds from a parameter table recognizing that passport denial is a sub-system of the tax offset program.

1.4. Alternative Hybrid Component Assessment - Vermont

No hybrid components were identified as needing to be integrated. Individual features may have been identified in section 1.3.1.

1.5. Requirements Validation

1.5.1. Separation from Tax Offset

This specification assumes the passport denial process will be tied to the tax offset processing for the lifetime of the system. A separate activity chain to monitor passport activities versus the tax-offset activities has not been recommended. This may or may not make it more difficult to monitor a separate threshold, exclusion, exemption, and release for this program. The volume of exception processing may be so low that independent actions may be best monitored with case notes rather than minor activities.

2. Functional Design

2.1. Functional Process Overview

Passport denial, a sub-program of the federal tax offset program, is a passive remedy. In other words, worker intervention is not required in a vast majority of the cases for the remedy to be initiated and processed. The system will provide monitoring through the use of the TAX – Maintain Tax Offset Data screen. This screen displays the history of actions taken within the passport denial program along with the other components within the tax-offset program. The screen primarily accepts modifications to exclusion indicators to control NCP participation in each of the programs.

The majority of the work of the passport denial remedy is conducted automatically through batch programs. An obligor qualifies when he or she is not bankrupt, does not have a court-ordered exemption, and has total arrears across all of his or her cases meeting the threshold as set by the federal government. If an obligor qualifies, they are automatically added to the tax update file. OCSE issues a pre-offset notice that may trigger a request for an administrative review.

New Jersey Automated Child Support Enforcement System

Enforcement

Every two weeks, unless the batch job has been suspended for a freeze period, an update file is issued to OCSE with current qualifying balances. If the exclusion indicators have changed or the balances have changed since the previous run, update transactions are created and sent to OCSE.

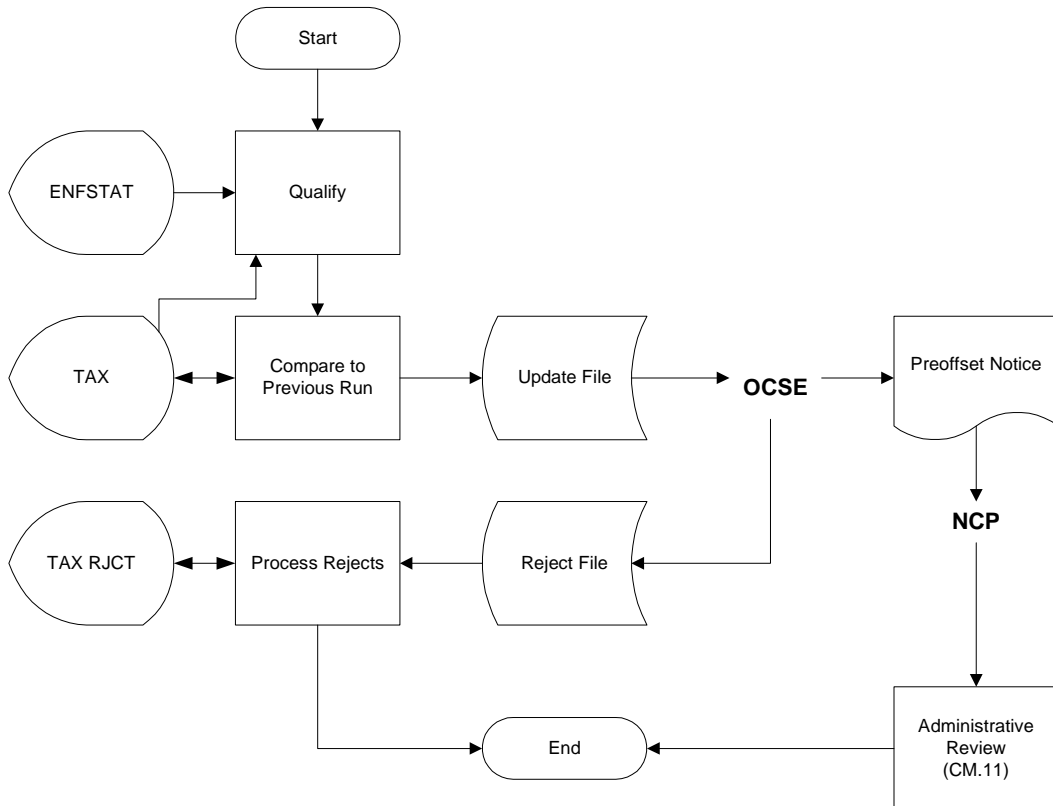
The TAX RJCT – Rejected Tax Offset Transactions screen lists outstanding errors returned from OCSE that can be corrected by a worker. System level errors indicating a problem with the system programming are routed to the job reporting log (see EO.04). The worker should correct the errors indicated on the appropriate screens then return to this list to attempt re-submittal of the transaction.

New Jersey Automated Child Support Enforcement System

Enforcement

2.2. Functional Process Flow

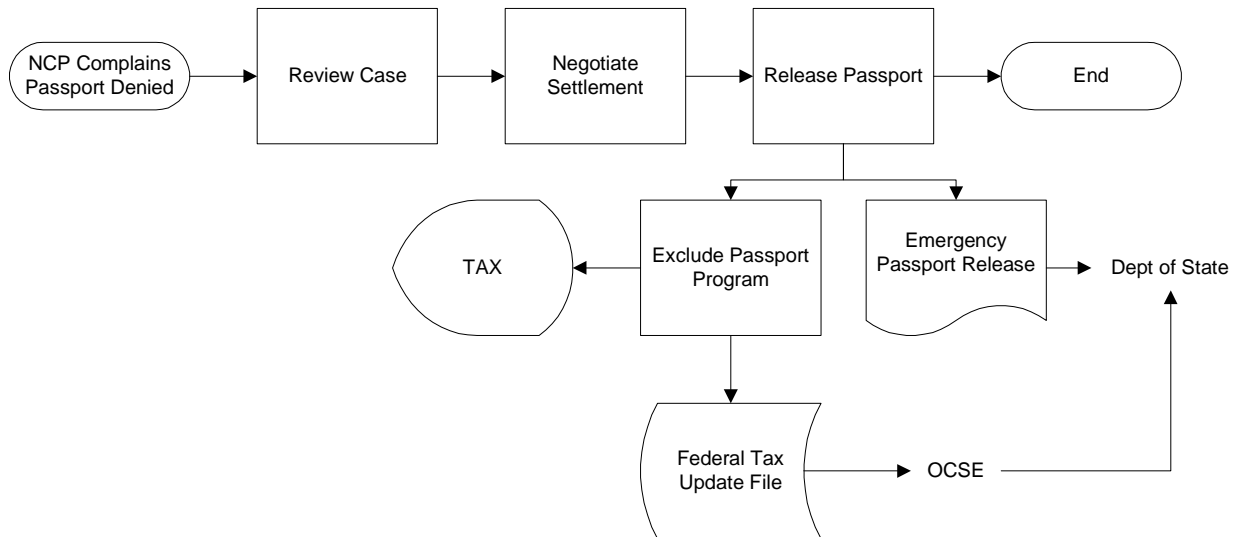
2.2.1. Program Participation



New Jersey Automated Child Support Enforcement System

Enforcement

2.2.2. Negotiated Settlement



New Jersey Automated Child Support Enforcement System

Enforcement

2.3. Screens, Notices, Reports and Transaction Files

2.3.1. Screens

2.3.1.1. TAX – Maintain Tax Offset Data

New Jersey Child Support System

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

TAX - MAINTAIN TAX OFFSET DATA

User: XAmple Date: 03/23/2004 10:23:54 PM Screen: []

DCN* 1234567890 John O. Public SSN 1234567890 Pvt N Locate Status []
 Cases* 1234567890 PA Mmber ID 23/12/1943 DOB 23/12/1943 FVI Y Gender Male

Tax Year 2004 SSN 213-56-6779 Tax File Name James William and Mary Jo Butler

Submit Federal Tax Submit State Tax Other Submit Federal History State History

Docket ID	Prime IV-D Case	Type	Amount	IRS	ADM	RET	VEN	SAL	FIN	PAS	Exclude Expires
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											

Total to Submit
 TANF: Case [] Total [] FIPS []
 Non-TANF: Case [] Total [] FIPS []

Admin Review State NJ

Status Bar Message...
 Record: 1/1 Cumberland County Welfare Office 125.215.172.177

New Jersey Automated Child Support Enforcement System

Enforcement

New Jersey Child Support System
Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

TAX - MAINTAIN TAX OFFSET DATA
User: XAmple Date: 03/23/2004 10:23:54 PM Screen: []

DCN* **1234567890** John O. Public SSN 1234567890 Pvt **N** Locate Status [] Gender **Male**

Cases* [] / Jo Butler

Submit f []

Sub: []

Reason for Exclusion []

OK Search Cancel

Tax Filer Name [] Tax Filer Name []
Address for Notices [] Address for Notices []

Submit Federal Submit State

Status Bar Message...
Record: 1/1 Cumberland County Welfare Office 125.215.172.177

New Jersey Automated Child Support Enforcement System

Enforcement

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / TAX – Maintain Tax Offset Data

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	N	N	N
Central Registry Manager	Y	N	N	N
Central Registry Specialist (UIFSA)	Y	N	N	N

New Jersey Automated Child Support Enforcement System

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Role Title	Inquiry	Add	Change	Delete
Child Support Specialist (NPA)	Y	Y	Y	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	N	N	N
Judge	Y	N	N	N
Judgment Specialist	Y	N	N	N
License Suspension Specialist	Y	N	N	N
Lien Specialist	Y	N	N	N
Locate Specialist	Y	N	N	N
Low Collection Potential Specialist	Y	N	N	N
Paralegal	Y	N	N	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	Y	Y	N

New Jersey Automated Child Support Enforcement System

Enforcement

2.3.2. Documents

- 2.3.2.1. CS043 – NPA Tax Offset Notice
- 2.3.2.2. CS072 - Notice of Administrative Review
- 2.3.2.3. CS100 – Notice of Administrative Hearing
- 2.3.2.4. TBD – Administrative Hearing/Resolution Form
- 2.3.2.5. TBD – Notice of Withdrawal of Passport Denial Form

2.3.3. Reports

None

2.3.4. Transaction Files

- 2.3.4.1. Output File – Tax Certification Transactions
- 2.3.4.2. Input File – Rejected Tax Offset Transactions

2.4. Operational Report Notifications and Workflow Events

2.4.1. List of Major Activities:

- 2.4.1.1. Federal Tax Offset (MI = new)
- 2.4.1.2. Tax Offset Administrative Review (MI = TOFF)

2.4.2. List of Alerts:

A complete list of alerts will be identified during the functional design process.

2.5. Navigation Logic

The user will have access to navigate to a selected set of other screens by right-clicking anywhere on the screen. The exact list of screens will be enumerated during detail design.

2.6. Chronology and Logs

System actions and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not archived and rely on the minor activity processing and logs for any historical record.

Each generation of a document is stored in the forms history with the most recent print status.

Outgoing CSENet communications are stored in the interstate correspondence table.

Nothing is automatically stored in the Case Notes table.

New Jersey Automated Child Support Enforcement System

Enforcement

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

Detailed entries for all chronology and logs will be identified in the design phase.

New Jersey Automated Child Support Enforcement System

Enforcement

New Jersey Automated Child Support Enforcement System

Enforcement – EN.20 FIDM

New Jersey Automated Child Support Enforcement System

Enforcement

Enforcement – EN.20 FIDM

1. Requirements Definition

1.1. Requirement

- 1.1.1. The system must monitor account information on file for enforcement action.
- 1.1.2. The system must provide for legal document generation of the appropriate documents needed to freeze an account
- 1.1.3. The system must interact with the financial institution regarding account seizure action.
- 1.1.4. The system must support interfaces with services such as EPLN to implement the interstate lien/levy process.

RELATED REQUIREMENTS

The EN.13 – Liens functional area also has related lien requirements offering the possibility of reusable logic. The liens described in this FIDM specification follow a more administrative style of enforcement and are targeted specifically for financial institution accounts. The liens described in the EN.13 specification follow New Jersey's Writ of Execution procedures and are used for all other property.

1.2. Existing ACSES Assessment

FIDM processing is currently provided under a vendor contract with Tier Technologies with the monitoring and process steps being taken on their independent system rather than ACSES. There is an interface with ACSES that provides a listing of eligible delinquent cases and actions taken on the vendor's system are documented to the ACSES ITRK screen, but otherwise ACSES itself has no capacity for FIDM management.

1.3. MiCSES Assessment

MiCSES has a MAJOR ACTIVITY (ADLV) that workers use to manage the financial asset lien and levy process. This is a Style 2 remedy, so MiCSES loads the case into the activity chain when a financial asset is identified. The worker must initiate the first action.

The worker can view the financial asset information on the AFLN screen. To review eligible cases, the worker uses the TAXI screen, which also includes information about tax offset and passport denial. The LEVY screen is the screen used by enforcement workers to process the lien and levy process, or eliminate an asset from the process.

There is no interface specifically for the interstate lien and levy process other than submittal of eligible cases to the multi-state FIDM component within the tax offset program.

New Jersey Automated Child Support Enforcement System

Enforcement

1.3.1. Michigan Adaptation

1. Michigan has additional Data Warehouse and OCS Central Unit processing involved in determining those eligible for FIDM. These middlemen do not exist in the New Jersey environment. Because of this, the file layouts used in the interface to FIDM vendor can directly utilize the vendor's layout.
2. Michigan does not have a FIDM match activity chain, only an administrative levy chain after a match occurred. New Jersey start a FIDM match chain at the time eligibility is determined to utilize the use of the exemption logic (EN.03) in qualifying obligors for matching. The current 24-hour exemption review after a match can continue to take place if desired but more flexibility in the default actions after the 24-hours expires can be made available.

1.4. Alternative Hybrid Component Assessment - Vermont

No hybrid components were identified as needing to be integrated. Individual features may have been identified in section 1.3.1.

1.5. Requirements Validation

1.5.1. Federal Certification Guide

Federal requirements for FIDM are set in 42 USC 666(a)(17). Financial institution non-liability for complying is addressed in 42 USC 669a.

E-15 OBJECTIVE: The CSES or an alternative system must support procedures under which the State conducts data matches with financial institutions (FIDM), using automated data exchanges to the maximum extent feasible.

Related Program Statutes and Regulations:

42 USC 666 (a)(17)

Financial Data Match Specifications Handbook (OCSE DC-98-69)

Note: The State has the option of using an alternative system to conduct FIDM. If the State uses an alternative system, the State, vendor, or other governmental entity may operate it.

System Certifications Requirements:

- a. The CSES or alternative system must, using standard FIDM formats, have the capability to:
 1. Produce an electronic file of delinquent obligors (in the standard FIDM Inquiry File format¹) to be transmitted to financial institutions (FI) electing Method Two (Matched Accounts Method);

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Note: If the FIDM processing will be done on an alternative system, then the CSES must be capable of transmitting an electronic file of delinquent obligors to that alternative system.

2. Accept files (in the standard FIDM Account File format) from FIs electing Method One (All Accounts Method);
 3. Perform matches for FIs electing Method One (All Accounts Method);
 4. Accept matched files (in the standard FIDM Match File format) received from FIs electing Method Two (Matched Accounts Method) and from Multi-State FIDM (MS-FIDM); and
 5. Identify (flag) delinquent obligors for the MS-FIDM process on the Federal Income Tax Refund Offset file.
- b. The CSES or the alternative system must automatically update the case record when a match occurs to include, at a minimum, the financial institution and the record address of the non-custodial parent.
 - c. The CSES or the alternative system must have the capability to produce a hard copy report (or form such as a subpoena) for use with those financial institutions not participating in an automated match.
 - d. The CSES or the alternative system must automatically produce all documents necessary to attach an asset held by a financial institution or, at a minimum, prompt the caseworker to take the action.

1 - As specified in the Financial Data Match Specifications Handbook (DC-98-69).

1.5.2. Extent of Automatic Initiation

Because of the eligible volume of assets to levy, the State of Michigan throttled the number of remedies initiated based on a priority code. In addition, no documents to financial institutions or parties in the case were generated until after a worker decided whether the pursuit would be appropriate. Michigan's "exemption review", however, was for 7 days as opposed to New Jersey's 24-hour period. These restrictive actions faced significant concern from Michigan's federal certification review team. A tighter definition of what constitutes an account worthy of pursuit could be further refined to provide more automatic initiation if desired.

2. Functional Design

2.1. Functional Process Overview

The system interfaces with the FIDM vendor to conduct the match activities with financial institutions. The system also participates in the multi-state FIDM match through the Federal tax offset program. Resulting matches result in the capture of the asset information on the ACCOUNTS – Maintain Financial Assets screen and the initiation of a FIDM lien activity chain monitored through the ENF WORK – Process Workflow - Enforcement screen.

2.1.1. In-State FIDM Match Processing

Arrears balances of eligible NCPs are extracted and communicated to the FIDM vendor. The FIDM vendor organizes the logistics with the financial institution community and conducts matching activities.

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Full matches on name, SSN, and date of birth are returned to the child support unit. The asset details are posted on the child support system automatically on the ACCOUNTS – Maintain Financial Asset screen. A FIDM levy activity chain is initiated, and the first step's alert asks for the worker to review for exemption conditions within 24-hours. Obligor addresses obtained from the financial institution are also processed through locate logic and may result in postal verifications being sent (see LO.22)

2.1.2. Multi-State FIDM Match Processing

Arrears balances of eligible NCPs are also extracted and communicated to the national OCSE office for multi-state FIDM matching through the tax certification file. Exemption criteria can be applied by manipulating the exclusion indicators on the TAX – Maintain Tax Offset Data screen. Matches are returned and result in the same asset and address posting, levy remedy initiation, and alert as the in-state process. Some financial institutions, however, may insist on the execution of the lien and levy process described in EN.13 rather than the in-state process if the asset is held outside New Jersey.

2.1.3. Levy Processing

Once approved, the FIDM vendor sends a Notice to Levy to the financial institution to freeze the asset. The institution is told to remit the lesser of the stated arrears balance or the account balance held at the institution if no other communication is received in the next 40 days. After allowing 3 days for the financial institution to freeze the account, the FIDM vendor sends a Notice of Intent to Levy to the obligor.

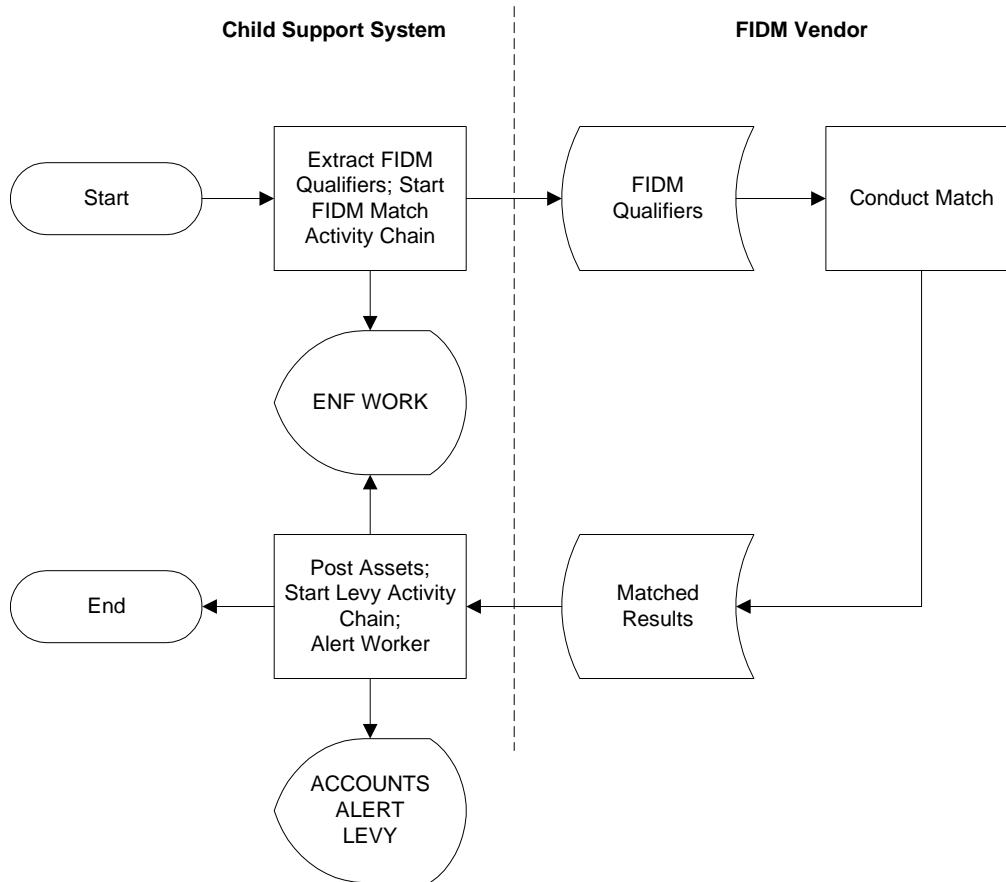
If the obligor contests the levy, he or she must do so in writing to the DFD within 30 days. The financial institution receives a Notice to Financial Institution of Contest Filed to continue to freeze the account until a resolution is reached. The DFD will conduct the administrative review (see CM.11) . The DFD's findings are given to the NCP in the Notice to Obligor of Contest Resolution and the Right to Appeal. Once the appeals are exhausted, the financial institution is given the instructions on how to dispose of the asset.

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2.2. Functional Process Flow

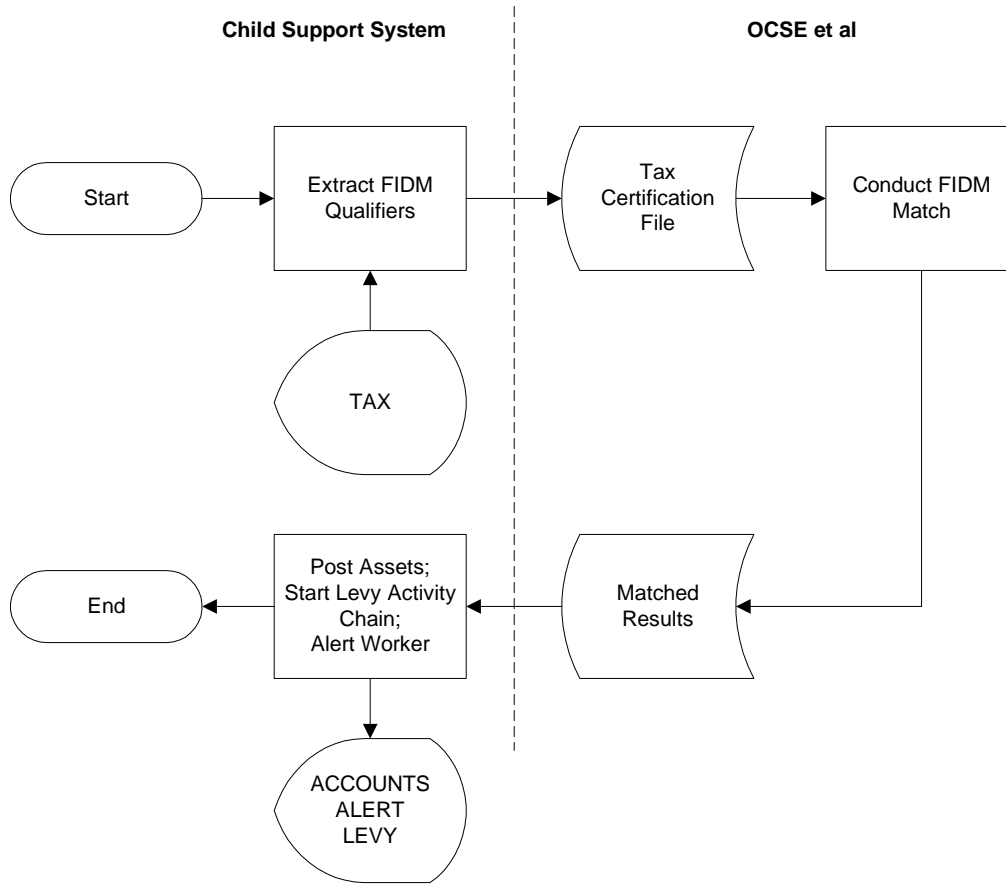
2.2.1. In-State FIDM Match Processing



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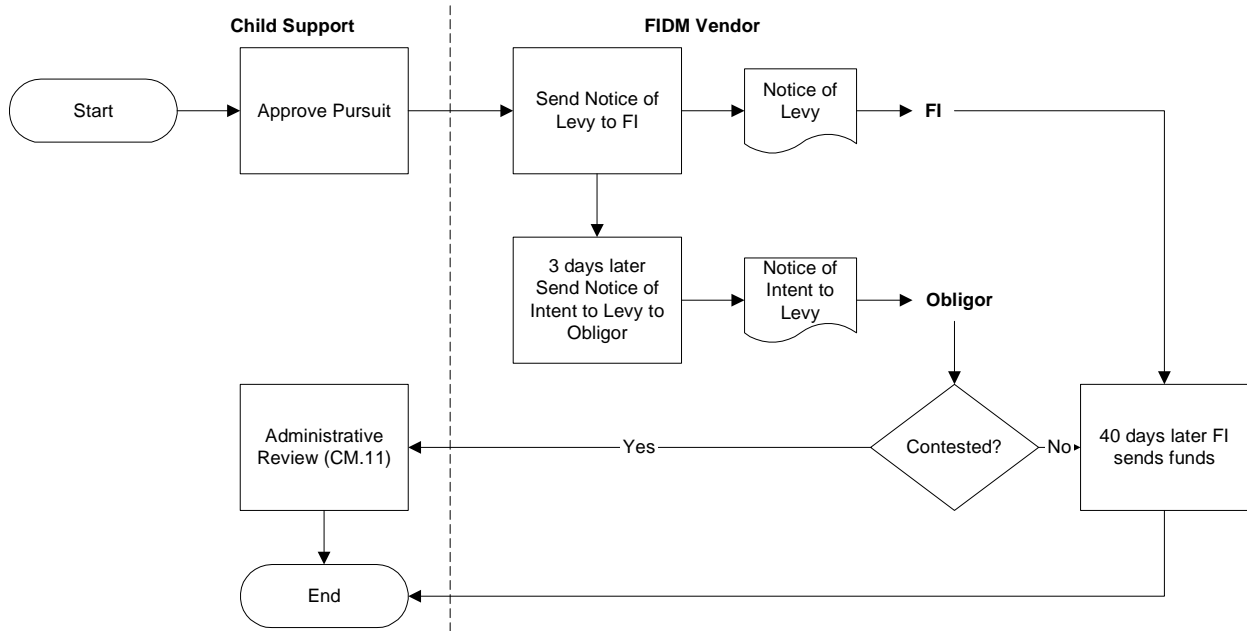
2.2.2. Multi-State FIDM Match Processing



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2.2.3. Levy Process



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2.3. Screens, Notices, Reports and Transaction Files

2.3.1. Screens

2.3.1.1. ACCOUNTS – Maintain Financial Assets (See EN.13 for final version)

Screen Group: Person

Method(s) of Access:

Menu: Enforcement / ACCOUNTS – Maintain Financial Assets

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	N	N	N

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Role Title	Inquiry	Add	Change	Delete
Central Registry Manager	Y	N	N	N
Central Registry Specialist (UIFSA)	Y	Y	Y	N
Child Support Specialist (NPA)	Y	Y	Y	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	Y	Y	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Judgment Specialist	Y	N	N	N
License Suspension Specialist	Y	N	N	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	Y	Y	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	N	N	N

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2.3.1.2. LEVY – List Administrative Levies

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / LEVY – List Administrative Levies

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	N	N	N
Attorney	Y	N	N	N
Bench Warrant Specialist	Y	N	N	N
Central Registry Manager	Y	N	N	N
Central Registry Specialist (UIFSA)	Y	N	N	N

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Role Title	Inquiry	Add	Change	Delete
Child Support Specialist (NPA)	Y	Y	Y	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	N	N	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	N	N	N
Judge	Y	N	N	N
Judgment Specialist	Y	N	N	N
License Suspension Specialist	Y	N	N	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	N	N	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	N	N	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	N	N	N

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2.3.1.3. ENFSTAT – Maintain Enforcement Status (See EN.01 for final version)

New Jersey Child Support System
 Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

ENFSTAT - MAINTAIN ENFORCEMENT STATUS
 User: XAmple Date: 03/23/2004 10:23:54 PM Screen: []

Docket: 2000DV123456
 IV-D Case*: 12345678901
 IV-A Case: 5266359870
 Office: Cumberland

Complaint: Jim..Jeff.Rov.Sus
 CP: Jane S Doe
 NCP: Jane Q Public
 Worker: XAmple

Role: PL
 Atty: N
 SSN: 123-45-6789
 Pvt: N
 DF: Y
 FVI: Y
 Status: Open
 Interstate: Responding
 Type: Non-Assistance
 Stage: Paternity to be Established

Last non-tax receipt: 10/04/2001
 As of Date: 09/01/2003
 Total Owed: \$2500.00
 Bankrupt:
 Incarcerated:
 Unlocated:
 Enf Exempt:

Remedy	IP/Elig
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Remedy Control
 Remedy: License Suspension
 Elig Bal: \$2000.00
 1st. Elig: []
 Conditions to Start: Delinquent 6 months or arrears \$1000. MWN exhausted, not bankrupt, not jailed. 6 months from last attempt.
 Exempt: Y
 Expires: 10/4/2004
 Reason: Negotiation in Progress
 Updated: 09/01/2003 By: XAmple

Remedy Workflow
 Open: 10/4/2004
 Close: []
 Action: Issue Suspension Order
 Link: Driver Lic - NJ165423
 Due: 09/01/2003
 Assign To: XAmple
 Note: []
 Updated: 09/01/2003 By: XAmple
 Start Remedy [] [] [] []

Status Bar Message...
 Record: 1/1
 Cumberland County Welfare Office
 125.215.172.177

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / ENFSTAT-Maintain Enforcement Status

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	Y	Y	N
Central Registry Manager	Y	Y	Y	N
Central Registry Specialist (UIFSA)	Y	Y	Y	N
Child Support Specialist (NPA)	Y	Y	Y	N

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Role Title	Inquiry	Add	Change	Delete
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	Y	Y	N
Credit Reporting Specialist	Y	Y	Y	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Judgment Specialist	Y	Y	Y	N
License Suspension Specialist	Y	Y	Y	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	Y	Y	N

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2.3.1.4. ENFWORK – Process Enforcement Workflow (See EN.01 for final version)

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / ENFWORK - Process Enforcement Workflow

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	Y	Y	N
Central Registry Manager	Y	Y	Y	N
Central Registry Specialist (UIFSA)	Y	Y	Y	N

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Role Title	Inquiry	Add	Change	Delete
Child Support Specialist (NPA)	Y	Y	Y	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	Y	Y	N
Credit Reporting Specialist	Y	Y	Y	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Judgment Specialist	Y	Y	Y	N
License Suspension Specialist	Y	Y	Y	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	Y	Y	N

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2.3.1.5. TAX – Maintain Tax Offset Data (See EN.10 for final version)

New Jersey Child Support System

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

TAX - MAINTAIN TAX OFFSET DATA

User: XAmple Date: 03/23/2004 10:23:54 PM Screen: []

DCN* 1234567890 John O. Public SSN 1234567890 Pvt N Locate Status []

Cases* 1234567890 PA Mmber ID 23/12/1943 DOB 23/12/1943 FVI Y Gender Male

Tax Year 2004 SSN 213-56-6779 Tax File Name James William and Mary Jo Butler

Submit Federal Tax Submit State Tax Other Submit Federal History State History

Docket ID	Prime IV-D Case	Type	Amount	IRS	ADM	RET	VEN	SAL	FIN	PAS	Exclude Expires
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											

Total to Submit

TANF: Case [] Total [] FIPS []

Non-TANF: Case [] Total [] FIPS []

Admin Review State NJ

Status Bar Message... Record: 1/1 Cumberland County Welfare Office 125.215.172.177

New Jersey Automated Child Support Enforcement System

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Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / TAX – Maintain Tax Offset Data

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	N	N	N
Central Registry Manager	Y	N	N	N
Central Registry Specialist (UIFSA)	Y	N	N	N
Child Support Specialist (NPA)	Y	Y	Y	N

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Role Title	Inquiry	Add	Change	Delete
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	N	N	N
Judge	Y	N	N	N
Judgment Specialist	Y	N	N	N
License Suspension Specialist	Y	N	N	N
Lien Specialist	Y	N	N	N
Locate Specialist	Y	N	N	N
Low Collection Potential Specialist	Y	N	N	N
Paralegal	Y	N	N	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	Y	Y	N

2.3.2. Documents

- 2.3.2.1. TBD – Notice of Levy to Financial Institution
- 2.3.2.2. TBD – Notice of Levy to Obligor
- 2.3.2.3. TBD – Notice to Financial Institution of Contest Filed.
- 2.3.2.4. TBD – Notice to Obligor of Contest Resolution and Right to Appeal
- 2.3.2.5. CS128 - Out of State Agency MSFIDM Payment

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2.3.3. Reports

None

2.3.4. Transaction Files

- 2.3.4.1. Output File – FIDM Eligible (to Tier)
- 2.3.4.2. Input File – FIDM Matches (from Tier)
- 2.3.4.3. Output File – Tax Certification Transactions
- 2.3.4.4. Input File – Rejected Tax Offset Transactions

2.4. Operational Report Notifications and Workflow Events

2.4.1. List of Major Activities:

- 2.4.1.1. FIDM Match (MI=new)
- 2.4.1.2. FIDM Administrative Lien (MI = ADLV)

2.4.2. List of Alerts:

A complete list of alerts will be identified during the functional design process. The following is a current list of tracking codes that may form a basis for the alerts.

- 615 Notice of Levy to FI M/D/Y for \$
- 616 Notice of Levy to Obligor M/D/Y for \$
- 617 Contest Filed M/D/Y
- 618 Contest Resolved M/D/Y No Change to Levy
- 619 Contest Resolved M/D/Y Levy Amended to \$
- 620 Contest Resolved M/D/Y Levy Cancelled
- 622 Levy Released/Ineligible Account/No Funds
- 654 Case Was Selected for FIDM
- 655 AP Address was Updated Per FIDM
- 656 FIDM Exemption Entered M/D/Y for Reason * by Worker #
- 657 FIDM Exemption Removed by Worker #
- 658 Notice to Obligor Acknowledgement of Contest M/D/Y
- 659 Notice to Obligor M/D/Y / Levy Amt Adjusted to \$
- 660 Notice to FI M/D/Y Levy Amt Adjusted to \$
- 661 Notice to Obligor Contest Resolved M/D/Y No Change to Levy
- 662 Notice to Obligor Contest Resolved M/D/Y Amended to \$
- 663 Notice to Obligor Contest Resolved M/D/Y Levy Cancelled
- 664 Notice to Obligor M/D/Y Levy Amt Adjusted /Levy Cancelled
- 665 Notice to FI M/D/Y Levy Amt Adjusted /Levy Cancelled
- 680 Notice to Obligor Acknowledgement of Appeal M/D/Y
- 681 Notice to Obligor Appeal Resolved M/D/Y No Change to Levy
- 682 Notice to Obligor Appeal Resolved M/D/Y Amended to \$

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683 Notice to Obligor Appeal Resolved M/D/Y Levy Cancelled
684 FIDM Multist Match/Out of State Bank Does Not Accept Direct Levy
686 Notice to FI Appeal Resolved M/D/Y No Change to Levy
687 Notice to FI Appeal Resolved M/D/Y Amended to \$
688 Notice to FI Appeal Resolved M/D/Y Levy Cancelled

2.5. Navigation Logic

The user will have access to navigate to a selected set of other screens by right-clicking anywhere on the screen. The exact list of screens will be enumerated during detail design.

2.6. Chronology and Logs

System actions and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not archived and rely on the minor activity processing and logs for any historical record.

Each generation of a document is stored in the forms history with the most recent print status.

Outgoing CSENet communications are stored in the interstate correspondence table.

Nothing is automatically stored in the Case Notes table.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

Detailed entries for all chronology and logs will be identified in the design phase.

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New Jersey Automated Child Support Enforcement System

Enforcement – EN.21 Administrative Offset

New Jersey Automated Child Support Enforcement System

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Enforcement – EN.21 Administrative Offset

1. Requirements Definition

1.1. Requirement

- 1.1.1. The system must routinely monitor cases for submission to the administrative offset program component of the Federal Tax Refund Offset Program using the required case type and arrearage balance criteria for selection, submittal, update, and removal.

RELATED REQUIREMENTS

The passport denial program is a component of the Federal Tax Refund Offset program as specified in the EN.10 functional area. Please refer to that specification for a complete description.

1.2. Existing ACSES Assessment

Administrative offset is rarely invoked as an enforcement remedy and the current function of ACSES does not provide support for management of the process.

1.3. MICSES Assessment

MICSES does not process Administrative Offset referrals.

1.3.1. Michigan Adaptation

1. Michigan disabled the exclusion indicators on the tax screens and permanently set them to a value of 'S' (System controlled) which eventually got translated to federally accepted exclusion settings as the update file was created. New Jersey will have to enable these fields and build the threshold logic to control them.
2. The tax screens presented in EN.10 have been modified for the administrative offset impacts.

1.4. Alternative Hybrid Component Assessment - Vermont

No hybrid components were identified as needing to be integrated. Individual features may have been identified in section 1.3.1.

New Jersey Automated Child Support Enforcement System

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1.5. Requirements Validation

1.5.1. Federal Certification Guide

E-16 OBJECTIVE: The system must support administrative offset.

Related Program Statutes and Regulations:

42 USC 652 (b)

45 CFR 303.72(e)(1)

P.L. 104-134 Debt Collection Improvement Act of 1996

Executive Order 13019

OCSE -AT-98-17

System Certification Requirements:

- a. If the State chooses to participate in the administrative offset program, the system must:
 1. Automatically identify cases where the amount of support owed is not less than \$25.00; and
 2. The support has been delinquent for 30 days or longer;
 3. The system must automatically generate required notices and documents including an advance notice to the non-custodial parent that his/her past-due support will be referred to the IRS for collection that includes the information contained in 45 CFR 303.72(e)(1). If the State chooses, it can request that the notice be sent by OCSE;
 4. The system must electronically transmit administrative offset requests via Connect:Direct with the Federal Tax offset requests. The required data elements include: the name, SSN of the individual who owes the past-due support; the amount of past-due support certified as owed, the State's FIPS; the case indicator type,
 5. And any other information prescribed by ACF in instructions that are issued periodically in the form of an Action Transmittal. (i.e. OCSE AT-98-17)

2. Functional Design

2.1. Functional Process Overview

Administrative offset, a sub-program of the federal tax offset program, is a passive remedy. In other words, worker intervention is not required in a vast majority of the cases for the remedy to be initiated and processed. The system will provide monitoring through the use of the TAX – Maintain Tax Offset Data screen. This screen displays the history of actions taken within the administrative offset program along with the other components within the tax-offset program. The screen primarily accepts modifications to exclusion indicators to control NCP participation in each of the programs.

The majority of the work of the administrative offset remedy is conducted automatically through batch programs. An obligor qualifies when he or she is not bankrupt, does not have a court-ordered exemption, and has total arrears across all of his or her cases meeting the threshold as set by the federal government. Note that the child's age is immaterial. If an obligor qualifies, they are automatically added

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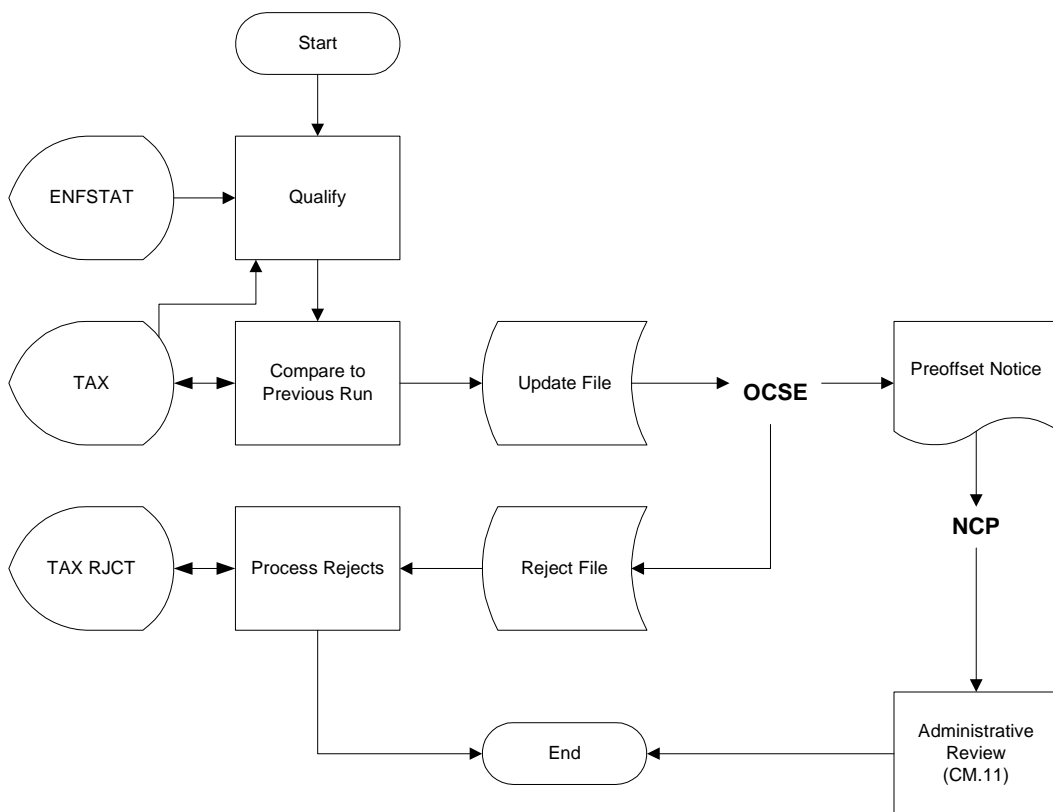
Enforcement

to the tax update file. OCSE issues a pre-offset notice that may trigger a request for an administrative review.

Every two weeks, unless the batch job has been suspended for a freeze period, an update file is issued to OCSE with current qualifying balances. If the exclusion indicators have changed or the balances have changed since the previous run, update transactions are created and sent to OCSE.

The TAX RJCT – Rejected Tax Offset Transactions screen lists outstanding errors returned from OCSE that can be corrected by a worker. System level errors indicating a problem with the system programming are routed to the job reporting log (see EO.04). The worker should correct the errors indicated on the appropriate screens then return to this list to attempt re-submittal of the transaction.

2.2. Functional Process Flow



New Jersey Automated Child Support Enforcement System

Enforcement

2.3. Screens, Notices, Reports and Transaction Files

2.3.1. Screens

2.3.1.1. TAX – Maintain Tax Offset Data

New Jersey Child Support System

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

TAX - MAINTAIN TAX OFFSET DATA

User: XAmple Date: 03/23/2004 10:23:54 PM Screen:

DCN* 1234567890 John O. Public SSN 1234567890 Pvt N Locate Status

Cases* 1234567890 PA Mmber ID 23/12/1943 DOB 23/12/1943 FVI Y Gender Male

Tax Year 2004 SSN 213-56-6779 Tax File Name James William and Mary Jo Butler

Submit Federal Tax Submit State Tax Other Submit Federal History State History

Docket ID	Prime IV-D Case	Type	Amount	IRS	ADM	RET	VEN	SAL	FIN	PAS	Exclude Expires
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											
<input type="checkbox"/>											

Total to Submit

TANF: Case Total FIPS

Non-TANF: Case Total FIPS

Admin Review State NJ

Status Bar Message...

Record: 1/1 Cumberland County Welfare Office 125.215.172.177

New Jersey Automated Child Support Enforcement System

Enforcement

New Jersey Child Support System
Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

TAX - MAINTAIN TAX OFFSET DATA
User: XAmple Date: 03/23/2004 10:23:54 PM Screen: []

DCN* **1234567890** John O. Public SSN 1234567890 Pvt **N** Locate Status [] Gender **Male**

Cases* []

Reason for Exclusion

OK Search Cancel

Tax Filer Name [] Tax Filer Name []
Address for Notices [] Address for Notices []

Submit Federal Submit State

Status Bar Message...
Record: 1/1 Cumberland County Welfare Office 125.215.172.177

New Jersey Automated Child Support Enforcement System

Enforcement

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / TAX – Maintain Tax Offset Data

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	N	N	N
Central Registry Manager	Y	N	N	N
Central Registry Specialist (UIFSA)	Y	N	N	N

New Jersey Automated Child Support Enforcement System

Enforcement

Role Title	Inquiry	Add	Change	Delete
Child Support Specialist (NPA)	Y	Y	Y	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	N	N	N
Judge	Y	N	N	N
Judgment Specialist	Y	N	N	N
License Suspension Specialist	Y	N	N	N
Lien Specialist	Y	N	N	N
Locate Specialist	Y	N	N	N
Low Collection Potential Specialist	Y	N	N	N
Paralegal	Y	N	N	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	Y	Y	N

New Jersey Automated Child Support Enforcement System

Enforcement

2.3.2. Documents

- 2.3.2.1. CS043 – NPA Tax Offset Notice
- 2.3.2.2. CS072 - Notice of Administrative Review
- 2.3.2.3. CS100 – Notice of Administrative Hearing
- 2.3.2.4. TBD – Administrative Hearing/Resolution Form

2.3.3. Reports

None

2.3.4. Transaction Files

- 2.3.4.1. Output File – Tax Certification Transactions
- 2.3.4.2. Input File – Rejected Tax Offset Transactions

2.4. Operational Report Notifications and Workflow Events

2.4.1. List of Major Activities:

- 2.4.1.1. Federal Tax Offset (MI = new)
- 2.4.1.2. Tax Offset Administrative Review (MI = TOFF)

2.4.2. List of Alerts:

A complete list of alerts will be identified during the functional design process.

2.5. Navigation Logic

The user will have access to navigate to a selected set of other screens by right-clicking anywhere on the screen. The exact list of screens will be enumerated during detail design.

2.6. Chronology and Logs

System actions and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not archived and rely on the minor activity processing and logs for any historical record.

Each generation of a document is stored in the forms history with the most recent print status.

Outgoing CSENet communications are stored in the interstate correspondence table.

Nothing is automatically stored in the Case Notes table.

New Jersey Automated Child Support Enforcement System

Enforcement

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

Detailed entries for all chronology and logs will be identified in the design phase.

New Jersey Automated Child Support Enforcement System

Enforcement

New Jersey Automated Child Support Enforcement System

Enforcement – EN.22 Lottery Intercept

New Jersey Automated Child Support Enforcement System

Enforcement

Enforcement – EN.22 Lottery Intercept

1. Requirements Definition

1.1. Requirement

- 1.1.1. The system must facilitate the match, monitor the intercept, and support the scheduling and documentation of administrative reviews of New Jersey State Lottery winnings.

RELATED REQUIREMENTS

The following functional areas also have similar requirements offering the possibility of reusable logic:

- EN.11 – State Tax Refund Offset
- EN.12 – Child Support Lien Network
- CM.11 – Administrative Review Processing

1.2. Existing ACSES Assessment

Existing ACSES support is limited. The New Jersey State Lottery provides a list of winners to the Division of Family Development (DFD). The DFD worker searches for matches using currently existing balance screens. Contested intercepts are documented with manually entered notepad entries monitoring the administrative review.

1.3. MICSES Assessment

MiCSES does not have lottery intercept logic. However, the Michigan Attorney General is currently drafting legislation to intercept any kind of settlement or award. As part of the legislation, the agency disbursing winnings, awards, or settlements must first check a web site to see if there is a match to a delinquent child support obligor. If a match is encountered, the settlement agency must notify their recipient, with forms available from the web site, that funds are held until the child support unit is satisfied and authorizes release of the settlement.

1.3.1. Michigan Adaptation

1. The mechanism used to search for winners should be generic enough to be used in the future for any type of settlement, rebate, or award including civil suits, gambling winnings, and insurance settlements not through CSLN (see E.12), in addition to lottery intercepts.

New Jersey Automated Child Support Enforcement System

Enforcement

1.4. Alternative Hybrid Component Assessment - Vermont

No hybrid components were identified as needing to be integrated. Individual features may have been identified in section 1.3.1.

1.5. Requirements Validation

1.5.1. Controlling Regulations

N.J.A.C. 17:42

P.L. 1995 C.333

AOC Directive 92-08

2. Functional Design

2.1. Functional Process Overview

The lottery intercept remedy is low volume and, thus, highly manual. The New Jersey State Lottery sends a list of winners to the Division of Family Development. Each winner is searched on the system to determine if any balances are outstanding. If the following conditions occur, an activity chain is started and the State Lottery is asked to hold the money until they hear back from the child support unit:

1. A match occurs between a winner and a delinquent obligor's open case
2. Winnings are at least \$600
3. The delinquent balance exceeds \$1000. Spousal support arrears are included only if child support arrears exist.

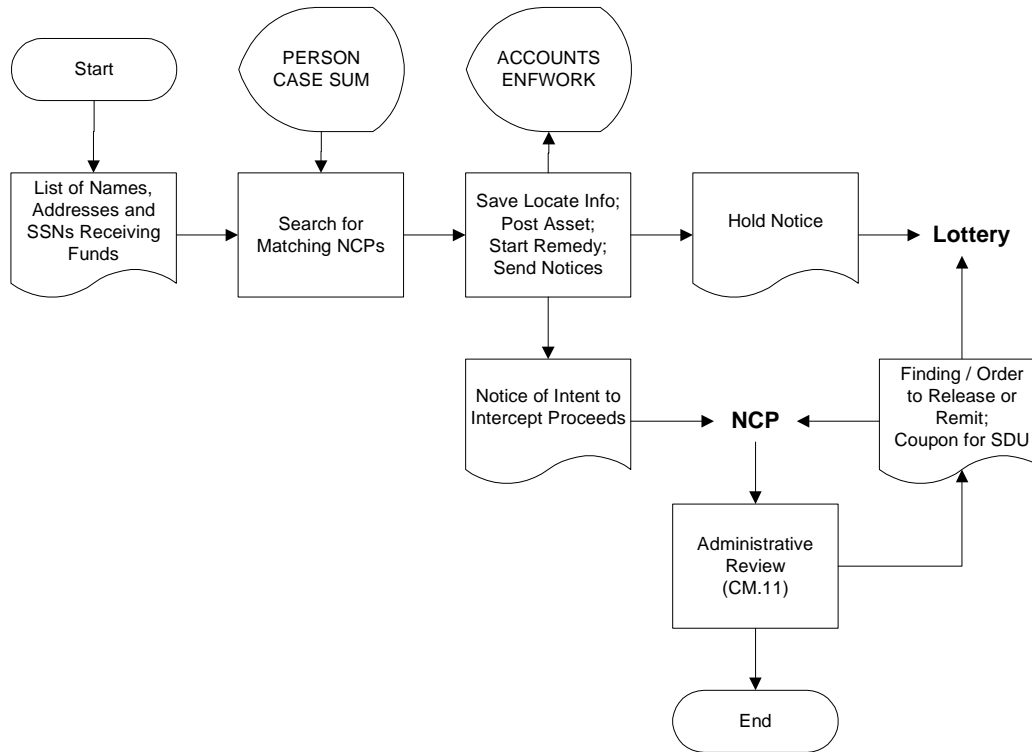
The DFD then notifies the NCP of the intercept and has 10 days to ask the DFD for an administrative review. If no review takes place or the review and all of its appeals favor the intercept, the winnings to pay off the arrears are paid to the Family Support Payment Center through the DFD and the remaining proceeds paid to the NCP by the Division of Lottery.

Requests for administrative review are forwarded to the AOC who in turn give to the Probate Child Support Enforcement Unit to perform the review within 20 days. The NCP may appeal the findings with a motion to the court to hear. Findings in favor of the NCP issue a release to the Division of Lottery to allow the winnings to be given to the NCP.

New Jersey Automated Child Support Enforcement System

Enforcement

2.2. Functional Process Flow



New Jersey Automated Child Support Enforcement System

Enforcement

2.3. Screens, Notices, Reports and Transaction Files

2.3.1. Screens

2.3.1.1. ACCOUNTS – Maintain Financial Assets (See EN.13 for final version)

Screen Group: Person

Method(s) of Access:

Menu: Enforcement / ACCOUNTS – Maintain Financial Assets

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N

New Jersey Automated Child Support Enforcement System

Enforcement

Role Title	Inquiry	Add	Change	Delete
Bench Warrant Specialist	Y	N	N	N
Central Registry Manager	Y	N	N	N
Central Registry Specialist (UIFSA)	Y	Y	Y	N
Child Support Specialist (NPA)	Y	Y	Y	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	Y	Y	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Judgment Specialist	Y	N	N	N
License Suspension Specialist	Y	N	N	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Low Collection Potential Specialist	Y	N	N	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	Y	Y	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	N	N	N

New Jersey Automated Child Support Enforcement System

Enforcement

2.3.1.2. ENFSTAT – Maintain Enforcement Status (See EN.01 for final version)

New Jersey Child Support System
 Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

ENFSTAT - MAINTAIN ENFORCEMENT STATUS
 User: XAmple Date: 03/23/2004 10:23:54 PM Screen: []

Docket: 2000DV123456 Complaint: Jim..Jeff.Rov.Sus Role: Atty SSN Type: Non Assistance
 IV-D Case*: 12345678901 CP: Jane S Doe PL N 123-45-6789 Pvt N Status: Open
 IV-A Case: 5266359870 NCP: Jane Q Public DF Y 123-45-6789 FVI Y Interstate: Responding
 Office: Cumberland Worker: XAmple Stage: Paternity to be Established

As of last evaluation: 09/01/2003 As of Date: 09/01/2003 Bankrupt Incarcerated
 Last non-tax receipt: 10/04/2001 Total Owed: \$569.00 Unlocated Enf Exempt Evaluate Now

Remedy	IP/Elig
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Remedy Control
 Remedy: License Suspension Elig Bal: 2000 1st. Elig: []
 Conditions to Start: Delinquent 6 months or arrears \$1000. Exempt: Y Expires: 10/4/2004
 MWN exhausted, not bankrupt, not jailed. Reason: Negotiation in Progress
 6 months from last attempt. Updated: 09/01/2003 By: XAmple

Remedy Workflow
 Open: 10/4/2004 Close: [] Action: Issue Suspension Order
 Link: Driver Lic - NJ165423 Due: 09/01/2003 Assign To: XAmple
 Note: []
 Updated: 09/01/2003 By: XAmple Start Remedy

Status Bar Message...
 Record: 1/1 Cumberland County Welfare Office 125.215.172.177

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / ENFSTAT-Maintain Enforcement Status

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Central Registry Manager	Y	Y	Y	N
Child Support Specialist	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N

New Jersey Automated Child Support Enforcement System

Enforcement

Role Title	Inquiry	Add	Change	Delete
County Office Manager	Y	Y	Y	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y

New Jersey Automated Child Support Enforcement System

Enforcement

2.3.1.3. ENFWORK – Process Workflow – Enforcement (See EN.01 for final version)

The screenshot displays the 'ENFWORK - PROCESS ENFORCEMENT WORKFLOW' window. The title bar includes 'New Jersey Child Support System' and standard window controls. The menu bar contains: Actions, Person, Case, Establishment, Enforcement, Financial, Reports, Resources, System, Exit, Window. The toolbar includes icons for NEW, FIND, CLR, ADD, MOD, DEL, OK, PRN, Dlg, IMG, POP, HELP, and EXIT. The main area shows case details for User: XAmple, Date: 03/23/2004 10:23:54 PM, and Screen: [blank].

Case Details:

- Docket: 2000DV123456
- Complaint: Jim..Jeff.Rov.Sus
- Role: Atty
- SSN: 123-45-6789
- Type: Non-Assistance
- IV-D Case*: 12345678901
- CP: Jane S Doe
- PL: N
- Pvt: N
- Status: Open
- IV-A Case: 5266359870
- NCP: Jane Q Public
- DF: Y
- FVI: Y
- Interstate: Responding
- Office: Cumberland
- Worker: XAmple
- Stage: Paternity to be Established

Activity Tables:

Start Date	Major Activity	Status	Reason
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Start Date	Minor Activity	Due Date	Action Date	Reason
<input checked="" type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Minor Activity Details:

Last Update Date: [] By: [] Assigned To: [] Link: []

Note: []

Status message goes here...

Record: 1/1 | Cumberland County Welfare Office | 125.215.172.177

Audit	Link	Note
Last Upd	02/29/2000	
By	New Hire	
Assigned	XAmple	

Audit	Link	Note
ID	12-12345678	
Name	ABC Inc.	

Audit	Link	Note

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / Process Workflow - Enforcement

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

New Jersey Automated Child Support Enforcement System

Enforcement

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N
Attorney	Y	Y	Y	N
Central Registry Manager	Y	Y	Y	N
Child Support Specialist	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Employer Clearance Specialist	Y	N	N	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	N	N	N
Financial Management Supervisor	Y	N	N	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	Y	Y	N
Judge	Y	N	N	N
Lien Specialist	Y	Y	Y	N
Locate Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y

2.3.2. Documents

- 2.3.2.1. TBD – Notice of Intent to Intercept Proceeds
- 2.3.2.2. TBD – Administrative Hearing/Resolution Form
- 2.3.2.3. CS072 - Notice of Administrative Review
- 2.3.2.4. CS100 – Notice of Administrative Hearing
- 2.3.2.5. TBD – Findings of Administrative Review
- 2.3.2.6. TBD – Order to Remit or Release
- 2.3.2.7. TBD – Coupon for Remittance to Family Support Payment Center

New Jersey Automated Child Support Enforcement System

Enforcement

2.3.3. Reports

None

2.3.4. Transaction Files

None

2.4. Operational Report Notifications and Workflow Events

2.4.1. List of Major Activities:

2.4.1.1. Lottery Intercept (MI = new))

2.4.2. List of Alerts:

A complete list of alerts will be identified during the functional design process.

2.5. Navigation Logic

The user will have access to navigate to a selected set of other screens by right-clicking anywhere on the screen. The exact list of screens will be enumerated during detail design.

2.6. Chronology and Logs

System actions and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not archived and rely on the minor activity processing and logs for any historical record.

Each generation of a document is stored in the forms history with the most recent print status.

Outgoing CSENet communications are stored in the interstate correspondence table.

Nothing is automatically stored in the Case Notes table.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.

Detailed entries for all chronology and logs will be identified in the design phase.

New Jersey Automated Child Support Enforcement System

Enforcement

New Jersey Automated Child Support Enforcement System

Enforcement – EN.23 QDRO/EDRO

New Jersey Automated Child Support Enforcement System

Enforcement

Enforcement – EN.23 QDRO/EDRO

1. Requirements Definition

1.1. Requirement

1.1.1. The system must provide for pension benefit withholding as determined by court order through Eligible Domestic Relation Orders (EDRO state law) and Qualified Domestic Relation Orders (QDRO federal law).

1.1.2. When a new retirement source of income is identified from child support specialist update, the system must generate the appropriate notice of hearing forms.

1.1.3. The system must provide for the creation and distribution of orders initiating the withholding from retirement benefits.

1.1.4. The system must permit enforcement against multiple retirement income sources.

1.1.5. The system must monitor and provide updates to the plan administrator when the obligation changes or ceases.

RELATED REQUIREMENTS

QDRO/EDRO processing has been split out from the original EN.05 Income Withholding specification because of the legal requirements to hold hearings. However, many of the EN.05 requirements and those related to that specification also relate to QDRO/EDRO processing.

1.2. Existing ACSES Assessment

Existing ACSES functionality provides reasonably effective support for income withholding. However, some staff comment suggests a need to review the logic controlling automated generation of income withholding forms following new hire and wage database interfaces. The existing system is limited in its capability to differentiate sources and generate the appropriate form variations and it is unable to manage withholding from multiple income sources effectively.

1.3. MiCSES Assessment

MiCSES isolates QDRO/EDRO as a unique income source. QDRO/EDRO income sources are not eligible for new income withholding actions. Converted cases collecting QDRO/EDRO payments with an income withholding may continue to execute with an IWN until an order is modified. The newly installed process now requires standard personal service due process resulting in a judicial hearing and order with the appropriate instructions for plan administrators to follow.

New Jersey Automated Child Support Enforcement System

Enforcement

The SDU currently cannot recognize the difference between an income withholding and a remittance from a QDRO/EDRO. National NACHA standards for EFT encoding also do not recognize the type of remittance. Thus, QDRO/EDRO payments are directed to the local office to be entered so that they may be data encoded correctly. Plan administrators are warned that electronic transfer of QDRO/EDRO payments or payments made to the SDU will result in the payment being treated as a wage withholding by the SDU. The administrator risks the order being insufficiently paid should the payment be prorated among other cases with wage withholding orders but no QDRO/EDRO .

To mitigate this prorating problem, a conversion report was given to each county as it rolled onto the system. The report lists proper QDRO/EDROs already in effect elsewhere in the State for matching NCPs converted to the system. The new counties are encouraged to immediately establish their own QDRO so that any proration of the QDRO remittance under income withholding rules would fall into the same split calculation that the plan administrator would conduct in response to multiple orders.

1.3.1. Michigan Adaptation

1. Michigan does not allow control over the QDRO/EDRO amounts, i.e. the amounts are set judicially by the order. The QDRO screen is new to the system.
2. Current New Jersey processing (FM.08) moves NCP billing from monthly to quarterly once the income source starts paying with withholdings. Michigan saves postage and handling by shutting down NCP bills totally if a QDRO/EDRO is active.
3. Michigan does not have plan administrator billing. To support FM.10-Employer Billing, an IWN should make the NCP appear on employer bills.
4. Michigan does not prorate QDRO terms for first or last month obligations. This may or may not be acceptable to NJ and will be explored during the design phase.

1.4. Alternative Hybrid Component Assessment – Vermont / Wyoming

No hybrid components identified. Individual features may have been identified in section 1.3.1.

1.5. Requirements Validation

1.5.1. Assume Employer Billing Does Not Apply

This specification assumes that plan administrators do not receive a bill as do employers in income withholding situations in FM.10 Employer Billing.

New Jersey Automated Child Support Enforcement System

Enforcement

2. Functional Design

2.1. Functional Process Overview

The closer a QDRO or EDRO processes like an income withholding, the easier it becomes. Unfortunately, the withholding or interception of retirement proceeds does not have the same legal standing as other income withholding procedures. The due process is more extensive and requires a judicial ruling to deny the obligor use of his retirement benefits.

QDRO and EDRO terms are recorded on the QDRO – Maintain QDRO/EDRO Amounts screen similar to the income withholding order terms on the IWN screen.

2.1.1. Establish QDRO/EDRO

Objectives met: 1.1.1, 1.1.2, 1.1.3, and 1.1.4

Post, check restriction, establish, modify bill

The need for a QDRO or EDRO is often discovered through FIDM Matching (see EN.20) or from initial interviews. If a retirement asset is to be pursued, the worker must manually initiate a QDRO/EDRO activity chain. The first step is to verify the balances, terms, and qualifications with the plan administrator. If the retirement funds appear to be a viable source for child support payments, the worker will have to schedule a judicial hearing, prepare a certification and motion, and notify the parties similar to a Relief to Litigant hearing (see EN.07).

Successful initiation of a QDRO/EDRO should modify the billing setup to reduce costs of obligor billing.

2.1.2. Monitor for Delinquent QDRO/EDRO

Objectives met: 1.1.1 and 1.1.5

The system must monitor for the successful initiation of the QDRO/EDRO. Most instances of failing to start withholding lies in innocent causes of not receiving the order. A reminder letter may encourage initiation. If not, more formal methods of compelling the plan administrator to comply may be used.

If it is appropriate that the QDRO/EDRO no longer be pursued, then obligor billing may have to be reinstated. Anticipated future obligations, currently outstanding balances, exemptions, bankruptcy, a propensity to violence, and whether there are other income sources to be withheld are considered in the reinstatement of the bills.

2.1.3. Terminate QDRO/EDRO

Objectives met: 1.1.5

Termination of a QDRO/EDRO occurs if the retirement fund is exhausted. If child support continues, the obligor billing may have to be reinstated and other remedies started.

New Jersey Automated Child Support Enforcement System

Enforcement

A QDRO/EDRO also terminates when the balances are zeroed and no further obligations are expected. This may be caused by court dismissal or pay off of the obligations in full.

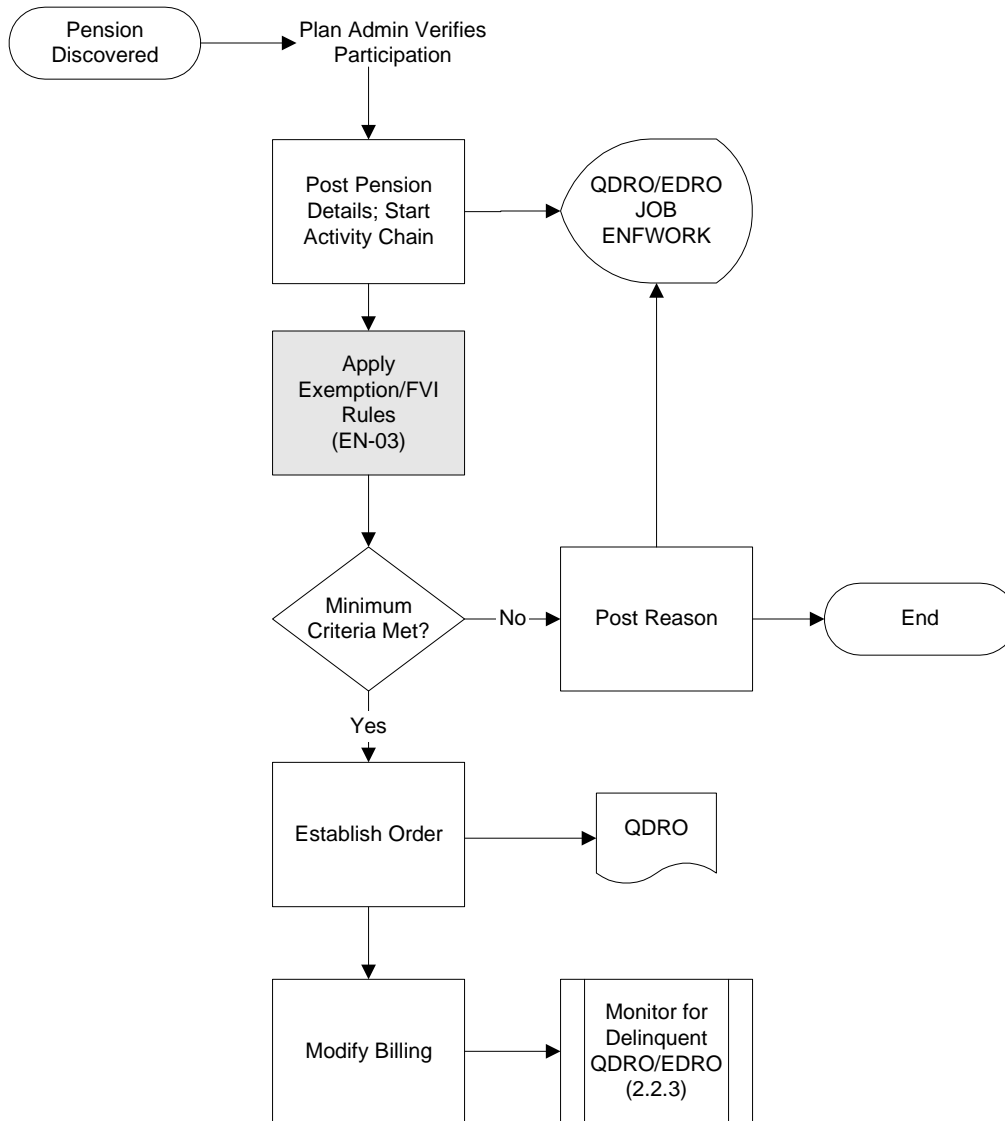
2.2. Functional Process Flow

(Grayed items are the responsibility of other requirement specifications but are shown to complete the process flow.)

New Jersey Automated Child Support Enforcement System

Enforcement

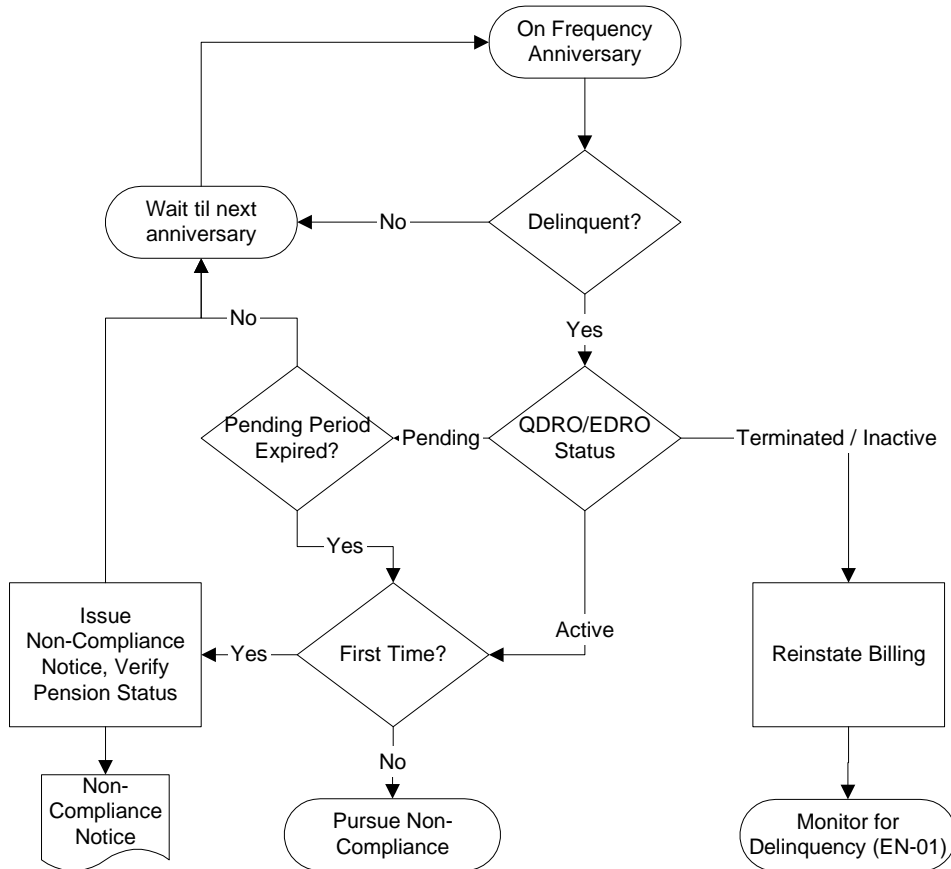
2.2.1. Establish QDRO/EDRO



New Jersey Automated Child Support Enforcement System

Enforcement

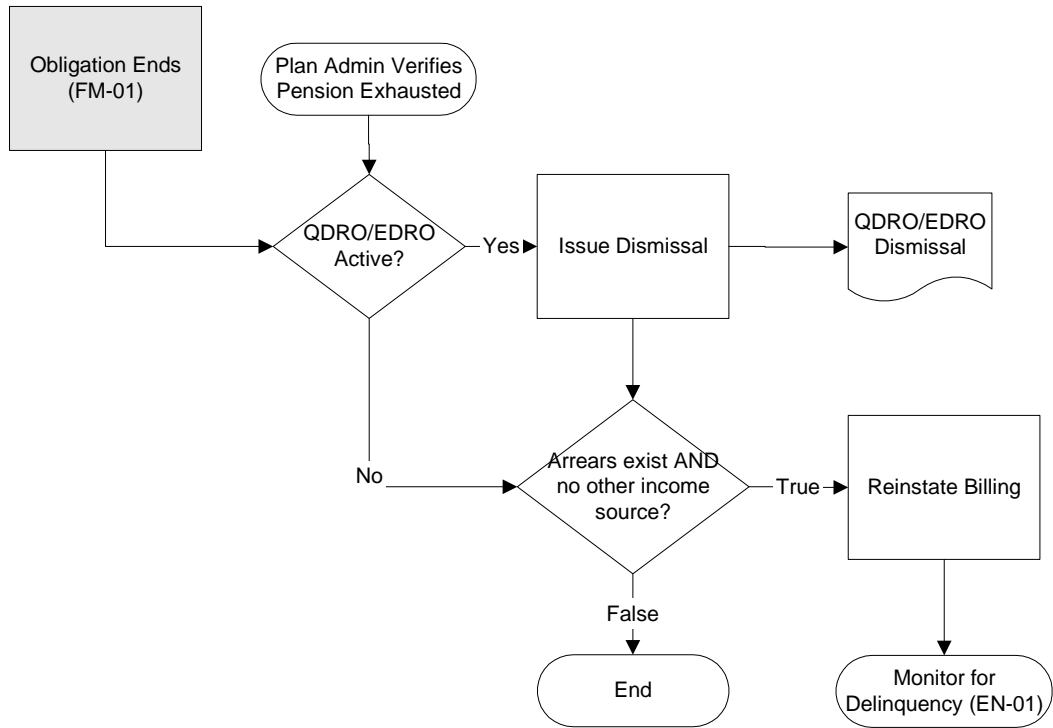
2.2.2. Monitor for Delinquent QDRO/EDRO



New Jersey Automated Child Support Enforcement System

Enforcement

2.2.3. Terminate QDRO/EDRO



New Jersey Automated Child Support Enforcement System

Enforcement

2.3. Screens, Notices, Reports and Transaction File Layouts

2.3.1. Screens

2.3.1.1. QDRO – Maintain QDRO/EDRO Amounts

New Jersey Child Support System
QDRO - MAINTAIN QDRO / EDRO ORDER
 User: XAmple Date: 03/23/2004 10:23:54 PM Screen:

Docket* Complaint Role Atty SSN Type
 IV-D Case* CP PL N Pvt Status
 IV-A Case NCP DF Y FVI Interstate
 Office Worker Stage

Issue Date	FEIN	Plan Administrator	Status	Total	Frequency
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Issue Date Current Major Current Obl Total QDRO Amt
 Income Type Minor Spous
 FEIN Inc. Source Med
 Status Contact Arrs
 Frequency Phone Fees
 E-mail Total

Status Line Message...
 Record: 1/1 Cumberland County Welfare Office 125.215.172.177

Screen Group: Legal

Method(s) of Access:

Menu: Enforcement / QDRO – Maintain QDRO/EDRO Amounts

From Button, Link, etc., on Another Screen: None

“Right Click Menu” from Another Screen: This will be enumerated during detail design.

Access Level:

Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	Y	Y	N

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Role Title	Inquiry	Add	Change	Delete
Attorney	Y	Y	Y	N
Bench Warrant Specialist	Y	N	N	N
Central Registry Manager	Y	N	N	N
Central Registry Specialist (UIFSA)	Y	N	N	N
Child Support Specialist (NPA)	Y	Y	Y	N
Child Support Specialist (PA)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	N
County Office Manager	Y	Y	Y	N
Court Scheduling Specialist	Y	N	N	N
Credit Reporting Specialist	Y	N	N	N
Employer Clearance Specialist	Y	Y	Y	N
Enforcement Specialist	Y	Y	Y	N
Financial Clerk	Y	Y	Y	N
Financial Management Supervisor	Y	Y	Y	N
Hearing Officer	Y	Y	Y	N
Intake Specialist	Y	N	N	N
Interstate Specialist	Y	N	N	N
Judge	Y	N	N	N
Judgment Specialist	Y	Y	Y	N
License Suspension Specialist	Y	N	N	N
Lien Specialist	Y	N	N	N
Locate Specialist	Y	N	N	N
Low Collection Potential Specialist	Y	Y	Y	N
Paralegal	Y	Y	Y	N
Person Clearance Specialist	Y	N	N	N
Policy Analyst	Y	N	N	N
Policy Supervisor	Y	N	N	N
Program Administrator	Y	Y	Y	N
Service of Process Officer	Y	N	N	N
System Support Specialist	Y	Y	Y	Y
Tax Specialist	Y	N	N	N

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2.3.2. Documents

- 2.3.2.1. Certification in Support of QDRO/EDRO (similar to CS009)
- 2.3.2.2. Notice to Appear for QDRO/EDRO
- 2.3.2.3. QDRO/EDRO Withholding Order
- 2.3.2.4. Notice to Plan Administrator of Non-Compliance with QDRO/EDRO Execution (Similar to CS025)
- 2.3.2.5. Notice Changing QDRO/EDRO (Similar to CS046)
- 2.3.2.6. Notice to Terminate QDRO/EDRO (Similar to CS047)
- 2.3.2.7. Notice to Obligor – Increase Arrearage Payment on Income Withholding (similar to CS121)

2.3.3. Reports

None

2.3.4. Transaction Files

None

2.4. Operational Report Notifications and Workflow Events

2.4.1. List of Major Activities:

- 2.4.1.1. Qualified Domestic Relations Order (QDRO) Monitoring

2.4.2. List of Alerts:

Alerts will be defined during the design phase.

2.5. Navigation Logic

The user will have access to navigate to a selected set of other screens by right-clicking anywhere on the screen. The exact list of screens will be enumerated during detail design.

2.6. Chronology and Logs

System actions in enforcement monitoring and actions initiated by users are stored in minor activities within the major activities listed in 2.4. Completed minors are copied to the case diary for a cross-functional chronology.

Alerts for the operational report are not permanently stored and rely on the minor activity processing and logs for any historical record.

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Each generation of IWN documents is stored in the forms history with the most recent print status.

Outgoing CSENet communications are stored in the interstate correspondence table.

Nothing is automatically stored in the Case Notes table.

Exceptions in batch processing are stored in the Batch Error Log. Case specific errors generate an alert for the operational report and generate minor activities if user action is known to be necessary.