

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.01 Obligation Maintenance**

---

---

## **Financial Management – FM.01 Obligation Maintenance**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

1.1.1. The system must monitor for the receipt of court orders. It must provide for the recording of the terms and conditions of the order, including the current support obligation, the payment toward arrears obligation, and the cash medical support obligation. It must record the terms of the health insurance provisions of the order. It must record any judgment amounts. It must record the legally effective date of the order and the signed date of the order. It must record the court-ordered provision for direct payment.

1.1.2. The system must provide for prorating obligation amounts when circumstances require a partial period amount.

1.1.3. The system must provide for documenting child-specific terms within a court order, including the establishment of paternity, as well as cash medical support obligations.

1.1.4. The system must provide for generating income withholding increase, decrease, and cease documents when obligation changes are made and the case is currently subject to income withholding.

1.1.5. The system must provide for generating notice of income withholding increase, decrease, and cease documents when the case qualifies for an administrative arrears obligation.

#### **RELATED REQUIREMENTS**

From CI.23 IV-A Referrals: The system must have the capability to process the necessary IV-D referral information and transfer one or more referrals to the IV-A system..... It must provide for all the required address, employment, health insurance, and obligation data as identified by the federal child support certification criteria. It must provide for assigning child and medical support arrearages per PRWORA distribution regulations.

From CI.24 Title XIX Referrals: The system must have the capability to accept an immediate referral from the Title XIX Agency as soon as the Title XIX case is approved for benefits..... It must provide for all the required address, employment, health insurance, and obligation data as identified by the federal child support certification criteria. It must provide for assigning medical support arrearages per PRWORA distribution regulations.

From CI.25 Child Welfare (IV-E) Referrals: The system must have the capability to accept an immediate referral from the Division of Youth and Family Services (DYFS) system as soon as the child welfare case is approved for benefits..... It must provide for establishing the identifiers used to link the DYFS and child support cases for later updates. It must provide for all the required address, employment, health insurance, and obligation data as identified by the federal child support certification criteria. It must provide for assigning child and medical support arrearages per PRWORA distribution regulations.

From CI.26 Interstate, Tribal, and International Referrals: The system must have the capability to accept a referral from another state's, tribe's, or country's child support agency. The system must be capable of accepting an electronic referral from the federal CSENet system or by UIFSA transmittal.... It must provide for all the required address, employment, health insurance, and obligation data as identified by

## New Jersey Automated Child Support Enforcement System Financial Management

the federal child support certification criteria and CSENet transaction data set. It must provide for assigning child and medical support arrearages per PRWORA distribution regulations.

CM.03 Case Change Processing: The system must provide for efficiently adding or removing children from cases and for tracking the associated update of financial obligations and accounts.

CM.07 Case Action History: The system must provide for differentiating case events by type to provide for selective retrieval. Types include but are not limited to: Obligation changes

CM.10 Obligation Review and Adjustment: The system must routinely monitor case and financial data for potential review and adjustment of obligations.

From EN.0501-Income Withholding: The system must monitor and provide updates to the withholding agency when the obligation changes or ceases.

From EN.06 National Medical Support Notice: The system must process a return file with health care policy information and medical support obligation tracking information.

RP.04 Program Management Reporting: The system must maintain an online case management report with daily and monthly processing and caseload inventory totals for intake, locate, interstate, obligation establishment, paternities established, enforcement actions taken by type, income withholding orders, medical support orders, bench warrants, direct payment orders, alimony only orders, etc.

EU.10 Case Data Review (Customer Service): The system must provide for a single function to display current and historical case data, using tabs to move between categories of data and buttons to expand and contract groupings of data. Data categories must include but are not limited to: Current Obligation Status and Obligation History.

CO.01 Historical Data Availability: The system implementation plan must provide for the transfer of case and financial information from the current ACSES system. The plan must also provide for the transfer of case, document and obligation history information from the FACTS system as well as case and financial information from FAMIS for all cases matching current ACSES cases.

### **1.2. Existing ACSES Assessment**

---

Obligation maintenance is currently limited by the lack of an interface with the AOC FACTS system. Typically, some but not all of the required details of the order are entered on the AOC FACTS system. The physical orders are then transferred to other staff for entry to the ACSES UOBL screen function that is actually a two-step process involving the physical exchange of documentation in order to maintain the required separation between case and fiscal staff. The current UOBL function does not account for all of the required information regarding the order such as the cash medical support obligations and the terms of the health insurance provisions.

### **1.3. MiCSES Assessment**

---

In the HEARD and ANDEF MAJOR ACTIVITIES for order establishment, MiCSES has WJUDS AND WREFS MINOR ACTIVITIES that alert workers to check for the receipt of a court order after a hearing or after it has been sent to a judge for signature. When a signed order is received, entering the appropriate reason code on the MTORD MINOR ACTIVITY automatically brings up the Legal Order Prep Screen (LPRP). Information from this screen automatically populates the main Support Order entry screen (SORD).

Workers enter the non-financial terms of the order on the LPRP or SORD screens, along with all relevant entry, issuance, effective, and end dates. Orders for health insurance are indicated on the SORD screen. Workers enter the financial obligations on the OBLE screen. Order details are stored in the Support\_Order table. Financial obligations are stored in the Obligations table. Financial obligation DEBTYPES include child support, spousal support, medical support, and fees. An amount for each

New Jersey Automated Child Support Enforcement System  
Financial Management

DEBT TYPE can be specified for each child. If the order is not child-specific, the system automatically pro-rates the obligation amounts for each child.

MiCSES does not provide for the tracking of direct pay orders.

MiCSES calculates partial, past, and future obligation amounts due based on the effective date of the obligation. The obligation effective date defaults to the order effective date, but can be changed.

When a worker modifies the obligation on the OBLM screen or when a modification terminates, MiCSES automatically issues a new income withholding order and notifies the worker of this notice through the MCARR MINOR ACTIVITY within the IIWO MAJOR ACTIVITY on the ENFP screen. A worker can view the details and history of income withholding orders from the by using the IWO button on the SORD screen. Income Withholding details are stored in the IW\_Employers table.

### 1.3.1. Michigan Adaptation

Michigan system must be modified to identify and track Direct Pay orders. In addition to the bi-annual review and modification of support obligations, Michigan system must be modified to automatically process bi-annual Cost of Living Adjustments.

**1.3.1.1. Original MiCSES Screen: SORD – Support Order** should be adapted as follows. See 2.3 for final version. Final version may be modified during design.

Points to adapt:

1. The Title Bar should be: **ORDERENT – ENTER SUPPORT ORDER**
2. Replace Case information panel with Legal Screen Header

New Jersey Automated Child Support Enforcement System  
Financial Management

3. Remove Distribution Hold box
4. Remove items from second panel included in Legal Screen Header
5. Change field name from "CT Case Type" to 'Court Case Type'
6. Expand Court Case Type field to display description not code
7. Expand Ordered By field to display description not code
8. Add field "Direct Pay" and a check box
9. Change field name from "Court Case Status RC" to "Court Case Status Reason"
10. Expand Court Case Status Reason field to display reason
11. Expand Court Case Status fields to display status not code
12. Remove Chargeable Bonus
13. Change field name from "Income Withholding RC" to "Income Withholding Reason"
14. Expand field to display reason
15. Remove QDRP IND
16. Change field name from "Deviation RC" to "Deviation Reason"
17. Expand field to display reason
18. Change field name "Surcharge Exempt IND" to 'Interest Exempt' (field values = Yes/No)
19. Move 'Parenting Time' field to same row with 'Number of Parenting Time Days'
20. Remove CEJ FIPS as this is in the Legal Header
21. Change field name "ENF Exempt IND" to "Enforcement Exempt" (move to left of screen)
22. Expand field to display value (Yes/No)
23. Change field name "ENF Exempt RC" to "Enforcement Exempt Reason" (move to left with Enforcement Exempt field)
24. Expand field to display reason
25. Add field for "Enforcement Exemption Expires (MM/DD/CCYY)"
26. Change field name "Pmnt Agrmnt AMT" to "Arrears Repayment Amount"
27. Change field name "FREQ" to Frequency
28. Remove SF/PF Exempt
29. Change field name "Parenting Day" to 'Number of Parenting Days'
30. Remove Update Worker ID (duplicate of field in second data section)
31. Remove IWO Information button
32. Remove Parenting Time Order Terms button
33. Remove Active Special Instruction check box
34. Remove Special Instructions button
35. Add field for "ACMS ID"
36. Add "Cost of Living Adjustment Exempt" field with check box
37. Replace arrows with standard arrows

New Jersey Automated Child Support Enforcement System  
Financial Management

**1.3.1.2. Original MICSES Screen: OBLE - Obligation Entry** should be adapted as follows. See 2.3 for final version. Final version may be modified during design.

Member	FIPS	Debt Type	Periodic Amount	FREQ	MAX OBLIG Amount	Ordered On Arrears	Arrears	Effective Date	End Date	Check RECIP ID	Type
				W...				02/27/2001	12/31/9999		
CARPENTEF	26	PF - Pro	0.00	Semi Ar	0.00	0.00	5.00	02/27/2001	12/31/9999	PF	3
CARPENTEF	26	SF - Ser	0.00	Semi Ar	0.00	0.00	8.00	02/27/2001	12/31/9999	SF	3
VERNON MY	26	CS - Chi	106.00	Weekly	0.00	0.00	4,240.00	09/24/2001	02/17/2013	51321719	1

Record: 1/1      ...      <OSC>

Points to adapt:

1. The Title Bar should be: **OBENTRY – ENTER OBLIGATIONS**
2. Replace Case information section with Legal Screen Header
3. Expand FIPS field to display five digit FIPS Code
4. Expand Debt Type field to display debt type name.
5. Right justify amounts in Periodic Amount field to ensure display of entire periodic amounts.
6. Expand FREQ field to display frequency name and change field name to FREQUENCY.
7. Remove MAX OBLG Amount column as Michigan specific.

New Jersey Automated Child Support Enforcement System  
Financial Management

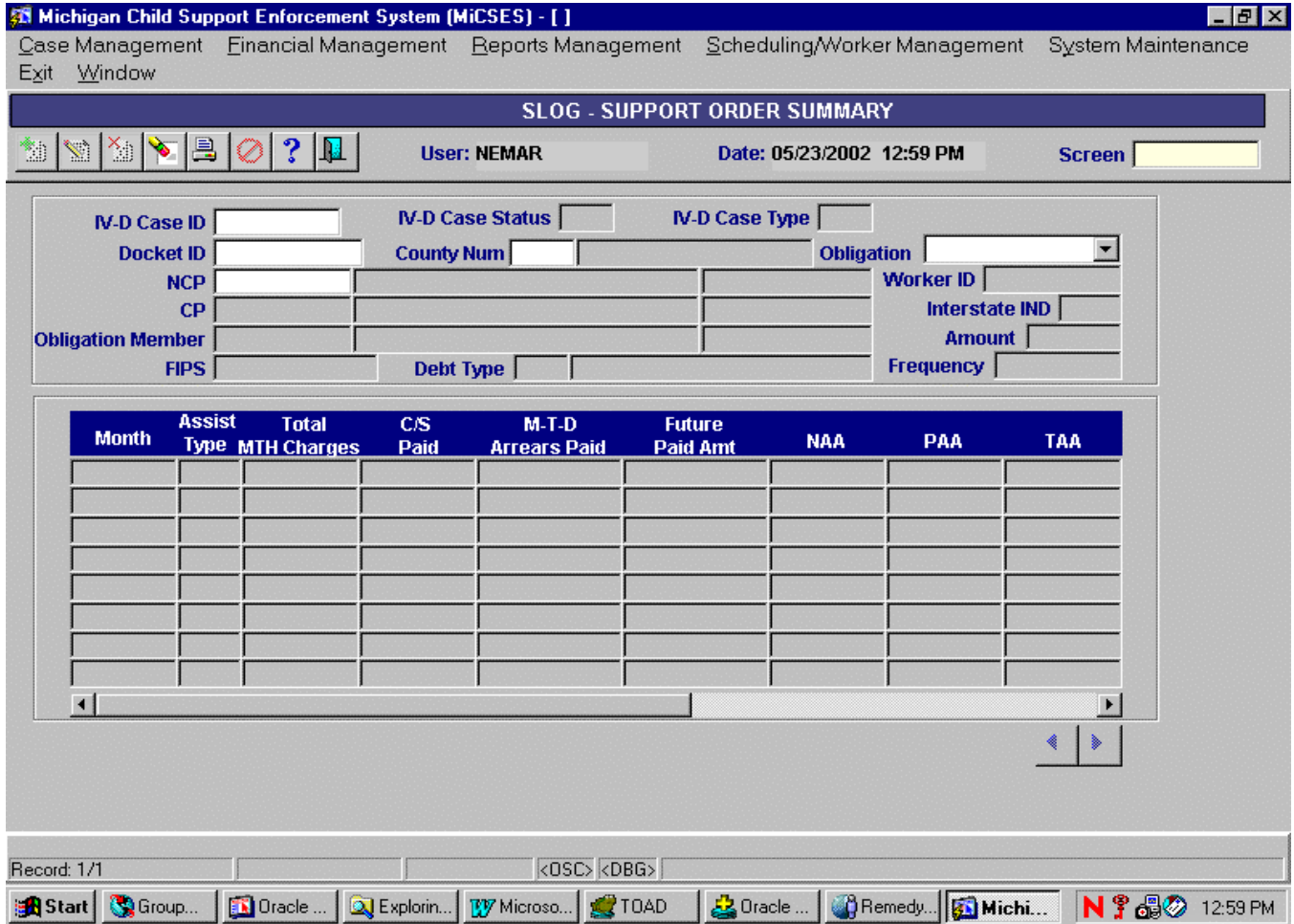
**1.3.1.3. Original MiCSES Screen: OBLM - Obligation Modification - Obligation** Modification should be adapted as follows. See 2.3 for final version. Final version may be modified during design.

Points to adapt:

1. The Title Bar should be: **OBLMOD – MODIFY OBLIGATIONS**
2. Replace Case information section with Legal Screen Header
3. Make a second data section for Obligation specific information starting with Obligation Member
4. Remove MAX Obligation AMT
5. Remove Fixed Payoff Balance
6. Remove TOT Surcharge AMT
7. Expand Reason Code field to display reason description

New Jersey Automated Child Support Enforcement System  
Financial Management

**1.3.1.4. Original MiCSES Screen: SLOG – Support Order** Summary should be adapted as follows. See 2.3 for final version. Final version may be modified during design.



Points to adapt:

1. The Title Bar should be: **ORDERSUM – SUPPORT ORDER SUMMARY**
2. Replace Case Details section with Legal Screen Header
3. Create and Obligation information section, Include fields for:
  - a. Obligation with drop down (EX: CS 12345678 26163) – (Debt type - Member - ID FIPS)
  - b. Unpaid Current Support Balance (same row as Obligation field)
  - c. Debt Type field (display long description of dept type based on obligation selected)
  - d. Periodic Amount (same row as Debt Type field)
  - e. Frequency (same row as Debt Type field)
  - f. Effective Date (same row as Debt Type field)
  - g. End Date (same row as Debt Type field)
  - h. Obligation Member fields from above (three fields for member id, name, and SSN)



## New Jersey Automated Child Support Enforcement System Financial Management

4. The Blue Field Names area for the columns should be three lines high
5. Change field name "Assist Type" to ' Assistance Type
6. Expand filed to display description (TANF, Medicaid, Foster Care, etc.)
7. Change field name "C/S Paid" to 'Current Support Paid'
8. Change field name "M-T-D Arrears Paid" to 'Month to Date Arrears paid'
9. Add vertical scroll bar to right of "Future Paid" filed
10. Create Pop-Up to display when user double clicks on one of the display rows from above. The Pop-Up would have only one detail line and should look like the bottom portion of the right side of the existing screen. (see below – starting with the Blue column headings -NAA, PAA, TAA, etc)

**Michigan Child Support Enforcement System (MiCSES)**

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

**SLOG - SUPPORT ORDER SUMMARY**

User: JOHNSONC2      Date: 04/10/2002 01:19 PM      Screen: [ ]

IV-D Case ID [ ]      IV-D Case Status [ ]      IV-D Case Type [ ]  
 Court Case No [ ]      Obligation [ ]  
 NCP [ ]      Worker ID [ ]  
 CP [ ]      Interstate IND [ ]  
 Obligation Member [ ]      Amount [ ]  
 FIPS [ ]      Debt Type [ ]      Frequency [ ]

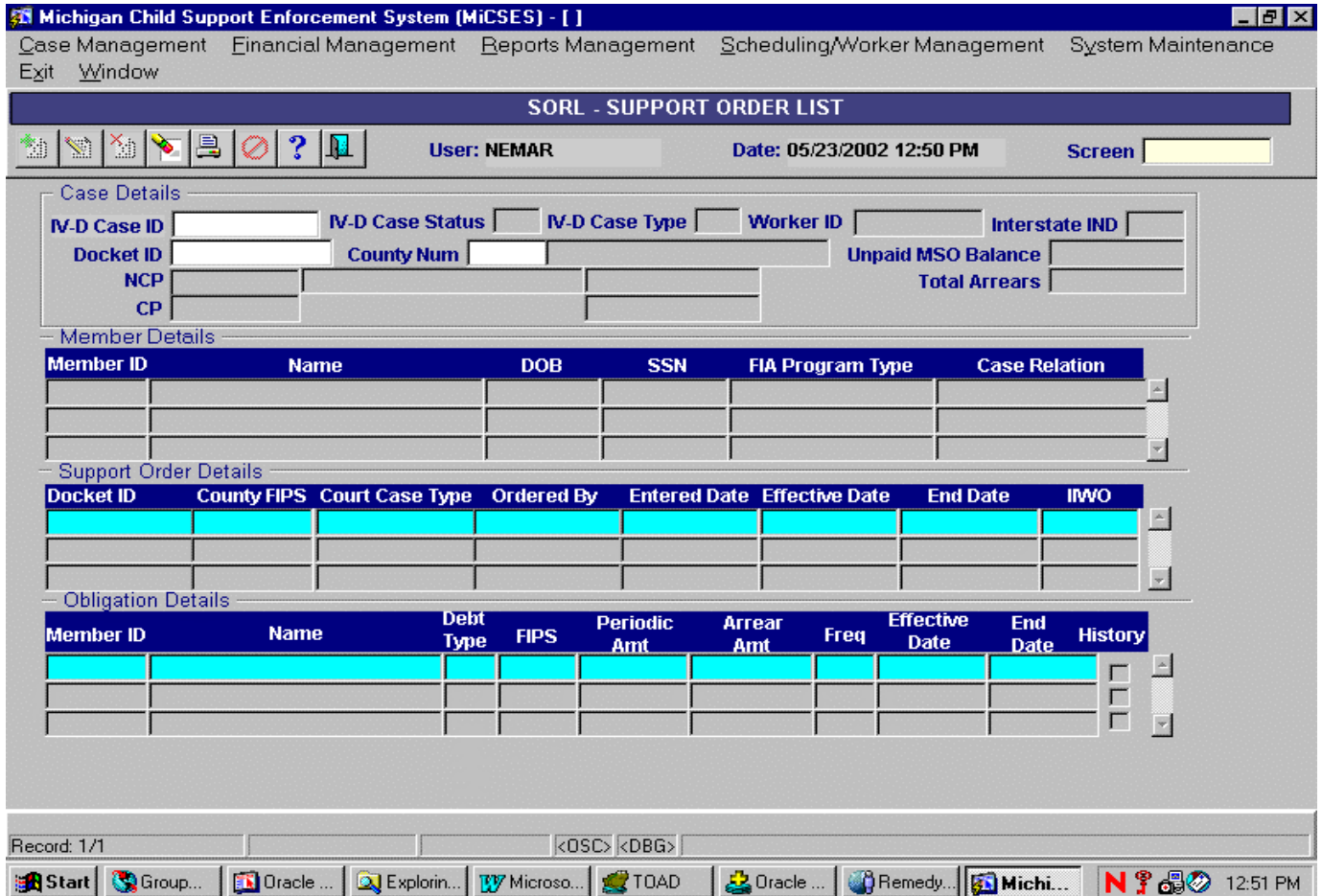
NAA	PAA	TAA	CAA	UPA	UDA	IVEF	MEDI	Total

Record: 1/1      ...      <OSC>

11. Add column at left of NAA column – field name Month
12. Remove horizontal scroll bar

New Jersey Automated Child Support Enforcement System  
Financial Management

**1.3.1.5. Original MiCSES Screen: SORL – Support Order List** should be adapted as follows. See 2.3 for final version. Final version may be modified during design.



Points to adapt:

1. The Title Bar should be: **ORDERLST – SUPPORT ORDER LIST**
2. Replace Case Details section with Legal Screen Header
3. Create new section for following fields:
  - a. Unpaid Current Support Balance
  - b. Total Arrears
4. In Member Details section replace "FIA Program Type" with maybe 'DHS Program Type' The values would be TANF, Medicaid, Foster Care, etc
5. In Obligation Details section trim Name field and expand Debt Type field
6. Change "Periodic AMT" to 'Periodic Amount'
7. Change "Arrear AMT" to 'Arrear Amount'
8. Change "Freq" to 'Frequency' and Expand field to display frequency (same as ENTEROBL)

New Jersey Automated Child Support Enforcement System  
Financial Management

## **1.4. Alternative Hybrid Component Assessment - Maine**

NECSSES notifies the worker of the due date for receiving and entering establishment action results into the system. This notice is presented on the MAIL screen of the original NECSSES system.

Workers enter the non-financial terms of the order on the SORD screen of the original NECSSES system, along with all relevant entry, issuance, effective, and end dates. Orders for health insurance are indicated on the SORD screen. Workers enter the financial obligations on the OBLE screen of the NECSSES Financial System. Imported order details are stored in the V\$SORD table of the Financial System. Financial obligations are stored in the V\$OBLE table. Financial obligation DEBT TYPES include child support, spousal support, medical support owed to client, medical support owed to Medicaid, and child care. An amount for each DEBT TYPE can be specified for each child. If the order is not child-specific, the system automatically pro-rates the obligation amounts for each eligible dependent child.

NECSSES does not provide for the tracking of direct pay orders.

NECSSES calculates partial, past, and future obligation amounts that are due based on the effective date of the obligation. The obligation effective date defaults to the order effective date, but can be changed

## **1.5. Requirements Validation**

### **1.5.1. Federal Certification Guide**

**C-3 OBJECTIVE:** The system must accept, maintain, and process information concerning established support orders.

**Related Program Statutes and Regulations:**

42 USC 654 (4)(A) & (12)

45 CFR 302.15(a)

45 CFR 303.2(c)

45 CFR 302.56

45 CFR 307.10(b)(4) & (14)

45 CFR 307.11(e)

**System Certification Requirements:**

- a. In establishing the order, the system must use the State's approved child support guidelines to automatically calculate the support obligation amount.
- b. The system must maintain case data on the application of the guidelines and deviations from the guidelines for the required four-year guideline review.
- c. When an order is established, the following information must be recorded in the case record:
  1. Type of obligations (child, spousal, medical, arrearage-only),
  2. Date of order,
  3. Date adjusted (if adjusted),
  4. Amount of order,
  5. Payment frequency,
  6. Arrearage (if any),
  7. Method of payment,

New Jersey Automated Child Support Enforcement System  
Financial Management

8. Payment due date,
  9. Issuing State of Order, and
  10. Interest or late payment penalties and fees.
- d. The system must maintain a history of all previously established orders.
  - e. The system must individually identify and link multiple obligations (support orders).
  - f. The system must identify obligations as voluntary, administrative, or court ordered.
  - g. If State law provides authority for the administrative establishment of support, the system must support administrative establishment of support orders, including the generation of appropriate documents.
  - h. The system must generate a notice to the CP and NCP of all proceedings in which support obligations might be established or modified.

## **2. Functional Design**

---

### **2.1. Functional Process Overview**

---

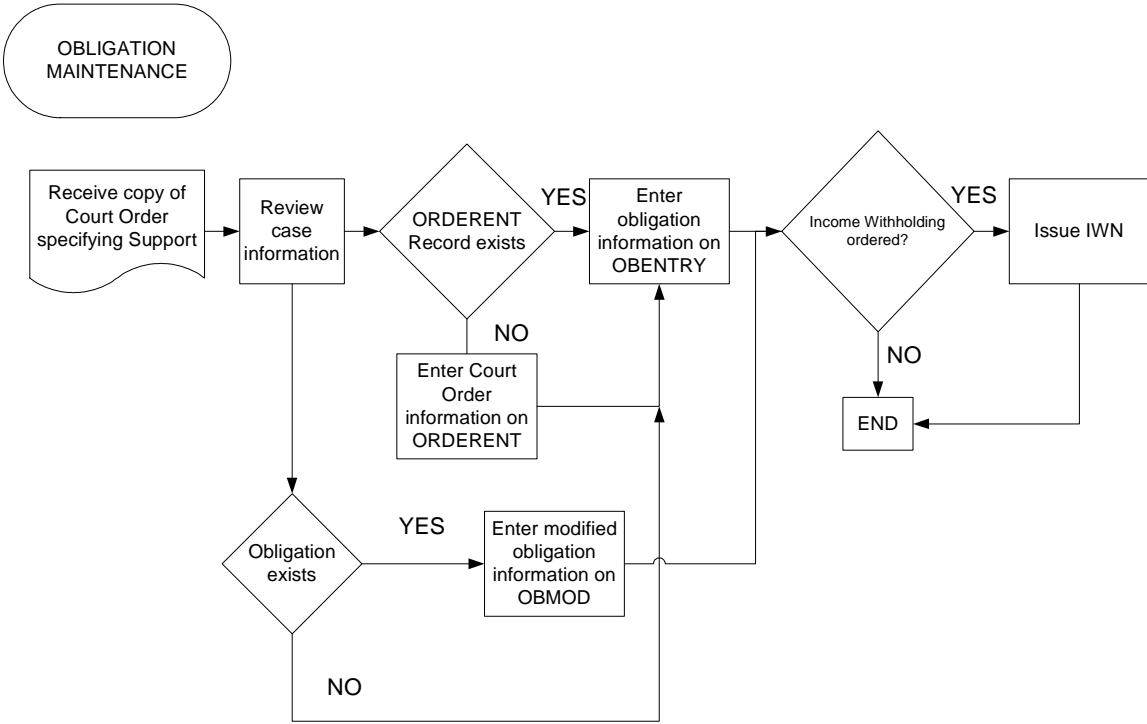
Entry of court orders and obligations is accomplished utilizing the ORDERENT and OBENTRY screens. All the terms of the court order are entered on ORDERENT except the obligations. The obligations are maintained at the child or member level. The obligation can be entered individually for each member or prorated among the members by selecting All Dependents. The effective date of the obligations entered on OBENTRY default to the effective date of the court order entered on ORDERENT. The date can be changed to a different date; however, can not predate the effective date of the court order. Modifications to the obligations are entered on OBMOD. Order and obligation information entered online will be transferred to the AOC FACTS system via an output interface file.

A history of the court orders and the changes to the court orders associated with a IV-D case can be reviewed on ORDERLST. A monthly history of obligation charges and payments distributed can be reviewed on ORDERSUM. All Obligation Maintenance actions are written to the FINLOG – Financial Event Diary.

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.2. Functional Process Flow**

---



New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3. Screens, Notices, Reports and Transaction Files**

**2.3.1. Screens**

**2.3.1.1. ORDERENT – ENTER SUPPORT ORDER**

2.3.1.1.1. **Screen Group:** Financial

2.3.1.1.2. **Method(s) of Access**

2.3.1.1.2.1. **Menu:** Financial Management/Support Order Processing/ORDERENT – ORDER ENTRY

2.3.1.1.2.2. **From Button, Link, etc., on another Screen:** NONE

2.3.1.1.2.3. **“Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from ORDERENT need not be modified

2.3.1.1.3. **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	Y	N

New Jersey Automated Child Support Enforcement System  
Financial Management

<b>Role Title</b>	<b>Inquiry</b>	<b>Add</b>	<b>Change</b>	<b>Delete</b>
Central Registry Specialist (UIFSA)	Y	Y	Y	N
Central Registry Manager	Y	Y	Y	N
Child Support Specialist (PA – Public Assistance}	Y	Y	Y	N
Child Support Specialist (NPA – Non-Public Assistance)	Y	Y	Y	N
Child Support Supervisor	Y	Y	Y	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	Y	Y	N
Financial Clerk	Y	Y	Y	N
Financial Management Supervisor	Y	Y	Y	N
Hearing Officer	Y	N	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
Lien Specialist	Y	N	Y	N
License Suspension Specialist	Y	N	N	N
Locate Specialist	Y	N	N	N
Low Collection Potential Specialist	Y	N	N	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	N	N	N
Tax Specialist	Y	N	N	N

New Jersey Automated Child Support Enforcement System  
Financial Management

2.3.1.2. OBENTRY – ENTER OBLIGATIONS

**New Jersey Child Support System**

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

**OBENTRY - ENTER OBLIGATIONS**

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 Pvt: N Status: Open Type: Non-Assistance

IV-D Case\*: 12345678901 CP: Jane S Doe DF: Y FVI: Y Interstate: Responding

IV-A Case: 5266359870 NCP: Jane Q Public

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

Member	FIPS	Debt Type	Periodic Amount	Frequency	Ordered On Arrears	Arrears	Effective Date	End Date	Check Recipient	Type

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

2.3.1.2.1. **Screen Group:** Financial

2.3.1.2.2. **Method(s) of Access**

2.3.1.2.2.1. **Menu:** Financial Management/Support Order Processing/OBENTRY – ENTER OBLIGATIONS

2.3.1.2.2.2. **From Button, Link, etc., on another Screen:** NONE

2.3.1.2.2.3. **“Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from OBENTRY need not be modified



New Jersey Automated Child Support Enforcement System  
Financial Management

2.3.1.3. OBMOD – MODIFY OBLIGATIONS

- 2.3.1.3.1. **Screen Group:** Financial
- 2.3.1.3.2. **Method(s) of Access**
  - 2.3.1.3.2.1. **Menu:** Financial Management/Support Order Processing/OBMOD – MODIFY OBLIGATIONS
  - 2.3.1.3.2.2. **From Button, Link, etc., on another Screen:** NONE
  - 2.3.1.3.2.3. **“Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from OBMOD need not be modified
- 2.3.1.3.3. **Access Level:** (Applies to OBENTRY, and OBMOD)

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 Specialist (UIFSA)	Y	N	N	N
Central Registry Manager	Y	N	N	N
Child Support Specialist (PA – Public Assistance}	Y	N	N	N

New Jersey Automated Child Support Enforcement System  
Financial Management

<b>Role Title</b>	<b>Inquiry</b>	<b>Add</b>	<b>Change</b>	<b>Delete</b>
Child Support Specialist (NPA – Non-Public Assistance)	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	Y	Y	N
Financial Management Supervisor	Y	Y	Y	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
Lien Specialist	Y	N	N	N
License Suspension 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

New Jersey Automated Child Support Enforcement System  
Financial Management

2.3.1.4. ORDERSUM – ORDER SUMMARY

**New Jersey Child Support System**  
ORDERSUM - SUPPORT ORDER SUMMARY

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

Docket: 2000DV123456 Complaint: Jim, Jeff, Roy, Susan Role: Atty SSN: [ ] Type: Non-Assistance  
 IV-D Case#: 12345678901 CP: Jane S Doe PL II 123-45-6789 Pvt II 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

Obligation Information  
 Obligation: [ ] Obligation Member: [ ] Unpaid Current Support Balance: [ ]  
 Debt Type: [ ] Periodic Amount: [ ] Frequency: [ ] Effective Date: [ ] End Date: [ ]

Current Data						
Month	Assistance Type	Total Monthly Charges	Current Support Paid	Arrear Due	Month to Date Arrears Paid	Future Paid

Detail Data  
 Total Due: [ ]  
 Arrears: [ ]  
 NAA: [ ]  
 PAA: [ ]  
 TAA: [ ]  
 CAA: [ ]  
 UPAA: [ ]  
 UDAA: [ ]  
 IVEF: [ ]  
 MEDI: [ ]  
 Total: [ ]

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

2.3.1.4.1. Screen Group: Financial

2.3.1.4.2. Method(s) of Access

2.3.1.4.2.1. Menu: Financial Management/Support Order Processing/ORDERSUM – ORDER SUMMARY

2.3.1.4.2.2. From Button, Link, etc., on another Screen: NONE

2.3.1.4.2.3. “Right Click Menu” from Another Screen: The list of existing right click menu screens accessible from ORDERSUM need not be modified

2.3.1.4.3. 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 Specialist (UIFSA)	Y	N	N	N
Central Registry Manager	Y	N	N	N
Child Support Specialist (PA – Public Assistance)	Y	N	N	N
Child Support Specialist (NPA – Non-Public Assistance)	Y	N	N	N

New Jersey Automated Child Support Enforcement System  
Financial Management

<b>Role Title</b>	<b>Inquiry</b>	<b>Add</b>	<b>Change</b>	<b>Delete</b>
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
Lien Specialist	Y	N	N	N
License Suspension 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

New Jersey Automated Child Support Enforcement System  
Financial Management

2.3.1.5. ORDERLST – ORDER LIST

2.3.1.5.1. Screen Group: Financial

2.3.1.5.2. Method(s) of Access

2.3.1.5.2.1. Menu: Financial Management/Support Order Processing/ORDERLST – ORDER LIST

2.3.1.5.2.2. From Button, Link, etc., on another Screen: NONE

2.3.1.5.2.3. “Right Click Menu” from Another Screen: The list of existing right click menu screens accessible from ORDERLST need not be modified

2.3.1.5.3. 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 Specialist (UIFSA)	Y	N	N	N
Central Registry Manager	Y	N	N	N

New Jersey Automated Child Support Enforcement System  
Financial Management

<b>Role Title</b>	<b>Inquiry</b>	<b>Add</b>	<b>Change</b>	<b>Delete</b>
Child Support Specialist (PA – Public Assistance}	Y	N	N	N
Child Support Specialist (NPA – Non-Public Assistance)	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
Lien Specialist	Y	N	N	N
License Suspension 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

**2.3.2. Document**

NONE

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.3. Report**

See FM.09 Financial Obligation Report

**2.3.4. Transaction <Input | Output | Update> File - <File Name>**

AOC Interface output file to AOC FACTS system.

**2.4. Operational Report Notifications and Workflow Events**

---

**2.4.1. List of Major Activities:**

No Activity chains.

**2.4.2. List of Alerts:**

No Alerts

**2.5. Navigation Logic**

---

No changes to existing navigation logic.

Ref #	Screen Name	Navigation

**2.6. Chronology and Logs**

---

Each order entry or update is written to FINLOG- FINANCIAL EVENT DIARY.

Each order entry or update is written to CASEACT – CASE ACTIVITY DIARY.

Each obligation entry or modification is written to FINLOG – FINANCIAL EVENT DIARY.

A trigger will be generated for Case Management to send the details of the Order Mod to the appropriate Public Assistance Agency (TANF, IV-E, and Title XIX).

No Obligation Maintenance entries are automatically stored in the Case Notes table.

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.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.02 Future Obligation Setup**

---

---



## **Financial Management – FM.02 Future Obligation Setup**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

##### **1.1.1. Future Obligation Setup**

The system must provide for entering future obligation changes as provided for by the court order allowances for custody changes, seasonal or other known employment changes, and other directed changes as specified by the court order. The system must monitor the future obligations daily and update the current obligation at the designated date.

##### **1.1.2. Related Requirements**

NONE

#### **1.2. Existing ACSES Assessment**

---

ACSES currently has no capability for managing future obligation changes that may be specified in the existing active court order.

#### **1.3. MICSES Assessment**

---

On the OBLE or OBLM screen, MICSES permits a worker to enter obligation start and end dates. The system charges the obligation based on these start and end dates. Parenting time, changes in parenting time and the effective dates of the changes are entered on the SORD screen and may be updated from this screen. Parenting time provisions and abatements are stored in the Support\_Order table. Changes in custody, from one parent to the other, are handled by end-dating the obligation in one case and beginning the obligation in a new case in which the new non-custodial parent is the obligor. Both cases may be associated with the same Order ID.

##### **1.3.1. Michigan Adaptation**

Michigan system automatically handles future dated obligation changes by storing the obligations to the Support Order table and monitoring daily for obligation changes.

**See FM.01 for the screen adaptations to ORDERENT, OBENTRY, and OBMOD.**

#### **1.4. Alternative Hybrid Component Assessment Maine**

---

NECSSES calculates partial, past, and future obligation amounts that are due based on the effective date of the obligation. The obligation effective date defaults to the order effective date, but can be changed

New Jersey Automated Child Support Enforcement System  
Financial Management

## 1.5. Requirements Validation

---

### 1.5.1. Federal Certification Guide

**C-3 OBJECTIVE:** The system must accept, maintain, and process information concerning established support orders.

**Related Program Statutes and Regulations:**

42 USC 654 (4)(A) & (12)

45 CFR 302.15(a)

45 CFR 303.2(c)

45 CFR 302.56

45 CFR 307.10(b)(4) & (14)

45 CFR 307.11(e)

**System Certification Requirements:**

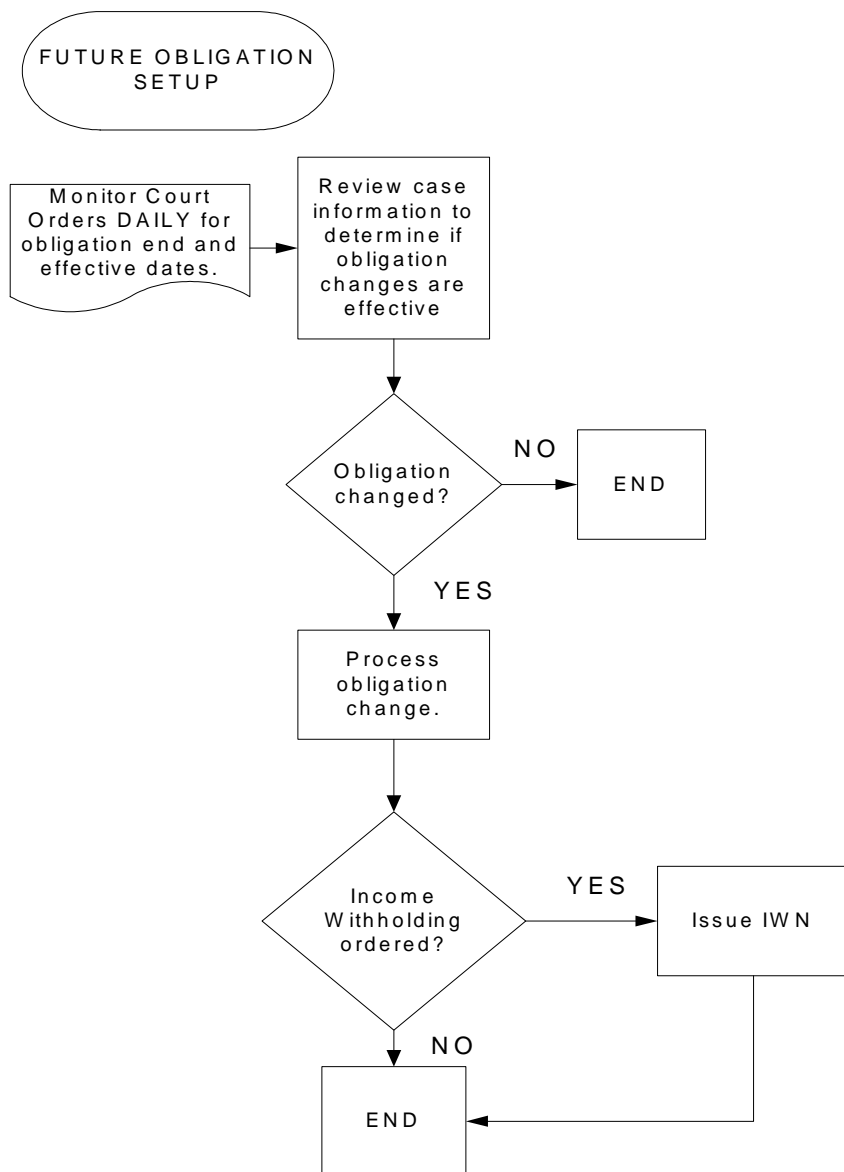
- a. In establishing the order, the system must use the State's approved child support guidelines to automatically calculate the support obligation amount.
- b. The system must maintain case data on the application of the guidelines and deviations from the guidelines for the required four-year guideline review.
- c. When an order is established, the following information must be recorded in the case record:
  1. Type of obligations (child, spousal, medical, arrearage-only),
  2. Date of order,
  3. Date adjusted (if adjusted),
  4. Amount of order,
  5. Payment frequency,
  6. Arrearage (if any),
  7. Method of payment,
  8. Payment due date,
  9. Issuing State of Order, and
  10. Interest or late payment penalties and fees.
- d. The system must maintain a history of all previously established orders.
- e. The system must individually identify and link multiple obligations (support orders).
- f. The system must identify obligations as voluntary, administrative, or court ordered.
- g. If State law provides authority for the administrative establishment of support, the system must support administrative establishment of support orders, including the generation of appropriate documents.
- h. The system must generate a notice to the CP and NCP of all proceedings in which support obligations might be established or modified.

## 2. Functional Design

### 2.1. Functional Process Overview

The obligations are maintained at the child or member level. The obligation can be entered individually for each member or prorated among the members by selecting All Dependents. The future effective date of the obligations entered on OBENTRY or OBMOD control when the obligation begins charging. The obligation must be end dated prior to entering a future effective date. A history of the changes to the obligations is maintained on FINLOG – Financial Event Diary. A monthly history of obligation charges and payments distributed can be reviewed on ORDERSUM.

### 2.2. Functional Process Flow



### **2.3. Screens, Notices, Reports and Transaction Files**

---

#### **2.3.1. Screens**

See FM.01 for the screen adaptations to ORDERENT, OBENTRY, and OBMOD.

#### **2.3.2. Document**

NONE

#### **2.3.3. Report**

NONE

#### **2.3.4. Transaction <Input | Output | Update> File - <File Name>**

NONE

### **2.4. Operational Report Notifications and Workflow Events**

---

#### **2.4.1. List of Major Activities:**

No Activity chains.

#### **2.4.2. List of Alerts:**

No Alerts

### **2.5. Navigation Logic**

---

No changes to existing navigation logic.

Ref #	Screen Name	Navigation

### **2.6. Chronology and Logs**

---

Each future obligation entry or modification is written to FINLOG – Financial History Log (not the Case History).

No records are automatically stored in the Case Notes table.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.03 Retroactive Obligation Management**

---

---

## **Financial Management – FM.03 Retroactive Obligation Management**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

##### **2.6.1. 1.1.1. Retroactive Obligation Management**

The system must provide for calculating the amount of the adjustment when new or modified obligations are entered that have a prior period legal effective date. Once calculated and approved by the financial management staff, the appropriate case arrearage balances must be updated.

##### **2.6.2. 1.1.2. Related Requirements**

NONE

#### **1.2. Existing ACSES Assessment**

---

Management of a retroactive obligation is a manual staff responsibility in the existing system. Although ACSES calculates an arrears balance based on the date the order was signed, it usually requires staff adjustment to reflect direct payments and / or a legal effective date that is later than the date the order was signed. When case staff completes an order entry form for financial staff, the manually corrected arrears amount is noted.

#### **1.3. MiCSES Assessment**

---

MiCSES calculates the charges for prior periods when retroactive obligation effective dates are entered. The arrearage balance is displayed on the SORD screen and can be adjusted on the OBAA screen. Arrearage balances are stored in the Log\_Support table.

New Jersey Automated Child Support Enforcement System  
Financial Management

**1.3.1. Michigan Adaptation**

The amount of the arrears established by the retroactive obligation should be calculated and automatically update the arrears balance for the obligation. However, the system will require manual adjustments to provide credit for direct payments, unless the arrears stated in the modified order reflects the direct payments.

**1.3.1.1. Original MiCSES Screen: OBAA – Obligation Arrears Adjustment** should be adapted as follows. See 2.3 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

**OBAA - OBLIGATION ARREARS ADJUSTMENT**

User: KEETONR Date: 11/19/2002 04:25 PM Screen

IV-D Case ID: [ ] IV-D Case Status: [ ] IV-D Case Type: [ ] EFF Date: [ ] Worker ID: [ ]  
 Docket ID: [ ] Obligation: [ ] End Date: [ ] IST IND: [ ]  
 County: [ ] Periodic AMT: [ ] Frequency: [ ]  
 NCP: [ ] Unpaid Current Support Balance: [ ]  
 CP: [ ] Distribution Hold: [ ] Type: [ ]  
 Obligation Member: [ ]  Order  Arrears  Non-Cash Credit  Negative Tax Offset  
 FIPS: [ ] Debt Type: [ ]  Case  NCP  
 MTH Adjust: [ ] RC: [ ] PGM: [ ]  No Hold

Current Data			
	Life To Date Owed	Life To Date Paid	Balance
PAA			
IVEF			
UDA			
TAA			
CAA			
UPA			
NAA			
MEDI			
Total			

New Data	
	Arrears Non-CashCredit / NTO
PAA	
IVEF	
UDA	
TAA	
CAA	
UPA	
NAA	
MEDI	
Total	

Record: 1/1 <OSC>

Points to adapt:

9. The Title Bar should be: **ADJ ARRS – Adjust Arrears**
10. Replace Case information section with Legal Screen Header
11. Remove Distribution Hold box
12. Create and Obligation information section, Include fields for
  - a. Obligation with drop down (EX: CS 12345678 26163) – (Debt type - Member - ID FIPS)
  - b. Unpaid Current Support Balance (same row as Obligation field)
  - c. Debt Type field (display long description of dept type based on obligation selected)
  - d. Periodic Amount (same row as Debt Type field)
  - e. Frequency (same row as Debt Type field)
  - f. Effective Date (same row as Debt Type field)

New Jersey Automated Child Support Enforcement System  
Financial Management

- g. End Date (same row as Debt Type field)
  - h. Obligation Member fields from above (three fields for member id, name, and SSN)
13. Create Adjustment section, Include
- a. Radio buttons for the three adjustment types (Arrears, Non-Cash Credit, Negative Tax Offset)
  - b. Month Adjust field (displays mm/ccyy)
  - c. Reason field (the RC field above)
  - d. Program field (TANF, Non-IV-D, Foster Care, etc.)
14. The Current Data and New Data sections are unchanged

See FM.01 for the screen adaptations to ORDERENT, OBENTRY, and OBMOD.

#### **1.4. Alternative Hybrid Component Assessment Maine**

---

NECSSES calculates the charges for prior periods when retroactive obligation effective dates are entered. The arrearage balance is displayed on the OBLE screen and can be adjusted on the OBAA screen. Arrearage balances are stored in the V\$LSUP table.

#### **1.5. Requirements Validation**

---

##### **1.5.1. Federal Certification Guide**

**C-3 OBJECTIVE:** The system must accept, maintain, and process information concerning established support orders.

**Related Program Statutes and Regulations:**

- 42 USC 654 (4)(A) & (12)
- 45 CFR 302.15(a)
- 45 CFR 303.2(c)
- 45 CFR 302.56
- 45 CFR 307.10(b)(4) & (14)
- 45 CFR 307.11(e)

**System Certification Requirements:**

- a. In establishing the order, the system must use the State's approved child support guidelines to automatically calculate the support obligation amount.
- b. The system must maintain case data on the application of the guidelines and deviations from the guidelines for the required four-year guideline review.
- c. When an order is established, the following information must be recorded in the case record:
  - 1. Type of obligations (child, spousal, medical, arrearage-only),
  - 2. Date of order,
  - 3. Date adjusted (if adjusted),
  - 4. Amount of order,
  - 5. Payment frequency,
  - 6. Arrearage (if any),
  - 7. Method of payment,
  - 8. Payment due date,
  - 9. Issuing State of Order, and



New Jersey Automated Child Support Enforcement System  
Financial Management

10. Interest or late payment penalties and fees.
  - d. The system must maintain a history of all previously established orders.
  - e. The system must individually identify and link multiple obligations (support orders).
  - f. The system must identify obligations as voluntary, administrative, or court ordered.
  - g. If State law provides authority for the administrative establishment of support, the system must support administrative establishment of support orders, including the generation of appropriate documents.
  - h. The system must generate a notice to the CP and NCP of all proceedings in which support obligations might be established or modified.

## **2. Functional Design**

---

### **2.1. Functional Process Overview**

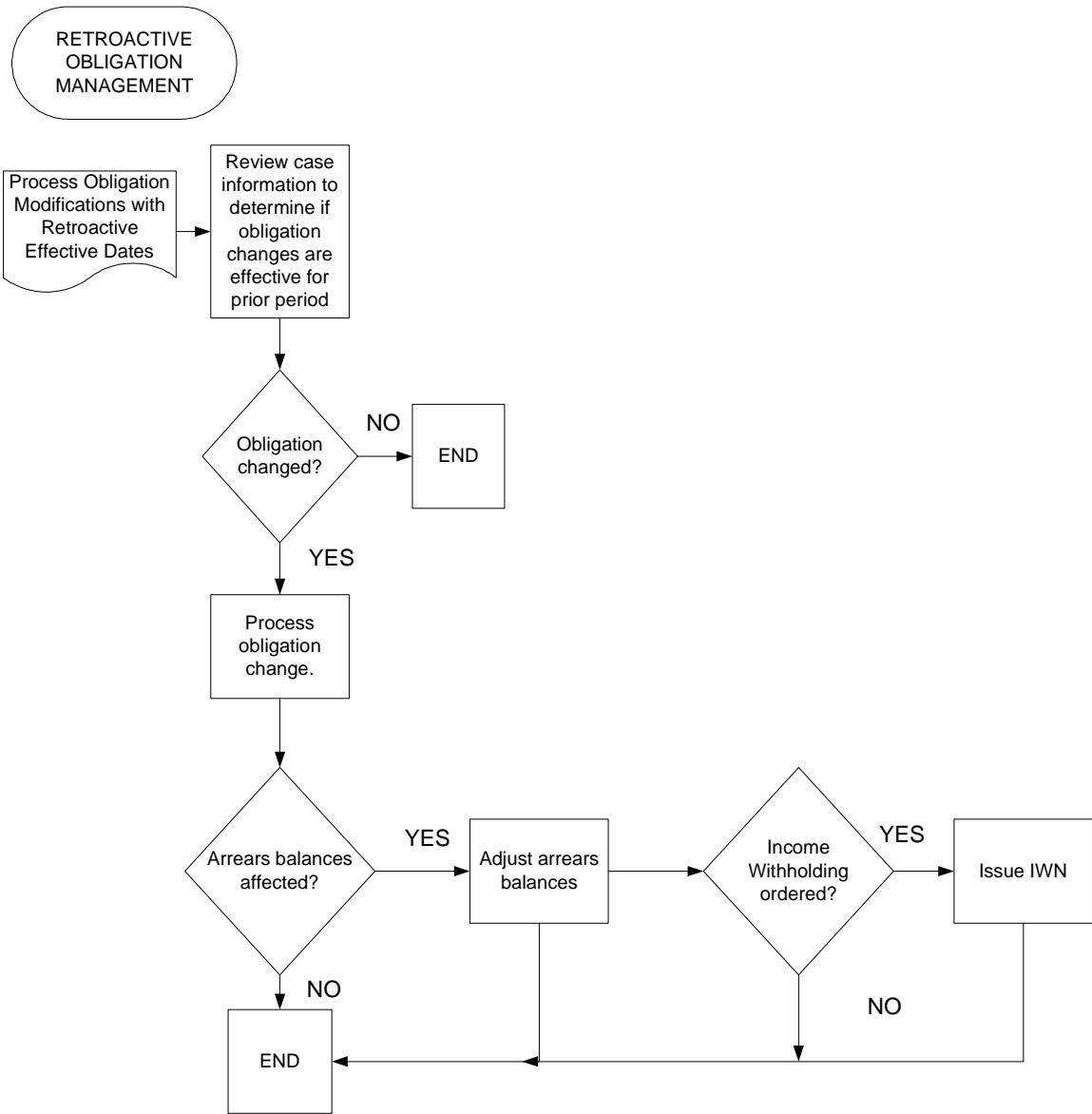
---

The obligations are maintained at the child or member level. The obligation can be entered individually for each member or prorated among the members by selecting All Dependents. The effective dates of the obligations entered on OBENTRY default to the effective date of the court order entered on ORDERENT. The date can be changed to a different (retroactive) date; however, can not predate the effective date of the court order. The retroactive effective date of the obligations entered on OBENTRY or OBMOD control when the obligation begins charging. The existing obligation must be end dated prior to entering a retroactive effective date. The dates must be continuous. A history of the changes to the obligations is maintained on FINLOG – Financial Event Diary. A monthly history of obligation charges and payments distributed can be reviewed on ORDERSUM.

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.2. Functional Process Flow**

---



New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3. Screens, Notices, Reports and Transaction Files**

**2.3.1. ADJARRS – OBLIGATION ARREARS ADJUST MENT**

**2.3.1.1. Screen Group:** Financial

**2.3.1.2. Method(s) of Access**

2.3.1.2.1. **Menu:** Financial Management/Support Order Processing/ADJARRS – OBLIGATION ARREARS ADJUSTMENT

2.3.1.2.2. **From Button, Link, etc., on another Screen:** NONE

2.3.1.2.3. **“Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from ADJARRS need not be modified

**2.3.1.3. 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  
Financial Management

<b>Role Title</b>	<b>Inquiry</b>	<b>Add</b>	<b>Change</b>	<b>Delete</b>
Central Registry Specialist (UIFSA)	Y	N	N	N
Central Registry Manager	Y	N	N	N
Child Support Specialist (PA – Public Assistance}	Y	N	N	N
Child Support Specialist (NPA – Non-Public Assistance)	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	Y	Y	N
Financial Management Supervisor	Y	Y	Y	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
Lien Specialist	Y	N	N	N
License Suspension 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

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.2. See FM.01 for the screen adaptations to ORDERENT, OBENTRY, and OBMOD.**

**2.3.3. Document**

NONE

**2.3.4. Report**

NONE

**2.3.5. Transaction <Input | Output | Update> File - <File Name>**

NONE

**2.4. Operational Report Notifications and Workflow Events**

---

**2.4.1. List of Major Activities:**

No Activity chains.

**2.4.2. List of Alerts:**

No Alerts

**2.5. Navigation Logic**

---

No changes to existing navigation logic.

Ref #	Screen Name	Navigation

**2.6. Chronology and Logs**

---

Each Retroactive obligation entry or modification is written to FINLOG - Financial Event Diary (not the Case History).

Each Obligation Arrears Adjustment is written to FINLOG – Financial Event Diary

No records are automatically stored in the Case Notes table.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.04 Debt Types**

---

---

## **Financial Management – FM.04 Debt Types**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

##### **1.1.1. Debt Types**

The system must provide for debt types including, but not limited to:

- Child Support
- Spousal Support
- Medical Support
- Fees
- Interest
- Genetic Test Costs
- OSA arrearages with Pay To FIPS
- Special Instructions
- Recovery
- Other

The debt types must be maintained in a parameter table with distribution priority data clearly established for use in collection processing.

##### **1.1.2. Related Requirements**

NONE

#### **1.2. Existing ACSES Assessment**

---

The existing system tracks some but not all of the required debt types. Staff must refer to multiple screen functions to develop a comprehensive review of any specific case and any adjustments to disbursements that prove necessary must be completed manually.

#### **1.3. MiCSES Assessment**

---

MiCSES has debt types for child support, spousal support, medical support, and several types of fees. The system adds interest (surcharge) to the support debt type arrearage, but keeps a record of the surcharges in the Obligation\_Surcharge table. Other State obligations are maintained with other state payees. Debt Types and amounts are entered on the OBLE screen and recorded in the Obligations table.



New Jersey Automated Child Support Enforcement System  
Financial Management

### 1.3.1. Michigan Adaptation

See EU 24 - Parameter Management for screen adaptation to DBTP – Debt Type Priority.

See FM.01 for the screen adaptations to ORDERENT, OBENTRY, and OBMOD.

### 1.4. Alternative Hybrid Component Assessment Wyoming

---

POSSE provides for documentation of a wide range of debt types including each specified in the requirement. The financial pop-up screen that is a button option on the Case Maintenance screen displays the current and arrears obligation amounts, judgment and non-judgment amounts in categories ranging from child support to spousal to medical, etc. and these may be listed as assigned or unassigned, as well. The system also accounts for interest, penalties and other costs in multiple categories.

### 1.5. Requirements Validation

---

#### 1.5.1. Federal Certification Guide

**C-3 OBJECTIVE:** The system must accept, maintain, and process information concerning established support orders.

**Related Program Statutes and Regulations:**

42 USC 654 (4)(A) & (12)

45 CFR 302.15(a)

45 CFR 303.2(c)

45 CFR 302.56

45 CFR 307.10(b)(4) & (14)

45 CFR 307.11(e)

**System Certification Requirements:**

- a. In establishing the order, the system must use the State's approved child support guidelines to automatically calculate the support obligation amount.
- b. The system must maintain case data on the application of the guidelines and deviations from the guidelines for the required four-year guideline review.
- c. When an order is established, the following information must be recorded in the case record:
  1. Type of obligations (child, spousal, medical, arrearage-only),
  2. Date of order,
  3. Date adjusted (if adjusted),
  4. Amount of order,
  5. Payment frequency,
  6. Arrearage (if any),
  7. Method of payment,
  8. Payment due date,
  9. Issuing State of Order, and
  10. Interest or late payment penalties and fees.
- d. The system must maintain a history of all previously established orders.
- e. The system must individually identify and link multiple obligations (support orders).

New Jersey Automated Child Support Enforcement System  
Financial Management

- f. The system must identify obligations as voluntary, administrative, or court ordered.
- g. If State law provides authority for the administrative establishment of support, the system must support administrative establishment of support orders, including the generation of appropriate documents.
- h. The system must generate a notice to the CP and NCP of all proceedings in which support obligations might be established or modified.

## **2. Functional Design**

---

### **2.1. Functional Process Overview**

---

The **DBTP – Debt Type Priority** screen reflects a system table used to manage the complex set of requirements controlling the distribution of child support collections. Statute and regulations prescribe distribution rules for collections that are dependant on the type of debt, the program type of the case, whether or not the case is interstate and the source of the collection to be distributed. The DBTP displays the distribution priority for each collection based on these variables. The DBTP function maintains this requirement and controls how the system distributes the collection to the various arrears accounts that must be maintained for each case.

### **2.2. Functional Process Flow**

---

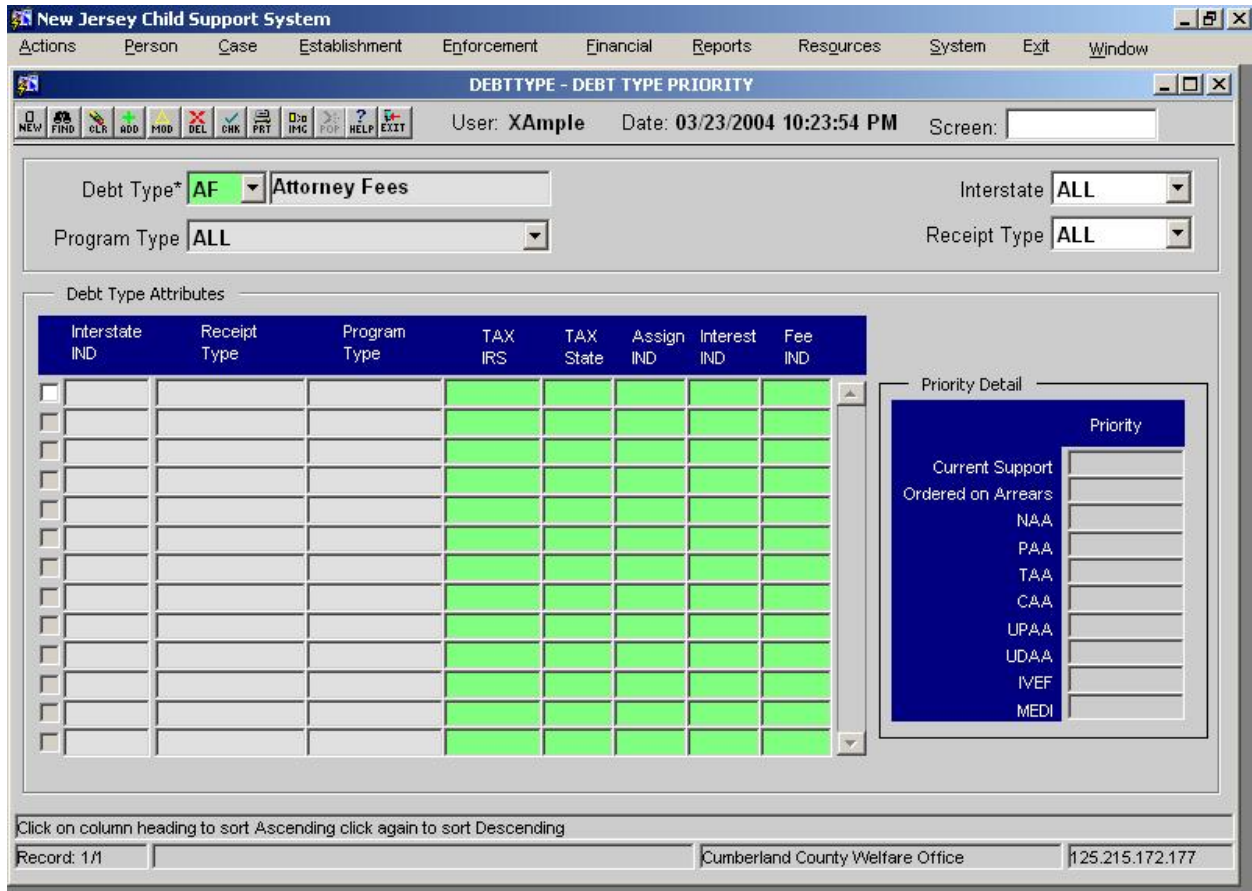
No Process Flow chart.

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3. Screens, Notices, Reports and Transaction Files**

**2.3.1. DEBTYPE – DEBT TYPE PRIORITY**

The left side of the table defines these debt type values and also the status for each potential collection. Beginning with a Current Support column, the right side of the display table specifies the relative priority for each debt type listed. '0' indicates that no portion of the collection will be distributed to the debt type. Otherwise, the lower the code number in the table, the higher the priority will be for distribution of collections to that debt type. Collections are distributed proportionally between debt types sharing the same relative priority.



**2.3.1.1. Screen Group:** Financial

**2.3.1.2. Method(s) of Access**

2.3.1.2.1. **Menu:** System Maintenance / Table Maintenance / DBTP – DEBT TYPE PRIORITY

2.3.1.2.2. **From Button, Link, etc., on another Screen:** NONE

2.3.1.2.3. **“Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from DBTP (if any) need not be modified

**2.3.1.3. Access Level:**

Role Title	Inquiry	Add	Change	Delete
------------	---------	-----	--------	--------

New Jersey Automated Child Support Enforcement System  
Financial Management

<b>Role Title</b>	<b>Inquiry</b>	<b>Add</b>	<b>Change</b>	<b>Delete</b>
Administrative Hearing Officer	Y	N	N	N
Attorney	Y	N	N	N
Bench Warrant Specialist	Y	N	N	N
Central Registry Specialist (UIFSA)	Y	N	N	N
Central Registry Manager	Y	N	N	N
Child Support Specialist (PA – Public Assistance}	Y	N	N	N
Child Support Specialist (NPA – Non-Public Assistance)	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	Y	Y	N
Financial Management Supervisor	Y	Y	Y	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
Lien Specialist	Y	N	N	N
License Suspension 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	Y	Y	Y
Tax Specialist	Y	N	N	N

New Jersey Automated Child Support Enforcement System  
Financial Management

Role Title	Inquiry	Add	Change	Delete

**2.3.2. See FM.01 Obligation Maintenance for the screen adaptations to ORDERENT, OBENTRY, and OBMOD.**

**2.3.3. Document**

NONE

**2.3.4. Report**

NONE

**2.3.5. Transaction <Input | Output | Update> File - <File Name>**

NONE

**2.4. Operational Report Notifications and Workflow Events**

**2.4.1. List of Major Activities:**

No Activity chains.

**2.4.2. List of Alerts:**

No Alerts

**2.5. Navigation Logic**

No changes to existing navigation logic.

Ref #	Screen Name	Navigation

**2.6. Chronology and Logs**

None.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.05 Obligation Cost of Living Adjustment**

---

---

## **Financial Management – FM.05 Obligation Cost of Living Adjustment**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

##### **1.1.1. Obligation Cost of Living Adjustment**

The system must routinely monitor cases for the biennial cost of living adjustment to the obligation. When due for an adjustment, the system must generate the appropriate notices, monitor for an administrative review request, and administer the adjustment at the scheduled time.

##### Related Requirements

###### Administrative Review Processing

The system must provide for documenting and tracking requests for an administrative review. It must record the type of request, the informal and formal steps taken to move the request towards a resolution, the review conference appointments and notifications, and the results of the review.

###### Obligation Review and Adjustment

The system must routinely monitor case and financial data for potential review and adjustment of obligations. When data suggests a review, the system must alert the child support specialist, monitor the follow-up, and document the review results with review result reasons and narrative. It must support the review and adjustment process with linkage to the guideline calculation application and the generation of the appropriate documents. It must create the legal referral and track it to disposition to ensure federal processing time frames are met.

#### **1.2. Existing ACSES Assessment**

---

ACSES is currently programmed to apply a biennial cost of living adjustment to qualifying cases. Based on a batch report, the central office initiates the process by generating the appropriate notices to obligors. The monitoring for an administrative review request is also centrally managed and the resulting administrative orders and rare appeals are then forwarded manually to county level staff for follow up

New Jersey Automated Child Support Enforcement System  
Financial Management

### **1.3. MICSES Assessment**

---

MiCSES does not have a cost of living adjustment process.

#### **1.3.1. Michigan Adaptation**

The Michigan system must be modified to track and process the Cost of Living Adjustment (COLA) bi-annually based on the effective date of the Court Order. The COLA Index for the year the adjustment is processed controls the amount of the COLA. The ORDERENT screen provides for a COLA Exempt indicator to identify those order (foreign judgments) that are not subject to the Cost of Living Adjustment.

See FM.01 for the screen adaptations to ORDERENT, OBENTRY, and OBMOD.

### **1.4. Alternative Hybrid Component Assessment**

---

None of the systems reviewed provide for Cost of Living Adjustments (COLA)

### **1.5. Requirements Validation**

---

#### **1.5.1. Federal Certification Guide**

**C-2 OBJECTIVE:** The system must automatically record, track, and monitor information on obligations, and generate documents to establish support including medical support.

Related Program Statutes and Regulations:

42 USC 654 (4)(A) & (12)

45 CFR 302.15(a)

45 CFR 302.31

45 CFR 302.56

45 CFR 303.4(d) & (e)

45 CFR 303.101

45 CFR 307.10(b)(13) & (14)

System Certification Requirements:

a. The system must monitor case activities to ensure that the following activities are completed within 90 calendar days of the location of the alleged father or non-custodial parent regardless of whether paternity has been established.

1. Complete service-of-process necessary to commence proceedings to establish a support order, and if necessary, paternity;

Establish an order for support which may be based on a voluntary acknowledgment of paternity; or Document, in accordance with State procedures, unsuccessful attempts to serve process in accordance with the State's diligent effort guidelines.

b. The system must monitor and identify cases to support the State's review and modification procedures.

Note: Need clarification on COLA and Review and Modification process as both are driven by order effective date and are bi-annual.



## Functional Design

---

### 1.6. Functional Process Overview

---

The obligations are maintained at the child or member level. The obligation can be entered individually for each member or prorated among the members by selecting All Dependents. The effective date of the obligations entered on OBENTRY default to the effective date of the court order entered on ORDERENT. The date can be changed to a different date; however, can not predate the effective date of the court order.

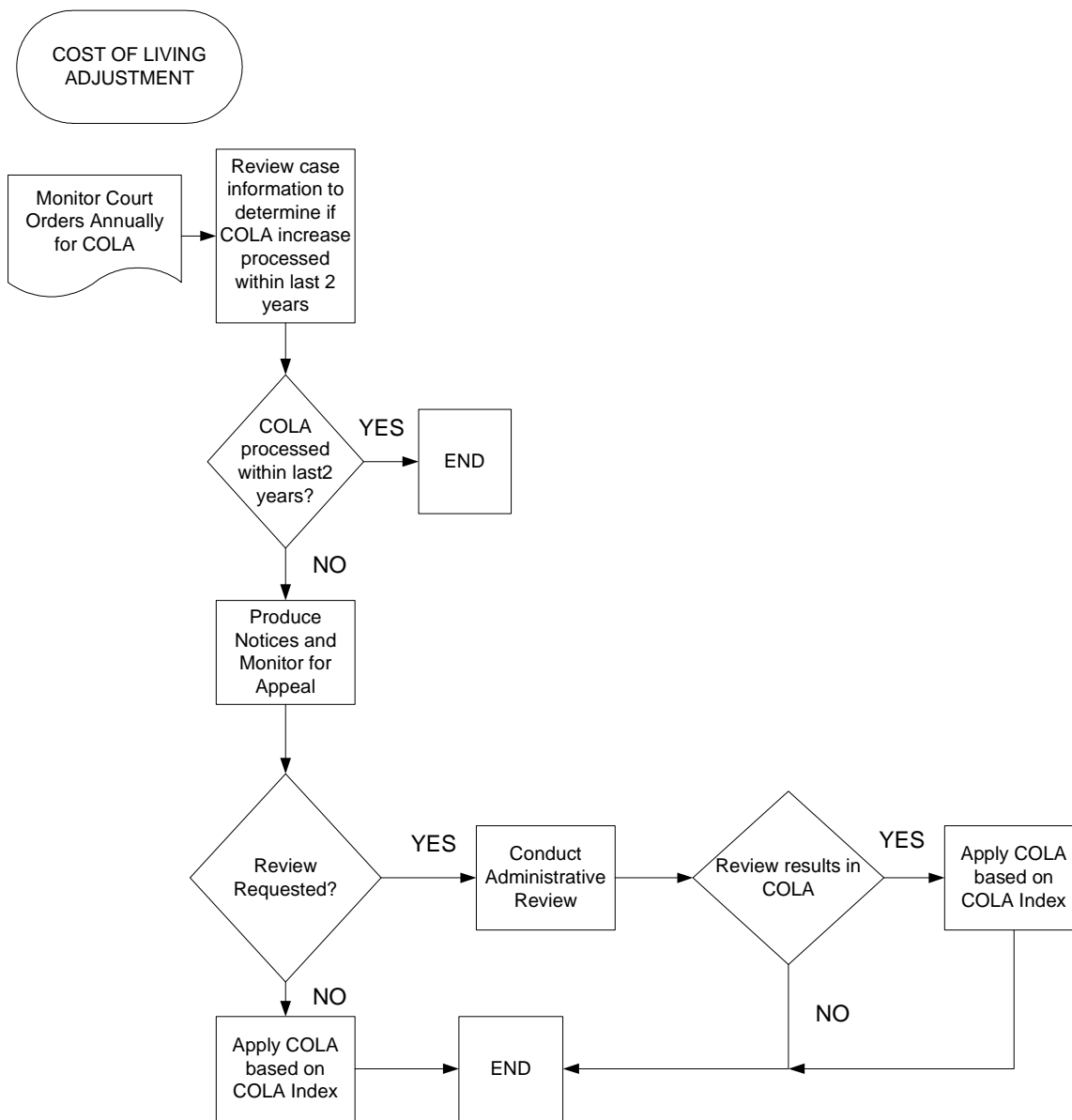
Based on the effective date of the order and obligations the system monitors for the presence of a COLA in the last two years. If a COLA has not been processed within the two year timeframe the system generates the appropriate notices and processes the Cost of Living Adjustments as necessary.

A history of the changes to the obligations is maintained on FINLOG – Financial Event Diary. A monthly history of obligation charges and payments distributed can be reviewed on ORDERSUM.

New Jersey Automated Child Support Enforcement System  
Financial Management

1.7. Functional Process Flow

---



**1.8. Screens, Notices, Reports and Transaction Files**

---

1.8.1 See FM.01 for the screen adaptations to ORDERENT, OBENTRY, and OBMOD.

**1.8.2. Document**

NONE

**1.8.3. Report**

NONE

**1.8.4. Transaction <Input | Output | Update> File - <File Name>**

NONE

**1.9. Operational Report Notifications and Workflow Events**

---

**1.9.1. List of Major Activities:**

No Activity chains.

**1.9.2. List of Alerts:**

No Alerts

**1.10. Navigation Logic**

---

No changes to existing navigation logic.

Ref #	Screen Name	Navigation

**1.11. Chronology and Logs**

---

Records are automatically stored in the case diary table when the Cost of Living Adjustment process is initiated.

Each Cost of Living Adjustment to the obligation is written to FINLOG - Financial Event Diary (not the Case History).

No entries are automatically stored in the Case Notes table.

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

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.06 Account Charging**

---

---

## **Financial Management – FM.06 Account Charging**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

##### **1.1.1. Account Charging**

The system must monitor and charge accounts daily based on the order frequency, debt type, and charge date as established with the court order. When determining the obligation amount, it must provide for prorating the obligation when a change of obligation occurs within the charging period.

The system must charge interest and maintain separate interest balance data.

##### **1.1.2. Related Requirements**

NONE

#### **1.2. Existing ACSES Assessment**

---

Existing ACSES functionality monitors and charges accounts as required according to the information in the IOBL function. When prorating or other account adjustments are necessary, staff must intervene to make any corrections that are necessary.

#### **1.3. MiCSES Assessment**

---

MiCSES charges obligations according to the debt types, frequencies, and effective dates entered on the OBLE screen or modified on the OBLM screen. This information is stored in the Obligations table.

MiCSES charges a surcharge twice per year and adds this amount to the arrearage in the appropriate debt type. The Obligations\_Surcharges table stores data on surcharges.

##### **1.3.1. Michigan Adaptation**

Pro-ration of an obligation when the amount changes within the charging period in MiCSES is a manual calculation and adjustment process and will require modification to meet New Jersey account charging requirements.

The surcharge function in MiCSES will have to be adapted to meet New Jersey interest requirements. The surcharge adjustment is calculated based on a set percentage twice per year and added to the account balance of each account that is subject to the surcharge. Whether a debt type is subject to surcharge is identified on the DBTP – Debt Type Priority screen. This feature will have to be changed to an 'Interest Indicator'. Although the account balance is increased by the surcharge amount; the amount of surcharge is stored separately but not viewable by the user. Separate interest accounts associated with each eligible account will have to be maintained.

The ORDERENT screen provides the ability to indicate that an order is exempt from interest and the DBTP screen indicates whether individual debts should be charged interest.

New Jersey Automated Child Support Enforcement System  
Financial Management

See FM.01 for the screen adaptations to ORDERENT, OBENTRY, and OBMOD.

See EU 24 - Parameter Management for screen adaptation to DBTP – Debt Type Priority.

#### **1.4. Alternative Hybrid Component Assessment**

---

None

#### **1.5. Requirements Validation**

---

##### **1.5.1. Federal Certification Guide**

**C-3 OBJECTIVE:** The system must accept, maintain, and process information concerning established support orders.

**Related Program Statutes and Regulations:**

42 USC 654 (4)(A) & (12)

45 CFR 302.15(a)

45 CFR 303.2(c)

45 CFR 302.56

45 CFR 307.10(b)(4) & (14)

45 CFR 307.11(e)

**System Certification Requirements:**

- a. In establishing the order, the system must use the State's approved child support guidelines to automatically calculate the support obligation amount.
- b. The system must maintain case data on the application of the guidelines and deviations from the guidelines for the required four-year guideline review.
- c. When an order is established, the following information must be recorded in the case record:
  1. Type of obligations (child, spousal, medical, arrearage-only),
  2. Date of order,
  3. Date adjusted (if adjusted),
  4. Amount of order,
  5. Payment frequency,
  6. Arrearage (if any),
  7. Method of payment,
  8. Payment due date,
  9. Issuing State of Order, and
  10. Interest or late payment penalties and fees.
- d. The system must maintain a history of all previously established orders.
- e. The system must individually identify and link multiple obligations (support orders).
- f. The system must identify obligations as voluntary, administrative, or court ordered.
- g. If State law provides authority for the administrative establishment of support, the system must support administrative establishment of support orders, including the generation of appropriate documents.
- h. The system must generate a notice to the CP and NCP of all proceedings in which support obligations might be established or modified.

## 2. Functional Design

---

### 2.1. Functional Process Overview

---

The amount, frequency and effective information entered on OBENTRY and OBMOD control account charging. The system checks daily for obligations which are due to charge based on the amount, frequency, and effective information.

The Interest Indicator on DBTP controls whether an individual debt is subject to interest.

### 2.2. Functional Process Flow

---

No Process Flow chart.

### 2.3. Screens, Notices, Reports and Transaction Files

---

2.3.1. See FM.04 – Debt Types for the DBTP Screen

2.3.2. See FM.01 Obligation Maintenance for the screen adaptations to ORDERENT, OBENTRY, and OBMOD.

#### 2.3.3. Document

NONE

#### 2.3.4. Report

NONE

#### 2.3.5. Transaction <Input | Output | Update> File - <File Name>

NONE

### 2.4. Operational Report Notifications and Workflow Events

---

#### 2.4.1. List of Major Activities:

No Activity chains.

#### 2.4.2. List of Alerts:

No Alerts

### 2.5. Navigation Logic

---

No changes to existing navigation logic.

Ref #	Screen Name	Navigation

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.6. Chronology and Logs**

---

Each Account Accrual for each obligation is written to FINLOG - Financial Event Diary (not the Case History)



New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.07 Custody and Parenting Time Provisions**

---

---

## **Financial Management – FM.07 Custody and Parenting Time Provisions**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

##### **1.1.1. Custody and Parenting Time Provisions**

The system must provide for recording and monitoring the custody and parenting time terms as specified in the court order.

##### **1.1.2. Related Requirements**

NONE

#### **1.2. Existing ACSES Assessment**

---

The current ACSES does not provide support for recording and monitoring custody and parenting time terms. This type of information may be added to the UCNP notepad function, but otherwise staff relies upon reference to the physical order in the case file.

#### **1.3. MiCSES Assessment**

---

Parenting time, changes in parenting time, and the effective dates of changes are entered on the SORD screen and may be updated from this screen. Parenting time details are also entered and viewed on the PART screen. Parenting time provisions and abatements are stored in the Support\_Order table. Changes in custody, from one parent to the other, are handled by end-dating the obligation in one case and beginning the obligation in a new case in which the new non-custodial parent is the obligor. Both cases may be associated with the same Order ID. .

##### **1.3.1. Michigan Adaptation**

Michigan system automatically handles future dated obligation changes by storing the obligations to the Support Order table and monitoring daily for obligation changes. In Michigan, in addition to changing the custody and parent responsible for support, MiCSES processes Parenting Time Abatements (adjustments/refunds) to the obligor. This process was after the fact and based on the obligor requesting the abatement and verifying the visitation. The Parenting Time Abatement process is being removed from MiCSES transfer. The terms of the custody/parenting time are maintained on the ORDERENT screen. The use of future dated obligations will control when support is due and from which parent.

**See FM.01 Obligation Maintenance for the screen adaptations to ORDERENT, OBENTRY, and OBMOD.**

**See FM.02 Future Obligation Setup.**

New Jersey Automated Child Support Enforcement System  
Financial Management

## **1.4. Alternative Hybrid Component Assessment Maine**

---

NECSSES calculates partial, past, and future obligation amounts that are due based on the effective date of the obligation. The obligation effective date defaults to the order effective date, but can be changed. Changes in custody, from one parent to the other, are handled by end-dating the obligation in one case and beginning the obligation in a new case in which the new non-custodial parent is the obligor. Both cases may be associated with the same Order ID.

## **1.5. Requirements Validation**

---

### **1.5.1. Federal Certification Guide**

**C-3 OBJECTIVE:** The system must accept, maintain, and process information concerning established support orders.

**Related Program Statutes and Regulations:**

42 USC 654 (4)(A) & (12)

45 CFR 302.15(a)

45 CFR 303.2(c)

45 CFR 302.56

45 CFR 307.10(b)(4) & (14)

45 CFR 307.11(e)

**System Certification Requirements:**

- a. In establishing the order, the system must use the State's approved child support guidelines to automatically calculate the support obligation amount.
- b. The system must maintain case data on the application of the guidelines and deviations from the guidelines for the required four-year guideline review.
- c. When an order is established, the following information must be recorded in the case record:
  1. Type of obligations (child, spousal, medical, arrearage-only),
  2. Date of order,
  3. Date adjusted (if adjusted),
  4. Amount of order,
  5. Payment frequency,
  6. Arrearage (if any),
  7. Method of payment,
  8. Payment due date,
  9. Issuing State of Order, and
  10. Interest or late payment penalties and fees.
- d. The system must maintain a history of all previously established orders.
- e. The system must individually identify and link multiple obligations (support orders).
- f. The system must identify obligations as voluntary, administrative, or court ordered.
- g. If State law provides authority for the administrative establishment of support, the system must support administrative establishment of support orders, including the generation of appropriate documents.
- h. The system must generate a notice to the CP and NCP of all proceedings in which support obligations might be established or modified.

New Jersey Automated Child Support Enforcement System  
Financial Management

## **2. Functional Design**

---

### **2.1. Functional Process Overview**

---

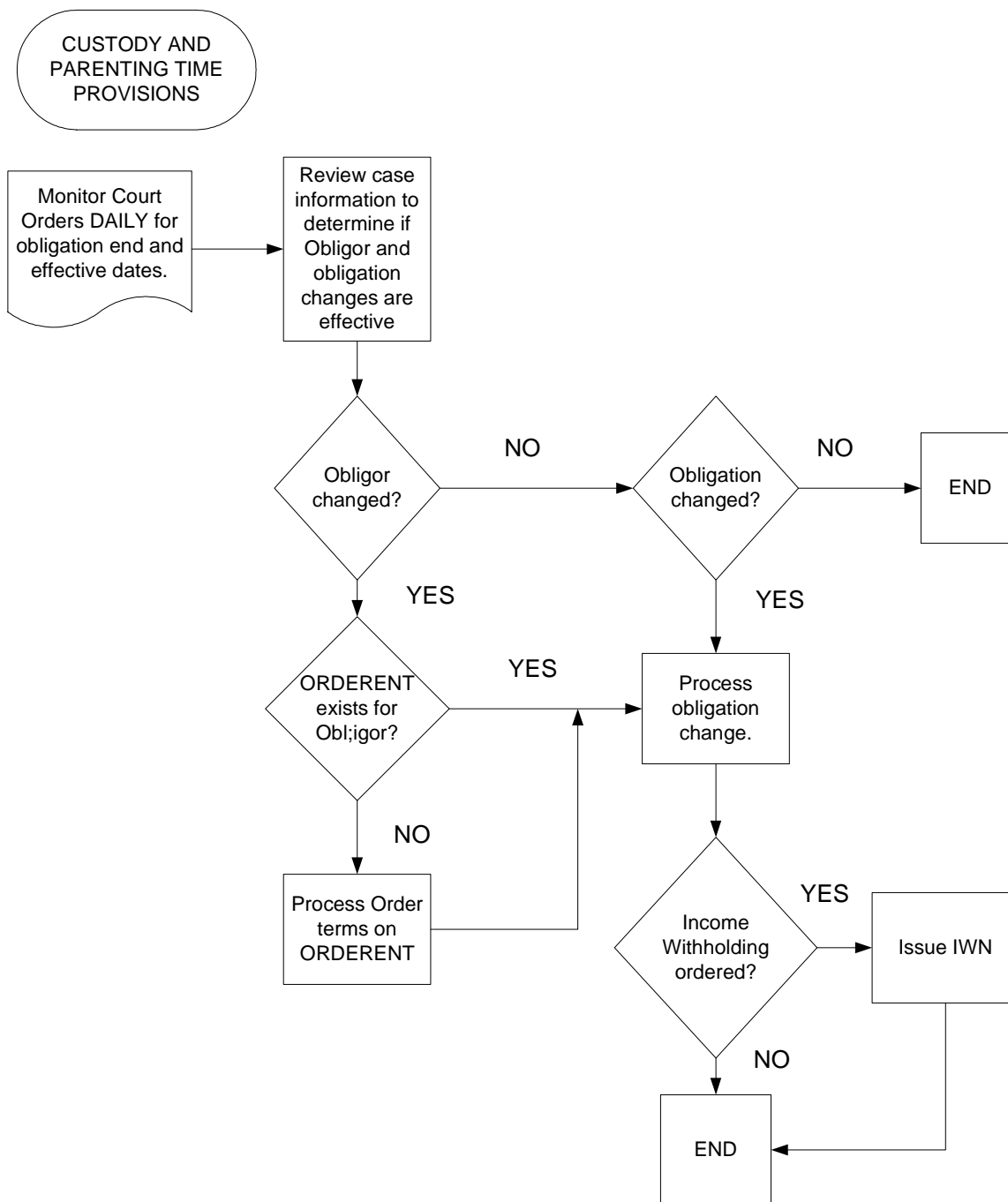
The obligations are maintained at the child or member level. The obligation can be entered individually for each member or prorated among the members by selecting All Dependents. The future effective date of the obligations entered on OBENTRY or OBMOD control when the obligation begins charging. The obligation must be end dated prior to entering a future effective date. A history of the changes to the obligations is maintained on FINLOG – Financial Event Diary. A monthly history of obligation charges and payments distributed can be reviewed on ORDERSUM.

If the timeframe for each parent's custody and obligation to support is known in advance, the order terms and obligation can be entered to automatically end the obligation for one parent and begin the obligation for the other parent. Each parent would have the role of NCP in the IV-D case when responsible for paying support and the role of CP when due to receive support. Income withholding would be initiated and terminated as each parent's obligation began or ended.

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.2. Functional Process Flow**

---



**2.3. Screens, Notices, Reports and Transaction Files**

---

**2.3.1. Screens**

See FM.01 for the screen adaptations to ORDERENT, OBENTRY, and OBMOD.

See FM.02 Future Obligation Setup.

**2.3.2. Document**

NONE

**2.3.3. Report**

NONE

**2.3.4. Transaction <Input | Output | Update> File - <File Name>**

NONE

**2.4. Operational Report Notifications and Workflow Events**

---

**2.4.1. List of Major Activities:**

No Activity chains.

**2.4.2. List of Alerts:**

No Alerts

**2.5. Navigation Logic**

---

No changes to existing navigation logic.

Ref #	Screen Name	Navigation

**2.6. Chronology and Logs**

---

Each future obligation entry or modification is written to FINLOG – Financial History Log (not the Case History).

Each order entry or update is written to CASEACT – CASE ACTIVITY DIARY.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.08 NCP Billing**

---

---



## **Financial Management – FM.08 NCP Billing**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

##### **1.1.1. NCP Billing**

The system must generate billing statement, and coupons on a quarterly basis. The system must provide for bill suppression upon entry of an allowable reason by an authorized financial manager.

##### **1.1.2. Related Requirements**

FM.10 Employer Billing - The system must generate billing statements and coupons on the payroll frequency of the employer. The system must provide for bill suppression upon entry of an allowable reason by an authorized financial manager.

#### **1.2. Existing ACSES Assessment**

---

ACSES generates regular billing while coding on the IAP1 screen provides a basis for bill suppression when it is appropriate. The system automatically changes the NCP billing frequency from monthly to quarterly when a verified employer is responsible for income withholding.

#### **1.3. MICSES Assessment**

---

If a case does not have an active income withholding order, MiCSES issues account statements and weekly coupons (on a monthly basis). Workers can view a history of billing statements on the BHIS screen. The history of billings, suppression, and coupons is stored in the Billing History, Billing\_Suppression, and Bil\_Indiv\_Coupon tables.

New Jersey Automated Child Support Enforcement System  
Financial Management

1.3.1. Michigan Adaptation

1.3.1.1. Original MiCSES Screen: **BHIS – Billing History** should be adapted as follows. See 2.3 for final version. Final version may be modified during design.

**BILLING HISTORY - BHIS**

User: FILBRANDTC Date: 12/10/2001 03:48 PM Function:

IV-D Case ID  NCP ID

Suppression Details  
Suppression / Release  
 No Suppression  Suppression  Release Worker ID

Suppression Begin Date  Date Suppressed   
Suppression End Date  Date Released   
Suppression Reason  Billing Type

Date Billed	Billing Type	Description	Current Amount	Total Arrears

Points to Adapt:

13. The Title Bar should be: **BILLING – Billing History**
14. Replace Case Details section with Legal Screen Header
15. Change field name “Worker ID” to ‘Update Worker’
16. Create another section
  - a. Move “Billing Type” field to this section
  - b. Expand Field (with drop down) for values (Individual, Employer, Both)
  - c. Add field name “Billing Frequency” (with drop down) for values (Weekly, Semi-Monthly, Bi-Weekly, Monthly, Quarterly)

Replace arrows with standard arrows.

Once Income withholding is activated the NCP is not sent a monthly bill; however, employer billing is not automatically generated in MiCSES.

## **1.4. Alternative Hybrid Component Assessment**

---

None

## **1.5. Requirements Validation**

---

### **1.5.1. Federal Certification Guide**

**F-1 OBJECTIVE:** With the exception of those cases with income withholding in force, the system must automatically bill cases with obligations.

**Related Program Statutes and Regulations:**

42 USC 654 (b)

45 CFR 307.10(b)(1) & (5)

**System Certification Requirements:**

- a. The system must automatically generate billing notices to non-custodial parents, including a statement of account containing the correct amount of current and past due support, and appropriate notices to clients.
- b. The system-generated bill must support varied payment/collection cycles, e.g., weekly, semi-monthly, etc.
- c. The system must provide for supervisory-authorized billing suppression and adjustments.
- d. The system-generated bill must provide for payment identification, e.g., return stubs or coupons supporting various payment frequencies.

## **2. Functional Design**

---

---

### **2.1. Functional Process Overview**

---

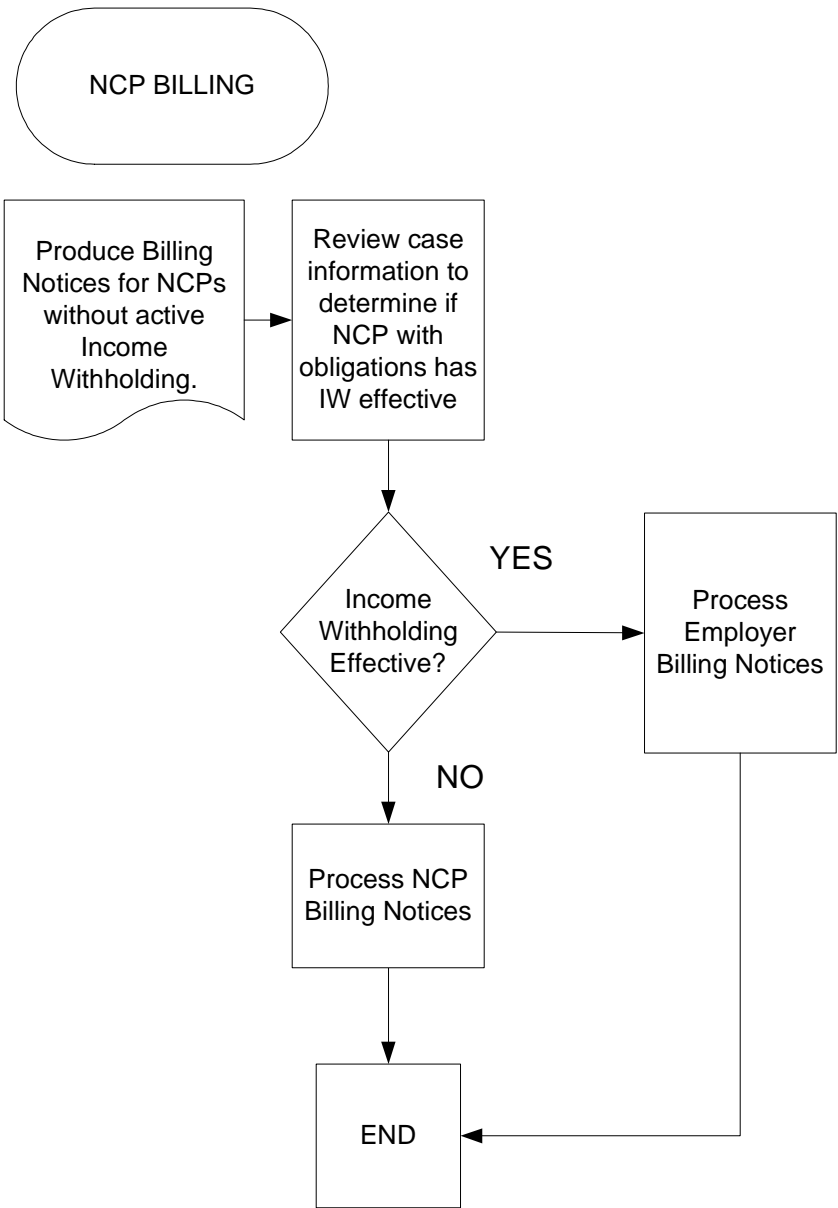
Every IV-D case with obligations is reviewed to determine if income withholding is in effect. For case without active income withholding NCP Billing Notices are generated. For cases receiving NCP Billing Notice, once income withholding is in effect the NCP Billing Notices are stopped and Employer Billing is initiated.

The ability to generate replacement bills upon request of the NCP or Employers.

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.2. Functional Process Flow**

---



New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3. Screens, Notices, Reports and Transaction Files**

**2.3.1. BILLING – BILLING HISTORY**

- 2.3.1.1. Screen Group:** Financial
- 2.3.1.2. Method(s) of Access**
  - 2.3.1.2.1. Menu:** Financial Management / Billing History / BILLING – BILLING HISTORY
  - 2.3.1.2.2. From Button, Link, etc., on another Screen:** NONE
  - 2.3.1.2.3. “Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from BILLING need not be modified
- 2.3.1.3. 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 Specialist (UIFSA)	Y	N	N	N
Central Registry Manager	Y	N	N	N

New Jersey Automated Child Support Enforcement System  
Financial Management

<b>Role Title</b>	<b>Inquiry</b>	<b>Add</b>	<b>Change</b>	<b>Delete</b>
Child Support Specialist (PA – Public Assistance}	Y	N	N	N
Child Support Specialist (NPA – Non-Public Assistance)	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	Y	Y	N
Financial Management Supervisor	Y	Y	Y	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
Lien Specialist	Y	N	N	N
License Suspension 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

**2.3.2. Document**

Billing Notice to NCP

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.3. Report**

NONE

**2.3.4. Transaction <Input | Output | Update> File - <File Name>**

NONE

**2.4. Operational Report Notifications and Workflow Events**

---

**2.4.1. List of Major Activities:**

No Activity chains.

**2.4.2. List of Alerts:**

No Alerts

**2.5. Navigation Logic**

---

No changes to existing navigation logic.

Ref #	Screen Name	Navigation

**2.6. Chronology and Logs**

---

Each Billing Notice generated is written to FINLOG - Financial Event Diary (not the Case History)

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.09 Account Statements**

---

---



## **Financial Management – FM.09 Account Statements**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

##### **1.1.1. Account Statements**

The system must provide for the generation of on-demand obligation history statements for each case for obligations and obligation modifications within a given date range.

The system must provide for the generation of on-demand concise account statements for each case for charges, payments, and arrearage balances within a given date range.

The system must provide for the generation of on-demand custodial parent statements of unreimbursed public assistance, recovery distributions, and disbursements within a given date range.

These forms must be available for online generation and local office printing.

Case history information must be inclusive of all activity regardless of venue transfers.

##### **1.1.2. Related Requirements**

FM.08 NCP Billing - The system must generate billing statement, and coupons on a quarterly basis. The system must provide for bill suppression upon entry of an allowable reason by an authorized financial manager.

#### **1.2. Existing ACSES Assessment**

---

Existing ACSES accounting functions are managed through several screen functions and there is no current logic to support summarizing them in accounting statements. Staff must print one or more of the ACSES screens to provide specific financial information for clients but recognize this as an ineffective way to present accounting information to either the CP or NCP.

#### **1.3. MiCSES Assessment**

---

MiCSES has several screens that display the financial history of the case. The SLOG screen displays the obligation and payment history by case, order, obligation, or payer. This information is stored in the Log\_Support table. The MFIN screen displays the obligation and payment detail by member.

Printed account statements are limited to the few items that appear on the monthly billings.

New Jersey Automated Child Support Enforcement System  
Financial Management

**1.3.1. Michigan Adaptation**

**1.3.1.1. Notice of Assigned Support Collections** is produced by a Batch process in MiCSES. The notice is either monthly or quarterly based on the IVR and federal waiver status. This process will have to be adapted to meet the New Jersey requirement for generation upon demand. The details for generating the notice to be worked out during design phase.

**1.3.1.2. Original MiCSES Screen: MFIN – Member Financial Summary** should be adapted as follows. See 2.3 for final version. Final version may be modified during design.

**MFIN - MEMBER FINANCIAL SUMMARY**

User: SUDARSANAMP      Date: 05/23/2002 12:21 PM      Function:

Docket ID       County       SSN   
 Participant ID       Total Held Amount

Member ID       Member status   
 DOB       SSN       Locate status   
 Address       Confidential ADDR IND   
    NSF Check IND   
 Employer Details      Bankruptcy IND   
 Employer       Bench Warrant IND   
 Primary Status       Begin DT       End DT       Family Violence IND

**Court Case Details**

Docket ID	County	Unpaid MSO Balance	Total MSO	Total Arrears	IND QDRO	IND ENF EXEMPT	Issue Date	Effective Date	End Date	Hold

**Case Details**

IV-D Case ID	Unpaid MSO Balance	Total MSO	Total Arrears	IV-D Case Type	IV-D Case Status	IND	NCP	CP	Hold

Record: 1/1      <OSC> <DBG>

# New Jersey Automated Child Support Enforcement System Financial Management

**Michigan Child Support Enforcement System (MiCSES)**

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

---

**Case Details**

IV-D Case ID	Unpaid MSO Balance	Total MSO	Total Arrears	IV-D Case Type	IV-D Case Status	IST IND	NCP	CP	Hold
ALL	\$360.00	\$360.00	\$506.24						<input type="checkbox"/>
910019538	\$360.00	\$360.00	\$506.24	N	O		MENARD RONALD J	PETERS LINDA S	<input type="checkbox"/>

---

**Member Details**

Member ID	Name	DOB	SSN	FIA Program Type	Case Relation
73838219	MENARD RONALD J	08/28/1936	373-48-3298	NON-ASSISTANCE	Absent Parent

---

**Obligation Details** | Balances | Arrears | Disbursements

Member ID	Name	Debt Type	Unpaid MSO BAL	Total MSO	Periodic AMT	Arrear AMT	FREQ	Effective Date	End Date
ALL			\$360.00	\$360.00	\$72.00	\$506.24			
38774619	MENARD SHANNON	CS	\$360.00	\$360.00	\$72.00	\$216.00	W	11/10/1997	02/15/2010
29019019	PETERS LINDA S	MI	\$0.00	\$0.00	\$0.00	\$290.24	W	07/27/1998	

---

Record: 1/1 | ... | <OSC>

New Jersey Automated Child Support Enforcement System  
Financial Management

Balances Tab

PAID			OWED			URG	Non-Cash Credits	First Paid Date	Last Paid Date
MTD	YTD	LTD	MTD	YTD	LTD				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$290.24	\$0.00	\$0.00		
\$0.00	\$883.50	\$31,129.22	\$360.00	\$1,224.00	\$31,635.46	\$0.00	\$0.00	ALL	ALL
\$0.00	\$864.00	\$30,895.22	\$360.00	\$1,224.00	\$31,111.22	\$0.00	\$0.00	10/01/2001	03/01/2002

Arrears Tab

Debt Type	NAA	PAA	TAA	CAA	UPA	UDA	IVEF	MEDI	TOTAL
ALL	\$506.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$506.24
CS	\$216.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$216.00
MI	\$290.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$290.24

Disbursements Tab

Check Recipient ID	MTD Disbursed	YTD Disbursed	LTD Disbursed	Held Disbursements	Demand Checks	Address Hold	Tax Hold	Other	DISB Hold
SF	\$0.00	\$0.00	\$12.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PF	\$0.00	\$0.00	\$7.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALL	\$0.00	\$0.00	\$3,763.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Points to adapt:

1. The Title Bar should be: **FIN SUM – Member Financial Summary**
2. Replace the first section with the Member information section from “Jim – Maintain Person Demographics” (make the panel the size of the fields – no extra grey area)
3. Remove the second section with Member information

New Jersey Automated Child Support Enforcement System  
Financial Management

4. Create section titled "Court Order Details" with following fields:
  - a. Order ID
  - b. County (expand to display county name)
  - c. Unpaid Current Support
  - d. Total Current Support
  - e. Total Arrears
  - f. Issue Date
  - g. Effective Date
  - h. End Date
  - i. Remove following fields:
    - i. IND QDRO
    - ii. IND ENF EXEMPT
    - iii. Hold check boxes
  - j. Include vertical scrolling
5. Create a section titled "IV-D Case Details" with following fields:
  - a. IV-D Case ID
  - b. Total Current Support
  - c. Total Arrears
  - d. Type
  - e. Status
  - f. NCO
  - g. CP
  - h. Remove following fields:
    - i. INS IND
    - ii. Hold check boxes
  - i. Include vertical scrolling
6. Create a section with the four tabs from the above screen
  - a. Obligation Details with following fields:
    - i. Member
    - ii. Name
    - iii. Unpaid Current Support
    - iv. Total Current Support
    - v. Periodic Amount
    - vi. Frequency
    - vii. Effective Date
    - viii. End Date
    - ix. Include vertical scrolling
  - b. Balances with following fields
    - i. PAID section
      1. MTD fields
      2. YTD fields
      3. LTD fields
    - ii. OWED section
      1. MTD fields
      2. YTD fields
      3. LTD fields
    - iii. Change field name "URG" to 'URPA'
    - iv. Include existing fields for Non cash credit, first paid date and last paid date fields
    - v. Include vertical scrolling
  - c. Arrears with following fields
    - i. Expand Debt Type field to display description not code
    - ii. only change
  - d. Disbursements with following fields
    - i. Change field name from "Check Recipient ID" to ' Check Recipient'
    - ii. Expand field to display Check Recipient

New Jersey Automated Child Support Enforcement System  
Financial Management

- iii. Remove following fields:
    - 1. Demand Checks
    - 2. Address Hold
    - 3. Tax Hold
  - iv. Add field name 'Held Reason'
  - v. Remove DISB Hold Check Boxes
  - vi. Include vertical scrolling
7. Produce the **NCP Account Statement** based on the information selected on the FINLOG screen. The options are for all cases, a specific case, a specific court order and a specified time frame. The details for generating the notice to be worked out during design phase.

**1.3.1.3. Original MiCSES Screen: OBLR – Obligations Report** should be adapted as follows. See 2.3 for final version. Final version may be modified during design.

**OBLR - Obligations Report Screen**

County:  Worker ID:  As of:

Docket ID:  Case Type:  NCP Last Name:

Worker ID	NCP Last Name	Docket ID	Recipient	Eff Date	End Date	Oblig Type	Oblig Amt
Angela Rodc	Jerry Sellar	2002123123-DH	Martie Selli	05/02/19	12/31/99S	Child Suppc	25.00
Angela Rodc	Jerry Sellar	2002123123-DH	Maggie Se	02/15/19	12/31/99S	Spousal Su	300.00
Angela Rodc	Jerry Sellar	2002123123-DH	Jenni Nade	03/25/19	03/25/200	Child Suppc	50.00
Paula Taylor	Tony Daniels	2002369369-DZ	Christy Mar	02/15/19	12/31/99S	Spousal Su	250.00
Paula Taylor	Tony Daniels	2002369369-DZ	Ellen Danie	03/25/19	03/25/200	Child Suppc	45.00

Points to adapt:

- 8. The Title Bar should be: **OBL RPT – Financial Obligation Report**
- 9. Change field name "Worker ID" to 'Worker'
- 10. Change field name "As of" to 'All Obligations As of'
- 11. Add two fields under Docket ID and Case Type:
  - a. Obligations Beginning After
  - b. Obligations Ending After

**See FM.01 Obligation Maintenance for adaptations to ORDERSUM. – ORDER SUMMARY.**

## **1.4. Alternative Hybrid Component Assessment**

---

### **1.4.1. Vermont**

ACCESS produces a quarterly notice to IV-A and former IV-A custodial parents continuing to receive IV-D services. This notice provides a full description of the distribution of all collections received during the prior calendar quarter, including the amount of the disregard if any, the amount of current support distributed to the custodial parent, the amount of current IV-A recovered from current support, the amount of assigned arrearage recovered and the amount of non-assigned arrearage. It provides a clear representation to explain what was retained by the State and what was forwarded to the custodial parent. It lists the payments received from each non-custodial parent. Reports are produced in a batch process and appropriate notices to both the CP and NCP are generated and mailed centrally without the involvement of program staff. The sending of the notices is documented to the permanent case action history, ACTN.

### **1.4.2. Wyoming**

POSSE is programmed to provide account statements of several types on demand. From the Case Maintenance function, the Run BA button generates a CSE251P1 (Balance Analysis) request for the displayed case. When the user clicks this button, POSSE creates and saves a process request to run the Balance Analysis which is automatically run by the system within two minutes of the request. The Balance Analysis request is also available through the Process Maintenance function.

The CSE764P1 (State's Arrears Report), too, is available through the Process Maintenance function. It is a transaction by transaction account of changes to a CP's Un-reimbursed Public Assistance Balance (URPA). It shows each grant, payment distribution, and adjustment that either increased this balance or reduced this balance through assistance recovery. A summary page shows this Un-reimbursed Public Assistance Balance in context with the combined assigned child and spousal support arrears balances to determine the amount actually 'due to the State'. Assigned cash medical and Title XIX arrears are not included in this comparative computation Requirements Validation.

## **1.5. Federal Certification Guide**

---

**F-6 OBJECTIVE:** The system must generate notices, to IV-A and former IV-A recipients continuing to receive IV-D services, about the amount of support collections and must notify the IV-A agency about collections for IV-A recipients.

**Related Program Statutes and Regulations:**

- 45 CFR 302.32(b)
- 45 CFR 302.54
- 45 CFR 307.10(b)(7) & (14)

**System Certification Requirements:**

- a. When a collection is received, the financial subsystem must automatically produce a monthly notice of assigned support collections for IV-A and former IV-A custodial parents who continue to receive IV-D services and have outstanding arrearages that have been assigned to the State. The monthly notice must separately list payments collected from each non-custodial parent, if appropriate, and must indicate the amount of current support, the amount of arrearage collected, and the amount of support collected which was disbursed to the family.

Note: If the State has been granted a waiver under the provisions of 45 CFR §302.54(c), the notice must be generated on a quarterly basis.

## 2. Functional Design

---

### 2.1 Functional Process Overview

---

#### 2.1.1. Notice of Assigned Support Collections

The Notice of Assigned Collections will be produced upon demand; either monthly or quarterly at the State's option, depending on the status of the IVR and a federal waiver. One notice will be generated for each custodial parent who meets the following criteria:

- Collections were received for the month and,
- The case is current assistance, or
- The case is former assistance, with assigned arrears.

If a custodial parent has more than one case, the notice will contain multiple lines of court case and collection information. If there is more than one NCP associated with a court case, the notice will contain a separate line for each NCP under the court case. The notice will contain the following information:

- CP Last name
- CP First name
- CP Address
- CP City
- CP State
- CP Zip
- Month/Year – month and year in which the collections occurred. If the notice is produced quarterly, there will be a month/year line item for each month in the quarter.
- Docket ID
- Docket County – county in which the order was entered
- Payer Name – legal name of the NCP
- Current Support Collected in the month/year – rolled up amount of collections applied to periodic amounts due for child support, spousal support and medical support during the month
- Past Due Support Collected in the month/year – rolled up amount of collections applied to arrearages for child support, spousal support and medical support during the month
- Support paid to the family in the month/year –rolled up amount disbursed to the family during the month

#### 2.1.2. Account Statement to NCP

Generation of on-demand concise account statements for each case for charges, payments, and arrearage balances within a given date range is provided via printing data FINLOG and OBLRPT.

The actual details and format of the notices to be worked out during the design phase.

## 2.2. Functional Process Flow

---

N/A



New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3. Screens, Notices, Reports and Transaction Files**

**2.3.1. FINSUM – Member Financial Summary - Obligations**

**New Jersey Child Support System**

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

**FINSUM - MEMBER FINANCIAL SUMMARY**

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 Member ID [ ] DOB 23/12/1943 FVI Y Gender Male

**Court Order Details**

Docket	County	Current Support		Total Arrears	Issue Date	Effective Date	End Date
		Unpaid	Total				

**IV-D Case Details**

IV-D Case ID	Total Current Support	Total Arrears	Type	Status	NCP	CP

**Obligation Details** Balances Arrears Disbursements

Member	Name	Current Support		Periodic Amount	Frequency	Effective Date	End Date
		Unpaid	Total				

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

New Jersey Automated Child Support Enforcement System  
Financial Management

2.3.2. FINSUM – Member Financial Summary – Balances

**New Jersey Child Support System** [Window]

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

---

**FINSUM - MEMBER FINANCIAL SUMMARY** [Window]

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

NEW FIND CLR ADD MOD DEL CHK PRY Dpt IMC POP HELP EXIT

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

**Court Order Details**

Docket	County	Current Support		Total Arrears	Issue Date	Effective Date	End Date
		Unpaid	Total				

**IV-D Case Details**

IV-D Case ID	Total Current Support	Total Arrears	Type	Status	NCP	CP

**Obligation Details** | **Balances** | Arrears | Disbursements

P A I D			O W E D			URPA	Non-Cash Credits	First Paid Date	Last Paid Date
MTD	YTD	LTD	MTD	YTD	LTD				

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

New Jersey Automated Child Support Enforcement System  
Financial Management

2.3.3. FINSUM – Member Financial Summary – Arrears

**New Jersey Child Support System**

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

**FINSUM - MEMBER FINANCIAL SUMMARY**

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 Member ID [ ] DOB 23/12/1943 FVI Y Gender Male

**Court Order Details**

Docket	County	Current Support		Total Arrears	Issue Date	Effective Date	End Date
		Unpaid	Total				

**IV-D Case Details**

IV-D Case ID	Total Current Support	Total Arrears	Type	Status	NCP	CP

Obligation Details Balances **Arrears** Disbursements

Debt Type	NAA	PAA	TAA	CAA	UPAA	UDAA	IVEF	MEDI	TOTAL

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

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.4. FINSUM – Member Financial Summary – Disbursements**

- 2.3.4.1. Screen Group:** Financial
- 2.3.4.2. Method(s) of Access**
  - 2.3.4.2.1. Menu:** Financial Management / Support Order Processing/ FINSUM – MEMBER FINANCIAL SUMMARY
  - 2.3.4.2.2. From Button, Link, etc., on another Screen:** NONE
  - 2.3.4.2.3. “Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from FINSUM need not be modified
- 2.3.4.3. Access Level:**

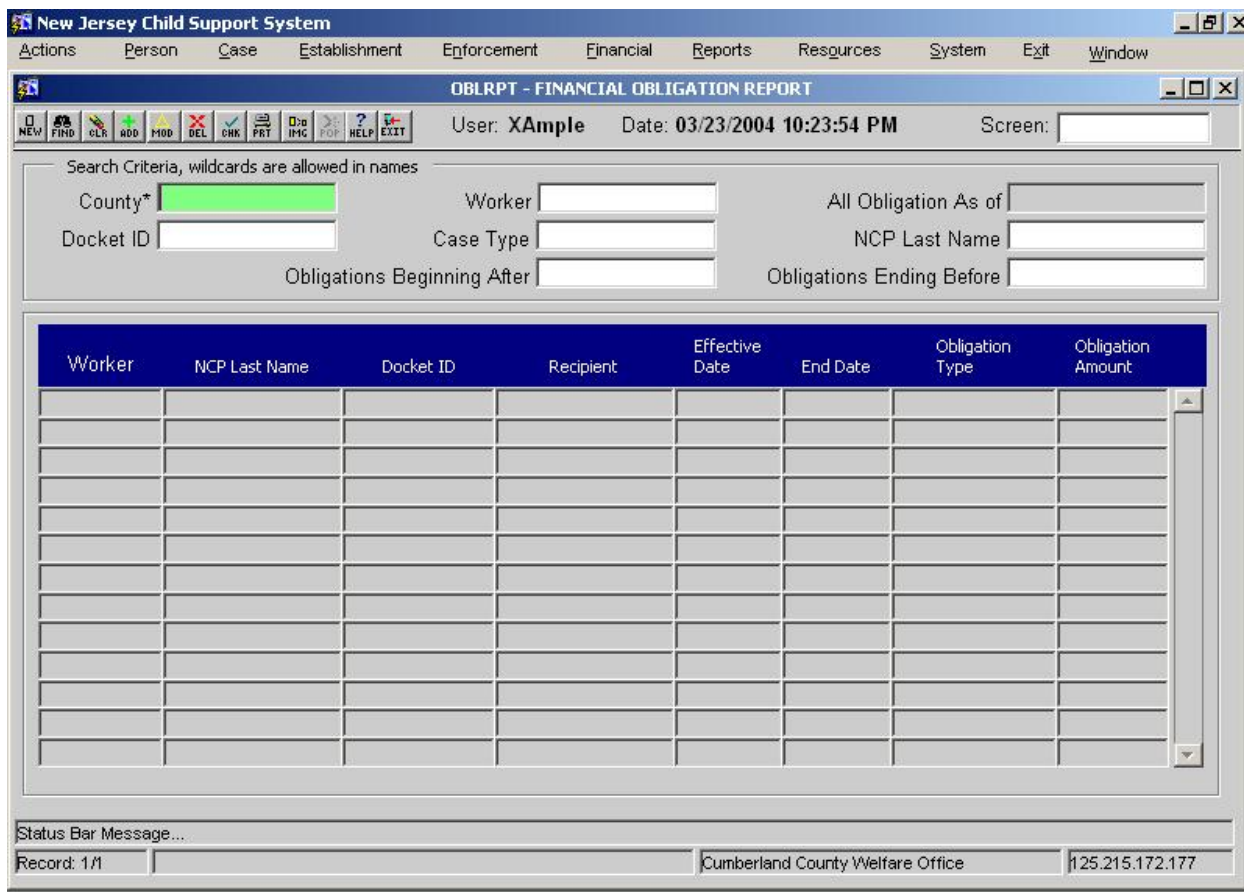
Role Title	Inquiry	Add	Change	Delete
Administrative Hearing Officer	Y	N	N	N
Attorney	Y	N	N	N
Bench Warrant Specialist	Y	N	N	N
Central Registry Specialist (UIFSA)	Y	N	N	N
Central Registry Manager	Y	N	N	N

New Jersey Automated Child Support Enforcement System  
Financial Management

<b>Role Title</b>	<b>Inquiry</b>	<b>Add</b>	<b>Change</b>	<b>Delete</b>
Child Support Specialist (PA – Public Assistance}	Y	N	N	N
Child Support Specialist (NPA – Non-Public Assistance)	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
Lien Specialist	Y	N	N	N
License Suspension 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

New Jersey Automated Child Support Enforcement System  
Financial Management

**OBLRPT – Financial Obligation Report**



**2.3.4.4. Screen Group:** Financial

**2.3.4.5. Method(s) of Access**

**2.3.4.5.1. Menu:** Financial Management / Support Order Processing/ OBLRPT – FINANCIAL OBLIGATION REPORT

**2.3.4.5.2. From Button, Link, etc., on another Screen:** NONE

**2.3.4.5.3. “Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from OBLRPT need not be modified

**2.3.4.6. 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 Specialist (UIFSA)	Y	N	N	N
Central Registry Manager	Y	N	N	N

New Jersey Automated Child Support Enforcement System  
Financial Management

Role Title	Inquiry	Add	Change	Delete
Child Support Specialist (PA – Public Assistance}	Y	N	N	N
Child Support Specialist (NPA – Non-Public Assistance)	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
Lien Specialist	Y	N	N	N
License Suspension 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

**See FM.01 Obligation Maintenance for adaptations to ORDERSUM. – ORDER SUMMARY.**

A Report of Orders and Obligation with Beginning and Ending Dates to be generated upon demand. The details for generating the notice to be worked out during design phase.

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.5. Document**

- 2.3.5.1. Notice of Assigned Support Collections to CP
- 2.3.5.2. Account Statement to NCP

**2.3.6. Report**

NONE

**2.3.7. Transaction <Input | Output | Update> File - <File Name>**

NONE

**2.4. Operational Report Notifications and Workflow Events**

---

**2.4.1. List of Major Activities:**

No Activity chains.

**2.4.2. List of Alerts:**

No Alerts

**2.5. Navigation Logic**

---

No changes to existing navigation logic.

Ref #	Screen Name	Navigation

**2.6. Chronology and Logs**

---

Each Account Statement to the NCP or Notice of Assigned Support collections to CP generated is written to FINLOG - Financial Event Diary (not the Case History)

Copies of the notices are stored in Forms History



New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.10 Employer Billing**

---

---

## **Financial Management – FM.10 Employer Billing**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

##### **1.1.1. Employer Billing**

The system must generate billing statements and coupons on the payroll frequency of the employer. The system must provide for bill suppression upon entry of an allowable reason by an authorized financial manager.

##### **1.1.2. Related Requirements**

FM.08 NCP Billing - The system must generate billing statement, and coupons on a quarterly basis. The system must provide for bill suppression upon entry of an allowable reason by an authorized financial manager.

#### **1.2 Existing ACSES Assessment**

---

ACSES provides no system support for generation of billing statements or coupons to employers managing income withholding tasks for their obligor employees. Billing information is only provided in conjunction with the initial notice for income withholding or, subsequently, with any changes in the amounts that should be withheld.

#### **1.3. MiCSES Assessment**

---

MiCSES does not generate billing statements and coupons for employers.

The Billing Type field on the Billing screen values include: NCP, Employer, and Both.

The condition and duplication of the employer records on the Other Party Table in MiCSES prohibited the generation of Employer Billing Notices. Prior to implementing Employer Billing a major employer record cleanup operation must be undertaken.

##### **1.3.1. Michigan Adaptation**

**See FM.08 NCP Billing for the adaptations to the BILLING screen.**

Once Income withholding is activated, the NCP is not sent a monthly bill; however, employer billing is not automatically generated in MiCSES. The condition and duplication of the employer records on the Other Party Table in MiCSES prohibited the generation of Employer Billing Notices. Prior to implementing Employer Billing a major employer record cleanup operation must be undertaken.

Coordination and input from the employer community and the SDU is vital to a successful employer billing approach.

The details of the employer billing process will be part of the design sessions.

New Jersey Automated Child Support Enforcement System  
Financial Management

**1.4. Alternative Hybrid Component Assessment**

---

None

**1.5. Requirements Validation**

---

**1.5.1. Federal Certification Guide**

**F-1 OBJECTIVE:** With the exception of those cases with income withholding in force, the system must automatically bill cases with obligations.

**Related Program Statutes and Regulations:**

42 USC 654 (b)

45 CFR 307.10(b)(1) & (5)

**System Certification Requirements:**

- a. The system must automatically generate billing notices to non-custodial parents, including a statement of account containing the correct amount of current and past due support, and appropriate notices to clients.
- b. The system-generated bill must support varied payment/collection cycles, e.g., weekly, semi-monthly, etc.
- c. The system must provide for supervisory-authorized billing suppression and adjustments.
- d. The system-generated bill must provide for payment identification, e.g., return stubs or coupons supporting various payment frequencies.

**2. Functional Design**

---

---

**2.1. Functional Process Overview**

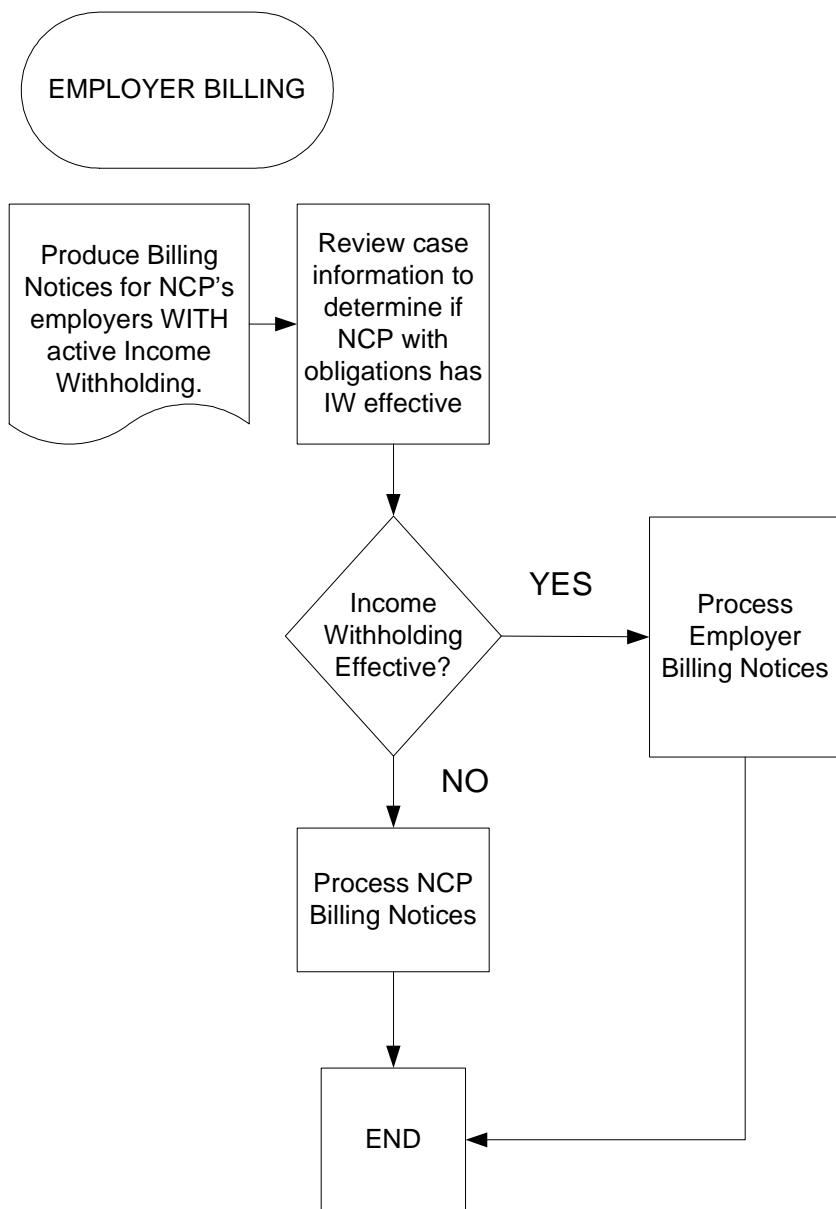
---

Every IV-D case with obligations is reviewed to determine if income withholding is in effect. For case with active income withholding Employer Billing Notices are generated. Employer bills are sent to the employer based on the pay frequency from the EMPLOYER screen. For cases receiving Employer Billing Notices, once income withholding is stopped the NCP Billing Notices are generated.

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.2. Functional Process Flow**

---



**2.3. Screens, Notices, Reports and Transaction Files**

---

**2.3.1. Screens**

See FM.08 for the screen adaptations to BILLING

**2.3.2. Document**

Billing Notice to NCP's Employer

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.3. Report**

NONE

**2.3.4. Transaction <Input | Output | Update> File - <File Name>**

NONE

**2.4. Operational Report Notifications and Workflow Events**

---

**2.4.1. List of Major Activities:**

No Activity chains.

**2.4.2. List of Alerts:**

No Alerts

**2.5. Navigation Logic**

---

No changes to existing navigation logic.

Ref #	Screen Name	Navigation

**2.6. Chronology and Logs**

---

Each Billing Notice generated is written to FINLOG - Financial Event Diary (not the Case History)

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.11 Collection Processing**

---

---

## **Financial Management – FM.11 Collection Processing**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

##### **1.1.1. Collection Processing**

The system must provide for receipt identification, including but not limited to:

- Collection sources including Non-Custodial Parent, Employer, Other State Agency, IRS Intercept, State Tax Intercept, Unemployment Compensation Intercept, Worker's Compensation Intercept, Lottery Intercept, FIDM Account Seizure, etc.
- Collection types including check, EFT, etc.
- Collection Date
- Check Number
- Unique system-assigned receipt number

The system must support the allocation of obligor payments to individual cases according to State and federal policy.

##### **1.1.2. Related Requirements**

FM.13 - Employment Income Withholding Processing, FM.14 – Unemployment Compensation Intercept Processing, FM.15 – Workers Compensation Intercept Processing, FM.16 IRS Intercept Processing, and FM.17 – State Tax Intercept Processing address the specific requirements for the individual collection sources.

#### **1.2. Existing ACSES Assessment**

---

The existing ACSES system provides effective support for processing collections. Each of the data elements specified in the requirement including collection sources, collection types, collection dates, check numbers and unique receipt numbers assigned by the system are used in collections management.

#### **1.3. MICSES Assessment**

---

In the Receipts table, MiCSES records the unique receipt number (SEQ\_Receipt), batch source (CD\_Source\_Batch), receipt source (CD\_Source\_Receipt, and remittance type (CD\_Type\_Remittance). A worker can view the receipt history for a case or order on the RHIS screen.

Payments posted from the SDU, including individual obligor payments, are allocated across all of the obligor's cases according to state policy.

New Jersey Automated Child Support Enforcement System  
Financial Management

**1.3.1. Michigan Adaptation**

**1.3.1.1. Original MiCSES Screen: CBAT – Collections Batch Posting** should be adapted as follows. See 2.3 for final version. Final version may be modified during design.

**Batch Date**  **Worker ID**  **Batch Status** ALL

**Batch No**  **Reference Batch**  **Source Receipt** ALL **OTHX**

**Employer**  **Repost IND** ALL

Batch Date	Batch #	REF Batch	Batch SRCE	RCPT SRCE	Worker ID	CTRL Count	Actual Count	Control Amount	Actual Amount	REMIT Type	Receipt Date	Status	Repost IND
03/12/2002	7121		O	R	NELSON	1	1	1.00	15.00	ELEC...	03/12/2002	U	No
03/12/2002	7120		O	R	BOTHIRI	1	0	11.00	0.00		03/12/2002	U	No
03/12/2002	7115		O	R	NELSON	20	20	7,079.42	7,079.42	ELEC...	03/12/2002	R	No
03/12/2002	7112		O	T	NELSON	4	6	1,125.50	2,125.50	DEBIT...	03/12/2002	U	No
03/11/2002	7119	5050	S	W	DURUSE	1	1	130.75	130.75	ELEC...	03/11/2002	R	No
03/11/2002	7118	5049	S	W	DURUSE	1	1	120.75	120.75	ELEC...	03/11/2002	R	No
03/11/2002	7117	5048	S	W	DURUSE	1	1	110.75	110.75	ELEC...	03/11/2002	R	No
03/11/2002	7116	5047	S	W	DURUSE	1	1	190.75	190.75	ELEC...	03/11/2002	R	No
03/11/2002	7114	5046	S	W	DURUSE	1	1	150.75	150.75	ELEC...	03/11/2002	R	No
03/11/2002	7113	5045	S	W	DURUSE	1	1	120.75	120.75	ELEC...	03/11/2002	R	No

**Reference Batch Total**

Record: 1/? ... <OSC>

Points to adapt:

12. The Title Bar should be: **CREATBAT – Create Receipt Batch**
13. Remove OTHX button
14. Remove Employer field
15. Change field name “Source Receipt” to ‘Receipt Source’
16. Expand field ‘Receipt Source’ to display description not code (Income Withholding, State Tax Intercept, etc.)
17. In detail section:



New Jersey Automated Child Support Enforcement System  
Financial Management

- a. Change field name "Batch #" to 'Batch Number'
  - b. Remove field "REF Batch" from grid and add field 'Reference Batch number' to grey area at bottom of screen before field 'Reference Batch Total'
  - c. Change field name "Batch SCRE" to 'Batch Source'
  - d. Change field name "RCPT SCRE" to 'Receipt Source'
  - e. Change field name "Worker ID" to 'Worker'
  - f. Expand field to display worker name
  - g. Change field name "CTRL Count" to 'Control Count'
18. Replace arrows with standard arrows

Batches can be created manually by users and are also created by the various collection interface processes; i.e., SDU, IRS, State Tax, etc.

**1.3.1.2. Original MiCSES Screen: BATR – Batch Receipt Processing** should be adapted as follows. See 2.3 for final version. Final version may be modified during design.

**Batch Details**

User ID	TRAINER006	TRAINER006	TRAINER006	Batch ID	12122003 0 8695
Batch Source	O	Date	12/12/2003	Batch Status	RECONCILED
Receipt Source	R	Batch Control Amount	800.00	Batch County	000   ICR/CENTRAL/SS
Remit Type	CSH	Actual Amount	800.00	Batch Control Count	2
Batch Owner	TRAINER006	Remarks		Actual Count	2

**Receipt Details**

D SEQ	Receipt Date	Collection Date	Remit Type	RCPT Source	Case / Docket ID	County	Payor ID	Name	Amount
<input type="checkbox"/>	03/23/2004								
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Record: 1/1      ...      <OSC>

# New Jersey Automated Child Support Enforcement System Financial Management

Michigan Child Support Enforcement System (MiCSES)
\_ □ ×

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

**BATR - BATCH-RECEIPT POSTING**

User: SMITHS
Date: 03/23/2004 09:26 AM
Screen

**Batch Details**

<b>User ID</b>	TRAINER006 TRAINER006 TRAINER006	<b>Batch ID</b>	12122003 0 8695
<b>Batch Source</b>	O	<b>Date</b>	12/12/2003
<b>Receipt Source</b>	R	<b>Batch Control Amount</b>	800.00
<b>Remit Type</b>	CSH	<b>Actual Amount</b>	800.00
<b>Batch Owner</b>	TRAINER006	<b>Batch Control Count</b>	2
		<b>Actual Count</b>	2
	<b>Remarks</b>		

**Receipt Details**

Check Number	FEIN	Employer Name	FIPS	Status Receipt	Suspense Code	TANF Indicator	Acct Type

Record: 1/1
...
<OSC>



New Jersey Automated Child Support Enforcement System  
Financial Management

21. Remove Remarks field
22. Remove OTHX button
23. Rename "Receipt Details" frame to 'Receipt ID' section
  - a. Change the field name "D" to 'Del' (above the check box)
  - b. SEQ field should display up to three digits (999)
  - c. IV-D Case/ Order ID
  - d. NCP ID
  - e. Amount
  - f. Add Vertical scrolling after Amount
24. Create panel to right of 'Receipt ID' frame titled "Receipt Details"
  - a. First line:
    - i. Sequence (display this value in SEQ in 'Receipt ID' section)
    - ii. Receipt Source display description (Obligor, Income withholding, etc.)
  - b. Second line:
    - i. Receipt Date
    - ii. Collection Date
    - iii. Remit Type
  - c. Third line:
    - i. IV-D Case/Order ID
    - ii. County
  - d. Fourth line:
    - i. NCP ID
    - ii. NCP name
  - e. Fifth line:
    - i. Amount
    - ii. Fee Amount
  - f. Sixth line:
    - i. Check number
    - ii. FIPS
  - g. Seventh line:
    - i. FEIN
    - ii. Employer
  - h. Eighth line:
    - i. TANF
    - ii. Joint Tax IND
  - i. Ninth line:
    - i. Joint Return Name
    - ii. NSF IND
  - j. Tenth line:
    - i. Receipt Status
    - ii. Suspense Code
  - k. Eleventh line:  
Repost Reason (with drop down)

New Jersey Automated Child Support Enforcement System  
Financial Management

1.3.1.3. **Original MiCSES Screen: PBAT – Pending Batch Approval** should be adapted as follows. See 2.3 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

**PBAT - PENDING BATCH APPROVAL**

User: KARRIS Date: 06/07/2002 01:17 PM Function:

**County Online Receipt Deposits**

Deposit Date	County	Amount	Status	Status Date	Approved?	Unverified?
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
<b>Total :</b>						

**Receipt Batch Files**

Date	File Type / County	Amount	Status	Approved?
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
<b>Total :</b>				

**Add Deposit**

Deposit Date	File Type	County	Amount

**Grand Total :**

Record: 1/1

Points to adapt:

1. The Title Bar should be BAT PEND – Pending Batch Approval
2. No other changes required

Batch approval is a central function to ensure that the funds are on deposit prior to processing the receipts in the batch. This process includes receipts posted at local offices, the SDU, and the various collection interfaces.

## New Jersey Automated Child Support Enforcement System Financial Management

**Original MiCSES Screen: MPOS – Manual Receipt Posting** should be adapted as follows. See 2.3 for final version. Final version may be modified during design.

**Receipt Information**

Receipt Number  Batch Owner  Batch County

Receipt Source  Worker ID

Receipt Date  Collection Date

Remit Type

Case ID/ Docket ID  County

NCP ID

Amount  Fee Amount

Check Number

FEIN

FIPS

TANF/ Non-TANF  Remarks

Joint Tax IND  Joint Name  NSF IND

Receipt Status  Suspense Code  Reason Repost  Start new batch

**Original Receipt Information**

Receipt Number

Receipt Source

Receipt Date

IV-D Case/ NCP/ Docket ID

NCP ID

Amount

Repost Indicator

Please Enter A Valid Receipt, And Hit Enter To Perform Query - OR - Press Tab To Post Receipts.  
Record: 1/1 <DSC> <DBG>

Payor Identification Pop-Up – Activated by Double Click on NCP ID field

**Payor Identification**

SSN  Last Name  First Name

Gender  ZIP

Last Name	First Name	G	SSN	Case ID	Docket NO	County	ZIP

New Jersey Automated Child Support Enforcement System  
Financial Management

Points to adapt:

25. The Title Bar should be **HANDPOST – Manual Receipt Posting**
26. No new header info
27. Expand Receipt Source field to display description (Obligor, Income Withholding, Interstate, etc.)
28. Move Remit Type to same row with Receipt Source
29. Change field name “Worker ID” to ‘Worker’
30. Change field name “Case ID/Docket ID” to ‘IV-D Case/Order ID’
31. Move OTHX button to left of FEIN field
32. Add field name “NCP Name” and move NCP name field (after the NCP ID field) to next row
33. Add field name “Employer” and move Employer name field (after FEIN field) to next row
34. Change field name “Reason Repost” to ‘Repost Reason’
35. Expand Repost Reason field to display reason description
36. In “Original Receipt Information” section:
  - a. Expand Receipt Source field to display description
  - b. Change field name “IV-D Case/NCP/Docket ID” to ‘IV-D Case/Order ID’
37. In Payor Identification Pop-Up:
  - a. Change field name “G” to ‘Gender’
  - b. Change field name “Case ID” to ‘IV-D Case ID’
  - c. Change field name “Docket ID” to ‘Order ID’

**1.3.1.4. Original MiCSES Screen: RPOS – Receipt Reposting** should be adapted as follows. See 2.3 for final version. Final version may be modified during design.

# New Jersey Automated Child Support Enforcement System Financial Management

Michigan Child Support Enforcement System (MiCSES)
\_ □ ×

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

**RPOS - RECEIPT REPOSTING**

User: SMITHS
Date: 03/25/2004 01:36 PM
Screen

**Batch Information**

<b>Worker ID</b> SMITHS	SUZANNE SMITH	<b>Batch ID</b> 03252004 0 8699	
<b>Source Receipt</b> R	<b>Date</b> 03/25/2004	<b>Batch Status</b> UNRECONCILED	
<b>Remit Type</b> CSH	<b>Batch Control Amount</b> 100.00	<b>Batch Control Count</b> 1	
	<b>Actual Amount</b> 0.00	<b>Actual Count</b> 0	OTHX
<b>Batch Owner</b>		<b>Batch County</b> 082	

**Original Receipt Information**

Case ID/ Docket ID	County	NCP ID	Receipt Amount	Check Number

**Repost Receipt Information**

FIPS	Reason Repost	Receipt Status	Suspense Code	TANF IND	Acct Type	Reason Code

← →

Please Enter a Valid Backed Out Receipt, And Press Tab To Repost.

Record: 1/1      ...      <OSC>



# New Jersey Automated Child Support Enforcement System Financial Management

Michigan Child Support Enforcement System (MiCSES)
\_ \_ X

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

**RPOS - RECEIPT REPOSTING**

User: SMITHS
Date: 03/25/2004 12:53 PM
Screen

**Batch Information**

<b>Worker ID</b>	SMITHS	SUZANNE SMITH	<b>Batch ID</b>	03252004 0 8699	
<b>Source Receipt</b>	R	<b>Date</b>	03/25/2004	<b>Batch Status</b>	UNRECONCILED
<b>Remit Type</b>	CSH	<b>Batch Control Amount</b>	100.00	<b>Batch Control Count</b>	1
<b>Batch Owner</b>		<b>Actual Amount</b>	0.00	<b>Actual Count</b>	0
			<b>Batch County</b>	082	<input type="button" value="OTHX"/>

**Original Receipt Information**

NCP ID	Receipt Amount	Check Number	Receipt Status	Suspense Code

**Repost Receipt Information**

Seq NO	Match IND	Receipt Source	Receipt Date	Collection Date	NSF IND	Re Ty
000						

Please Enter a Valid Backed Out Receipt, And Press Tab To Repost.

Record: 1/1      ...      <OSC>

# New Jersey Automated Child Support Enforcement System Financial Management

**Michigan Child Support Enforcement System (MiCSES)**
\_ \_ X

[Case Management](#) | [Financial Management](#) | [Reports Management](#) | [Scheduling/Worker Management](#) | [System Maintenance](#) | [Exit](#) | [Window](#)

RPOS - RECEIPT REPOSTING

**User:** SMITHS      **Date:** 03/25/2004 12:53 PM

**Screen:**

**Batch Information**

<b>Worker ID</b>	SMITHS	SUZANNE SMITH	<b>Batch ID</b>	03252004 O 8699
<b>Source Receipt</b>	R	<b>Date</b>	03/25/2004	<b>Batch Status</b>
<b>Remit Type</b>	CSH	<b>Batch Control Amount</b>	100.00	UNRECONCILED
		<b>Actual Amount</b>	0.00	<b>Batch Control Count</b>
				1
<b>Batch Owner</b>			<b>Actual Count</b>	0
			<b>Batch County</b>	082

**Original Receipt Information**

DEL	Receipt Number	Receipt Date	Collection Date	NSF Ind	C D

**Repost Receipt Information**

Remit Type	Case ID/ Docket ID	County	NCP ID	Name

Please Enter a Valid Backed Out Receipt, And Press Tab To Repost.

Record: 1/1      ...      <<OSC>

# New Jersey Automated Child Support Enforcement System Financial Management

Michigan Child Support Enforcement System (MiCSES)
\_ \_ X

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

**RPOS - RECEIPT REPOSTING**

User: SMITHS
Date: 03/25/2004 12:54 PM
Screen

**Batch Information**

<b>Worker ID</b>	SMITHS	SUZANNE SMITH	<b>Batch ID</b>	03252004 O 8699	
<b>Source Receipt</b>	R	<b>Date</b>	03/25/2004	<b>Batch Status</b>	UNRECONCILED
<b>Remit Type</b>	CSH	<b>Batch Control Amount</b>	100.00	<b>Batch Control Count</b>	1
<b>Batch Owner</b>		<b>Actual Amount</b>	0.00	<b>Actual Count</b>	0
				<b>Batch County</b>	082

**Original Receipt Information**

DEL	Receipt Number	Receipt Date	Collection Date	NSF Ind	C	D

**Repost Receipt Information**

Receipt Amount	Fee Amount	Check No	FEIN	Emp	Na

Please Enter a Valid Backed Out Receipt, And Press Tab To Repost.

Record: 1/1      ...      <OSC>

# New Jersey Automated Child Support Enforcement System Financial Management

**Michigan Child Support Enforcement System (MiCSES)**
\_ □ ×

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

**RPOS - RECEIPT REPOSTING**

User: SMITHS      Date: 03/25/2004 12:54 PM      Screen

**Batch Information**

<b>Worker ID</b> SMITHS	SUZANNE SMITH	<b>Batch ID</b> 03252004 0 8699	
<b>Source Receipt</b> R	<b>Date</b> 03/25/2004	<b>Batch Status</b> UNRECONCILED	
<b>Remit Type</b> CSH	<b>Batch Control Amount</b> 100.00	<b>Batch Control Count</b> 1	
	<b>Actual Amount</b> 0.00	<b>Actual Count</b> 0	<input type="button" value="OTHK"/>
<b>Batch Owner</b>		<b>Batch County</b> 082	

**Original Receipt Information**

DEL	Receipt Number	Receipt Date	Collection Date	NSF Ind	C	D

**Repost Receipt Information**

Employer Name	FIPS	Reason Repost	Receipt Status	Suspense Code	TANF IND

Please Enter a Valid Backed Out Receipt, And Press Tab To Repost.

Record: 1/1    ...    <OSC>

## New Jersey Automated Child Support Enforcement System Financial Management

**Batch Information**

Worker ID: SMITHS | SUZANNE SMITH  
 Source Receipt: R | Date: 03/25/2004  
 Remit Type: CSH | Batch Control Amount: 100.00  
 Actual Amount: 0.00  
 Batch Owner: |  
 Batch ID: 03252004 0 8899  
 Batch Status: UNRECONCILED  
 Batch Control Count: 1  
 Actual Count: 0  
 Batch County: 082

**Original Receipt Information**

DEL	Receipt Number	Receipt Date	Collection Date	NSF Ind	C D

**Repost Receipt Information**

FIPS	Reason Repost	Receipt Status	Suspense Code	TANF IND	Acct Type	Reason Code

Please Enter a Valid Backed Out Receipt, And Press Tab To Repost.  
 Record: 1/1 | ... | <OSC>

Points to adapt:

1. The Title Bar should be: **REPOST – Receipt Reposting**
2. Create Top section (Same as BAT RCPT):
  - d. First row should contain fields:
    - i. Worker ( Only one field - Remove one of the fields there are multiple User ID fields on RPOS)
    - ii. Date
    - iii. Batch County
    - iv. Batch ID
  - e. Second row should contain fields:
    - i. Batch Source (expand field to display description: Online, SDU, etc.)
    - ii. Receipt Source (expand field to display description: Obligor, Interstate, State Tax Intercept, etc.)
    - iii. Remit Type (cash, check EFT, etc.)
    - iv. Batch Status (with drop down as is)
  - f. Third row should contain fields:
    - i. Control Count
    - ii. Actual Count
    - iii. Control Amount
    - iv. Actual Amount
    - v. Batch Owner ( Only one field - Remove one of the fields there are multiple Batch Owner fields on RPOS)
3. In “Original Receipt Information” section (Same as grid in lower left of BAT RCPT):

New Jersey Automated Child Support Enforcement System  
Financial Management

- a. Del (above check box)
  - b. Change field name "Receipt Number" to 'SEQ' field should display up to three digits (999)
  - g. IV-D Case / Order ID
  - h. NCP ID
  - c. Amount
  - d. Include vertical scrolling
4. Display 'Receipt Details' Pop-up DISPLAY ONLY when user double clicks on row
- a. Receipt Details Pop-up is same frame developed for bottom right of BAT RCPT
  - b. Need way to exit Receipt Details Pop-up and return to REPOST screen
5. In "Repost Receipt Information" section:
- a. 'SEQ' field should display up to three digits (999)
  - i. IV-D Case / Order ID
  - j. NCP ID
  - b. Amount
  - c. Include vertical scrolling
6. Display 'Receipt Details' Pop-up UPDATE mode when user clicks on ADD Icon at top of screen
- a. Receipt Details Pop-up is same panel developed for bottom right of BAT RCPT
  - b. Create reposted receipt, exit Receipt Details Pop-up and return to REPOST screen when user clicks UPDATE Icon at top of screen
  - c.

**See EU 24 - Parameter Management and FM.04 Debt Types for screen adaptation to DBTP – Debt Type Priority.**

#### **1.4. Alternative Hybrid Component Assessment**

---

None

#### **1.5. Requirements Validation**

---

##### **1.5.1. Federal Certification Guide**

**F-2 OBJECTIVE:** The system must automatically process all payments received'

**Related Program Statutes and Regulations:**

- 42 USC 654B (b) & (c)
- 45 CFR 302.32
- 45 CFR 302.33(c) & (d)
- 45 CFR 302.51
- 45 CFR 302.52
- 45 CFR 303.5(e)
- 45 CFR 303.72((h) & (i)
- 45 CFR 303.102(f) & (g)
- 45 CFR 307.10(b)(5), (7), (8), & (14)

**System Certification Requirements:**

- a. The system must accept and uniquely identify all payments.
- b. The system must provide financial controls for balancing and posting all payment transactions.
- c. The system must generate documents required to support the deposit of payments/collections to financial institutions in accordance with written procedures.

New Jersey Automated Child Support Enforcement System  
Financial Management

- d. The system must be capable of adjusting, with supervisory approval, previously processed payments.
- e. The system must accept and process unidentified and/or suspended payments in accordance with State written procedures and must support the identification of such payments.
- f. For each case, the system must maintain a payment history containing the following information on each payment: amount of the payment; date of collection; method of payment; date initially received in the State; and date of disbursement.
- g. The system must automatically record the receipt of fees including interest or late payment penalties or fees and the recovery of costs in the automated case record and in the State's accounting subsystem, whether or not the State practices cost recovery or imposes fees. (When fees are waived/paid by the State, a notation must be made in the automated case record reflecting the payment of the fee by the State.)
- h. The system must record and track collections associated with a posted bond.
- i. The system must separately record and maintain charges and payments associated with the payment of fees for FPLS.
- j. The system must separately record charges and payments associated with the payment of fees for the costs of genetic tests. A notation in the financial portion of the automated case record must indicate that a judgment has been obtained. Once the judgment is paid in full, another notation must indicate that payment has been made.
- k. In States that place the responsibility for direct payment recovery with the IV-A agency, the system must allow adjustments to credit the non-custodial parent account for the amount of support recovered through the IV-A recovery method.  
In States that place the responsibility for direct payment recovery with the IV-D agency, the system must support recovery by:
  - 1. Documenting the dates and amounts of direct payments made to a IV-A recipient;
  - 2. Generating advance notice to the IV-A recipient of the IV-D agency's intent to recover payments through repayment agreement; and
  - 3. Receiving, identifying, and totaling repayments from recipients.
- l. The system shall within 2 business days after receipt from employer or other source of periodic income, distribute all payments if sufficient information identifying the payee is provided.
- m. The system shall record and maintain charges associated with interest or late payment penalties or fees.

Note: If the State has established an SDU outside of the State child support system, OCSE will review the system requirements at paragraphs F-2(a) through (j) during the PRWORA review at the SDU to ensure that these requirements are being met. The system requirements at paragraph (m) will be reviewed both on the system and the SDU.

## **2. Functional Design**

---

### **2.1. Functional Process Overview**

---

Batches are created online by users or as part of the receipt processing function. All receipts are part of a batch whether posted the SDU, processed via one of the collection interfaces, or posted manually. Once the user manually creates a batch on CREATBAT with control counts and amounts, the receipts are posted on BATRCPT. Receipts processed via batch are viewable on CREATBAT and BATRCPT. Once the actual counts and amounts reconcile to the control counts and amounts for the batch the batch status is set "Reconciled". After the receipt batches are reconciled, balanced and

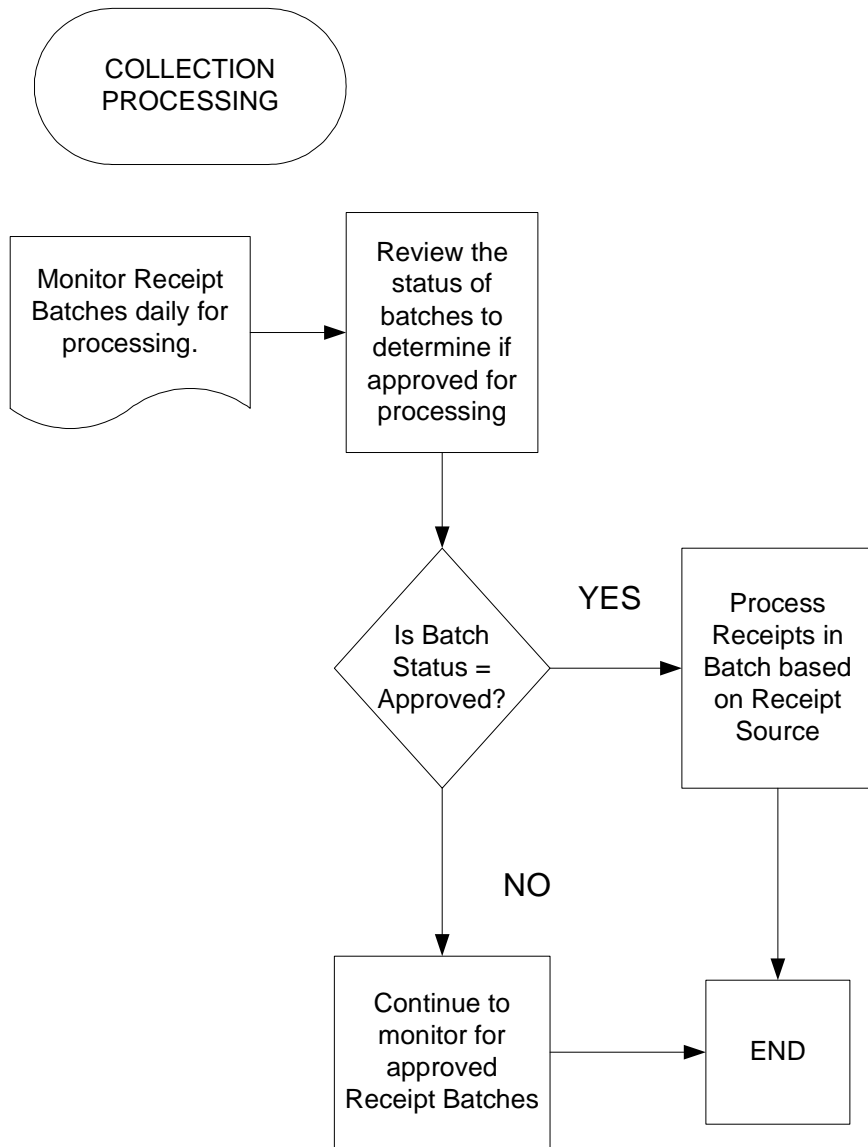
New Jersey Automated Child Support Enforcement System  
Financial Management

deposited, they are pended and must be approved by a central user on BATPEND prior to being processed by the receipt processing batch job.

User can also post receipt manually via HANDPOST which creates an "open" batch until the user closes the batch. Errors in receipt posting can be corrected via REPOST which associates the reposted receipt to the original receipt.

**2.2. Functional Process Flow**

---

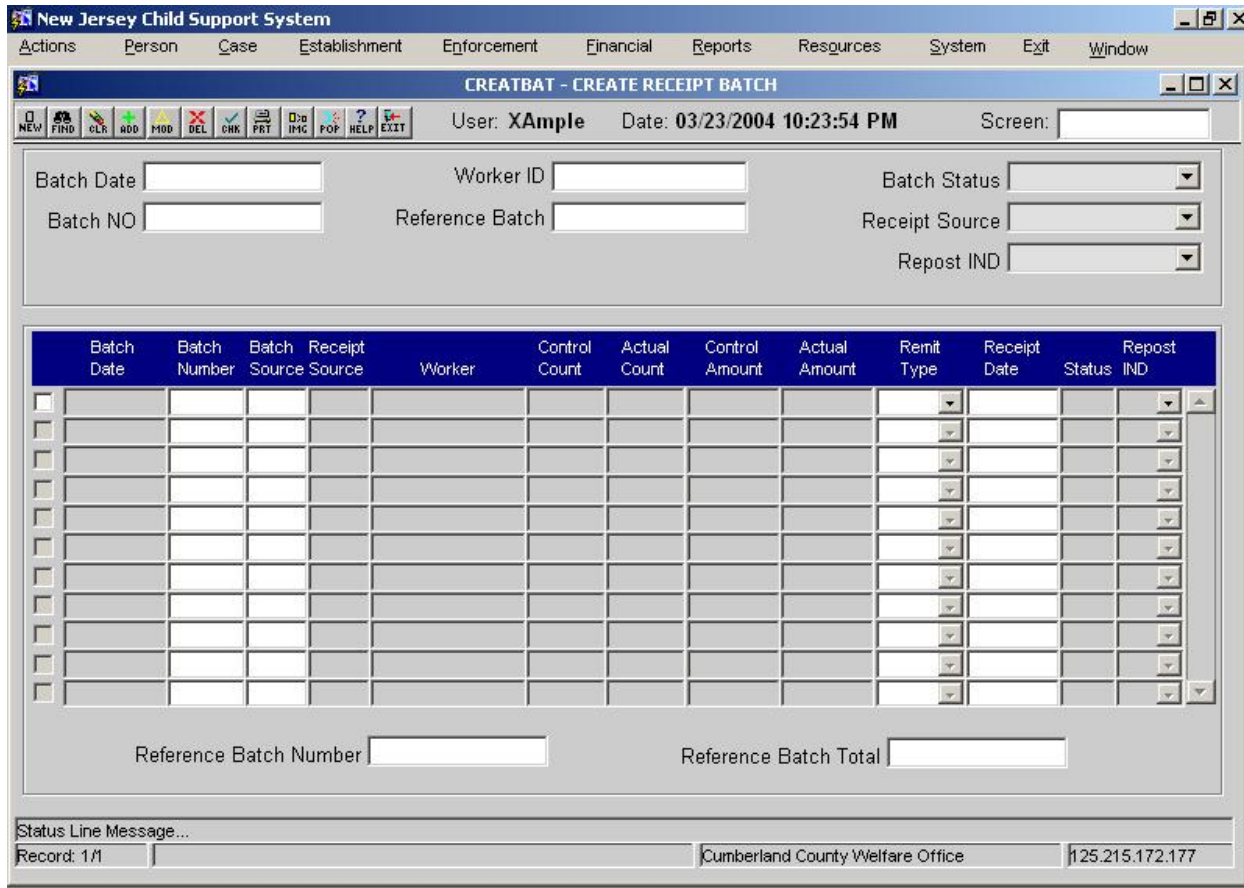




New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3. Screens, Notices, Reports and Transaction Files**

**2.3.1. CREATBAT – CREATE BATCH PROCESSING**



- 2.3.1.1. Screen Group:** Financial
- 2.3.1.1.1. Method(s) of Access**
- 2.3.1.1.2. Menu:** Financial Management / Collections / CREATBAT – BATCH POSTING (Access REPOST – BATRCPT)
- 2.3.1.1.3. From Button, Link, etc., on another Screen:** NONE
- 2.3.1.1.4. “Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from CREATBAT need not be modified
- 2.3.1.2. 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 Specialist (UIFSA)	Y	N	N	N
Central Registry Manager	Y	N	N	N

New Jersey Automated Child Support Enforcement System  
Financial Management

<b>Role Title</b>	<b>Inquiry</b>	<b>Add</b>	<b>Change</b>	<b>Delete</b>
Child Support Specialist (PA – Public Assistance}	Y	N	N	N
Child Support Specialist (NPA – Non-Public Assistance)	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	Y	Y	N
Financial Management Supervisor	Y	Y	Y	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
Lien Specialist	Y	N	N	N
License Suspension 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

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.2. BATRCPT - BATCH RECEIPTING**

- 2.3.2.1. Screen Group:** Financial
  - 2.3.2.1.1. Method(s) of Access**
  - 2.3.2.1.2. Menu:** Financial Management / Collections / CREATBAT – BATCH POSTING - BATRCPT can only be accessed through CREATBAT
  - 2.3.2.1.3. From Button, Link, etc., on another Screen:** NONE
  - 2.3.2.1.4. “Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from BATRCPT need not be modified
- 2.3.2.2. 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 Specialist (UIFSA)	Y	N	N	N
Central Registry Manager	Y	N	N	N
Child Support Specialist (PA – Public Assistance}	Y	N	N	N

New Jersey Automated Child Support Enforcement System  
Financial Management

<b>Role Title</b>	<b>Inquiry</b>	<b>Add</b>	<b>Change</b>	<b>Delete</b>
Child Support Specialist (NPA – Non-Public Assistance)	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	Y	Y	N
Financial Management Supervisor	Y	Y	Y	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
Lien Specialist	Y	N	N	N
License Suspension 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

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.3. BATPEND – PENDING BATCH APPROVAL**

- 2.3.3.1. Screen Group:** Financial
- 2.3.3.2. Method(s) of Access**
  - 2.3.3.2.1. Menu:** Financial Management / Collections / BATPEND – PENDING BATCH APPROVAL
  - 2.3.3.2.2. From Button, Link, etc., on another Screen:** NONE
  - 2.3.3.2.3. “Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from BATPEND need not be modified
- 2.3.3.3. 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 Specialist (UIFSA)	Y	N	N	N
Central Registry Manager	Y	N	N	N

New Jersey Automated Child Support Enforcement System  
Financial Management

<b>Role Title</b>	<b>Inquiry</b>	<b>Add</b>	<b>Change</b>	<b>Delete</b>
Child Support Specialist (PA – Public Assistance}	Y	N	N	N
Child Support Specialist (NPA – Non-Public Assistance)	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	Y	Y	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
Lien Specialist	Y	N	N	N
License Suspension 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

New Jersey Automated Child Support Enforcement System  
Financial Management

2.3.4. HANDPOST – MANUAL RECEIPT POSTING

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

**HANDPOST - MANUAL RECEIPT POSTING**      User: XAmple   Date: 03/23/2004 10:23:54 PM   Screen: [ ]

NEW   FIND   CLR   ADD   MOD   DEL   CHK   PRY   IMG   POP   HELP   EXIT

Receipt Information

Receipt Number [ ]      Remit Type [ ]      Worker [ ]  
 Receipt Source [ ]      Batch Owner [ ]      Batch County [ ]  
 IV-D Case/Docket [ ]      Collection Date [ ]      County [ ]  
 Receipt Date [ ]      NCP Name [ ]  
 NCP DCN [ ]  
 Amount [ ]  
 Fee Amount [ ]  
 Check Number [ ]      OTHX [ ]  
 FEIN [ ]  
 Employer Name [ ]  
 Repost Reason [ ]  
 FIPS [ ]  
 TANF / Non-TANF [ ]  
 Joint TAX IND [ ]  
 Joint Name [ ]  
 Receipt Status [ ]      Remarks [ ]  
 Suspense Code [ ]      Start New Batch

Original Receipt Information

Number	Date	Source
Receipt [ ]	[ ]	[ ]
IV-D Case/Docket [ ]		
NCP DCN [ ]		
Amount [ ]		
Repost Indicator <input checked="" type="checkbox"/>		

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

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.5. HANDPOST – MANUAL RECEIPT POSTING – Payor Identification Pop-up**

- 2.3.5.1. Screen Group:** Financial
- 2.3.5.2. Method(s) of Access**
  - 2.3.5.2.1. Menu:** Financial Management / Collections / HANDPOST – MANUAL RECEIPT POSTING
  - 2.3.5.2.2. From Button, Link, etc., on another Screen:** NONE
  - 2.3.5.2.3. “Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from HANDPOST need not be modified
- 2.3.5.3. 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 Specialist (UIFSA)	Y	N	N	N
Central Registry Manager	Y	N	N	N
Child Support Specialist (PA – Public Assistance}	Y	N	N	N

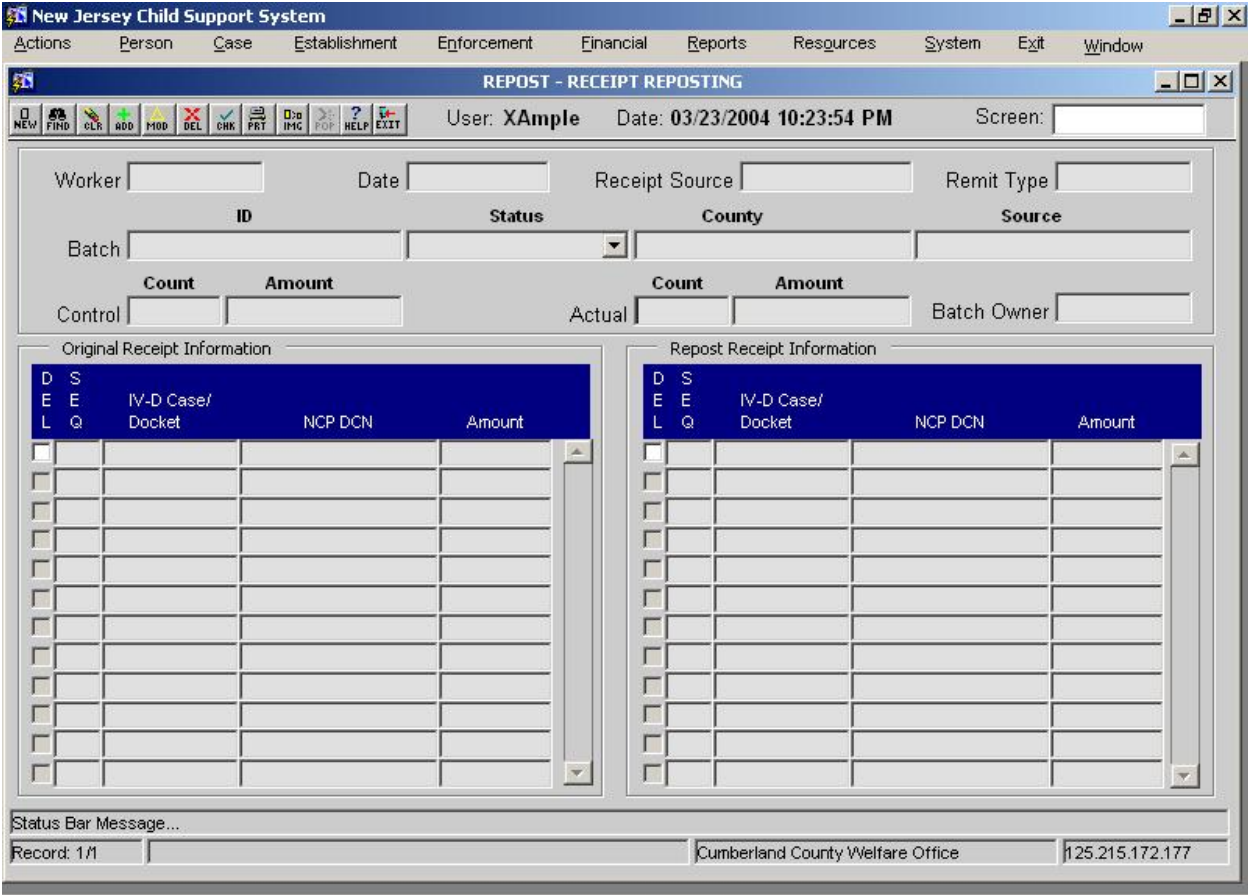


New Jersey Automated Child Support Enforcement System  
Financial Management

<b>Role Title</b>	<b>Inquiry</b>	<b>Add</b>	<b>Change</b>	<b>Delete</b>
Child Support Specialist (NPA – Non-Public Assistance)	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	Y	Y	N
Financial Management Supervisor	Y	Y	Y	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
Lien Specialist	Y	N	N	N
License Suspension 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

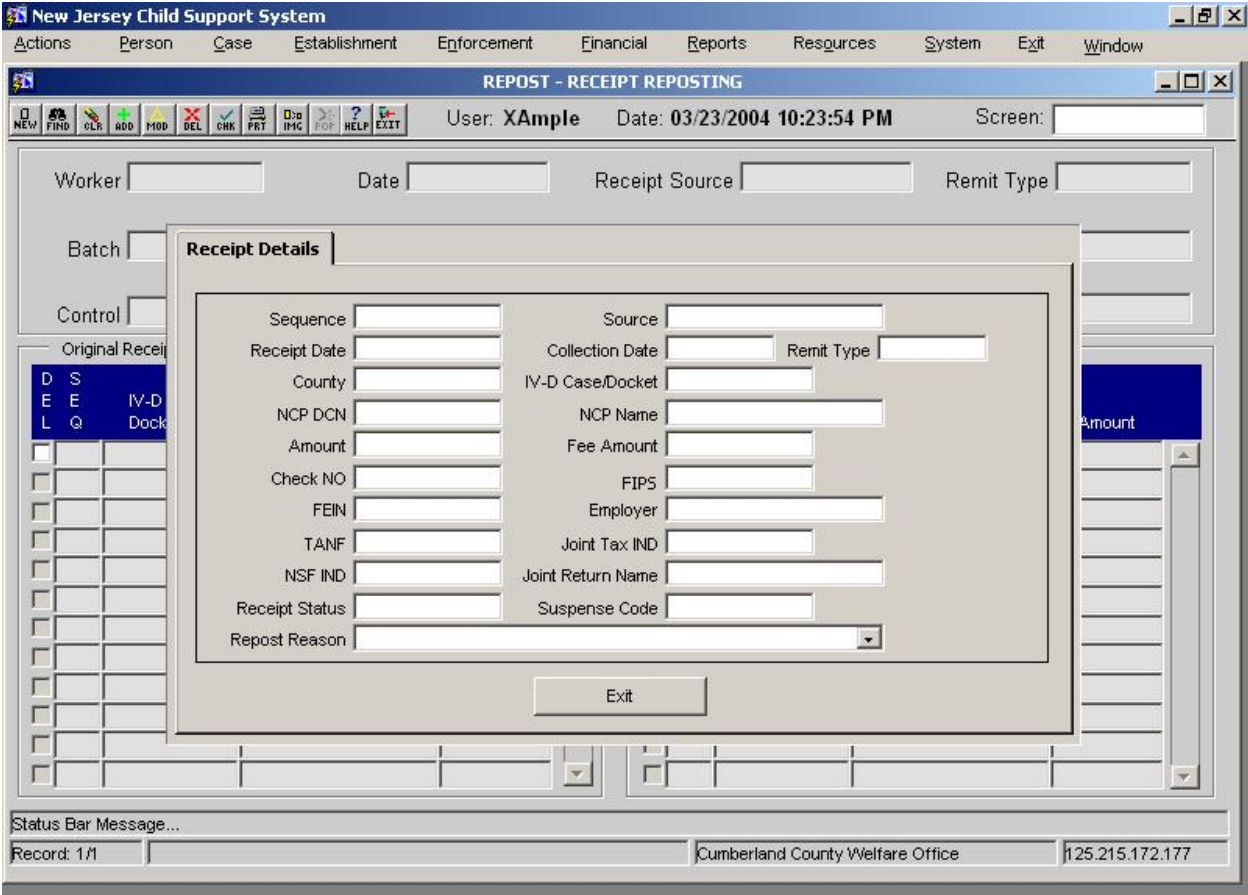
New Jersey Automated Child Support Enforcement System  
Financial Management

2.3.6. REPOST – RECEIPT REPOSTING



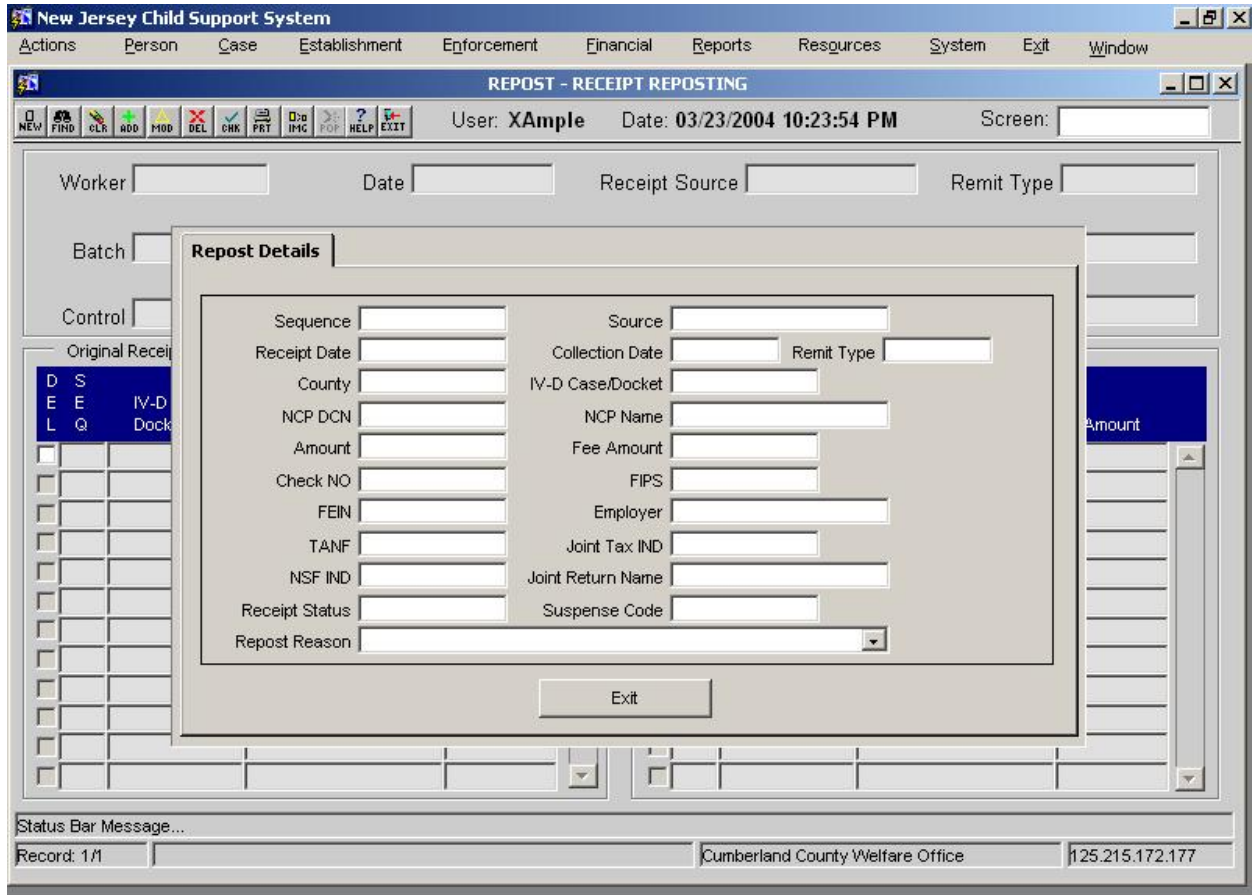
New Jersey Automated Child Support Enforcement System  
 Financial Management

2.3.7. REPOST – RECEIPT REPOSTING – Receipt Details Pop-up



New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.8. REPOST – RECEIPT REPOSTING – Repost Details Pop-up**



**2.3.8.1. Screen Group:** Financial

**2.3.8.2. Method(s) of Access**

**2.3.8.2.1. Menu:** Financial Management / Collections / REPOST – RECEIPT REPOSTING

**2.3.8.2.2. From Button, Link, etc., on another Screen:** NONE

**2.3.8.2.3. “Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from REPOST need not be modified

**2.3.8.3. 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 Specialist (UIFSA)	Y	N	N	N
Central Registry Manager	Y	N	N	N
Child Support Specialist (PA – Public Assistance}	Y	N	N	N

New Jersey Automated Child Support Enforcement System  
Financial Management

<b>Role Title</b>	<b>Inquiry</b>	<b>Add</b>	<b>Change</b>	<b>Delete</b>
Child Support Specialist (NPA – Non-Public Assistance)	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	Y	Y	N
Financial Management Supervisor	Y	Y	Y	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
Lien Specialist	Y	N	N	N
License Suspension 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

**2.3.9. Document**

NONE

**2.3.10. Report**

NONE

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.11. Transaction <Input | Output | Update> File - <File Name>**  
NONE

**2.4. Operational Report Notifications and Workflow Events**

---

**2.4.1. List of Major Activities:**

No Activity chains.

**2.4.2. List of Alerts:**

No Alerts

**2.5. Navigation Logic**

---

No changes to existing navigation logic.

Ref #	Screen Name	Navigation

**2.6. Chronology and Logs**

---

An Event Entry is written for each Distributed or Held Receipt to FINLOG - Financial Event Diary (not the Case History)

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.12 Collection Account Reconciliation**

---

---

## **Financial Management – FM.12 Collection Account Reconciliation**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

##### **1.1.1. Collection Account Reconciliation**

The system must provide for bank account reconciliation of deposits and system collections posted. The system must provide for deposit controls, the management of insufficient funds returns, make-whole accounts when funds are disbursed to the incorrect payee, and the transfer of collections to the disbursement account.

##### **1.1.2. Related Requirements**

None

#### **1.2. Existing ACSES Assessment**

---

On a daily basis, the AOC Banking and Cash Management staff reconciles all deposits with all ACSES postings. At the end of each month, the Finance Division in each county receives monthly bank reconciliation statements from the Banking and Cash Management Unit in AOC. Five statements are received for each county:

- Bail
- Special Civil
- Superior Court
- Probation
- Child Support

The Child Support Reconciliation Report compares the NJCFS balance with the Bank of New York (Central Depository Bank) balance. The report includes reconciling line items for:

- NJCFS transactions not in the bank (in transit)
- Bank Transactions not in NJCFS (e.g. credit postings near the end of the month.)
- Daily Child Support Checks not posted
- County adjusting items that Finance must research.

Although New Jersey child support staff has learned to manage these procedures effectively, ACSES support is minimal and leaves staff with a substantially manual process that involves a variety of logs, spreadsheets and lists, as well as their physical transfer between staff. System automation of some of these tasks would save worker time, create audit trails and minimize the delays and errors that occur. Improved forms generation and routing could save time and add to consistency throughout the state.



New Jersey Automated Child Support Enforcement System  
Financial Management

### **1.3. MICSES Assessment**

---

MiCSES includes several batch processes that support the reconciliation of deposits and system postings. Workers can view all necessary reconciliation information and perform necessary reconciliation tasks on the BNKR screen. The main bank account is the cash concentration account (CCA) account which is both a deposit and disbursement account. The FINS screen also provides a summary of all daily financial activity.

After the misapplication of collections resulting in disbursement to the wrong payee, when funds are credited to the correct payee they are disbursed from a state make-whole account (SMWA). The worker uses the DWIZ screen to back out postings due to: remitter error, insufficient funds checks, negative tax offset transactions, posting errors, and bank adjustments. The RCTM screen provides a history of "backed out and re-posted receipts.

#### **1.3.1. Michigan Adaptation**

**See RP.09 Management Analysis Reporting for adaptations that replace the FINS screen. The Daily Reconciliation Report is accessible via the new screen REPORT – SELECT REPORT.**

**See FM.27 Financial Distribution for adaptations to the DWIZ – DISTRIBUTION WIZARD screen.**

The use of BANKREC – BANK RECONCILIATION, DAILY – DAILY RECEIPTS REPORT, and RECTMISM – RECEIPT MISMATCH along with the DAILY RECONCILIATION REPORT provide the necessary tools to reconcile the collection account daily.

New Jersey Automated Child Support Enforcement System  
Financial Management

1.3.1.1. **Original MiCSES Screen: BNKR – Bank Reconciliation** should be adapted as follows. See 2.3 for final version. Final version may be modified during design.

The screenshot shows the "Michigan Child Support Enforcement System (MiCSES) - [ ]" window with a menu bar including Case Management, Financial Management, Reports Management, Scheduling/Worker Management, System Maintenance, Exit, and Window. The title bar reads "BNKR - BANK RECONCILIATION". The user is KARRIS and the date is 06/07/2002 12:12 PM. The screen is divided into several sections:

- Date:** A text field.
- System Beginning Balance:** A text field.
- Receipts/Deposits:** A table with a header "Amount" and rows for:
  - Total Online (checkbox)
  - FTO (checkbox)
  - STO (checkbox)
  - Lock Box (checkbox)
  - SDU (checkbox)
- Void/Stop Pay/EFT:** A table with a header "Amount" and a row for Total (checkbox).
- Adjustments:** A table with a header "Amount" and rows for Backed Out (checkbox), Reposted (checkbox), and Interstate Fee (checkbox).
- Disbursements:** A table with a header "Amount" and rows for Check (checkbox), EFT (checkbox), State Recovery (checkbox), and SDU Recovery (checkbox).
- Balance Adjustments:** A table with a header "Amount" and a row for Positive (checkbox).
- Bank Statement Ending Balance:** A text field.
- Outstanding Receipts/Deposits:** A table with headers "Date", "Name", and "Amount", containing several empty rows.
- Outstanding Checks:** A text field.
- Outstanding Adj / Rec Adj / Bal Adj:** A table with headers "Date", "Name", and "Amount", containing several empty rows.

At the bottom, there is a status bar with "Record: 1/1" and navigation buttons for "<OSC>" and "<DBG>".

New Jersey Automated Child Support Enforcement System  
Financial Management

Points to adapt:

38. The Title Bar should be **BANKREC – BANK RECONCILIATION**
39. No standard header
40. Create two vertical frames
  - a. “System Information” on left of screen
    - i. Change field name “System Beginning Balance” to ‘Beginning Balance’ (Amount field)
    - ii. Move Date field inside System Information frame and change field name to ‘As of:’ (Date field)
    - iii. Include all existing fields from BNKR except in Receipts/Deposits area:
      1. Change field name “FTO” to ‘IRS Offset’
      2. Change field name “STO” to ‘State Tax Offset’
      3. Remove Lock Box field
    - iv. Remove following fields from Disbursements area:
      1. State Recovery
      2. SDU Recovery
  - b. “Bank Statement Information” on right of screen
    - i. Change field name “Outstanding Adj/Rec Adj/Bal Adj” to ‘Outstanding Adjustments / Receipt Adjustments / Balance Adjustments’

New Jersey Automated Child Support Enforcement System  
Financial Management

- ii. Move field "Bank Calculated Ending Balance" under Outstanding Adj section within frame
- c. Remove Check box and field for "Recovery Adjs"
- d. Move field "Ending Book Balance" and field "Difference" to same line with field "Total Held Monies"
- e. Mover "Calculate" button to prominent location
- f. Under the "Bank Statement Information" frame create a small grid titled "Manual Differences" with following fields
  - i. RES (Resolve) - check box
  - ii. SEQ (Sequence)
  - iii. Date
  - iv. Amount
  - v. +/- (with drop down)
  - vi. include vertical scrolling
- g. Create Pop-up titled "Manual Differences Detail" with the following fields:
  - i. SEQ (Sequence)
  - ii. Date
  - iii. Amount
  - iv. +/-
  - v. Check Number
  - vi. Comments
  - vii. General Ledger Category

New Jersey Automated Child Support Enforcement System  
Financial Management

1.3.1.2. **Original MiCSES Screen: DARR – Daily Receipts** should be adapted as follows. See 2.3 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

---

**DARR - DAILY RECEIPTS**

User: EEDULAK   Date: 06/07/2002 11:01 AM   Screen:

---

**Date Range**  
From: 06/07/2002  
To:

**Batch Status:**  
 Unreconciled    Pending    Reconciled  
 Balanced    Deposited    Unverified    Void

**By Batch Control**  
County:   
Amount:   
 Batch    Deposit

---

Total Summary		Cash		Identified	
Count	Amount	Count	Amount	Count	Amount
Control	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual	<input type="text"/>	Non Cash	<input type="text"/>	Unidentified	<input type="text"/>
Deposit	<input type="text"/>			Hold (WH/PH)	<input type="text"/>

Select All For Deposit

	Batch	Batch Status	Worker ID	County	Deposit Date	Deposit Slip #	Control Item	
							Count	Amt
<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"/>								

Deposit Slip Number:            

---

Record: 1/1

New Jersey Automated Child Support Enforcement System  
Financial Management

**Michigan Child Support Enforcement System (MiCSES) - [ ]**  
Case Management | Financial Management | Reports Management | Scheduling/Worker Management | System Maintenance  
Exit | Window

**DARR - DAILY RECEIPTS**

User: EEDULAK      Date: 06/07/2002 11:01 AM      Screen: [      ]

**Date Range**  
From: 06/07/2002  
To: [      ]

**Batch Status:**      **By Batch Control**

Unreconciled     Pending       Reconciled  
 Balanced       Deposited     Unverified     Void

County: [      ]  
Amount: [      ]  
 Batch     Deposit

Total Summary		Count	Amount			Count	Amount			Count	Amount
Control				Cash				Identified			
Actual				Non Cash				Unidentified			
Deposit								Hold (WH/PH)			

Select All For Deposit

	Identified		Unidentified		On Hold		Cash		Non-Cash	
	Count	Amt	Count	Amt	Cnt(WH/PH)	Amt	Count	Amt	Count	Amt
<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"/>										

Deposit Slip Number: [      ]      **Calculate**      **Deposit Report**

Record: 1/1      <OSC> <DBG>

Points to adapt:

41. The Title Bar should be: **DAILYS – DAILY RECEIPT ACCOUNT RECONCILIATION**
42. No new header information
43. Create two TABS:
  - a. First TAB title: "By Batch Control" with the following layout:
    - i. The top frames for Date Range, Batch Status do not require any adaptations
    - ii. Expand the County field to display county name
    - iii. The Total Summary frame does not require any adaptations
    - iv. Move the "Select All For Deposit" check box to the bottom row to the left of the "Deposit Slip Number" field
    - v. Create a frame titled 'Batch ID'
      1. Create a grid with the following display fields:
        - a. 'Dep' (Deposit) Check Box
        - b. Batch Number
        - c. Batch Status
        - d. County
        - e. Remove arrows and include vertical scrolling

New Jersey Automated Child Support Enforcement System  
Financial Management

- vi. Create a frame titled 'Batch Details' with the following fields that display when user highlights a Batch row in the grid:
  - a. First line:
    - i. Batch Number
    - ii. Batch Status
  - b. Second line:
    - i. County
    - ii. Worker
  - c. Third line:
    - i. Deposit Date
    - ii. Deposit Slip Number
  - d. Fourth line: (set up for 4<sup>th</sup> – 10<sup>th</sup> line similar to 'Total Summary' frame with 'Count' and 'Amount' headings for each category)
    - i. Control
      - 1. Count
      - 2. Amount
  - e. Fifth line:
    - i. Actual
      - 1. Count
      - 2. Amount
  - f. Sixth line:
    - i. Identified
      - 1. Count
      - 2. Amount
  - g. Seventh line:
    - i. Unidentified
      - 1. Count
      - 2. Amount
  - h. Eighth line:
    - i. On Hold
      - 1. Count
      - 2. Amount
  - i. Ninth line:
    - i. Cash
      - 1. Count
      - 2. Amount
  - j. Tenth line:
    - i. Non-Cash
      - 1. Count
      - 2. Amount
- vii. Change title of "Calculate" button to 'Calculate Deposit'
- viii. Change title of "Deposit Report" button to 'Generate Deposit Report'

New Jersey Automated Child Support Enforcement System  
Financial Management

1.3.1.3. **Original MiCSES Screen: RCTM – Receipt Mismatch** should be adapted as follows. See 2.3 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

**RCTM - RECEIPT MISMATCH**

User: FILBRANDTC Date: 11/15/2002 10:36 AM Screen

From 11/15/2002 To 11/15/2002

County ALL Backout Reason ALL

Back out & Not Repost  
 Back out & Repost DIFF AMT  
 Back out & Repost Same AMT

Count	Amount
Backout 0	
Repost 0	

Date	Original Receipt No	Original RCPT Type	Original Receipt AMT	Original Case/Docket ID	County	Original Payor ID	Reason

Record: 1/1 ... <OSC>



# New Jersey Automated Child Support Enforcement System Financial Management

**Michigan Child Support Enforcement System (MiCSES)**

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

---

**RCTM - RECEIPT MISMATCH**

User: FILBRANDTC      Date: 11/15/2002 10:37 AM      Screen: \_\_\_\_\_

From:  To:

County:       Backout Reason:

Back out & Not Repost  
 Back out & Repost DIFF AMT  
 Back out & Repost Same AMT

	Count	Amount
Backout	0	
Repost	0	

Reason	SDU ID	Recovery Account	Recovery Amount	Amount On Hold	Worker ID	Repost Receipt NO

Record: 1/1      ...      <OSC>

New Jersey Automated Child Support Enforcement System  
Financial Management

Points to adapt:

44. The Title Bar should be **RCPTMISM – Receipt Mismatch**
45. No changes to the top portion of the existing screen
46. Create a grid with vertical scrolling on left of screen with following fields:
  - a. Date
  - b. Original Receipt Number
47. Create a frame with two tabs:
  - a. First Tab - Original Receipt
    - i. Receipt Number
    - ii. Receipt Type
    - iii. Amount
    - iv. IV-D Case / Order ID
    - v. County
    - vi. NCP
    - vii. Back Out Reason
    - viii. Recovery Account
    - ix. Recovery Amount
    - x. SDU ID
    - xi. Worker
  - b. Second Tab - Reposted Receipt
    - i. Receipt Number
    - ii. Receipt Type
    - iii. Amount
    - iv. IV-D Case / Order ID

New Jersey Automated Child Support Enforcement System  
Financial Management

- v. County
- vi. NCP
- vii. Worker

48. Each Tab frame will display the receipt information based on the receipt number highlighted in the grid.
49. If the receipt is not reposted the Repost tab would display blank fields

#### **1.4. Alternative Hybrid Component Assessment - Maine**

---

NECSES has several reports that assist in the reconciliation and disbursement approval process: Daily Receipts, Unidentified Receipts, Undistributed Receipts, Receipt Mismatch, Disbursement Journal, Disbursement Register, and Disbursement Control Report.

#### **1.5. Requirements Validation**

---

##### **1.5.1. Federal Certification Guide**

**F-4 OBJECTIVE:** The system's accounting process must be uniform statewide, accept and maintain all financial information, and perform all calculations relevant to the IV-D program.

**Related Program Statutes and Regulations:**

- 42 USC 654A (b)(1)
- 45 CFR 302.15(a)
- 45 CFR 302.33(d)
- 45 CFR 303.7(d)(2)
- 45 CFR 303.52(a)
- 45 CFR 303.80
- 45 CFR 304.12(b)
- 45 CFR 304.20
- 45 CFR 304.21
- 45 CFR 307.10(b)(3), (4), (6)-(8) & (14)

**System Certification Requirements:**

- a. The system must maintain an audit trail for all transactions.

## **2. Functional Design**

---

---

### **2.1. Functional Process Overview**

---

Printing the Daily Reconciliation Report and accessing the BANKREC and DAILYS screens is performed daily to reconcile the collection account. If receipting discrepancies are identified the mismatched receipt amounts can be viewed via the RCPTMISM screen. If amounts are determined to be in error the receipts can be reposted using the REPOST – Repost Receipt screen. Negative IRS Adjustments are identified on the IRSNEG screen.

### **2.2. Functional Process Flow**

---

No Process flow.

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3. Screens, Notices, Reports and Transaction Files**

**2.3.1. Screens**

See FM.10 for the screen adaptations to receipt processing screens CREATBAT, BATRCPT  
See FM.29 for the screen adaptations to the RCPTSTAT – Receipt Status History screen.

**2.3.1.1. BANKREC – BANK RECONCILIATION**

**System Information**

Beginning Balance [ ] As of\* [ ]

Receipts/Deposits	Amount
<input type="checkbox"/> Total Employer EFT	[ ]
<input type="checkbox"/> [ ]	[ ]
<input type="checkbox"/> [ ]	[ ]
<input type="checkbox"/> IRS Offset	[ ]
<input type="checkbox"/> State Tax Offset	[ ]
<input type="checkbox"/> SDU	[ ]
<b>Void/Stop Pay/EFT</b>	<b>Amount</b>
<input type="checkbox"/> Total	[ ]
<b>Adjustments</b>	<b>Amount</b>
<input type="checkbox"/> Backed Out	[ ]
<input type="checkbox"/> Reposted	[ ]
<input type="checkbox"/> Interstate Fee	[ ]
<b>Disbursements</b>	<b>Amount</b>
<input type="checkbox"/> Check	[ ]
<input type="checkbox"/> EFT	[ ]
<b>Balance Adjustments</b>	<b>Amount</b>
<input type="checkbox"/> Positive	[ ]
<input type="checkbox"/> Negative	[ ]
Ending Balance	[ ]

**Bank Statement Information**

Ending Balance\* [ ]

Outstanding Receipts / Deposits		
Date	Name	Amount
<input type="checkbox"/> [ ]	[ ]	[ ]
<input type="checkbox"/> [ ]	[ ]	[ ]
<input type="checkbox"/> [ ]	[ ]	[ ]
<input type="checkbox"/> [ ]	[ ]	[ ]

Outstanding Checks [ ]

Outstanding Adjustments/Receipt Adjustments/Balance Adjustments		
Date	Name	Amount
<input type="checkbox"/> [ ]	[ ]	[ ]
<input type="checkbox"/> [ ]	[ ]	[ ]
<input type="checkbox"/> [ ]	[ ]	[ ]
<input type="checkbox"/> [ ]	[ ]	[ ]

Bank Calculated Ending Balance [ ]

Calculate

Status message goes here...

Record: 1/1 [ ] Cumberland County Welfare Office [ ] 125.215.172.177 [ ]

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.1.1. BANKREC – BANK RECONCILIATION- CALCULATION**

The screenshot displays the 'BANKREC - BANK RECONCILIATION' application window. At the top, the menu bar includes 'Actions', 'Person', 'Case', 'Establishment', 'Enforcement', 'Financial', 'Reports', 'Resources', 'System', 'Exit', and 'Window'. Below the menu bar is a toolbar with icons for 'NEW', 'FIND', 'CLR', 'ADD', 'MOD', 'DEL', 'CHK', 'PRN', 'IMP', 'POP', 'HELP', and 'EXIT'. The main window contains the following elements:

- System Information:** 'Beginning Balance' and 'As of' (with a green highlight).
- Bank Statement Information:** 'Ending Balance\*' (with a green highlight).
- Manual Differences:** A section with 'Total Held Monies', 'Ending Book Balance', and 'Difference' fields. Below it is a table with the following columns: RES, Sequence, Date, Amount, +/-, Check Number, Comments, and General Ledger Category. There are five rows in the table, each with a checkbox in the 'RES' column.
- Balance Adjustments:** A section with 'Positive' and 'Negative' checkboxes and an 'Ending Balance' field.
- Calculate:** A button labeled 'Calculate'.
- Status Bar:** 'Record: 1/1', 'Cumberland County Welfare Office', and '125.215.172.177'.

**2.3.1.1. Screen Group: Financial**

**2.3.1.1. Method(s) of Access**

**2.3.1.2.1. Menu: Financial Management/Collections Processing/BANKREC – BANK RECONCILIATION**

**2.3.1.2.1. From Button, Link, etc., on another Screen: NONE**

**2.3.1.1. “Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from BANKREC need not be modified

# New Jersey Automated Child Support Enforcement System Financial Management

## 2.3.1.1. DAILYS – DAILY RECEIPTS ACCOUNT RECONCILIATION – BY BATCH CONTROL

**Oracle Forms Runtime**  
 Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

**DAILYS - DAILY RECEIPT ACCOUNT RECONCILIATION**  
 User: XAmple Date: 03/23/2004 10:23:54 PM Screen: [ ]

**By Batch Control** | By Receipt Level

Date Range: From [ ] To [ ]

Batch Status:  Unreconciled  Pending  Reconciled  
 Balanced  Deposited  Unverified  Void

Batch Source Info: Batch Source [ ] Amount [ ]  
 Batch  Deposit

**Total Summary**

	Count	Amount		Count	Amount		Count	Amount
Control	[ ]	[ ]	Cash	[ ]	[ ]	Identified	[ ]	[ ]
Actual	[ ]	[ ]	Non Cash	[ ]	[ ]	Unidentified	[ ]	[ ]
Deposit	[ ]	[ ]				Hold (WH/PH)	[ ]	[ ]

Batch ID

DEP	Batch Number	Batch Status	Batch Source
<input type="checkbox"/>	[ ]	[ ]	[ ]
<input type="checkbox"/>	[ ]	[ ]	[ ]
<input type="checkbox"/>	[ ]	[ ]	[ ]
<input type="checkbox"/>	[ ]	[ ]	[ ]
<input type="checkbox"/>	[ ]	[ ]	[ ]
<input type="checkbox"/>	[ ]	[ ]	[ ]

Select All for deposit

Deposit Slip Number [ ]

Batch Details: Number [ ] Status [ ] Date [ ]  
 County [ ] Worker [ ] Slip NO [ ]

**Deposit**

	Count	Amount		Count	Amount
Control	[ ]	[ ]	On Hold	[ ]	[ ]
Actual	[ ]	[ ]	Cash	[ ]	[ ]
Identified	[ ]	[ ]	Non Cash	[ ]	[ ]
Unidentified	[ ]	[ ]			

Calculate Deposit | Generate Deposit Report

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

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.1.2. DAILYS – DAILY RECEIPTS ACCOUNT RECONCILIATION – BY RECEIPT LEVEL**

- 2.3.1.1. Screen Group: Financial**
- 2.3.1.1. Method(s) of Access**
  - 2.3.1.2.1. Menu:** Financial Management/Collections Processing/DAILY – DAILY RECEIPT ACCOUNT RECONCILIATION
  - 2.3.1.2.1. From Button, Link, etc., on another Screen: NONE**
- 2.3.1.2. “Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from DAILYS need not be modified



New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.1.2. RCPTMISM – RECEIPT MISMATCH**

- 2.3.1.1. Screen Group: Financial**
- 2.3.1.1. Method(s) of Access**
  - 2.3.1.2.1. Menu: Financial Management/Collections Processing/RCPTMISM – RECEIPT MISMATCH**
  - 2.3.1.2.1. From Button, Link, etc., on another Screen: NONE**
  - 2.3.1.2.1. “Right Click Menu” from Another Screen:** The list of existing right click menu screens accessible from RCPTMISM need not be modified
- 2.3.1.1. Access Level:** (applies to BANKREC, DAILY, and RCPTMISM)

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 Specialist (UIFSA)	Y	N	N	N
Central Registry Manager	Y	N	N	N
Child Support Specialist (PA – Public Assistance}	Y	N	N	N



New Jersey Automated Child Support Enforcement System  
Financial Management

<b>Role Title</b>	<b>Inquiry</b>	<b>Add</b>	<b>Change</b>	<b>Delete</b>
Child Support Specialist (NPA – Non-Public Assistance)	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	Y	Y	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
Lien Specialist	Y	N	N	N
License Suspension 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

**2.3.2. Document**

NONE

**2.3.3. Report**

New Jersey Automated Child Support Enforcement System  
Financial Management

**DAILY RECONCILIATION REPORT – See RP.09 – Management Analysis Reporting for discuss on this report.**

**2.3.4. Transaction <Input | Output | Update> File - <File Name>**

NONE

**2.4. Operational Report Notifications and Workflow Events**

---

**2.4.1. List of Major Activities:**

No Activity chains.

**2.4.2. List of Alerts:**

No Alerts

**2.5. Navigation Logic**

---

No changes to existing navigation logic.

Ref #	Screen Name	Navigation

**2.6. Chronology and Logs**

---

NONE

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.13 Employment Income Withholding Processing**

## **Financial Management – FM.13 Employment Income Withholding Processing**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

##### **1.1.1. Employment Income Withholding Processing**

The system must provide for processing of employment withholding. The system must allocate the intercept toward current support obligations based on State and federal allocation policy.

##### **1.1.2. Related Requirements**

FM.11 – Collection Processing, FM.14 – Unemployment Compensation Intercept Processing, FM.15 – Workers Compensation Intercept Processing, FM.16 IRS Intercept Processing, and FM.17 – State Tax Intercept Processing address the specific requirements for the individual collection sources

#### **1.2. Existing ACSES Assessment**

---

Tier Technologies, the vendor contracted to provide NJ's State Disbursement Unit services, receives all employer payments collected from employees subject to income withholding. Most self-employed or temporarily unemployed obligors can also make payments through the SDU if income withholding is ordered but there is no active current employer available. Records detailing these collections are forwarded to the state on a daily basis. ACSES uses the collection file forwarded to allocate most of these collections automatically according to state and federal policies.

#### **1.3. MiCSES Assessment**

---

MiCSES accepts receipts from employers and in the BATCH\_DTRE process, allocates these payments across all of an obligor's cases per state policy. The RHIS screen and its pop-up Receipt Distribution Detail Log provide a user with the details concerning the allocation of payments.

##### **1.3.1. Michigan Adaptation**

MiCSES allocates and distributes income withholding receipts to all of the cases for the NCP with "Active" Income Withholding Notices. Cases without active IWN do not receive a portion of the income withholding receipt.

#### **1.4. Alternative Hybrid Component Assessment**

---

None

#### **1.5. Requirements Validation**

---

##### **1.5.1. Federal Certification Guide**

**F-2 OBJECTIVE:** The system must automatically process all payments received'

New Jersey Automated Child Support Enforcement System  
Financial Management

**Related Program Statutes and Regulations:**

- 42 USC 654B (b) & (c)
- 45 CFR 302.32
- 45 CFR 302.33(c) & (d)
- 45 CFR 302.51
- 45 CFR 302.52
- 45 CFR 303.5(e)
- 45 CFR 303.72((h) & (i)
- 45 CFR 303.102(f) & (g)
- 45 CFR 307.10(b)(5), (7), (8), & (14)

**System Certification Requirements:**

- a. The system must accept and uniquely identify all payments.
- b. The system must provide financial controls for balancing and posting all payment transactions.

## **2. Functional Design**

---

### **2.1. Functional Process Overview**

---

Employment Income Withholding receipts are processed via an EFT file in NACHA format from the State's bank. Employers send the income withholding payments via EFT to the bank. These receipts are identified by a specific Receipt Source. The allocation and distribution process selects the cases for the NCP that are to receive a portion of the receipt. After the receipts are allocated to the selected cases the distribution process applies the receipts to the unpaid support balances based on PRWORA distribution regulations and state policy.

### **2.2. Functional Process Flow**

---

No Process flow.

### **2.3. Screens, Notices, Reports and Transaction Files**

---

#### **2.3.1. Screens**

See FM.10 for the screen adaptations to receipt processing screens CREATBAT, BATRCPT  
See FM.29 for the screen adaptations to the RCPTSTAT – Receipt Status History screen..

#### **2.3.2. Document**

NONE

#### **2.3.3. Report**

NONE

#### **2.3.4. Transaction <Input | Output | Update> File - <File Name>**

NONE

## **2.4. Operational Report Notifications and Workflow Events**

---

### **2.4.1. List of Major Activities:**

No Activity chains.

### **2.4.2. List of Alerts:**

No Alerts

## **2.5. Navigation Logic**

---

No changes to existing navigation logic.

<b>Ref #</b>	<b>Screen Name</b>	<b>Navigation</b>

## **2.6. Chronology and Logs**

---

An Event Entry is written for each Distributed or Held Receipt to FINLOG - Financial Event Diary (not the Case History)

No records are automatically stored in the Case Notes table.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**

**Financial Management – FM.14 Unemployment Compensation Intercept  
Processing**

---

## **Financial Management – FM.14 Unemployment Compensation Intercept Processing**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

##### **1.1.1. Unemployment Compensation Intercept Processing**

The system must provide for processing of unemployment compensation intercepts as provided by electronic fund transfer from the State Employment Security Agency. The system must allocate the intercept toward current support obligations based on State and federal allocation policy.

##### **1.1.2. Related Requirements**

FM.11 – Collection Processing, FM.13 – Employment Incoming Withholding Processing, FM.15 – Workers Compensation Intercept Processing, FM.16 IRS Intercept Processing, and FM.17 – State Tax Intercept Processing address the specific requirements for the individual collection sources

#### **1.2. Existing ACSES Assessment**

---

ACSES provides effective automated support for processing unemployment compensation intercepts received by EFT (electronic file transfer) from the NJ Department of Labor. These receipts are also allocated according to state and federal policies.

#### **1.3. MICES Assessment**

---

MICES accepts electronic receipts from the SESA and processes them as if they were employer income withholdings. In the BATCH\_DTRE process, MICES allocates these payments across all of an obligor's cases per state policy. The RHIS screen and its pop-up Receipt Distribution Detail Log provide a user with the details concerning the allocation of payments.

##### **1.3.1. Michigan Adaptation**

In Michigan Unemployment Compensation receipts are collected based on the submission of an Income Withholding Notice to the SESA. MICES allocates and distributes Unemployment Compensation receipts to all of the cases for the NCP with "Active" Income Withholding Notices. Cases without active IWN do not receive a portion of the Unemployment Compensation receipt. The system would need to be modified to process the Unemployment Compensation Intercept file. The Receipt Source for Unemployment Compensation receipts does exist. Allocation and distribution would need to be modified to comply with New Jersey distribution rules for these receipts.

#### **1.4. Alternative Hybrid Component Assessment - Maine**

---

NECES accepts electronic unemployment insurance receipts from the SESA and processes them as if they were employer income withholdings. NECES allocates these payments across all of an obligor's cases per state policy. The RHIS screen and its pop-up Receipt Distribution Detail Log provide a user with the details concerning the allocation of payments.



## **1.5. Requirements Validation**

---

### **1.5.1. Federal Certification Guide**

**F-2 OBJECTIVE:** The system must automatically process all payments received

**Related Program Statutes and Regulations:**

- 42 USC 654B (b) & (c)
- 45 CFR 302.32
- 45 CFR 302.33(c) & (d)
- 45 CFR 302.51
- 45 CFR 302.52
- 45 CFR 303.5(e)
- 45 CFR 303.72(h) & (i)
- 45 CFR 303.102(f) & (g)
- 45 CFR 307.10(b)(5), (7), (8), & (14)

**System Certification Requirements:**

- a. The system must accept and uniquely identify all payments.
- b. The system must provide financial controls for balancing and posting all payment transactions.

## **2. Functional Design**

---

---

### **2.1. Functional Process Overview**

---

Unemployment compensation intercepts are received by EFT (electronic file transfer) from the NJ Department of Labor. Unemployment Compensation Intercept receipts are identified by a specific Receipt Source. The allocation and distribution process selects the cases for the NCP that are to receive a portion of the receipt. After the receipts are allocated to the selected cases the distribution process applies the receipts to the unpaid support balances based on PRWORA distribution regulations and state policy.

### **2.2. Functional Process Flow**

---

No Process flow.

### **2.3. Screens, Notices, Reports and Transaction Files**

---

#### **2.3.1. Screens**

See FM.10 for the screen adaptations to receipt processing screens CREATBAT, BATRCPT  
See FM.29 for the screen adaptations to the RCPTSTAT – Receipt Status History screen..

#### **2.3.2. Document**

NONE

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.3. Report**

NONE

**2.3.4. Transaction <Input | Output | Update> File - <File Name>**

NONE

**2.4. Operational Report Notifications and Workflow Events**

---

**2.4.1. List of Major Activities:**

No Activity chains.

**2.4.2. List of Alerts:**

No Alerts

**2.5. Navigation Logic**

---

No changes to existing navigation logic.

Ref #	Screen Name	Navigation

**2.6. Chronology and Logs**

---

An Event Entry is written for each Distributed or Held Receipt to FINLOG - Financial Event Diary (not the Case History)

No records are automatically stored in the Case Notes table.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.15 Workers Compensation Intercept Processing**

## **Financial Management – FM.15 Workers Compensation Intercept Processing**

---

---

### **1. Requirements Definition**

---

---

#### **1.1. Requirement**

---

##### **1.1.1. Workers Compensation Intercept Processing**

The system must provide for processing of workers compensation intercepts as provided by electronic fund transfer from the State Employment Security Agency. The system must allocate the intercept toward current support obligations based on State and federal allocation policy.

##### **1.1.2. Related Requirements**

FM.11 – Collection Processing, FM.13 – Employment Incoming Withholding Processing, FM.14 – Unemployment Compensation Intercept Processing, FM.16 IRS Intercept Processing, and FM.17 – State Tax Intercept Processing address the specific requirements for the individual collection sources

#### **1.2. Existing ACSES Assessment**

---

The current ACSES system supports the requirements for processing workers compensation intercepts. As specified in the requirement, these funds are transferred to the state by EFT and they are allocated just like the unemployment compensation intercepts with current support obligations being the first priority as mandated in state and federal allocation policy.

#### **1.3. MICSES Assessment**

---

In Michigan, the Worker's Compensation intercept process must be handled through a manual 'receivership' proceeding. The resulting payments are not received by electronic means.

##### **1.3.1. Michigan Adaptation**

MICSES allocates and distributes Workers Compensation receipts to the specific case(s) for the NCP associated with the enforcement action. The intercept of Workers Compensation receipts is treated as an "Enforcement Specific" remedy. Cases for the NCP not included in the enforcement action do not receive a portion of the Workers Compensation receipt. The system would need to be modified to process the Workers Compensation Intercept file. The Receipt Source for Workers Compensation receipts does exist. Allocation and distribution would need to be modified to comply with New Jersey distribution rules for these receipts.

#### **1.4. Alternative Hybrid Component Assessment - Maine**

---

NECSSES accepts electronic workers compensation receipts from the SESA and processes them as if they were employer income withholdings. NECSSES allocates these payments across all of an obligor's cases per state policy. The RHIS screen and its pop-up Receipt Distribution Detail Log provide a user with the details concerning the allocation of payments.

## **1.5. Requirements Validation**

---

### **1.5.1. Federal Certification Guide**

**F-2 OBJECTIVE:** The system must automatically process all payments received

**Related Program Statutes and Regulations:**

- 42 USC 654B (b) & (c)
- 45 CFR 302.32
- 45 CFR 302.33(c) & (d)
- 45 CFR 302.51
- 45 CFR 302.52
- 45 CFR 303.5(e)
- 45 CFR 303.72((h) & (i)
- 45 CFR 303.102(f) & (g)
- 45 CFR 307.10(b)(5), (7), (8), & (14)

**System Certification Requirements:**

- a. The system must accept and uniquely identify all payments.
- b. The system must provide financial controls for balancing and posting all payment transactions.

## **2. Functional Design**

---

---

### **2.1. Functional Process Overview**

---

Workers compensation intercepts are transferred to the state by EFT. Workers Compensation Intercept receipts are identified by a specific Receipt Source. The allocation and distribution process selects the cases for the NCP that are to receive a portion of the receipt. After the receipts are allocated to the selected cases the distribution process applies the receipts to the unpaid support balances based on PRWORA distribution regulations and state policy.

### **2.2. Functional Process Flow**

---

No Process flow.

### **2.3. Screens, Notices, Reports and Transaction Files**

---

#### **2.3.1. Screens**

See FM.10 for the screen adaptations to receipt processing screens CREATBAT, BATRCPT  
See FM.29 for the screen adaptations to the RCPTSTAT – Receipt Status History screen..

#### **2.3.2. Document**

NONE

#### **2.3.4. Report**

NONE

**2.3.4. Transaction <Input | Output | Update> File - <File Name>**

NONE

**2.4. Operational Report Notifications and Workflow Events**

---

**2.4.1. List of Major Activities:**

No Activity chains.

**2.4.2. List of Alerts:**

No Alerts

**2.5. Navigation Logic**

---

No changes to existing navigation logic.

Ref #	Screen Name	Navigation

**2.6. Chronology and Logs**

---

An Event Entry is written for each Distributed or Held Receipt to FINLOG - Financial Event Diary (not the Case History)

No records are automatically stored in the Case Notes table.