

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.16 IRS Intercept Processing**

## **Financial Management – FM.16 IRS Intercept Processing**

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### **1. Requirements Definition**

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#### **1.1. Requirement**

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##### **1.1.1. IRS Intercept Processing**

The system must provide for processing of federal tax refund intercepts as provided by electronic fund transfer from the Internal Revenue Service (IRS). The system must allocate the refund toward arrearages based on State and federal policy.

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

FM.11 – Collection Processing, FM.13 – Employment Incoming Withholding Processing, FM.14 – Unemployment Compensation Intercept Processing, FM.15 – Workers Compensation Intercept Processing, and FM.17 – State Tax Intercept Processing address the specific requirements for the individual collection sources

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

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ACSES currently provides the required support for processing federal tax refund intercepts that are received by EFT. Proceeds from the refunds are allocated first toward case arrearage balances based on state and federal policy.

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

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MiCSES accepts electronic receipts from the Federal Tax Offset program. In the BATCH\_DTRE process, MiCSES allocates these payments across all of an obligor's cases having public assistance and/or nonpublic assistance arrearage balances. 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 IRS Intercept receipts to arrears on the specific case(s) for the NCP with a "certified" arrears record. Cases for the NCP not certified as delinquent to the IRS do not receive a portion of the IRS Intercept receipt. The Receipt Source for IRS Intercept receipts does exist.

# New Jersey Automated Child Support Enforcement System Financial Management

- 1.3.1.1.** Original MiCSES Screen: NADJ – IRS Negative Adjustments **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

**NADJ - IRS NEGATIVE ADJUSTMENTS**

User: FILBRANDTC Date: 03/19/2004 11:19 AM Screen

Option: ☐ Date Batch ☐ Amount ☒ ALL

As of 03/19/2004

Total Rcpts Amt

Case ID Payor ID

Receipt Number	Case ID / Court Case No	PayorID	Dt Receipt	Receipt Amt	Rec Typ	RS	JT	Tanf Ind	Rct St	Matching Receipt No

Record: 1/1 ... <OSC>

Points to adapt:

1. The Title Bar should be: **IRSNEG – IRS NEGATIVE ADJUSTMENTS**
2. No new header info
3. Depending on which Radio Button is selected:
  - a. ALL (default) – display 'As of ' field (mm/dd/ccyy)
  - b. Date Batch – display 'Batch Date' field (mm/dd/ccyy)
  - c. Amount – display 'Amount' field
4. In second panel
  - a. Change field name "Case ID" to 'IV-D Case'
  - b. Add field "Order ID"
  - c. Change field name "Payor ID" to 'NCP'
5. At far right
  - a. Change field name "Total Rcpts" to 'Total Number of Adjustments'
  - b. Change field name "Amt" to 'Total Amount'

New Jersey Automated Child Support Enforcement System  
Financial Management

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

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NECSES accepts electronic receipts from the Federal Tax Offset program. NECSES allocates these payments across all of an obligor's cases having public assistance and/or nonpublic assistance arrearage balances. 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**

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### **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**

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

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IRS 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**

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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. IRSNEG – IRS NEGATIVE ADJUSTMENT

**2.3.1.2. Screen Group:** Financial

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

2.3.1.3.1. **Menu:** Report Management \ Financial Reports \ Collection Reports \ NADJ – IRS Negative Adjustments

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

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

**2.3.1.4. 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

Role Title	Inquiry	Add	Change	Delete
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	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**

NONE

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

NONE

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

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**2.4.1. List of Major Activities:**

No Activity chains.

**2.4.2. List of Alerts:**

No Alerts

**2.5. Navigation Logic**

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No changes to existing navigation logic.

Ref #	Screen Name	Navigation

**2.6. Chronology and Logs**

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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.17 State Tax Intercept Processing**

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## **Financial Management – FM.17 State Tax Intercept Processing**

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### **1. Requirements Definition**

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#### **1.1. Requirement**

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##### **1.1.1. State Tax Intercept Processing**

The system must provide for processing of State tax refund intercepts as provided by electronic fund transfer from the State Treasury Department. The system must allocate the refund toward current support first as required by PRWORA distribution regulations.

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

FM.11 – Collection Processing, FM.13 – Employment Incoming Withholding Processing, FM.14 – Unemployment Compensation Intercept Processing, FM.15 – Workers Compensation Intercept Processing, and FM.16 – IRS Intercept Processing address the specific requirements for the individual collection sources

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

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ACSES currently provides the required support for processing state tax refund intercepts. Proceeds from the refunds are allocated first toward case arrearage balances based on State and federal policy.

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

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MiCSES accepts electronic receipts from the State Tax Offset program. In the BATCH\_DTRE process, MiCSES allocates these payments across all of an obligor's cases. 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 State Tax Intercept receipts to current support and arrears on all of the case(s) for the NCP. The Receipt Source for IRS Intercept receipts does exist.

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

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NECSES accepts electronic receipts from the State Tax Offset program. NECSES allocates these payments across all of an obligor's cases. 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**

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

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

**Related Program Statutes and Regulations:**

New Jersey Automated Child Support Enforcement System  
Financial Management

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**

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

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State Tax 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 including current support based on PRWORA distribution regulations and state policy.

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

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No Process flow.

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

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#### **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**

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

No Activity chains.

New Jersey Automated Child Support Enforcement System  
Financial Management

**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.18 IV-A Updates**

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## **Financial Management – FM.18 IV-A Updates**

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### **1. Requirements Definition**

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#### **1.1. Requirement**

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##### **1.1.1. IV-A Updates**

The system must accept and process IV-A assistance information for purposes of maintaining the CP Un-Reimbursed Assistance Balance and distributing collections to IV-A recovery.

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

FM.19 – Title XIX Updates and FM.20 Child Welfare (IV-E) Updates.

CM.04 – IV-A Updates handles the case management aspects of the IV-A/IV-D Interface.

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

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ACSES accepts and processes limited IV-A assistance information by interface with the FAMIS system that is documented to the CWIC function. One of the problems encountered in verifying un-reimbursed public assistance and distributing collections to IV-A recovery lies in the fact that ACSES only documents the prior 13 months of financial activity. In addition, staff is only able to access the information according to their ACSES county assignment. When the period of time being reviewed is prior to or exceeds this 13 month time frame, staff must refer to annual data summaries stored on disk or microfiche. Where there has also been public assistance and child support activity in another county, the assistance of the staff assigned to the other county is required to collect all of the necessary information.

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

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The system has all the data structures needed to maintain IV-A and IV-D case information and to relate the cases and individuals to each other. The IV-D case information is contained in the CASE\_DETAILS table and the member information is contained in the CASE\_MEMBER table. Information about the public assistance case is retained in the FIA\_CASE\_DETAILS and FIA\_CASE\_MEMBER tables. The IV-D system transmits update information to the public assistance system (CIS).

However, the creation of a public assistance case requires a referral from the CIS system. MiCSES does not accommodate entry of the public assistance case manually by IV-D and transmission of new case information to IV-A.

New Jersey Automated Child Support Enforcement System  
Financial Management

### 1.3.2. Michigan Adaptation

See CM.04 IV-A Updates for adaptations to MHIS – Member Program History.

1.3.2.1. Original MiCSES Screen: FIAT – FIA Transactions 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

FIAT - FIA TRANSACTION HISTORY

User: BENTEK Date: 03/30/2004 12:11 PM Screen

FIA # Member First Name Member Last Name

FIA Case Name Member FIA ID #

Case Info

FIA # FIA Case Name County Caseload #

Case Status Status Date PA Effective Date

Address 1 Neg Action Code Neg Action Date

Address 2

City State Zip

Member Info

First Name Last Name Member ID RID #

SSN DOB Sex Ethnic Group Person Code

Member Status Status date Med Begin Date Med End Date

Mother Status Father Status Member Type Services Program Status Target Group Funding Source

Record: 1/1 <OSC>

Points to adapt:

1. The Title Bar should be: **TANFTRN – PUBLIC ASSISTANCE TRANSACTIONS**
2. No new Header Information
3. Change field name “FIA #” to ‘Assistance Case Number’
4. Change field name “Member First Name” and “Member Last Name” to ‘Member Name’ and combine fields
5. Change field name “FIA Case Name” to ‘Assistance Case Name’
6. Change “Member FIA ID” to ‘Assistance Member ID’
7. Change the name of the “Case Info” frame to ‘Case Information’
8. Change field name “FIA #” to ‘Assistance Case Number’
9. Change field name “FIA Case Name” to ‘Assistance Case Name’
10. Expand County field to Display county name
11. Remove Caseload # field
12. Change field name “PA Effective Date” to ‘Public Assistance Effective Date’
13. Change field name “Neg Action Code” to ‘Negative Action Code’
14. Expand Field to display description

# New Jersey Automated Child Support Enforcement System

## Financial Management

15. Change field name "Neg Action Date" to 'Negative Action Date'
16. Replace arrows with standard navigation arrows to access multiple records
17. Change the name of the "Member Info" frame to 'Member Information'
18. Change field name "Member First Name" and "Member Last Name" to 'Member Name' and combine fields
19. Change field name "Member ID" to 'Person ID'
20. Change field name "RID #" to 'Assistance Member ID'
21. Change field name "Sex" to 'Gender'
22. Remove field "Person Code"
23. Change field name "Status date" to 'Status Date'
24. Change field name "Med Begin Date" to 'Medicaid Begin Date'
25. Change field name "Med End Date" to 'Medicaid End Date'
26. Expand the field displays for Mother Status, Father Status and Member Type
27. Remove the fields for Services Program Status, Target Group and Funding Source

**1.3.2.2. Original MiCSES Screen: F316 – FIA316 Reconciliation Summary** 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

**F316 - FIA316 RECONCILIATION SUMMARY**

**User:** KUNIGALM      **Date:** 06/05/2002 09:27 PM      **Screen**

**FIA29 Report**  

**Report Date** 
**County**

Generate Report

**FIA316 LAST RUN ON** 05/23/2002

**Grand Total** \$4,645,024.41

**Negative Tax Offset Adj. (J)** \$62,904.70

**Total Disbursements (1)** \$4,582,119.71

Disbursement Type	Amount
CURRENT (A)	\$222,112.16
ARREARS (B)	\$765,546.98
CURRENT AND ARREARS (C)	\$390,854.47
FEDERAL TAX OFFSET (F)	\$3,140,055.36
STATE TAX OFFSET (S)	\$63,550.74

**TANF Disbursement**

**Child and Spousal Support (2)** \$4,582,119.71

Date	Amount
05/01/2002	\$81,001.15
05/02/2002	\$60,447.82
05/03/2002	\$63,062.19
05/04/2002	\$8,900.15
05/06/2002	\$118,574.66

**DIFFERENCE BETWEEN FIA316 (1) AND TANF DISBURSEMENTS (2)** \$0.00

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

**F316 - FIA316 RECONCILIATION SUMMARY**

User: BENTEK Date: 06/07/2002 12:17 PM Screen

**FIA316 DISBURSEMENT DETAIL FOR  
CURRENT (A) DISBURSEMENT DATA ONLY**

FIA316 LAST RUN ON 05/23/2002

Custodial Parent Name	FIA Case Number	Collection Date	NCP SSN	Court Order Number	Current Amount	Arrears Amount
DAVEY JAMILLAH	C8226197C	05-02	386-54-3164	1993364379	\$59.36	0.00
BURNSIDE LATERA	C8234260A	05-02	369-94-9598	2001166409	\$43.20	0.00
MOORE MARIE	C8235168A	05-02	374-82-9966	2001160995	\$261.50	0.00
MOORE MARIE	C8235168A	05-02	367-78-3118	1999966635	\$189.50	0.00
ECHOLS SYLVIA	C8239992A	05-02	384-60-2777	1979923743	\$444.00	0.00
CHANDLER JACQUELINE	C8244851F	05-02	376-78-2429	1993361670	\$29.16	0.00
SMITH TENISHA	C8250614B	05-02	385-66-9285	1998860018	\$37.13	0.00
GAINES SONYA	C8252035B	05-02	365-82-9820	1988865096	\$13.43	0.00
<b>TOTALS</b>					\$222,112.16	\$0.00
<b>TOTAL FOR RECORD TYPE</b>					\$222,112.16	

Record: 1/?

Points to adapt:

- The title Bar should be: **TANFREC – TANF RECONCILIATION SUMMARY**
- No new Header
- Remove the FIA29 Report frame
- Change the field name "FIA316 LAST RUN ON" to 'TANF Reconciliation Last Run On'
- Change field name "Negative Tax Offset Adj. (J)" to 'Negative IRS Offset Adjustment'
- Remove (1) from field name "Total Disbursements (1)"
- Remove (2) from field name "Child and Spousal Support (2)"
- Change field name "DIFFERENCE BETWEEN FIA316 (1) AND TANF DISBURSEMENTS (2)" to 'DIFFERENCE BETWEEN TANF DISBURSEMENTS BY CATEGORY AND TOTAL DAILY TANF DISBURSEMENTS'
- Create the grids within the frames as they are on FIA316 above exclude the letters in parentheses
- On the Pop-up (Pop-up displays data based on user double clicking on Disbursement Type line):
  - Change the field name form "FIA316 DISBURSEMENTS DETAIL FOR CURRENT (A) DISBURSEMENT DATA ONLY" to 'TANF Reconciliation Details for Current Disbursement Data Only'
  - Change the field name "FIA316 LAST RUN ON" to 'TANF Reconciliation Last Run On'
  - In the grid:
    - Change the field name "Custodial Parent Name" to 'CP Name'
    - Change the filed name "FIA Case Number" to 'TANF Case Number'
    - Change the filed name "Court Order Number" to 'Docket'
  - There needs to be navigation back to the TANFREC screen



## Financial Management

- 1.3.2.3. Original MiCSES Screen: FIAG – FIA Unreimbursed Assistance History**  
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

**FIAG - FIA UNREIMBURSED ASSISTANCE HISTORY**

User: BENTEK Date: 03/30/2004 12:10 PM Screen

☒ TANF Case ☐ IV-E Case

TANF Case ID TANF Case Name

Month Adjust	FIA Elig	Mth to Date Assist Expnd	Life to Date Assist Expnd	Mth to Date Assist Reimb	Life to Date Reimb Amt	Unreimbursed Grant	Last Update

Record: 1/1 <OSC>

Points to adapt:

1. The Title Bar should be: **URPAHIST – UNREIMBURSED ASSISTANCE HISTORY**
2. No new Header information
3. The field names: “TANF Case ID” and “TANF Case Name” change to “IV-E Case ID” and “IV-E Case Name” when the IV-E Case Radio button is selected
4. Change field name “Month Adjust” to ‘Month’
5. Change field name “FIA Elig” to ‘Eligible’
6. Change field name “Mth to Date Assist Expnd” to ‘Month to Date Assistance Amount Expended’
7. Change field name “Life to Date Assist Expnd” to ‘Life to Date Assistance Amount Expended’
8. Change field name “Mth to Date Assist Reimb” to ‘Month to Date Assistance Amount Reimbursed’
9. Change field name “Life to Date Reimb Amt” to ‘Life to Date Assistance Amount Reimbursed’

Change field name “Unreimbursed Grant” to ‘Unreimbursed Assistance Amount’

New Jersey Automated Child Support Enforcement System  
Financial Management

## 1.4. Alternative Hybrid Component Assessment

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NECSSES receives update information from the public assistance system. This exchange identifies changes in assistance status for case members. In most instances, NECSSES is updated automatically. If NECSSES cannot be updated automatically, a worker is notified of the change on the MAIL screen. The worker views the change on the IVAN and IVAC screens.

The interface identifies demographic updates to cases and individuals. NECSSES automatically updates custodial parent addresses but presents non-custodial parent addresses on the IVAD screen.

Changes in the assistance status of members performed automatically or manually, are then reflected in the MHIS screen, which is used in determining the distribution of collections.

## 1.5. Requirements Validation

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### 1.5.1. 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.

- b. Using the IV-A/IV-D automated interface, the IV-D agency must provide the IV-A agency information on the amount of monthly support collections received for each IV-A case. The information must be provided within 10 working days of the end of the month in which those collections were received by the IV-D agency responsible for final distribution. The information must include the amount, case number, and date of collection for each payment. For purposes of tracking the 10-day timeframe, a data element in the IV-D system must record the date the IV-D agency gives the required information to the IV-A agency.

- F-5 OBJECTIVE:** The system must distribute collections in accordance with OCSE-AT-97-17, OCSE-AT-98-24 and any applicable guidance as provided in Action Transmittals.

**Related Program Statutes and Regulations:**

42 USE 654B

45 CFR 302.32

45 CFR 302.51

45 CFR 302.52(b) & (c)

45 CFR 303.7(c)(7)(iv)

New Jersey Automated Child Support Enforcement System  
Financial Management

45 CFR 303.72(h)

45 CFR 303.102(g)

45 CFR 307.10(b)(5), (7) & (15)

OCSE-AT-97-17 dated October 21, 1997

OCSE AT-98-24 dated August 19, 1998

**System Certification Requirements:**

- a. If costs/fees are imposed on the non-custodial parent, the system must ensure that the monthly support obligation and any arrearage is satisfied prior to retaining the cost/fee. If costs/fees are being imposed on the custodial parent, the system must deduct the costs/fees from support collected on behalf of the family. In either case, the non-custodial parent's account must be credited for the full amount of the support collection. In an interstate case, both the initiating and responding State must meet this requirement.
- b. Each time distribution and disbursement takes place, the system must record the amount, date of distribution, date of disbursement, and the recipient (family, IV-E agency, IV-A agency, Title XIX agency, taxpayer whose refund was offset, another State).

## 2. Functional Design

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### 2.1. Functional Process Overview

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MiCSES interfaces with the MI Central Financials system. The Central Financial system performs the functions associated with TANF distribution. MiCSES maintains the IV-A eligibility status of each member utilizing the PROGHIST – Member Program History screen (**See CM.04**). The member's eligibility status affects the recipient for the support distributed to the member's debts. When the recipient is the IV-A Agency MiCSES disburses funds daily to the Central Financials system. These amounts are tracked on the TANFREC – TANF Reconciliation Summary screen. TANF payments in New Jersey are county based and the amount expended and recovered must be tracked to the county level on a Last-in/First-out basis.

Final TANF distribution and state/fed shares in Michigan is performed by the Central Financials system. MiCSES would require modification to perform the complete TANF distribution functionality.

TANFTRN – TANF Transactions tracks the changes reported by the IV-A interface for cases associated with the members on a IV-D child support case. Allow for users to create manual TANF transactions to update the TANF status.

URPAHIST – Unreimbursed Assistance History tracks the assistance grants paid and reimbursed from child support collections at the case level.

New Jersey Automated Child Support Enforcement System  
Financial Management

## 2.2. Functional Process Flow

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No process flow.

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

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See CM.04 IV-A Updates for adaptations to PROGHIST – Member Program History.

### 2.3.1. TANFTRN – PUBLIC ASSISTANCE TRANSACTIONS

The screenshot shows the 'TANFTRN - PUBLIC ASSISTANCE TRANSACTIONS' window. The title bar reads 'New Jersey Child Support System'. The menu bar includes: Actions, Person, Case, Establishment, Enforcement, Financial, Reports, Resources, System, Exit, Window. The toolbar contains icons for NEW, FIND, CLR, ADD, MOD, DEL, CHK, FRT, IMC, POP, HELP, and EXIT. The status bar at the top right shows 'User: XAmple', 'Date: 03/23/2004 10:23:54 PM', and 'Screen:'. The main form area is divided into several sections: 1. Top section with four input fields: 'Assistance Case Number\*', 'Member Name\*', 'Assistance Case Name\*', and 'Assistance Member ID\*'. 2. 'Case Information' section with a table-like layout: 'Assistance Case' (Number, Name), 'Case Status' (Status Date), 'Negative Action' (Negative Action Date), 'Public Assistance Effective Date', and 'County'. To the right of this table are fields for 'Address 1', 'Address 2', 'City', 'State', 'Zip', and 'Country'. 3. 'Member Information' section with a table-like layout: 'Member Name', 'SSN', 'Ethnic Group', 'Medicaid Begin Date', 'Mother Status', 'Person ID', 'DOB', 'Member Status', 'Medicaid End Date', 'Father Status', 'Assistance Member ID', 'Gender', 'Status Date', and 'Member Type'. 4. A status message area at the bottom left that says 'Status message goes here...'. 5. A record information bar at the bottom showing 'Record: 1/1', 'Cumberland County Welfare Office', and the number '125.215.172.177'.

**2.3.1.1. Screen Group:** Financial

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

2.3.1.2.1. **Menu:** Case Management / FIA Interface / TANFTRN – TANF TRANSACTIONS

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 TANFTRN need not be modified

**2.3.1.3. Access Level:**

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	N	N	N
Tax Specialist	Y	N	N	N

New Jersey Automated Child Support Enforcement System  
Financial Management

**TANFREC – TANF RECONCILIATION SUMMARY**

**New Jersey Child Support System**

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

**TANFREC - TANF RECONCILIATION SUMMARY**

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

TANF Reconciliation

TANF Reconciliation Last Run On

Grand Total

Negative IRS Offset Adjustment

Total Disbursements

Disbursement Type	Amount

TANF Disbursement Report

Date

County

TANF Disbursement

County

TANF Reimbursement

Date	County	Amount

Difference Between TANF Disbursements By Category And Total Daily TANF Disbursements

Status Bar Message...

Record: 1/1  Cumberland County Welfare Office  125.215.172.177

New Jersey Automated Child Support Enforcement System  
Financial Management

**TANFREC – TANF RECONCILIATION SUMMARY – DISBURSEMENT TYPE DETAILS**

**2.3.1.4. Screen Group:** Financial

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

2.3.1.5.1. **Menu:** Case Management / FIA Interface / TANFREC – TANF RECONCILIATION SUMMARY

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

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

**2.3.1.6. 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
Child Support Specialist (PA – Public Assistance)	Y	Y	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>
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	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

**URPAHIST – UNREIMBURSED ASSISTANCE HISTORY – TANF CASE**

**2.3.1.7. Screen Group:** Financial

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

2.3.1.8.1. **Menu:** Case Management / FIA Interface / URPAHIST – UNREIMBURSED ASSISTANCE HISTORY

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

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

**2.3.1.9. 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	Y	Y	N

New Jersey Automated Child Support Enforcement System  
Financial Management

Role Title	Inquiry	Add	Change	Delete
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	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**  
NONE

New Jersey Automated Child Support Enforcement System  
Financial Management

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

NONE

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

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**2.4.1. List of Major Activities:**

No Activity chains.

**2.4.2. List of Alerts:**

No Alerts

**2.5. Navigation Logic**

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No changes to existing navigation logic.

Ref #	Screen Name	Navigation

**2.6. Chronology and Logs**

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Changes in program eligibility status are written to the FINLOG – Financial Event Diary.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.19 Title XIX Updates**

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## **Financial Management – FM.19 Title XIX Updates**

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### **1. Requirements Definition**

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#### **1.1. Requirement**

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##### **1.1.1. Title XIX Updates**

The system must accept and process Title XIX assistance information for purposes of maintaining the assigned medical support balances and distributing collections to Title XIX recovery.

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

FM.18 – IV-A Updates and FM.20 Child Welfare (IV-E) Updates.

CM.05 – Title XIX Updates handles the case management aspects of the Title XIX / IV-D Interface.

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

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Although Title XIX assistance information is managed in the FAMIS system along with the IV-A (TANF) assistance information, the interface with ACSES provides inadequate information for purposes of maintaining the assigned medical support balances and distributing the correct collections amounts to Title XIX recovery.

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

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The system automatically creates a IV-D case in MiCSES if all required fields are populated and if there are no potential duplicates in MiCSES. The IVD-Case information is contained in the CASE\_DETAILS table and the member information is contained in the CASE\_MEMBER table. Information about the public assistance case is retained in the FIA\_CASE\_DETAILS and FIA\_CASE\_MEMBER tables.

Because the Michigan public assistance system (Client Information System, or CIS) does not maintain non-custodial parent information, all IV-D cases created through this process contain uniquely identified “Unknown” non-custodial parents. The IV-D worker must manually replace the unique Unknown with the actual non-custodial parent member.

If a case cannot be created automatically, the information is stored in the FIA\_PENDING, PENDING\_CASE, PENDING\_FIA\_CASE, and PENDING\_MEMBERS tables and a worker is alerted that manual action is necessary. All Foster Care cases are placed in this file for manual determination concerning case structure and multiple cases.

Multiple public assistance case numbers can be associated with a single MiCSES case number when the members of a IV-D case come from different public assistance cases.

The system maintains all address information in the ADDRESS\_HISTORY table, all employment information in the EMPLOYMENT\_HISTORY table, and all insurance information in the MEMBER\_INSURANCE table. The system maintains obligation information in the SUPPORT\_ORDER and OBLIGATION tables, tracking the public assistance status of the case during each month of the obligation. The system maintains current information on the payee for current support and the accrual and balances of public assistance, nonpublic assistance, and currently assigned arrears. This information is maintained separately for each debt-type (child support, medical support, spousal support, and fees).

### 1.3.3. Michigan Adaptation

See CM.05 Title XIX Updates for adaptations to MHIS – Member Program History.

See FM.18 IV-A Updates for the adaptations to FIAT – PUBLIC ASSISTANCE TRANSACTIONS, FIAG – UNREIMBURSED ASSISTANCE HISTORY, and F316 - TANF RECONCILIATION SUMMARY.

## 1.4. Alternative Hybrid Component Assessment

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NECSSES receives update information from the public assistance system. This exchange identifies changes in assistance status for case members. In most instances, NECSSES is updated automatically. If NECSSES cannot be updated automatically, a worker is notified of the change on the MAIL screen. The worker views the change on the IVAN and IVAC screens.

The interface identifies demographic updates to cases and individuals. NECSSES automatically updates custodial parent addresses but presents non-custodial parent addresses on the IVAD screen.

Changes in the assistance status of members performed automatically or manually, are then reflected in the MHIS screen, which is used in determining the distribution of collections.

## 1.5. Requirements Validation

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### 1.5.1. 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.

- c. Using the IV-A/IV-D automated interface, the IV-D agency must provide the IV-A agency information on the amount of monthly support collections received for each IV-A case. The information must be provided within 10 working days of the end of the month in which those collections were received by the IV-D agency responsible for final distribution. The information must include the amount, case number, and date of collection for each payment. For purposes of tracking the 10-day timeframe, a data element in the IV-D system must record the date the IV-D agency gives the required information to the IV-A agency.

**F-5 OBJECTIVE:** The system must distribute collections in accordance with OCSE-AT-97-17, OCSE-AT-98-24 and any applicable guidance as provided in Action Transmittals.

**Related Program Statutes and Regulations:**

New Jersey Automated Child Support Enforcement System  
Financial Management

42 USE 654B  
45 CFR 302.32  
45 CFR 302.51  
45 CFR 302.52(b) & (c)  
45 CFR 303.7(c)(7)(iv)  
45 CFR 303.72(h)  
45 CFR 303.102(g)  
45 CFR 307.10(b)(5), (7) & (15)  
OCSE-AT-97-17 dated October 21, 1997  
OCSE AT-98-24 dated August 19, 1998

**System Certification Requirements:**

- a. If costs/fees are imposed on the non-custodial parent, the system must ensure that the monthly support obligation and any arrearage is satisfied prior to retaining the cost/fee. If costs/fees are being imposed on the custodial parent, the system must deduct the costs/fees from support collected on behalf of the family. In either case, the non-custodial parent's account must be credited for the full amount of the support collection. In an interstate case, both the initiating and responding State must meet this requirement.
- b. Each time distribution and disbursement takes place, the system must record the amount, date of distribution, date of disbursement, and the recipient (family, IV-E agency, IV-A agency, Title XIX agency, taxpayer whose refund was offset, another State).

## 2. Functional Design

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### 2.1. Functional Process Overview

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MiCSES interfaces with the MI Central Financials system. The Central Financial system performs the functions associated with TANF distribution. MiCSES maintains the Title XIX eligibility status of each member utilizing the PROGHIST – Member Program History screen (**See CM.04**). The member's eligibility status affects the recipient for the support distributed to the member's debts. When the recipient is the Title XIX Agency MiCSES disburses funds daily to the Central Financials system. These amounts are tracked on the TANFREC – TANF Reconciliation Summary screen. Final TANF distribution and state/fed shares in Michigan is performed by the Central Financials system. MiCSES would require modification to perform the complete Title XIX distribution functionality.

TANFTRN – TANF Transactions tracks the changes reported by the Title XIX interface for cases associated with the members on a IV-D child support case.

## 2.2. Functional Process Flow

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

**See FM.18 IV-A Updates for the adaptations to TANFTRN – TANF TRANSACTIONS, TANFREC – TANF RECONCILIATION SUMMARY and URPAHIST – UNREIMBURSED ASSISTANCE HISTORY – TANF.**

[illegible]



New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.1.1. Screen Group:** Financial

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

2.3.1.2.1. **Menu:** Case Management / FIA Interface / URPAHIST – Unreimbursed Assistance 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 URPAHIST 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
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	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

New Jersey Automated Child Support Enforcement System  
Financial Management

Role Title	Inquiry	Add	Change	Delete
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**  
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**

Changes in program eligibility status are written to the FINLOG – Financial Event Diary.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.20 Child Welfare (IV-E) Updates**

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## **Financial Management – FM.20 Child Welfare (IV-E) Updates**

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### **1. Requirements Definition**

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#### **1.1. Requirement**

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##### **1.1.1. Child Welfare (IV-E) Updates**

The system must accept and process child welfare maintenance information for purposes of maintaining the assigned IV-E and non IV-E support balances and distributing collections to IV-E and non IV-E recovery.

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

FM.18 – IV-A Updates and FM.19 Title XIX Updates.

CM.06 – IV-E Updates handles the case management aspects of the IV-E / IV-D Interface.

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

---

ACSES lacks a reliable interface with the DYFS system capable of automated support to manage assigned IV-E and non-IV-E support balances and to distribute collections for IV-E recovery accurately. Generally, manual staff follow up is required to verify exactly when status changes have occurred in the case and how the distribution and balances should be calculated.

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

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The system automatically accepts and records all required fields provided by the public assistance agency.

Because the Michigan public assistance system (Client Information System, or CIS) does not maintain non-custodial parent information, all non-custodial parents are identified as unique “Unknown” members. The IV-D worker must manually replace the unique Unknown with the actual non-custodial parent member.

All Foster Care cases are held in a pending status until the worker reviews the information and decides on the structure of a case or cases. The information is stored in the FIA\_PENDING, PENDING\_CASE, PENDING\_FIA\_CASE, and PENDING\_MEMBERS tables and a worker is alerted that manual action is necessary. All Foster Care cases are placed in this file for manual determination concerning case structure and multiple cases.

Once the case and members have been processed by the worker, the IVD-Case information is contained in the CASE\_DETAILS table and the member information is contained in the CASE\_MEMBER table. Information about the public assistance case is retained in the FIA\_CASE\_DETAILS and FIA\_CASE\_MEMBER tables.

Multiple public assistance case numbers can be associated with a single MiCSES case number when the members of a IV-D case come from different public assistance cases.

The system maintains all address information in the ADDRESS\_HISTORY table, all employment information in the EMPLOYMENT\_HISTORY table, and all insurance information in the MEMBER\_INSURANCE table. The system maintains obligation information in the SUPPORT\_ORDER and OBLIGATION tables, tracking the public assistance status of the case

New Jersey Automated Child Support Enforcement System  
Financial Management

during each month of the obligation. The system maintains current information on the payee for current support and the accrual and balances of public assistance, nonpublic assistance, and currently assigned arrears. This information is maintained separately for each debt-type (child support, medical support, spousal support, and fees).

### 1.3.1. Michigan Adaptation

See CM.06 IV-E Updates for adaptations to MHIS – Member Program History.

See FM.18 IV-A Updates for the adaptations to FIAT – PUBLIC ASSISTANCE TRANSACTIONS, FIAG – UNREIMBURSED ASSISTANCE HISTORY, and F316 - TANF RECONCILIATION SUMMARY.

## 1.4. Alternative Hybrid Component Assessment

---

NECSSES receives update information from the public assistance system. This exchange identifies changes in assistance status for case members. In most instances, NECSSES is updated automatically. If NECSSES cannot be updated automatically, a worker is notified of the change on the MAIL screen. The worker views the change on the IVAN and IVAC screens.

The interface identifies demographic updates to cases and individuals. NECSSES automatically updates custodial parent addresses but presents non-custodial parent addresses on the IVAD screen.

Changes in the assistance status of members performed automatically or manually, are then reflected in the MHIS screen, which is used in determining the distribution of collections.

## 1.5. Requirements Validation

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### 1.5.1. 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.

- d. Using the IV-A/IV-D automated interface, the IV-D agency must provide the IV-A agency information on the amount of monthly support collections received for each IV-A case. The information must be provided within 10 working days of the end of the month in which those collections were received by the IV-D agency responsible for final distribution. The information must include the amount, case number, and date of collection for each payment. For purposes

New Jersey Automated Child Support Enforcement System  
Financial Management

of tracking the 10-day timeframe, a data element in the IV-D system must record the date the IV-D agency gives the required information to the IV-A agency.

- F-5 OBJECTIVE:** The system must distribute collections in accordance with OCSE-AT-97-17, OCSE-AT-98-24 and any applicable guidance as provided in Action Transmittals.

**Related Program Statutes and Regulations:**

42 USE 654B  
45 CFR 302.32  
45 CFR 302.51  
45 CFR 302.52(b) & (c)  
45 CFR 303.7(c)(7)(iv)  
45 CFR 303.72(h)  
45 CFR 303.102(g)  
45 CFR 307.10(b)(5), (7) & (15)  
OCSE-AT-97-17 dated October 21, 1997  
OCSE AT-98-24 dated August 19, 1998

**System Certification Requirements:**

- a. If costs/fees are imposed on the non-custodial parent, the system must ensure that the monthly support obligation and any arrearage is satisfied prior to retaining the cost/fee. If costs/fees are being imposed on the custodial parent, the system must deduct the costs/fees from support collected on behalf of the family. In either case, the non-custodial parent's account must be credited for the full amount of the support collection. In an interstate case, both the initiating and responding State must meet this requirement.
- b. Each time distribution and disbursement takes place, the system must record the amount, date of distribution, date of disbursement, and the recipient (family, IV-E agency, IV-A agency, Title XIX agency, taxpayer whose refund was offset, another State).

## 2. Functional Design

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### 2.1. Functional Process Overview

---

MiCSES interfaces with the MI Central Financials system. MiCSES maintains the IV-E eligibility status of each member utilizing the PROGHIST – Member Program History screen (**See CM.04**). The member's eligibility status affects the recipient for the support distributed to the member's debts. When the recipient is the IV-E Agency MiCSES disburses funds in the month following the month of collection to the IV-E Agency. MiCSES would require modification to perform the complete IV-E distribution functionality.

TANFTRN – TANF Transactions tracks the changes reported by the IV-E interface for cases associated with the members on a IV-D child support case.

URPAHIST – Unreimbursed Assistance History tracks the assistance grants paid and reimbursed from child support collections at the case level.

In MiCSES all IV-E collections are placed on a distribution hold until the first week of the month following the collection month. Once the Foster Care payment file is processed from the IV-E Agency, the collections are automatically released and distributed as one of the following categories:

- Current IV-E Reimbursement
- Current Non-IV-E Reimbursement
- Arrears IV-E Reimbursement
- Arrears Non-IV-E Reimbursement



New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.1.1. Screen Group:** Financial

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

2.3.1.2.1. **Menu:** Case Management / FIA Interface / URPAHIST – UNREIMBURSED ASSISTANCE 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 URPAHIST 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
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	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



New Jersey Automated Child Support Enforcement System  
Financial Management

Role Title	Inquiry	Add	Change	Delete
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**  
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**

Changes in program eligibility status are written to the FINLOG – Financial Event Diary.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.21 State Disbursement Unit Interface**

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## **Financial Management – FM.21 State Disbursement Unit Interface**

---

### **1. Requirements Definition**

---

#### **1.1. Requirement**

---

##### **1.1.1. State Disbursement Unit Interface**

The system must have the capability to transfer billing files to the State Disbursement Unit and to receive collection and reconciliation files from the State Disbursement Unit.

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

FM.22 – Disbursement Account Reconciliation and FM.23 – Held Collections Management.

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

---

The current ACSES interface with the SDU operated by Tier Technologies on an independent system is effective in the exchange of billing, collection and reconciliation files. Automated file transfers between the systems occur daily with manual staff intervention normally only required for exception reports.

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

---

MiCSES produces a “Validation File” with obligor, employer, case, and obligation information for the SDU to use in posting payments. MiCSES produces billing statements and coupons.

MiCSES receives a “Receipt File” from the SDU. Details of SDU postings can be viewed on the SDU Receipt Detail Pop-Up from the RHIS screen.

New Jersey Automated Child Support Enforcement System  
Financial Management

### 1.3.4. Michigan Adaptation

- 1.3.4.1. **Original MiCSES Screen: RHIS – Receipt Status History - SDU Receipt Detail Pop-up** should be adapted as follows. See 2.3 for final version. Final version may be modified during design

The screenshot displays the Michigan Child Support Enforcement System (MiCSES) interface. The main window is titled "RHIS - RECEIPT STATUS HISTORY". It includes a menu bar with options like Case Management, Financial Management, Reports Management, Scheduling/Worker Management, System Maintenance, Exit, and Window. Below the menu bar, there's a toolbar with icons for various functions. The user is logged in as "BENTEK" and the date is "03/29/2004 12:18 PM". The screen shows a form for "SDU Receipt Detail" with the following fields:

Receipt Number	11202003 8 4305 051	IV-D Case Number	910471166
SDU Payment ID	2003112012325900010000	Docket Number	1993174785
NCP Member ID	51702252	NCP SSN	373500243
NCP Name	GORDON L POLLARD		
Employer Name			
MI FIPS	26049	Other State Fips	00000
Collection Date	11/20/2003	Remit Type	CHK
Receipt Date	11/20/2003	Receipt Source	R
Amount Received	318.25	Medical Support	N
Amount Collected	318.25	Employment	N
by Other State		Terminated	
		Unidentified	0
		Special Payment	0

On the right side of the form, there is a list of SDU IDs. The selected SDU ID is 12325900010000.

Points to adapt:

1. When user double clicks on the "SDU ID" field in the "Receipts Detail" section the SDU Receipt Detail Pop-up is displayed.
2. Change field name "IV-D Case Number" to 'IV-D Case ID'
3. Change field name "Docket Number" to 'Docket'
4. Change field name "NCP Member ID" to 'NCP DSN'
5. Change field name "MI FIPS" to 'NJ FIPS'
6. Expand Remit Type field to display description (Check, EFT, etc.)
7. Expand Receipt Source field to display description (Obligor, Income Withholding, etc.)
8. Remove "Special Payment" field
9. Expand Unidentified field to display value (Yes/No)
10. Need mechanism to return to RCPTSTAT form pop-up

- 1.3.4.2. **Original MiCSES Screen: DISB – Disbursement Register** 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

DIRR - DISBURSEMENT REGISTER

User: BENTEK

Date: 03/30/2004 11:53 AM

Screen

Date Range

From 03/29/2004 To

Disb Type

☐ TANF

☐ CHECK

☐ IVE

☐ EFT

☐ IVM

☐ FIPS

☐ Blood Test

☐ Blood Draw

☒ ALL

☐ Amount

☐ Other

Total Disb Amt

Check No	ID	CD	Check Recipient Name	Case ID	Payor ID	Disb Seq	Disb Type	Disb Amt

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

**DIRR - DISBURSEMENT REGISTER**

User: BENTEK Date: 03/30/2004 11:53 AM Screen

Date Range  
From 03/29/2004 To

Disb Type  
☐ TANF ☐ EFT ☐ Blood Test ☐ Amount  
☐ CHECK ☐ IVM ☐ Blood Draw ☐ Other  
☐ IVE ☐ FIPS ☒ ALL

Total Disb Amt

Case ID	Payor ID	Disb Seq	Disb Type	Disb Amt	Receipt No	Obligation Key

Record: 1/1 <OSC>

Points to adapt:

1. The Title Bar should be: **DISBREG – DISBURSMENT REGISTER**
2. No new Header
3. Change field name “Total Disb Amt” to ‘Total Disbursement Amount’
4. Move ‘Total Disbursement Amount’ field to left under ‘Date Range’ frame
5. Change frame name from “Disb Type” to ‘Inquiry by Disbursement Category’
6. Change the following Radio Button names in the frame:
  - a. “IVM” should be ‘Medicaid’
  - b. “Blood Test” should be ‘Genetic Test’
  - c. Remove Radio button for “Blood Draw”
  - d. Place Radio Button for “ALL” last in the frame
7. Create a grid with the following fields:
  - a. Check/EFT Number
  - b. Recipient ID
  - c. Recipient Type
  - d. Recipient Name
  - e. Include Vertical Scrolling
8. Create a frame to the right of the grid with the following fields:
  - a. Check/EFT Number
  - b. Recipient ID
  - c. Recipient Type
  - d. Recipient Name
  - e. IV-D Case ID
  - f. Docket
  - g. NCP ID

New Jersey Automated Child Support Enforcement System  
Financial Management

- h. Disbursement Sequence
- i. Disbursement Type
- j. Amount
- k. Receipt Number
- l. Obligation ID

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

---

NONE

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

---

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

##### **AT 97-13 dated 09/15/97: Collection and Disbursement of Support Payments**

**F-5 OBJECTIVE:** The system must distribute collections in accordance with OCSE-AT-97-17, OCSE-AT-98-24 and any applicable guidance as provided in Action Transmittals.

**Related Program Statutes and Regulations:**

42 USE 654B  
45 CFR 302.32  
45 CFR 302.51  
45 CFR 302.52(b) & (c)  
45 CFR 303.7(c)(7)(iv)  
45 CFR 303.72(h)  
45 CFR 303.102(g)  
45 CFR 307.10(b)(5), (7) & (15)  
OCSE-AT-97-17 dated October 21, 1997  
OCSE AT-98-24 dated August 19, 1998

**System Certification Requirements:**

- a. Each time distribution and disbursement takes place, the system must record the amount, date of distribution, date of disbursement, and the recipient (family, IV-E agency, IV-A agency, Title XIX agency, taxpayer whose refund was offset, another State).
- b. In interstate cases, the responding State's financial subsystem must provide for disbursement to the initiating State within 2 business days of receipt. Both the responding and initiating States' systems must be capable of handling such disbursement using electronic funds transfer/electronic data interchange (EFT/EDI). All transfers must be recorded in or linked to the automated client record. Data to the initiating State must include: identifying case numbers; payment amount; date of collection or indication that payments were made through State income tax refund offset; non-custodial parent's name and Social Security Number; medical support indicator; and the responding State's FIPS code or Worldwide Geographic Location Code.

## **2. Functional Design**

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

---

SDU Validation File is generated as a monthly complete refresh file (all court ordered cases) and a weekly update file (newly added cases with court orders). The SDU utilizes the SDU Validation File to automate the identification of payments.

Receipt File is generated by the SDU on a nightly basis and transmitted to the ACSES. SDU Receipting batch processes the SDU receipt file to create batches of receipt, individual receipt record, determines if the receipt is identified in ACSES and places receipt in suspense (collection hold) if not identified. This process also stores the receipt information from the SDU receipt file for display on the RECPSTAT – RECEIPT STATUS HISTORY - SDU Receipt Detail Pop-up.

Disbursement file is generated to produce checks or EFT transactions. The disbursement detail records are viewable on the DISBREG – DISBURSEMENT REGISTER.

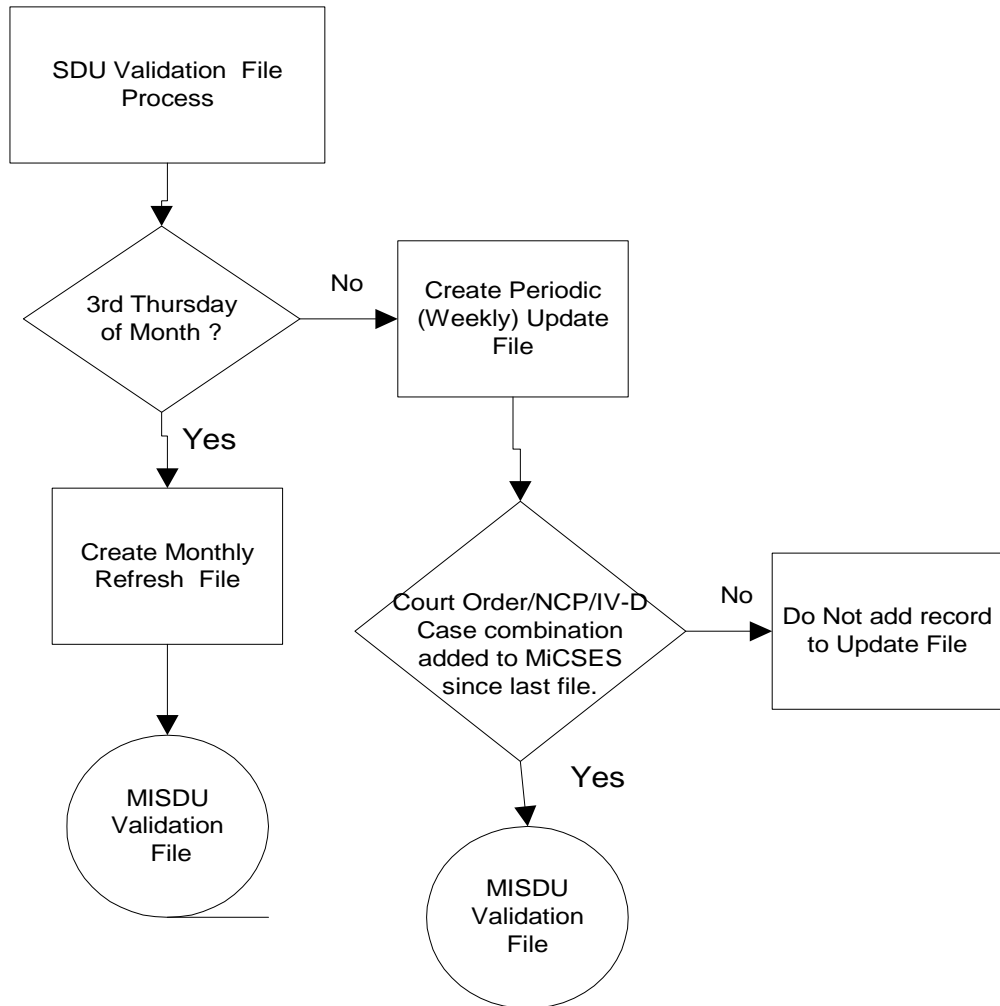


New Jersey Automated Child Support Enforcement System  
Financial Management

## 2.2. Functional Process Flow

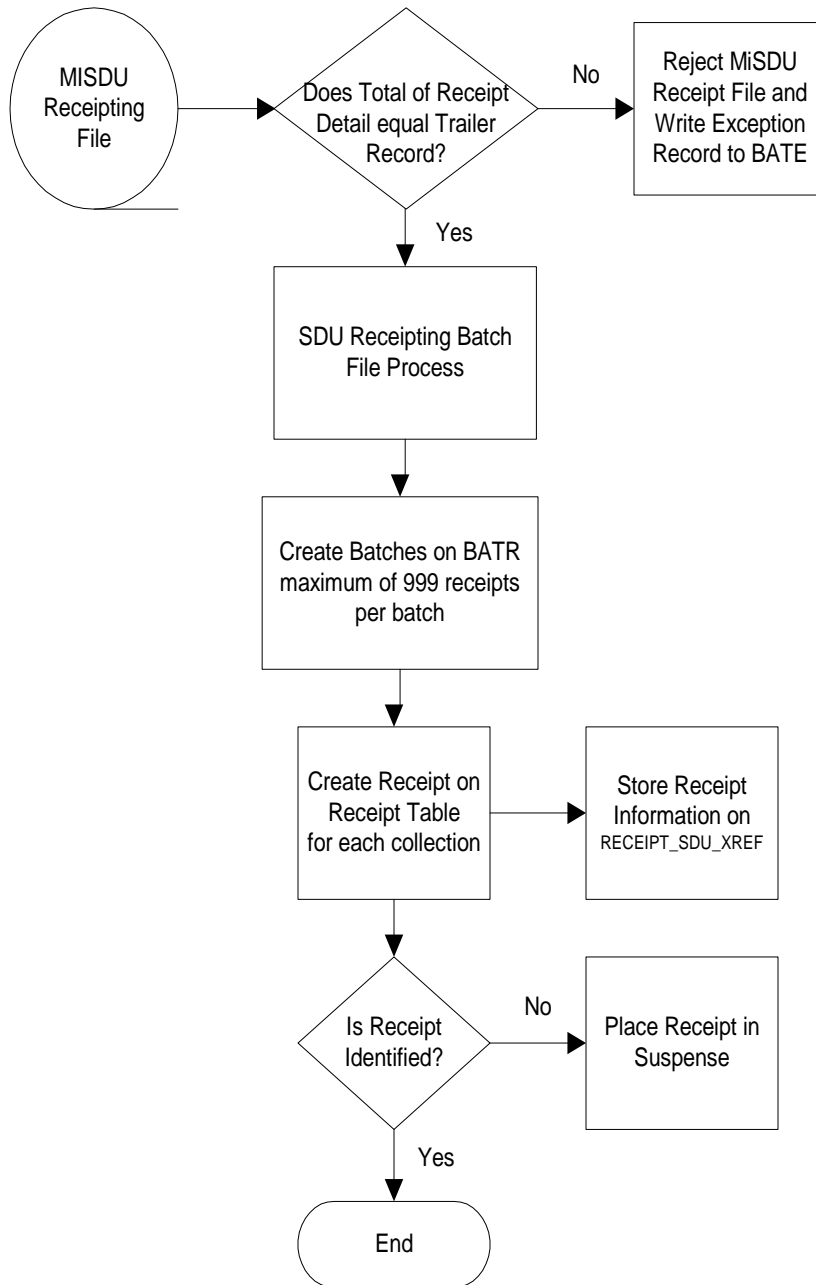
---

### SDU Validation Process Flow



New Jersey Automated Child Support Enforcement System  
Financial Management

**SDU Receipt File Process Flow**



New Jersey Automated Child Support Enforcement System  
Financial Management

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

### 2.3.1. RCPTSTAT – RECEIPT STATUS HISTORY – SDU RECEIPT DETAILS POP-UP

**2.3.1.1. Screen Group:** Financial

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

2.3.1.2.1. **Menu:** Financial Management / Collections / RCPTSTAT – Receipt Status History – Double click SDU ID field

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 RCPTSTAT 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

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 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	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

### 2.3.2. DISBREG – DISBURSEMENT REGISTER

**2.3.2.1. Screen Group:** Financial

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

2.3.2.2.1. **Menu:** Financial Management / Disbursements / DISBREG – Disbursement Register

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

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

**2.3.2.3. 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

Role Title	Inquiry	Add	Change	Delete
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

**2.3.3. Document**  
NONE

**2.3.4. Report**  
NONE

New Jersey Automated Child Support Enforcement System  
Financial Management

**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**

---

All receipt records received from the SDU identified to a case are written to the FINLOG – Financial Event Diary including identified receipt in held status.

All disbursements issued (checks and EFTs) are written to the FINLOG – Financial Event Diary.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**

**Financial Management – FM.22 Disbursement Account Reconciliation**

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## **Financial Management – FM.22 Disbursement Account Reconciliation**

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### **1. Requirements Definition**

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#### **1.1. Requirement**

---

##### **1.1.1. Disbursement Account Reconciliation**

The system must provide for bank account reconciliation of deposits and expenditures. The system must provide for disbursement status update for recording cancellation, voided payments, and cashed payments. The system must support stale dating disbursements after the State standard policy time frame.

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

FM.12 Collection Account Reconciliation, FM.21 – State Disbursement Unit Interface and FM.23 – Held Collections Management.

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

---

Just as noted above regarding collections account reconciliation, ACSES provides little support for reconciliation of the disbursement accounts. The AOC Banking and Cash Management staff takes the lead in coordinating this process, but it must work closely with the staff of Tier and each of the county fiscal staffs. The result is a confusing process that is more manual than automated and one that is much more likely to result in mistakes and / or delays.

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

---

Bank statements and disbursement reports are reconciled in MiCSES using several batch processes to support the reconciliation of. 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 and indicates account transfers that must be made.

MiCSES receives a daily Cleared Check File from the bank. Checks not matching MiCSES checks are listed on the Cleared Checks Report as an exception. A worker can view check details on the CHKV screen.



# 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](#)

**CHKV - CHECK REGISTER**

**User:** BENTEK

**Date:** 03/30/2004 11:49 AM

**Screen**

**Check Recipient ID** 
**Type** 1 - Parti...
**IV-D Case ID**

**Disbursement Date**  
 to

**Recipient Name**

**Check #** 
**DISB** 
**Med** 
**Check Status**

**Issue Status** 
**Void Status**

**Amount** 
**Reason**

**Check Status Date**  
 to

Recipient	Type	Status	Action	Reason	Clear Date	User ID	Bank SEQ

◀
▶

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

CHKV - CHECK REGISTER

User: BENTEK Date: 03/30/2004 11:50 AM Screen

Check Tracking Details

Check #	Date	Status	Amount	Recipient	Type	Replace Check #	Address L
0004897943	02/11/2004	PE	3,275.00	53580022	1		511 KENT :
0004897943	02/12/2004	IS	3,275.00	53580022	1		511 KENT :
0004897943	02/19/2004	CL	3,275.00	53580022	1		511 KENT :

Record: 1/3 ... <OSC>

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

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

**CHKV - CHECK REGISTER**

User: BENTEK Date: 03/30/2004 11:51 AM Screen

**Check Tracking Details**

Check #	Address Ln 1	Address Ln 2	Address Ln 3	City	State	Zip	Country	User
	511 KENT ST			IRON MOUNTAIN	MI	49801	UNITED STATES	AUTOUSE
	511 KENT ST			IRON MOUNTAIN	MI	49801	UNITED STATES	AUTOUSE
	511 KENT ST			IRON MOUNTAIN	MI	49801	UNITED STATES	AUTOUSE

Record: 1/3 <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

**CHKV - CHECK REGISTER**

User: BENTEK Date: 03/30/2004 11:52 AM Screen

**Check Disbursement Details**

Recipient 53580022 ADAMS JALYNN ARLENE Type 1 Medium C

Check # 0004897943 Check Status Cleared Amount 3,275.00

Issued Date 02/19/2004 Disburse Date 02/11/2004 Disburse Seq 1

Escheatment Status Escheated Date

Recipient	Case ID	Disb. Type	Receipt	Amount	Backed Out?	Amt Left To Disb	Backout Date
53580022	220001746	AZNAA	02092004 O 3736 005	3,275.00	N		

Record: 1/1 <OSC>

Points to adapt:

1. The Title Bar should be **CHECKS – Display Disbursements**
2. Top Header Section:
  - a. First line: 'Recipient'
    - ID
    - Type (Participant, Agency, FIPS, Other) with drop down
    - IV-D Case with drop down
    - Name
  - b. Second line: 'Disbursement'
    - Number
    - Medium (Check, EFT, etc.) with drop down
    - Amount
    - Status (Pending, Issued, Cleared, Void, etc) with drop down
    - Reason (Bad Address, Lost/Stolen, etc.) with drop down
  - c. Move 'Disbursement Date' From/To frame and 'Status Date' From/To frame to next line
  - d. Move 'Issue Status' and 'Void Status' Buttons to far right in a frame titled Reports
3. Create a grid titled 'Check ID' on bottom left with following fields:
  - a. Check Number
  - b. Type
  - c. Amount
  - d. Status Date
  - e. Include vertical scrolling

New Jersey Automated Child Support Enforcement System  
Financial Management

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

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NECSES has several reports that assist in the reconciliation process: Daily Receipts, Unidentified Receipts, Undistributed Receipts, Receipt Mismatch, Disbursement Journal, Disbursement Register, and Disbursement Control Report. Workers can also view check information on the CHKV screen.

## **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**

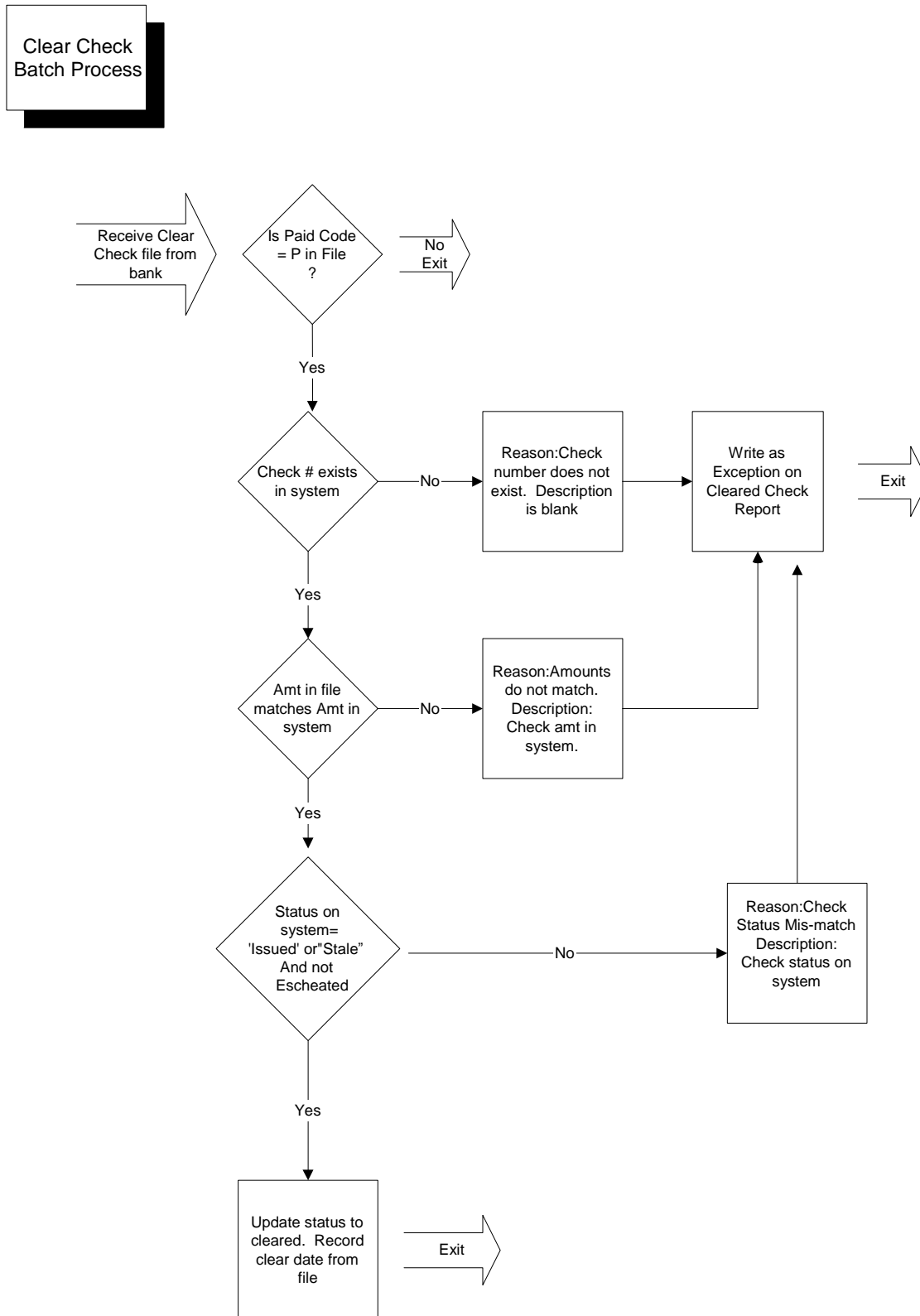
---

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. DISBREG – Disbursement Register and CHECKS – Check View provide detail information on disbursements whether issued via check or EFT transactions.

Disbursement file is generated for the printing of checks and transmission of EFT Transactions. The check/EFT transaction numbers are assigned and added to the disbursement records. A daily cleared check file from the bank is processed to clear outstanding disbursement records.

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

See FM.12 – Collection Account Reconciliation for adaptations to BANKREC, DAILYS, RECTMISM

### 2.3.1. CHECKS – DISPLAY DISBURSEMENTS

**New Jersey Child Support System**

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

**CHECKS - DISPLAY DISBURSEMENTS**

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

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

Recipient ID Type IV-D Case Name

Disbursement Number Medium Amount Status Reason

Disbursement Date From To

Status Date From To

Reports Issue Status Void Status

Check ID

Check Number	Type	Amount	Status Date

Check Details

Check Number Amount

Recipient ID Recipient Name

Recipient Type Disbursement Date

Status Status Date

Disbursement Medium Sequence

Bank Sequence Clear Date

Worker Actions

Action Reason

Replacement Check IIO Worker

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. Screen Group:** Financial

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

2.3.1.2.1. **Menu:** Financial Management / Disbursements / CHECKS – DISPLAY DISBURSEMENTS

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 CHKV 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
Child Support Specialist (PA – Public Assistance)	Y	N	N	N

New Jersey Automated Child Support Enforcement System  
Financial Management

Role Title	Inquiry	Add	Change	Delete
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**  
NONE

**2.3.3. Report**  
NONE

New Jersey Automated Child Support Enforcement System  
Financial Management

**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**

---

All disbursements transactions: Issued, Pending, Cleared, Void, Reissued, etc (checks and EFTs) are written to the FINLOG – Financial Event Diary.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.23 Held Collection Management**

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## **Financial Management – FM.23 Held Collection Management**

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### **1. Requirements Definition**

---

#### **1.1. Requirement**

---

##### **1.1.1. Held Collection Management**

The system must provide for the tracking of all held collections. Each held collection must be assigned to a category and included in the daily financial report.

Held collections categories must include but are not limited to:

- Special handling for allocation
- CP bad address
- CP deceased
- Disputed arrears
- NCP bad address
- Future (Escrow)
- Held by court order
- NSF check history
- Potential refund to NCP
- Unidentified
- NPA joint returns
- State tax
- Less than \$1
- Foster care (IV-E, Non IV-E recovery)
- Public assistance (IV-A recovery)
- Stop payment on disbursement
- Stale dated
- Check cancelled
- Payee incarcerated
- Administrative hold
- Designated payment
- Missing special court order instruction
- Excess tax offset collection
- Miscellaneous

The system must control for prompt disposition of held collections with the necessary fiscal controls to provide a clear audit trail for distribution.

The system must provide the capability for release of individual items from hold and provide for distribution of the released funds.

The system must provide for automatic disbursement of categories of held collections, including but not limited to NPA joint tax returns.

## New Jersey Automated Child Support Enforcement System Financial Management

The system must allow for changes to the reason for the hold without releasing the hold currently in place.

### **1.1.2. Related Requirements**

FM.12 Collection Account Reconciliation and FM.22 – Disbursement Account Reconciliation

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

---

ACSES does not provide adequate automated support for managing held collections. Again, the AOC Banking and Cash Management staff takes the lead, but their need to coordinate and rely on the work from twenty-one county fiscal staffs results in an inefficient process that fails to meet the criteria for this requirement adequately.

### **1.3. MICSES Assessment**

---

MiCSES provides for the following types of system-generated and worker generated account holds: Member level disbursement; Case level distribution; Payer; Unidentified Payer; Joint tax; Voids and Stop Payment holds. The SUMA screen displays items held in suspense and facilitates a worker's resolution of these items. From the SUMA screen, workers can access the SMRM or SMRS screens to release payments so they will be distributed and disbursed by the system; SMRFM and SMRS screen to conduct further research; RERT screen to return or refund payments; DWIZ to back-out, allocate and distribute payments; and URCT to identify a receipt to an obligor.

Suspense items are stored in the Suspense\_Receipts table.





[illegible]

1. The Title Bar should be **Manage Suspense**
2. Create frame titled 'Search Criteria' with the following Updateable fields:
  - a. First line:
    - County
    - Order ID
    - IV-D Case ID
    - Amount
  - b. Second line:
    - NCP ID
    - CP ID
    - Receipt Number
    - Suspense Code
  - c. Third line (within a frame) titled 'Date Range'
    - From
    - To
  - d. Fourth line (within a frame) titled 'Suspense Status'
    - Check boxes for:
      1. In Suspense
      2. Extended for Research
      3. Pending Release
      4. Pending Approval
      5. Released

## New Jersey Automated Child Support Enforcement System

### Financial Management

3. Create grid at left titled 'Suspense Item ID' with the following fields:
  - a. Receipt Number
  - b. Suspense Code
  - c. Held Date
  - d. Amount
  - e. Include vertical scrolling
4. Create a frame at right titled 'Suspense Item Details' with the following Display fields:
  - a. First line:
    - Receipt Number
    - Amount
  - b. Second line:
    - Held Date
    - Original Receipt Amount
  - c. Third line:
    - Suspense Code
    - Description
  - d. Fourth line:
    - County
    - Order ID
  - e. Fifth line:
    - Status (In Suspense, Pending Release, Extended for Research, etc.)
    - IV-D Case
  - f. Sixth line:
    - NCP ID
    - NCP Name
  - g. Seventh line:
    - CP ID
    - CP Name
  - h. Eighth line:
    - Suspense Set Date
    - Release Date
  - i. Ninth line:
    - Escheatment Status

New Jersey Automated Child Support Enforcement System  
Financial Management

**1.3.1.2. Original MiCSES Screen: SUCO– Suspense Codes** should be adapted as follows. See 2.3 for final version. Final version may be modified during design.

\_ □ ×

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

Screen

**SUCO - SUSPENSE CODES**

User: BENTEK      Date: 03/30/2004 12:14 PM

**Suspense Code Table**

Reason Code	Short Description	Date Active	Date Inactive	Duration Value	Duration Unit	Hold Level	1 or All?	Man Rel	Man Alloc/Dist	Man Refund	Man B/O	Sys Rel	Sys Ref	ER Ind
USTO	UNIDENTIFIED STATE	01/23/2002				UNID	1	N	N	Y	N	N	N	N
UNID	UNIDENTIFIED	01/23/2002				UNID	1	N	N	Y	N	N	N	N
UNDF	RECEIPT CANNOT BE	01/23/2002				UNID	1	N	N	N	N	N	N	N
UIRE	UNIDENTIFIED INTERSE	01/23/2002				UNID	1	N	N	Y	N	N	N	N
UFTO	UNIDENTIFIED FEDER	01/23/2002				UNID	1	N	N	Y	N	N	N	N
SWEL	WELFARE HOLD	01/23/2002				DISB	1	N	N	N	Y	Y	Y	N
SVOL	OBLIGOR PAYMENT, N	01/23/2002				PAYER	1	N	Y	Y	Y	Y	N	N
SVOI	DISBURSEMENT VOIDI	01/23/2002				DISB	1	Y	N	N	Y	N	N	N
SSTH	STOP HOLD	08/29/2002				DISB	1	Y	N	N	Y	N	N	N
SSTE	STO PAYMENT > CERT	01/23/2002		14	D	PAYER	1	N	Y	Y	Y	N	N	N
SSRE	STATE REFUND	01/23/2002				PAYER	1	N	Y	Y	Y	N	N	N
SSPI	SPECIAL INSTRUCTIONI	01/23/2002		14	D	DIST	1	N	Y	Y	Y	Y	N	Y
SSPD	STO PAYMENT, NO AR	01/23/2002			D	PAYER	1	N	N	N	Y	N	Y	N
BRLC	LEGACY CHECK REISS	08/29/2002				DIST	1	N	Y	Y	Y	N	N	N
BQRO	QDRO RECEIPT	01/23/2002				DIST	1	N	Y	Y	Y	N	N	N
BOSR	OTHER STATE RETUR	10/25/2002				DIST	1	Y	Y	Y	Y	N	N	N
SOBA	OTHER PARTY BAD AD	01/23/2002				PAYEE	ALL	N	N	N	Y	Y	N	N

Record: 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](#)

**SUCO - Suspense Codes**

**SUCO - SUSPENSE CODES**

**User:** BENTEK
 **Date:** 03/31/2004 10:48 AM
 **Screen**

**Suspense Code Table**

Reason Code	Short Description	Date Active	Date Inactive	Duration Value	Duration Unit	Hold Level	1 or All?	Man Rel	Man Alloc	Man Dist	Man Refund	Man B/O	Sys Rel	Sys Ref	ER Ind
SOBA	OTHER PARTY BAD AD	01/23/2002				PAYEE	ALL	N	N	N	Y	Y	N	N	
SNSF	NON SUFFICIENT FUN	08/29/2002		10	D	PAYER	1	N	N	Y	Y	Y	N	N	
SNEX	NON-TANF EXCESS	01/23/2002				PAYER	1	N	N	Y	Y	Y	N	N	
SNBA	NCP BAD ADDRESS	01/23/2002				PAYEE	ALL	N	N	N	Y	Y	N	N	
SNAO	NO ACTIVE OBLIGATIO	01/23/2002				PAYER	1	N	Y	Y	Y	Y	N	N	
SJTO	JOINT IRS OFFSET - N	01/23/2002		6	M	IRS	1	Y	N	N	Y	Y	N	N	
SIWI	IWIN PAYMENT, NO AC	01/23/2002				PAYER	1	N	Y	Y	Y	Y	Y	N	
SIVE	ACTIVE IV-E	01/23/2002				DISB	ALL	N	N	N	Y	Y	N	N	
SFUT	FUTURE PAYMENT	01/23/2002	03/25/2003			PAYER	1	N	N	N	Y	Y	Y	N	
SFPD	FTO PAYMENT, NO AR	01/23/2002			D	PAYER	1	N	N	N	Y	N	Y	N	
SFEX	FTO PAYMENT > CERT	01/23/2002		14	D	PAYER	1	N	N	Y	Y	N	N	N	
SFBA	FIPS BAD ADDRESS	01/23/2002				PAYEE	ALL	N	N	N	Y	Y	N	N	
SDTR	BAD DATA IN DTRE	02/13/2003				DIST	1	N	N	N	N	N	N	N	
SDSH	MULTIPLE CASES EXIS	04/19/2002				PAYER	1	N	Y	Y	Y	Y	N	N	
SDOL	LESS THAN A DOLLAR	01/23/2002				DISB	1	N	N	N	Y	Y	N	N	
SDIS	READY TO DISBURSE	01/23/2002			D	DISB	1	N	N	N	Y	Y	N	N	
SDBO	BAD DATA IN DBOF	02/13/2003				DISB	1	N	N	N	N	N	N	N	

Record: 17/?      ...      <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](#)

**SUCO - Suspense Codes**

**SUCO - SUSPENSE CODES**

**User:** BENTEK

**Date:** 03/31/2004 10:48 AM

**Screen**

**Suspense Code Table**

Reason Code	Short Description	Date Active	Date Inactive	Duration Value	Duration Unit	Hold Level	1 or All?	Man Rel	Man Alloc	Man Dist	Man Refund	Man B/O	Sys Rel	Sys Ref	ER Ind
SDBO	BAD DATA IN DBOF	02/13/2003				DISB	1	N	N	N	N	N	N	N	N
SCPR	CP RECOUPMENT	01/23/2002				PAYER	1	N	Y	Y	Y	N	N	N	
SCLO	PAYMENT RECEIVED	01/23/2002			D	PAYER	1	N	N	N	Y	Y	Y	N	
SCDE	CP DECEASED	01/23/2002				PAYEE	ALL	N	N	N	Y	N	N	N	
SCBA	CP BAD ADDRESS	01/23/2002				PAYEE	ALL	N	N	N	Y	Y	N	N	
MREF	MANUAL REFUND	09/20/2002				PAYER	1	N	Y	Y	Y	N	N	N	
MNSF	HISTORY OF NSF CHE	01/22/2002	08/31/2002			PAYER	ALL	Y	N	Y	Y	Y	N	N	
MJUP	JUDICIAL HOLD - PAYE	01/22/2002	03/25/2003	6	M	PAYER	ALL	Y	Y	Y	Y	Y	Y	Y	
MJUI	JUDICIAL HOLD - IVD C	01/22/2002		6	M	DIST	ALL	Y	Y	Y	Y	Y	N	Y	
MJUC	JUDICIAL HOLD - COU	01/22/2002		6	M	DIST	ALL	Y	Y	Y	Y	Y	N	Y	
MDPP	DESIGNATED PRE-PA	01/22/2002		1	Y	PAYER	1	Y	Y	Y	Y	Y	Y	N	
MCRL	CASE IN REVIEW - COF	01/22/2002		120	D	DIST	1	Y	Y	Y	Y	Y	N	Y	
MCRC	CASE IN REVIEW - CUF	01/22/2002		2	B	DIST	ALL	Y	Y	Y	Y	Y	N	N	
MCRA	CASE IN REVIEW - COF	01/22/2002		120	D	DIST	ALL	Y	Y	Y	Y	Y	Y	Y	
MCPI	CP INCARCERATED	01/22/2002		1	M	PAYEE	ALL	Y	N	N	Y	Y	N	Y	
MADP	ADMINISTRATIVE HOL	01/22/2002	03/25/2003	7	D	PAYER	ALL	Y	Y	Y	Y	Y	Y	Y	
MADI	ADMINISTRATIVE HOL	01/22/2002		7	D	DIST	ALL	Y	Y	Y	Y	Y	Y	Y	

Record: 33/?
...
<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

**SUCO - Suspense Codes**

**SUCO - SUSPENSE CODES**

**User:** BENTEK      **Date:** 03/31/2004 10:48 AM      **Screen**

**Suspense Code Table**

Reason Code	Short Description	Date Active	Date Inactive	Duration Value	Duration Unit	Hold Level	1 or All?	Man Rel	Man Alloc	Man Dist	Man Refund	Man B/O	Sys Rel	Sys Ref	ER Ind
MADI	ADMINISTRATIVE HOLD	01/22/2002		7	D	DIST	ALL	Y	Y	Y	Y	Y	Y	Y	Y
MADC	ADMINISTRATIVE HOLD	01/22/2002		7	D	DIST	ALL	Y	Y	Y	Y	Y	Y	Y	Y
CSTX	TAX OFFSET EXCESS	02/13/2003				DIST	1	N	N	Y	Y	N	N	N	N
CSTN	NON ADC TAX OFFSET	02/13/2003		6	M	DIST	ALL	Y	Y	Y	Y	Y	N	N	N
CSRC	RECEIPT HOLD	02/13/2003				DIST	ALL	Y	Y	Y	Y	N	N	N	N
CSCP	PAYEE HOLD	03/07/2003	03/18/2004			DIST	ALL	Y	Y	Y	Y	N	N	N	N
CSCO	COURT ORDER HOLD	03/07/2003	03/18/2004			DIST	ALL	Y	Y	Y	Y	N	N	N	N
CSAA	HOLD PAYMENT ON AC	03/07/2003	03/18/2004			DIST	ALL	Y	Y	Y	Y	N	N	N	N
CS30	THIRTY DAYS	02/13/2003	03/18/2004	30	D	DIST	ALL	Y	Y	Y	Y	Y	N	N	N
CS21	TWENTY-ONE DAYS	02/13/2003	03/18/2004	21	D	DIST	ALL	Y	Y	Y	Y	Y	N	N	N
CS20	TWENTY DAYS	02/13/2003		20	D	DIST	ALL	Y	Y	Y	Y	Y	N	N	N
CS15	FIFTEEN DAYS	02/13/2003		15	D	DIST	ALL	Y	Y	Y	Y	Y	N	N	N
CS10	TEN DAYS	02/13/2003	03/18/2004	10	D	DIST	ALL	Y	Y	Y	Y	Y	N	N	N
CS07	SEVEN DAYS	02/13/2003	03/18/2004	7	D	DIST	ALL	Y	Y	Y	Y	Y	N	N	N
CS06	SIX MONTHS	02/13/2003		6	M	DIST	ALL	Y	Y	Y	Y	Y	N	N	N
COXD	OTHER MONIES OWEC	03/05/2002	03/18/2004			DIST	1	Y	Y	Y	Y	N	N	N	N
COWG	WRONG AMOUNT HOL	02/20/2002	03/18/2004			DIST	1	Y	Y	Y	Y	N	N	N	N

Record: 52/?      ...      <OSC>

Points to adapt:

1. The Title Bar should be **SUSPCODE – Suspense Codes**
2. No Header section
3. Create four TABS:
  - a. Payer Level
  - b. Distribution Level
  - c. Disbursement/Payee Level
  - d. Unidentified
4. Each Tab activates a grid with the following fields:
  - a. Reason Code
  - b. Description
  - c. Duration
    - i. Value
    - ii. Period
  - d. 1 or All?
  - e. Manual
    - i. Release
    - ii. Distribute
    - iii. Refund
    - iv. Back out
  - f. System
    - i. Release
    - ii. Refund
  - g. Extend
    - i. Include vertical scrolling in grid





# 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

**SMHO - SUSPENSE MANAGEMENT HOLD MONEY**

User: BENTEK      Date: 03/30/2004 12:12 PM      Screen:

Suspense Reason Code: **MADC - ADMINISTRATIVE HOLD - ...**      Hold Date: 03/30/2004      Release Date: 04/06/2004

Docket ID:      County:      IV-D Case NO:      NCP ID:      CP ID:

NCP Name	NCP SSN	NCP DOB	CP ID	CP Name	CP SSN	CP DOB

Record: 1/1      ...      <OSC>

Points to adapt:

1. The Title Bar should be **SUSPHOLD – SET SUSPENSE HOLD**
2. Create frame with the following Updateable fields:
  - a. Suspense Code (display entire suspense description) with drop down box
  - b. Hold Date
  - c. Release Date
  - d. County
  - e. Change field name “Order ID” to ‘Docket’
  - f. IV-D Case ID
  - g. Change field name “NCP ID” to ‘NCP DSN’
  - h. Change field name “CP ID” to ‘CP DSN’
3. Create frame with following display fields
  - a. First line:
    - i. County
    - ii. Docket
    - iii. IV-D Case ID
  - b. Second line
    - i. NCP DSN
    - ii. NCP Name
  - c. Third line:
    - i. NCP SSN
    - ii. NCP DOB
  - d. Fourth line:



## New Jersey Automated Child Support Enforcement System Financial Management

- i. CP DSN
  - ii. CP Name
- e. Fifth line:
  - i. CP SSN
  - ii. CP DOB
- f. Include standard navigation arrows as their could be multiple sets of data for each Suspense Hold set

**1.3.1.2. Original MiCSES Screen: SMRM– Suspense Management Release Money** 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

NAVIGATION TO SMRM THROUGH SUMA ONLY

SMRM - S

Docket ID [ ] County [ ] IV-D Case No. [ ]

NCP ID [ ] Name [ ] DOB [ ] SSN [ ]

CP ID [ ] Name [ ] DOB [ ] SSN [ ]

Suspense Reason Code [ ] Hold Set Date [ ] Release ALL ☐ Extended for Research ☐

Release	Receipt No.	Receipt Amt.	Amt Released	Amt Refunded	Amt Held	Amt To Release	Receipt Hold Date	Release Date
<input type="checkbox"/>								
<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>

Points to adapt:

1. The Title Bar should be **SUSPREL – RELEASE SUSPENSE HOLD**
2. Create frame with the following Updateable fields:
  - a. First line:
    - i. Worker
    - ii. County
    - iii. Order ID
    - iv. IV-D Case ID
  - b. Second line NCP:
    - i. ID
    - ii. Name
    - iii. SSN

New Jersey Automated Child Support Enforcement System  
Financial Management

- iv. DOB
  - c. Third line CP:
    - i. ID
    - ii. Name
    - iii. SSN
    - iv. DOB
  - d. Fourth line:
    - i. Suspense Code (display full description)
    - ii. Hold Date
    - iii. Release All (Check Box)
    - iv. Extend for Research (Check Box)
3. Create grid with the following fields:
- a. REL (Check Box)
  - b. Receipt Number
  - c. Receipt Amount
  - d. Amount Released
  - e. Amount Refunded
  - f. Amount Held
  - g. Amount to Release (Updateable)
  - h. Hold Date
  - i. Release Date
  - j. Include vertical scrolling

**1.3.1.3. Original MiCSES Screen: URCT – Unidentified 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

**URCT - UNIDENTIFIED RECEIPTS**

User: SHAHJ Date: 06/04/2002 06:30 PM Screen

☒ Receipt NO ☐ Name

Receipt NO  Source Receipt  Collection Date  Sub Type  FIA IND   
Amount  Check NO  Remit Type  Receipt Date

Name On Item  Pay Type   
Address On Item

Bank Details  
Bank ID  Name  Account NO   
Address

Comments

Identified Data

Case ID/ Docket ID <input type="text"/>	County <input type="text"/>
NCP ID <input type="text"/>	NCP Name <input type="text"/>
CP ID <input type="text"/>	CP Name <input type="text"/>
Suspense Code <input type="text"/>	Date <input type="text"/>
Identification Status <input type="text"/>	FEIN <input type="text"/> NSF Indicator <input type="text"/>

Employer Name

MMDDYYYYX0009009  
Record: 1/1 <OSC> <DBG>

Start GroupWise... Exploring... TOAD Oracle SQ... Oracle For... Microsoft... Michiga... 6:30 PM

New Jersey Automated Child Support Enforcement System  
Financial Management

Points to adapt:

1. The title bar should be **UNIDRCPT – Identify Unidentified Receipts**
2. Change Radio Button field name “Receipt NO” to ‘Receipt Number
3. Next frame ‘Receipt Details’
  - a. First line (Receipt):
    - Number
    - Source (expand field to display description – Income withholding, Obligor, etc.)
    - Remit Type (check, EFT, etc.)
    - Amount
  - b. Second line:
    - Receipt Date
    - Collection Date
    - Check number
4. Next frame ‘Payer Details’
  - a. Name on Item (three free form fields)
  - b. Address on Item
    - One long field for (street address, PO Box, etc.)
    - Three fields for (city, state and zip) no label
  - c. Remarks field (long free form text field)
5. Next frame ‘Bank Details’
  - a. First line:
    - Name
    - Routing ID
    - Account Number
  - b. Second line:
    - One long field for (street address, PO Box, etc.)
    - Three fields for (city, state and zip) no label
6. Next frame – Identified Receipt Data’
  - a. First line
    - County
    - IV-D Case/Order ID
  - b. Second line
    - NCP ID
    - NCP Name
  - c. Third line:
    - CP ID
    - CP Name
  - d. Fourth line:
    - Date
    - Suspense Code (display description)
  - e. Fifth line:
    - Identification Status
    - NSF IND (Yes/No/Prior)
  - f. Sixth line:
    - FEIN
    - Employer Name
  - g. Replace arrows with standard navigation arrows

New Jersey Automated Child Support Enforcement System  
Financial Management

**1.3.1.4. Original MiCSES Screen: RERT – Refund / Return** 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 **REFUND – Return / Refund Receipt**
2. No new Header Information
3. Screen lay out is sufficient (only field name changes)
4. Add title 'Action' to first frame
  - a. Change field name "Receipt No" to 'Receipt Number'
  - b. Change field name "Receipt Amt" to 'Receipt Amount'
  - c. Change field name "Amt to Refund" to 'Amount to Refund' (updateable field)
  - d. Change field name "Amount Released" to 'Amount Previously Released'
  - e. Change field name "Amt Held" to 'Amount Held'
  - f. Change field name on Radio button "Tax Excess" to 'Joint Tax Refund Excess'
  - g. Change field name on Radio button "Return to Other" to 'Return to Other Party'
  - h. The frame with the Supervisor Approved/Rejected Radio buttons is only active when the user signed on to REFUND has a Supervisory profile
5. Add title 'NCP Information' to second frame
  - a. Change field name "NCP ID" to 'DSN'
  - b. Change field name "Street Address" to 'Address'
  - c. Change field name "Zipcode" to 'Zip'

New Jersey Automated Child Support Enforcement System  
Financial Management

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

---

NECSSES provides for the following types of system-generated and worker generated account holds: Member level disbursement; Case level distribution; Unidentified Payer; Joint tax; Voids and Stop Payment holds. The DHLD screen displays items on hold and facilitates a worker's resolution of these items. Workers can also use the DWIZ screen to back-out, allocate, and distribute payments; and the POFL screen to handle payee offsets. Held funds are stored in the V\$DHLD table; distribution details are kept in the V\$LSUP table; and payee offsets are recorded in the V\$POFL table.

#### 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.

**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.  
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.

## 2. Functional Design

---

### 2.1. Functional Process Overview

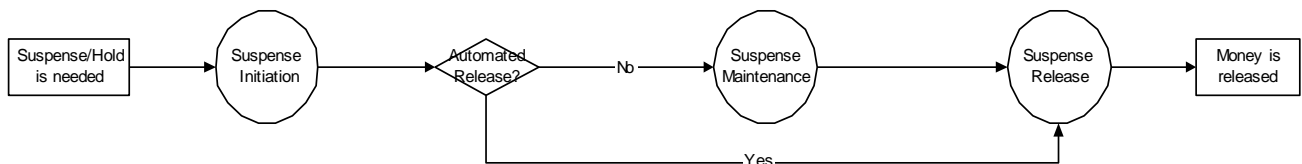
---

Suspense Management provides several suspense hold levels (Payer, Distribution, Disbursement / Payee, and Unidentified). Suspense Holds can be set manually by the user or automatically by the system based on the case conditions. Suspense holds can be released automatically by the system when the case conditions change or manually by the user. Holds can be released for individual receipts or for multiple receipts held for a specific reason.

### 2.2. Functional Process Flow

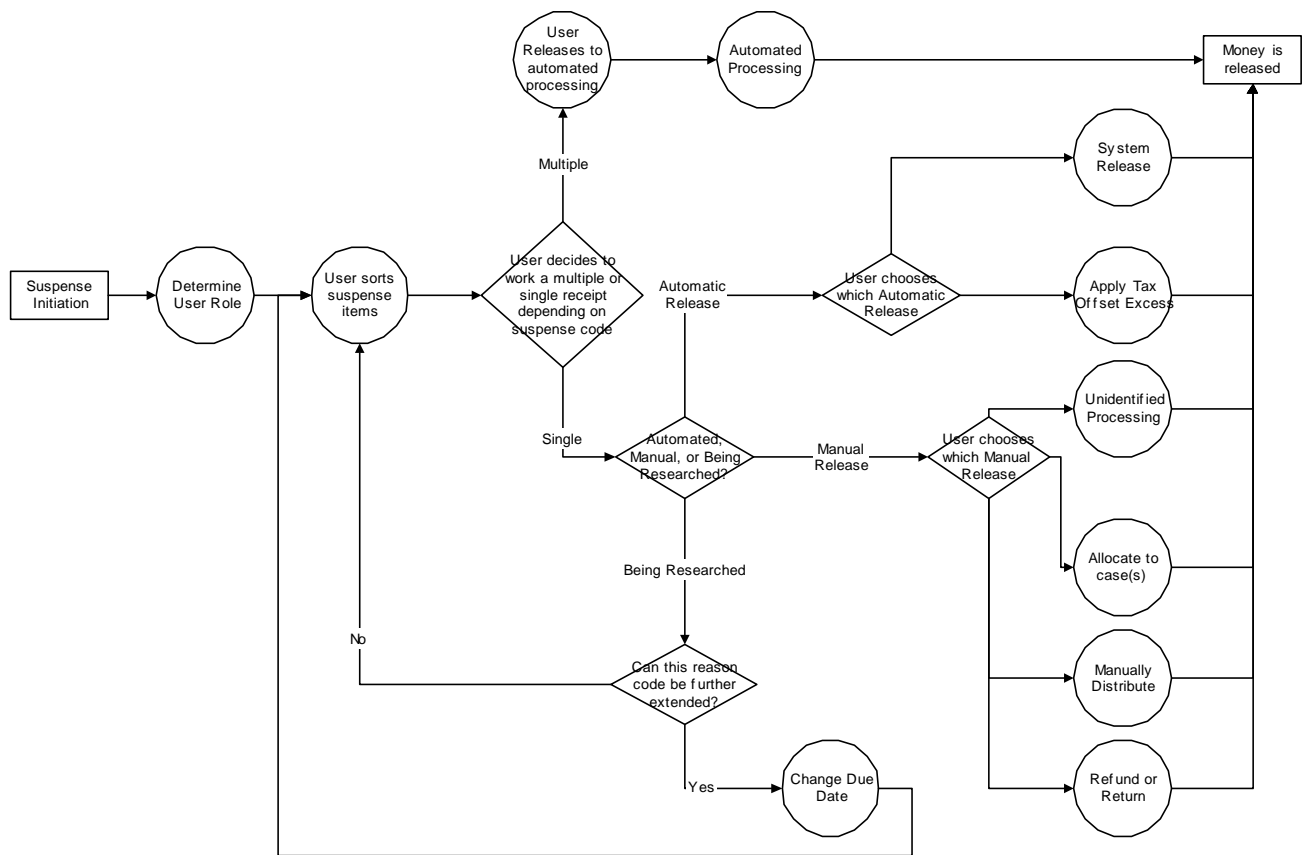
---

#### Suspense Management



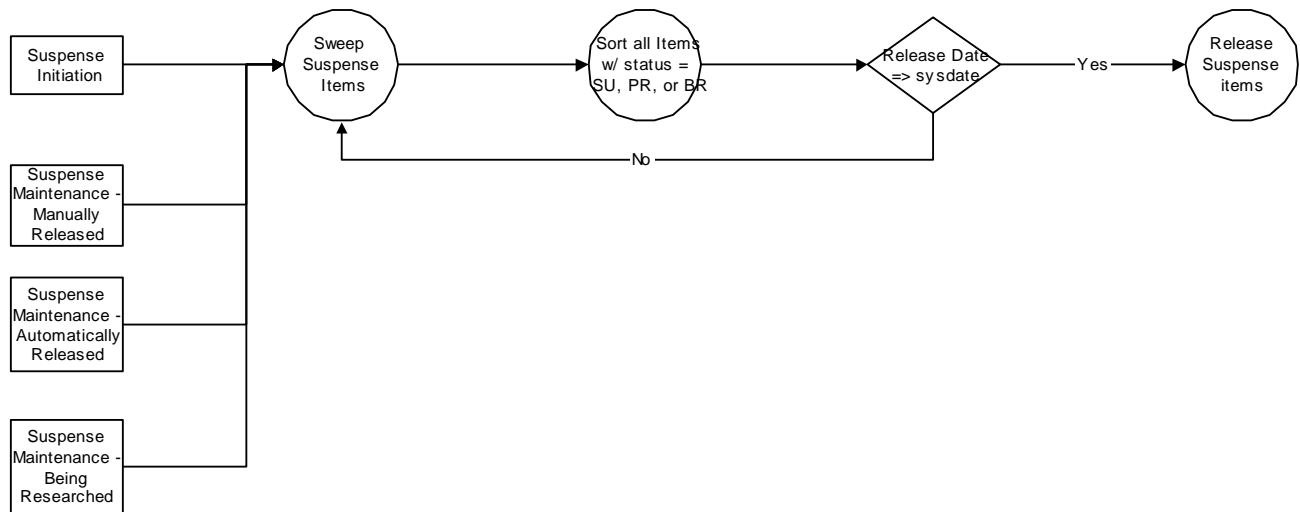
New Jersey Automated Child Support Enforcement System  
Financial Management

**Suspense Management - Maintenance**



New Jersey Automated Child Support Enforcement System  
Financial Management

**Suspense Management - Release**





New Jersey Automated Child Support Enforcement System  
Financial Management

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

### 2.3.1. SUSPENSE – SUSPENSE MANAGEMENT

**2.3.1.1. Screen Group:** Financial

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

2.3.1.2.1. **Menu:** Financial Management / Suspense Management / SUSPENSE – SUSPENSE MANAGEMENT

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 SUSPENSE 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. SUSPCODE – SUSPENSE CODES

[illegible]

### Distribution Level

rev. 3/9/2005

**Disbursement / Payee Level**[illegible]

# New Jersey Automated Child Support Enforcement System

## Financial Management

### Unidentified

**2.3.2.1. Screen Group:** Financial

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

2.3.2.2.1. **Menu:** Financial Management / Suspense Management / SUSPCODE – SUSPENSE CODES

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

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

**2.3.2.3. 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	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

## SUSPHOLD – SET SUSPENSE HOLD

**2.3.2.4. Screen Group:** Financial

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

2.3.2.5.1. **Menu:** Financial Management / Suspense Management / SUSPHOLD – SET SUSPENSE HOLD

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

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

**2.3.2.6. 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
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. SUSPREL – RELEASE SUSPENSE HOLD

**2.3.3.1. Screen Group:** Financial

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

2.3.3.2.1. **Menu:** Financial Management / Suspense Management / SUSPREL – RELEASE SUSPENSE HOLD

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 SUSPREL 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
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

### 2.3.4. UNIDRCPT – IDENTIFY UNIDENTIFIED RECEIPT

**New Jersey Child Support System**

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

**UNIDRCPT - IDENTIFY UNIDENTIFIED RECEIPTS**

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

**Receipt Details**

☒ Receipt Number ☐ Name

Receipt [ ] [ ] [ ] [ ]

Receipt Date [ ] Collection Date [ ] Check Number [ ]

**Payer Details**

Name On Item [ ] [ ] [ ] Pay Type [ ]

Address On Item [ ] [ ] [ ] [ ]

Image of Financial Instrument [ ]

Remarks [ ]

**Bank Details**

Name [ ] Routing ID [ ] Account Number [ ]

Address [ ] [ ] [ ] [ ]

**Identified Receipt Data**

County [ ] IV-D Case/Docket [ ] Identification Status [ ]

NCP DCN [ ] NCP Name [ ] NSF Indicator [ ]

CP DCN [ ] CP Name [ ]

FEIN [ ] Employer Name [ ]

Date [ ] Suspense Description [ ]

Status message goes here...

Record: 1/1 Cumberland County Welfare Office 125.215.172.177

**2.3.4.1. Screen Group:** Financial

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

2.3.4.2.1. **Menu: - no direct menu access -** The user can access the screen directly by entering UNIDRCPT in the Screen box. The UNIDRCPT screen can also be accessed from a number of different screens including BATRCPT, REPOST, HANDPOST, RCPTSTAT, and SUSPENSE

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 UNIDRCPT 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	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	Y	N

New Jersey Automated Child Support Enforcement System  
Financial Management

### 2.3.5. REFUND – RETURN / REFUND RECEIPT

**2.3.5.1. Screen Group:** Financial

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

2.3.5.2.1. **Menu:** Financial Management / Suspense Management / REFUND – REFUND / RETURN RECEIPT

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 REFUND 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

Role Title	Inquiry	Add	Change	Delete
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	Y	N

**2.3.6. Document**  
NONE

**2.3.7. Report**  
NONE

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.8. 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**

---

All Suspense transactions that result in a receipt being held or a disbursement issued are written to the FINLOG – Financial Event Diary.



New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.24 Account Adjustments**

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## **Financial Management – FM.24 Account Adjustments**

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### **1. Requirements Definition**

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#### **1.1. Requirement**

---

##### **1.1.1. Account Adjustments**

The system must provide for the reapplication of funds between accounts, cases, and venues. This feature must provide a detailed audit trail, including the worker performing the adjustment, the movement of funds from one account to another, and the reasons for each movement. The system must provide for two-tier supervisory approval of adjustments according to State policy.

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

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

---

ACSES provides only limited support in the management of account adjustments. While the system generates most of the information necessary it remains for staff to coordinate data from multiple functions and complete some of the required calculations manually to satisfy all of the specifications for this requirement.

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

---

MiCSES provides the DWIZ screen for authorized workers to use in re-applying funds between accounts, cases, payees, and payers. For certain adjustments, arrearages balances are modified on the OBAA screen.

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

When receipts are backed out from one case after distribution and reapplied another case in MiCSES the original distribution is not reversed. In MiCSES misapplied receipts that require back out and reposting create Recovery Obligation Accounts based on the type of error selected during the back out process. The original receipt, if disbursed, is not reversed and the associated balances are not affected. The recovery obligation account created by the back out is treated similar to a support debt type and assigned a distribution priority which places the account after support and prior to fees in the distribution hierarchy.

The DWIZ – Distribution Wizard screen provides the ability to back out receipts and after the receipt is reposted to another case, the user can allow the system to distribute the receipt or manually override the system distribution and apply the receipt to specific debts.

Adjustments to the Recovery Obligation Accounts created by backing out a receipt can be performed on the OBAA – Obligation Arrears Adjustment screen.

The Payee Offset (POFF) functionality was modified when MiCSES was implemented statewide in Michigan. New payee offset accounts were not established and funds were only disbursed to satisfy the existing accounts after all other debts were satisfied. – Implementing this function is an option.

New Jersey Automated Child Support Enforcement System  
Financial Management

See FM.03 Retroactive Obligation Management for adaptations to OBAA and FM.27 Financial Distribution for the adaptations to DWIZ.

- 1.3.1.1.** Original MiCSES Screen: POFF – PAYMENT OFFSET should be adapted as follows.  
See 2.3 for final version. Final version may be modified during design.

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

**POFF - PAYMENT OFFSET**

User: FRIESINGERW Date: 06/20/2002 02:05 PM Screen

☒ Payee Offset  
☐ Demand Check  
☐ Identify Receipt

Recipient ID  Recipient Type **1 - Partic...**  
 IV-D Case ID  % Disbursement Allowance

Type	Total Amount to Recover	Amount Recovered	Balance Due	Reason Code
1. Offset	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Overpayments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Demand Check Instructions:

Receipt #  Receipt AMT  ☐ Print Online ☐ Do Not Create Offset  
 Distribution Type  DISB Type  Check AMT  Check #

Transaction Date	Action	Receipt NO	IV-D Case ID	RC	User ID	Transaction Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Record: 1/1 <OSC>

Points to adapt:

1. The Title Bar should be: **PAYMTOFF – MANAGE PAYMENT OFFSET**
2. No new Header Information
3. Remove frame with three Radio Buttons for Payee Offset, Demand Check and Identify Receipt
4. Add title 'Establish Payment Offset Terms' to first frame
  - a. Change field name "Recipient ID" to 'Check Recipient' – three fields for DSN, Name, SSN (no field names)
  - b. Change field name "%Disbursement Allowance" to 'Disbursement Offset Percentage'
5. Create grid titled "Action Type" with TABS for:
  - a. Overpayment with following fields:
    - Receipt Number (updateable)
    - Receipt Date (display)
    - Receipt Amount (display)
    - Back Out Date (display)
    - Overpayment Amount ((display)
    - Reason (updateable with drop down)
    - Include vertical scrolling
  - b. Offset
    - Receipt Number (updateable)

## Financial Management

- Overpayment Amount (display)
  - Amount to Recover (updateable)
  - Amount Recovered (display)
  - Balance Due (display)
  - Reason (updateable with drop down)
  - Include vertical scrolling
6. Remove "Demand Check Instructions" frame
  7. Add title "Transaction Details" to last frame
    - a. Change field name "Receipt NO" to 'Receipt Number'
    - b. Change field name "RC" to 'Reason'
    - c. Expand Reason field to display description (SDU Error, Local User Error, etc.)
    - d. Remove arrows and include vertical scrolling in grid

### 1.4. Alternative Hybrid Component Assessment - Vermont

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In ACCESS, account adjustments are documented in the PAQ2 function where an extensive variety of adjustment codes provide a clear explanation of what has transpired. Adjustments that involve actual cash payments are adjusted in batches using the SORC function before they are documented to the PAQ2. Non-cash account adjustments such as those that would be necessary when a court order modifies a previously-entered judgment may be initiated in another function such as ORDR, but these are reflected on the PAQ2 as well. The authority for completing account adjustments is restricted to the Cash Receipts Unit staff and subject to two-tier supervisory approval as specified.

### 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.

- 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)

New Jersey Automated Child Support Enforcement System  
Financial Management

45 CFR 303.102(f) & (g)

45 CFR 307.10(b)(5), (7), (8), & (14)

**System Certification Requirements:**

- a. The system must be capable of adjusting, with supervisory approval, previously processed payments.

## **2. Functional Design**

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

---

Backing out a previously disbursed receipt creates a Recovery Obligation Account based on the error reason selected during the back out process. The recovery obligation account created by the back out is treated similar to a support debt type and assigned a distribution priority which places the account after support and prior to fees in the distribution hierarchy. This debt is owed by the NCP that received credit for the originally posted receipt. The support arrears balances are not reduced by the back out but the recovery obligation account returns the overall arrears balance to the amount prior to the misapplied receipt. – This functionality will have to be revised as the State has decided to implement the Payment Offset functionality.

The DWIZ – Distribution Wizard screen provides the ability to back out receipts and after the receipt is reposted to another case, the user can allow the system to distribute the receipt or manually override the system distribution and apply the receipt to specific debts.

Adjustments to the Recovery Obligation Accounts created by backing out a receipt can be performed on the OBAA – Obligation Arrears Adjustment screen.

The Payment Offset functionality could be restored in ACSES. This would result in a debt established at the payee level. The POFF screen could be adapted to offset a portion of amounts due the payee from subsequent support payments.

### **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

See FM.03 Retroactive Obligation Management for adaptations to ADJARRS and FM.27 Financial Distribution for the adaptations to DISTWIZ.

### 2.3.1. PAYMTOFF – MANAGE PAYMENT OFFSET - Overpayments

**New Jersey Child Support System**

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

**PAYMTOFF - MANAGE PAYMENT OFFSET**

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

Establish Payment Offset Terms

Check Recipient [ ] Recipient Type [ ]

IV-D Case ID [ ] Disbursement Offset Percentage [ ]

Offset **Overpayment**

Receipt Number	Receipt Date	Receipt Amount	Backout Date	Overpayment Amount	Reason

Transaction Details

Transaction Date	Action	Receipt Number	IV-D Case ID	Reason	User ID	Transaction Amount

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. PAYMTOFF – MANAGE PAYMENT OFFSET - Offsets

**New Jersey Child Support System**

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

**PAYMTOFF - MANAGE PAYMENT OFFSET**

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

Establish Payment Offset Terms

Check Recipient Recipient Type

IV-D Case ID Disbursement Offset Percentage

**Offset** Overpayment

Receipt Number	Overpayment Amount	Amount to Recover	Amount Recovered	Balance Due	Reason

Transaction Details

Transaction Date	Action	Receipt Number	IV-D Case ID	Reason	User ID	Transaction Amount

Status Bar Message...

Record: 1/1 Cumberland County Welfare Office 125.215.172.177

**2.3.2.1. Screen Group:** Financial

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

**2.3.2.2.1. Menu:** Financial Management / Offset Recovery – PAYMTOFF – MANAGE PAYMENT OFFSET

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

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

**2.3.2.3. 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

Role Title	Inquiry	Add	Change	Delete
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	Y	Y	N

**2.3.3. Document**  
NONE

**2.3.4. Report**  
NONE



New Jersey Automated Child Support Enforcement System  
Financial Management

**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**

---

All receipt backed out on a case are written to the FINLOG – Financial Event Diary.

All amounts offset from amounts due the payee are written to the FINLOG - Financial Event Diary.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.25 Recovery Account Management**

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## **Financial Management – FM.25 Recovery Account Management**

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### **1. Requirements Definition**

---

#### **1.1. Requirement**

---

##### **1.1.1. Recovery Account Management**

The system must provide for daily fund transfer of recovery collections to the IV-A, Title XIX, and child welfare agencies. It must provide for monthly accounting to the child welfare agency regarding the distribution of the foster care maintenance recovery.

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

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

---

The system must provide for daily fund transfer of recovery collections to the IV-A, Title XIX, and child welfare agencies. It must provide for monthly accounting to the child welfare agency regarding the distribution of the foster care maintenance recovery.

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

---

MiCSES provides for agency payers as the recipients of funds distributed to current support and arrearage accounts. Collections are electronically transferred to appropriate IV-A, XIX, or Foster Care agency. The DIRR reporting screen provides disbursement information that can be filtered by disbursement or program types.

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

The member's eligibility status affects the recipient for the support distributed to the member's debts. When the recipient is the IV-A Agency MiCSES disburses funds daily to the Central Financials system. These amounts are tracked on the TANFREC – TANF Reconciliation Summary screen. Final TANF distribution and state/fed shares in Michigan is performed by the Central Financials system. MiCSES would require modification to perform the complete TANF distribution functionality.

TANFTRN – TANF Transactions tracks the changes reported by the IV-A interface for cases associated with the members on a IV-D child support case.

URPAHIST – Unreimbursed Assistance History tracks the assistance grants paid and reimbursed from child support collections at the case level.

**See FM.18 IV-A Updates for adaptations to TANFREC – TANF Reconciliation, TANFTRN –TANF TRANSACTIONS, and URPAHIST – UNREIMBURSED ASSISTANCE HISTORY, and FM.22 Disbursement Reconciliation for the adaptations to CHECKS – DISPLAY DISBURSEMENTS.**

**See FM.19 Title XIX Updates for adaptations for Title XIX disbursements and FM.20 IV-E Updates for adaptations for IV-E disbursements.**

New Jersey Automated Child Support Enforcement System  
Financial Management

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

---

NECSES provides for agency payers as the recipients of funds distributed to current support and arrearage accounts. Collections are electronically transferred to appropriate IV-A, XIX, or Foster Care agency.

## **1.5. Requirements Validation**

---

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

- F-5 OBJECTIVE:** The system must distribute collections in accordance with OCSE-AT-97-17, OCSE-AT-98-24 and any applicable guidance as provided in Action Transmittals.

**Related Program Statutes and Regulations:**

42 USE 654B  
45 CFR 302.32  
45 CFR 302.51  
45 CFR 302.52(b) & (c)  
45 CFR 303.7(c)(7)(iv)  
45 CFR 303.72(h)  
45 CFR 303.102(g)  
45 CFR 307.10(b)(5), (7) & (15)  
OCSE-AT-97-17 dated October 21, 1997  
OCSE AT-98-24 dated August 19, 1998

**System Certification Requirements:**

- b. Each time distribution and disbursement takes place, the system must record the amount, date of distribution, date of disbursement, and the recipient (family, IV-E agency, IV-A agency, Title XIX agency, taxpayer whose refund was offset, another State).

## **2. Functional Design**

---

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

---

The member's eligibility status affects the recipient for the support distributed to the member's debts. When the recipient is the IV-A Agency MiCSES disburses funds daily to the Central Financials system. These amounts are tracked on the TANFREC – TANF Reconciliation Summary screen. Final TANF distribution and state/fed shares in Michigan is performed by the Central Financials system. MiCSES would require modification to perform the complete TANF distribution functionality.

TANFTRN – TANF Transactions tracks the changes reported by the IV-A interface for cases associated with the members on a IV-D child support case.

URPAHIST – Unreimbursed Assistance History tracks the assistance grants paid and reimbursed from child support collections at the case level.

## **2.2. Functional Process Flow**

---

No process flow.

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

---

See FM.018 IV-A Updates for adaptations to TANFREC – TANF Reconciliation, TANFTRN – TANF TRANSACTIONS, and URPAHIST – UNREIMBURSED ASSISTANCE HISTORY, and FM.22 Disbursement Reconciliation for the adaptations to CHECKS – DISPLAY DISBURSEMENTS.

### **2.3.1. Document**

NONE

### **2.3.2. Report**

NONE

### **2.3.3. 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**

---

All receipt distribution events and disbursements are written to the FINLOG - Financial Event Diary.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.26 Electronic Fund Transfer Management**

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## **Financial Management – FM.26 Electronic Fund Transfer Management**

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### **1. Requirements Definition**

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#### **1.1. Requirement**

---

##### **1.1.1. Electronic Fund Transfer Management**

The system must provide for managing account information to support electronic fund transfer to other state agencies and to custodial parents and to support automatic withdrawal for non-custodial parents.

The system must support the efficient research and application of rejected EFT transactions.

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

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

---

ACSES support for the management of various types of electronic fund transfers is fairly well-developed.

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

---

MiCSES's EFTR screen provides for the management of other state, custodial parent, and agency EFT transfers. EFT set-up information is stored in the Electronic\_Funds\_Transfer table. A worker uses the CHKV screen to research and resolve rejected EFT transactions.

NCP withdrawals are not supported by MICSES.





# New Jersey Automated Child Support Enforcement System

## Financial Management

Points to adapt:

1. The Title Bar should be: **EFT – MANAGE ELECTRONIC FUND TRANSFERS**
2. No new Header Information
3. Create two TABS
  - a. First TAB – Custodial Parent
    - Create frame titled: 'Search Fields' with the following updateable fields:
      1. CP DSN
      2. IV-D Case
      3. County
      4. Docket
    - Create frame titled: 'CP Data' with the following display fields:
      1. Name
      2. Phone Number (same line as Name)
      3. Address (three lines)
      4. City
      5. State (on same line with City)
      6. Zip (on same line with City and State)
  - b. Second TAB - Agency
    - Create frame titled: 'Search Fields' with the following updateable fields:
      1. FIPS State Code
      2. FIPS County Code
      3. FIPS Office Code
    - Create a Button titled: Generate Cleanup Report (outside of frame)
    - Create frame titled: ' Agency Data' with the following display fields:
      1. Agency

New Jersey Automated Child Support Enforcement System  
Financial Management

2. Address (three lines)
3. City
4. State (on same line with City)
5. Zip (on same line with City and State)
6. Agency Phone Number (same line as Agency)
7. Agency FAX Number (same line as 1<sup>st</sup> Address line)
8. EFT Contact (same line as 2<sup>nd</sup> Address line)
9. EFT Contact Phone Number (same line as 3<sup>rd</sup> Address line)
10. EFT Contact FAX Number (same line as City State ZIP)
- c. Create frame titled: 'Bank Information' with the following updateable fields:
  - First line:
    1. Bank Account Number
    2. Account Type with radio buttons for:
      - a. Checking
      - b. Savings
  - Second line:
    1. Bank Routing Number
    2. Bank Name
- d. Create EFT Status field (with drop down box)
- e. Create frame titled: 'EFT Authorization Information'
  - Create grid inside frame with the following updateable fields:
    1. EFT Activate Date
    2. EFT Deactivate Date
    3. EFT Deactivate Reason (with drop down box)
    4. Include vertical scrolling in grid
- f. Create frame titled 'Pre-Note Information'
  - Create grid inside frame with the following updateable fields:
    1. Pre Note Sent Date
    2. Pre Note Rejected Date
    3. Pre Note Reject Reason (with drop down box)
  - Include vertical scrolling in grid
4. Remove "Demand Check Instructions" frame
5. Add title "Transaction Details" to last frame
  - a. Change field name "Receipt NO" to 'Receipt Number'
  - b. Change field name "RC" to 'Reason'
  - c. Expand Reason field to display description (SDU Error, Local User Error, etc.)
  - d. Remove arrows and include vertical scrolling in grid

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

---

ACCESS provides effective support for the management of electronic fund transfers. Basic EFT information is collected and documented during the application process in the APPD function; for the custodial parent's receipt of payments on the APPD CLNT screen and for payment of the non-custodial parent's obligation on the APPD ABSP screen.

The system also routinely accepts EFT transactions from many employers for income withholdings and interstate child support collections transmitted in either CCD+ or CTX NACHA payment formats. In these instances the EFT is routed to the Lock Box Bank who forwards the EFT file to ACCESS system for collections processing. ACCESS converts the remittance data which is formatted according to NACHA-endorsed EFT/EDI standard format for child support collections (the Child Support Application Banking Convention) into payment records for routine payment processing.

ACCESS routinely transmits interstate child support collections to other states using EFT technology. These collections are transmitted in CCD+ format using the NACHA-endorsed EFT/EDI standard format for child support collections (the Child Support Application Banking Convention)..

New Jersey Automated Child Support Enforcement System  
Financial Management

## 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.

- F-3 OBJECTIVE:** The system must support the acceptance and disbursement of payments using electronic funds transfer (EFT) /Electronic Data Interchange (EDI)

**Related Program Statutes and Regulations:**

42 USC 654B (b)  
45 CFR 307.10(b)(5) & (14)

**System Certification Requirements:**

- a. The system must be capable of processing EFT/EDI transactions from employers who choose to submit income withholdings electronically.
- b. The system must be capable of processing EFT/EDI transactions from States which choose to transmit interstate collections electronically.
- c. The system must be capable of transmitting interstate collections to other States using EFT/EDI technology.
- d. EFT/EDI procedures and formats must conform with the requirements defined by the National Automated Clearinghouse Association (NACHA).
1. The system must be capable of accepting income withholdings and interstate child support collections transmitted in both the CCD+ and CTX NACHA payment formats;
  2. The system must be capable of processing income withholdings and interstate child support collections and corresponding remittance data transmitted using the NACHA-endorsed EFT/EDI standard format for child support collections (the Child Support Application Banking Convention);
  3. The system must be capable for transmitting interstate child support collections to other States in both the CCD+ and CTX NACHA payment formats; and
  4. The system must be capable of transmitting interstate child support collections and corresponding remittance data transmitted using the NACHA-endorsed EFT/EDI standard format for child support collections (the Child Support Application).

## 2. Functional Design

### 2.1. Functional Process Overview

Upon receipt of a signed authorization from the payee or successful negotiation with another Agency the financial institution account identification information is entered on EFT – MANAGE ELECTRONIC FUND TRANSFERS. A pre-note is processed to the receiving financial institution. Once acceptance of the pre-note is received, subsequent disbursements are processed via electronic fund transfer. Files are exchanged with the bank handling the disbursement account. The system is notified of any rejected EFT transactions. If the EFT reject can not be resolved, subsequent disbursements are processed via checks.

### 2.2. Functional Process Flow

No process flow.

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

#### 2.3.1. EFT – MANAGE ELECTRONIC FUND TRANSFERS – Custodial Parent

The screenshot shows the Oracle Forms Runtime window for the application 'EFT - MANAGE ELECTRONIC FUND TRANSFERS'. The window title bar includes 'Oracle Forms Runtime' and standard window controls. The menu bar contains: Actions, Person, Case, Establishment, Enforcement, Financial, Reports, Resources, System, Exit, Window. The toolbar includes icons for NEW, FIND, CLR, ADD, MOD, DEL, CHK, PRY, DTP, IMC, POP, HELP, and EXIT. The status bar displays 'User: XAmple', 'Date: 03/23/2004 10:23:54 PM', and 'Screen:'. The main form area is titled 'Custodial Parent' and includes an 'Agency' dropdown. Below this is a 'Search Criteria' section with fields for CP DCN, IV-D Case, County, and Docket. The 'CP Data' section contains fields for Name, Address, City, State, Zip, and Phone Number. The 'Bank Information' section includes fields for Routing NO, Account NO, Account Type (dropdown), and Bank Name. The 'EFT Status' dropdown is located below the bank information. At the bottom, there are two tables: 'EFT Authorization Information' and 'Pre-Note Information'. The 'EFT Authorization Information' table has columns: Activate Date, Deactivate Date, and Deactivate Reason. The 'Pre-Note Information' table has columns: Send Date, Rejected Date, and Reject Reason. Both tables have three data rows. At the very bottom, a 'Status Line Message...' area shows 'Record: 1/1', 'Cumberland County Welfare Office', and the IP address '125.215.172.177'.

Activate Date	Deactivate Date	Deactivate Reason

Send Date	Rejected Date	Reject Reason

New Jersey Automated Child Support Enforcement System  
Financial Management

### 2.3.2. EFT – MANAGE ELECTRONIC FUND TRANSFERS – Agency

**2.3.2.1. Screen Group:** Financial

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

**2.3.2.2.1. Menu:** Financial Management / Disbursements / EFT – MANAGE ELECTRONIC FUND TRANSFERS

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

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

**2.3.2.3. 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

Role Title	Inquiry	Add	Change	Delete
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

**2.3.3. Document**

EFT Authorization Letter

**2.3.4. Report**

Interstate EFT Cleanup Report

New Jersey Automated Child Support Enforcement System  
Financial Management

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

NONE

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

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**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**

---

All disbursement records are written to the FINLOG - Financial Event Diary.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.27 Financial Distribution**

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## **Financial Management – FM.27 Financial Distribution**

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### **1. Requirements Definition**

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#### **1.1. Requirement**

---

##### **1.1.1. Financial Distribution**

The system must maintain account balances and distribute collections according to federal requirements. The system must be able to properly handle all the federal test deck cases.

The system must provide for prompt distribution and disbursement of collections as required by federal requirements.

The system must provide for retroactive distribution when unidentified and misapplied funds are directed to the correct account. In order to accomplish this, it must provide for prior TANF assistance status.

The system must provide for prorating the child support when some of the children in a case are receiving public assistance and some are not.

The system must maintain TANF and non-TANF arrearages information in the federally required, designated balances.

The system must provide the capability of refunding collections.

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

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

---

ACSES manages distribution consistently with the federal requirements, but this is more the result of exemplary staff effort than it is of a well-integrated child support financial system. The lead is still taken by the AOC Banking and Cash Management staff but as noted above their coordination of the roles played by the SDU and the individual county fiscal staffs constitutes a burden that could be minimized if these functions are enhanced in the new ACSES.

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

---

MiCSES's Batch\_DTRE process allocates and distributes collections according to Federal distribution requirements. The Obligations table and Log\_Support table maintain the required account and current balance information for current support, public assistance arrearages, non-public assistance arrearages, and fees.

The Batch\_DBOF process disburses posted funds not held in suspense to all payees within Federal time frames. Batch\_DTRE applies funds to prior periods based on the date of collection for income withholdings or date of receipt for other types of payments whenever those funds are identified to an obligor. The public assistance, unreimbursed assistance, current support, and arrearage information for the particular prior month (MTH\_Support) in the Log\_Support table is used to properly distribute the collection.

Each case and debt type has an Obligations and Log\_Support Entry for each child. Collections are applied proportionately to the specified support amount and balances for each child or to the unspecified pro-rata amounts for each child if the order is not specific to each child.

New Jersey Automated Child Support Enforcement System  
Financial Management

The DWIZ and RERT screens provide the functionality for backing-out and/or refunding payments.

### 1.3.1. Michigan Adaptation

- 1.3.1.1.** Original MiCSES Screen: DWIZ – Distribution Wizard 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

**DWIZ - DISTRIBUTION WIZARD**

User: BENITEK Date: 03/30/2004 11:55 AM Screen

**Receipt Information**

Receipt NO Source Fee AMT Collection Date

NCP Type Posting Type Receipt Date

Worker ID

Total AMT Held AMT Distributed

Suspense Code AMT to Release AMT Refunded

☐ DIST Hold Override ☐ Back Out

**DOVR** **IVAL**

	IV-D Case ID	Recipient	Name	Docket ID	County	Obligation	Status
Owed							
Applied							
Owed							
Applied							
Owed							
Applied							
Owed							
Applied							

Finish Distribute Cancel

Enter a Valid Receipt Number ( Batch Date, Batch Source, Batch Number and Sequence )

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

**DWIZ - DISTRIBUTION WIZARD**

User: BENTEK Date: 03/30/2004 11:55 AM Screen

**Receipt Information**

Receipt NO Source Fee AMT Collection Date  
Type Posting Type Receipt Date  
NCP Worker ID  
Total AMT Held AMT Distributed  
Suspense Code AMT to Release AMT Refunded

**Distribution**

Recipient 0  
TANF

☐ DIST Hold Override ☐ Back Out

**DOVR** **IVAL**

Status	CS	Exp Pay	NAA	PAA	TAA	CAA	UPA	UDA	VEF

Finish Distribute Cancel

Enter a Valid Receipt Number ( Batch Date, Batch Source, Batch Number and Sequence )

Record: 1/1 ... <OSC>

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

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

---

**DWIZ - DISTRIBUTION WIZARD**

User: BENTEK      Date: 03/30/2004 11:56 AM      Screen:

---

Receipt Information				Distribution	
Receipt NO	Source	Fee AMT	Collection Date	Recipient	TANF
Type Posting	Type	Receipt Date	Worker ID		
NCP	Total	AMT Held	AMT Distributed		
Suspense Code	AMT to Release	AMT Refunded			

☐ DIST Hold Override    
 ☐ Back Out   

DOVR	I/V AL	NAA	PAA	TAA	CAA	UPA	UDA	IVEF	MEDI	Future	Total
											0.00

Enter a Valid Receipt Number ( Batch Date, Batch Source, Batch Number and Sequence )

Record: 1/1    ...    <OSC>

Points to adapt:

1. The Title Bar should be: **DISTRIBUTION WIZARD**
2. In the 'Receipt Information' frame:
  - a. First line:
    - Change field name from "Receipt NO" to 'Receipt Number'
    - Change field name from "Source" to 'Receipt Source'
    - Change field name from "Type" to 'Remit Type' and move to first line after 'Receipt Source'
    - Change field name from "Type Posting" to 'Receipt Level' and move to first line after 'Remit Type'
  - b. Second line:
    - NCP [three fields without labels (DSN, Name, SSN)]
    - Worker
  - c. Third line:
    - 'Receipt Date'
    - 'Collection Date'
    - 'Receipt Amount'
    - 'Amount Distributed'
    - 'Fee Amount'
  - d. Fourth line:
    - 'Suspense Code'
    - 'Amount Held'
    - 'Amount Refunded'
    - 'Amount to Release'
3. 'Distribution' frame with two fields on same line:
  - a. 'Recipient' with drop down

New Jersey Automated Child Support Enforcement System  
Financial Management

- b. 'TANF' with drop down
4. On same line with 'Distribution' frame (but outside of frame) create two check boxes:
  - a. 'Distribution Hold Override'
  - b. 'Back Out' with drop down to display Back Out Reason (SDU Error, Bank Adjustment, NSF, etc.)
5. Create two TABS:
  - a. 'Obligations'
    - Create grid with the following fields
      1. 'IV-D Case ID'
      2. 'County'
      3. 'Docket ID'
      4. 'Obligation ID'
      5. 'Member Name'
      6. 'Recipient'
      7. Include vertical scrolling within the grid
  - b. 'Distributions'
    - Above the grid create 'Distribution Override' Button
    - Below the grid create three buttons:
      1. 'Distribute'
      2. 'Finish'
      3. 'Cancel'
    - To left of grid create titles for the rows: These row titles will display next to each set of two rows as the user scrolls the grid vertically. (See screen shot of left side of DWIZ above.)
      1. 'Owed'
      2. 'Applied' with a check box
    - Create a grid with the following fields
      1. 'Obligation ID'
      2. 'Current Support'
      3. 'NAA'
      4. 'PAA'
      5. 'TAA'
      6. 'CAA'
      7. 'UPAA'
      8. 'UDAA'
      9. 'IVEF'
      10. 'MEDI'
      11. Include vertical scrolling in the grid

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

---

NECSSES allocates and distributes collections according to Federal distribution requirements. As part of the system maintenance process, a worker specifies the distribution priorities on the DBTP screen. The priorities are stored in the V\$DBTP table. The V\$OBLE table and V\$LSUP table maintain the required account and current balance information for current support, public assistance arrearages, and non-public assistance arrearages.

NECSSES disburses posted funds not held in suspense to all payees within Federal time frames. It applies funds to prior periods based on the date of collection for income withholdings or date of receipt for other types of payments whenever those funds are identified to an obligor. The public assistance, un-reimbursed assistance, current support, and arrearage information for the particular prior month in the V\$LSUP table is used to properly distribute the collection.

Each case and debt type has a V\$OBLE and V\$LSUP for each child. Collections are applied proportionately to the specified support amount and balances for each child or to the unspecified pro-rata amounts for each child if the order is not specific to each child.

The DWIZ screen provides the functionality for backing-out and/or refunding payments.

## 1.5. Requirements Validation

---

### 1.5.1. Federal Certification Guide

**F-5 OBJECTIVE:** The system must distribute collections in accordance with OCSE-AT-97-17, OCSE-AT-98-24 and any applicable guidance as provided in Action Transmittals.

**Related Program Statutes and Regulations:**

42 USE 654B

45 CFR 302.32

45 CFR 302.51

45 CFR 302.52(b) & (c)

45 CFR 303.7(c)(7)(iv)

45 CFR 303.72(h)

45 CFR 303.102(g)

45 CFR 307.10(b)(5), (7) & (15)

OCSE-AT-97-17 dated October 21, 1997

OCSE AT-98-24 dated August 19, 1998

**System Certification Requirements:**

- a. If costs/fees are imposed on the non-custodial parent, the system must ensure that the monthly support obligation and any arrearage is satisfied prior to retaining the cost/fee. If costs/fees are being imposed on the custodial parent, the system must deduct the costs/fees from support collected on behalf of the family. In either case, the non-custodial parent's account must be credited for the full amount of the support collection. In an interstate case, both the initiating and responding State must meet this requirement.
- b. Each time distribution and disbursement takes place, the system must record the amount, date of distribution, date of disbursement, and the recipient (family, IV-E agency, IV-A agency, Title XIX agency, taxpayer whose refund was offset, another State).
- c. In interstate cases, the responding State's financial subsystem must provide for disbursement to the initiating State within 2 business days of receipt. Both the responding and initiating States' systems must be capable of handling such disbursement using electronic funds transfer/electronic data interchange (EFT/EDI). All transfers must be recorded in or linked to the automated client record. Data to the initiating State must include: identifying case numbers; payment amount; date of collection or indication that payments were made through State income tax refund offset; non-custodial parent's name and Social Security Number; medical support indicator; and the responding State's FIPS code or Worldwide Geographic Location Code.
- d. The system must recompute the distribution of all collections, when payments are made in the month when due but are received in a later month by the IV-D agency responsible for final distribution, interstate collections are received in a later month, or information is received on unidentified payments in a later month. If, however, the State has a State Disbursement Unit which meets all Federal requirements for both IV-D and non-IV-D cases, the State may use the date of receipt as the date of collection for collections made through wage withholding.

## 2. Functional Design

---

### 2.1. Functional Process Overview

---

All identified receipts are distributed by the nightly batch process based on the date of receipt and collection date information for the receipt. The debt type priority table controls the distribution hierarchy (See FM.04 Debt Types and EU 24 - Parameter Management for information on Debt Types)

New Jersey Automated Child Support Enforcement System  
Financial Management

Receipts that have to be backed out and reposted to the correct case maintain the collection date information from the original receipt.

When receipts are backed out a Recovery Obligation Account is created based on the back out reason selected. (See FM.24 Account Adjustments)

Unidentified receipts that are subsequently identified in a later month are distributed based on the original collection and receipt date. The collection date ensures that the receipt is distributed to the correct monthly balances regardless of when the receipt is actually distributed.

Obligations are maintained at the child level so collections are prorated to the balances due each child regardless of assistance status.

TANF and non-TANF arrears balances are maintained at the member/obligation level.

When necessary receipts are refunded via the REFUND – REFUND / RETURN RECEIPT screen (See FM.23 Held Collections Management).

## 2.2. Functional Process Flow

---

No process flow.

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

---

### 2.3.1. DISTWIZ – DISTRIBUTION WIZARD - Obligations

The screenshot shows the 'DISTWIZ - DISTRIBUTION WIZARD - Obligations' window. The title bar reads 'New Jersey Child Support System'. The menu bar includes: Actions, Person, Case, Establishment, Enforcement, Financial, Reports, Resources, System, Exit, Window. The toolbar contains icons for NEW, FIND, CLR, ADD, MOD, DEL, CHK, PRT, IMC, POP, HELP, and EXIT. The status bar at the top right shows 'User: XAmple', 'Date: 03/23/2004 10:23:54 PM', and 'Screen:'. The main form is divided into two tabs: 'Obligations' (selected) and 'Distributions'. The 'Obligations' tab contains a 'Receipt Information' section with fields for Receipt Number, Receipt Source, Remit Type, Receipt Level, NCP, Worker, Receipt Date, Collection Date, Receipt Amount, Amt. Distributed, Fee Amount, Suspense Code, Amount Held, Amount Refunded, and Amt. to Release. Below this is a 'Distribution' section with a 'Recipient' dropdown, a 'TANF County' dropdown, and checkboxes for 'Distribution Hold Override' and 'Back Out'. A 'Reason' dropdown is also present. The bottom section of the 'Obligations' tab is a table with the following columns: IV-D Case ID, County, Docket ID, Obligation ID, Member Name, and Recipient. The table is currently empty. At the bottom of the window, there is a 'Status Bar Message...' area with 'Record: 1/1', 'Cumberland County Welfare Office', and '125.215.172.177'.

IV-D Case ID	County	Docket ID	Obligation ID	Member Name	Recipient

New Jersey Automated Child Support Enforcement System  
Financial Management

### 2.3.2. DISTWIZ – DISTRIBUTION WIZARD - Distributions

**2.3.2.1. Screen Group:** Financial

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

**Menu:** Financial Management / Distributions / DISTWIZ – DISTRIBUTION WIZARD

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

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

**2.3.2.3. 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

Role Title	Inquiry	Add	Change	Delete
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	Y	y	N

**2.3.3. Document**  
NONE

**2.3.4. Report**  
NONE

New Jersey Automated Child Support Enforcement System  
Financial Management

**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**

---

All distributed receipts are written to the FINLOG - Financial Event Diary.

All receipts that are backed out are written to the FINLOG - Financial Event Diary.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.28 Escheatment Management**

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## **Financial Management – FM.28 Escheatment Management**

---

### **1. Requirements Definition**

---

#### **1.1. Requirement**

---

##### **1.1.1. Escheatment Management**

The system must provide for fund transfer of held distributions to the State's abandoned property management according to State law, including the generation of the Notice of Escheatment. This process must be integrated with the OCSE 34A so that escheated funds are reported as undistributable.

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

FM.22 Disbursement Account Reconciliation

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

---

ACSES provides only limited support for the management of held distributions that must be escheated. Distributions that cannot be identified and are held for one year after diligent efforts have been made to disburse them will be escheated. These funds are transferred to the Unidentified CS Trust Fund maintained by the State Treasurer. ACSES provides a batch aging report that alerts fiscal staff to the need for escheatment, but generation of the Notice of Escheatment and integration with the OCSE 34A report remain manual tasks.

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

---

MiCSES supports Michigan's annual escheatment process. If a last known address is available and the item is more than \$50, a due-diligence notice is sent by July 15 each year. If there is no response or the item did not require a due diligence notice, it is included on a file to the Department of Treasury by November 1.

MiCSES provides escheatment records to the Michigan Child Support Enforcement Data Warehouse and the Warehouse enters the total of these records on the 'Un-distributable' line of the OCSE-34.

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

See FM.22 – Disbursement Account Reconciliation for adaptations to CHKV – CHECK VIEW.

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

---

NONE

## 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

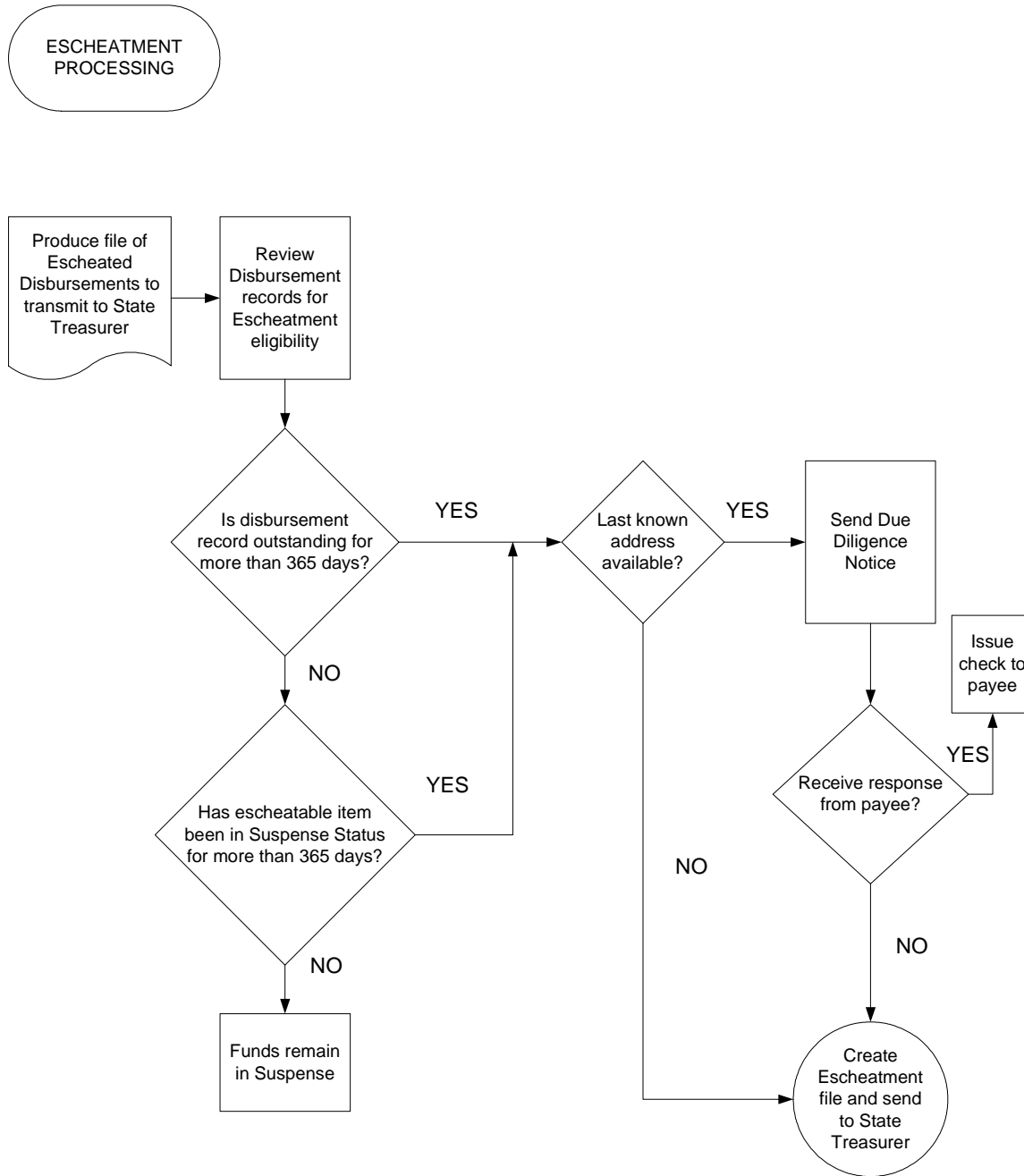
---

Funds held in suspense or outstanding disbursements are subject to the Escheatment process annually. A batch process is executed to identify funds held in the system for more than one year. A Due Diligence Notice is sent to the last known address for outstanding disbursements. If the payee for the disbursement contacts the IV-D Agency the outstanding disbursement is issued by check to the payee. If no response is received the disbursement is included in the Escheatment File to the State Treasurer.

Certain amounts held in suspense which are subject to escheatment that have been held for more than one year are also included in the Escheatment File. An example is suspense items subject to escheatment are unidentified receipts. Whether a suspense item is subject to escheatment is maintained on the SUSPCODE screen for each suspense code.

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**

---

See FM.22 Disbursement Account Reconciliation for CHECKS – DISPLAY DISBURSEMENTS – Check Tracking Detail popup.

#### **2.3.1. Document**

Due Diligence Notice to Check Payee

#### **2.3.2. Report**

NONE

#### **2.3.3. 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**

---

All distributed receipts are written to the FINLOG - Financial Event Diary.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.29 Account Audit Capability**

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## **Financial Management – FM.29 Account Audit Capability**

---

### **1. Requirements Definition**

---

#### **1.1. Requirement**

---

##### **1.1.1. Account Audit Capability**

The system must provide for the efficient audit of account balances and distributions with online and printed reports.

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

RP.03 Financial Management Reporting

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

---

ACSES capabilities for auditing accounts are not well developed. While it is true that the number and variety of system generated batch reports provide significant and detailed information, correlation and interpretation of the data remains significantly dependent upon additional manual staff effort.

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

---

The SLOG and MFIN screens provide the account transaction and balance information required to perform balance and distribution audits.

The RHIS screen provides a detail accounting of each receipt posted to the system regardless of status (on hold, distributed, or disbursed).

The ELOG screen provides a Financial Event Diary of all financially related activities.

New Jersey Automated Child Support Enforcement System  
Financial Management

### 1.3.1. Michigan Adaptation

See FM.01 for adaptations to the SLOG – Support Order Summary screen.

See FM.09 for adaptations to the MFIN – Member Financial Summary screen.

- 1.3.1.1.** Original MiCSES Screen: RHIS – Receipt Status History 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

**RHIS - RECEIPT STATUS HISTORY**

User: BENTEK Date: 03/29/2004 12:18 PM Screen

NCP Member ID  
IV-D Case ID  
Docket ID  
County  
Receipt Number  
Check NO

Date Range  
From  
To

Receipt Type  
☐ Identified  
☐ Hold  
☐ Unidentified  
☒ All

Payment History

History	Receipt Number	Collection ...	Receipt DT	Type	NCP ID	Case/Docke...	County	FEIN

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

**RHIS - RECEIPT STATUS HISTORY**

User: BENTEK Date: 03/29/2004 12:18 PM Screen

NCP Member ID  
IV-D Case ID  
Docket ID  
County  
Receipt Number  
Check NO

Date Range  
From  
To

Receipt Type  
☐ Identified  
☐ Hold  
☐ Unidentified  
☒ All

Payment History

FEIN	Employer Name	Type Post	Dt Dist	Amount	TRANS AMT	Status

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

**RHIS - RECEIPT STATUS HISTORY**

User: BENTEK Date: 03/29/2004 12:18 PM Screen

NCP Member ID  
IV-D Case ID  
Docket ID  
County  
Receipt Number  
Check NO

Date Range  
From  
To

Receipt Type  
☐ Identified  
☐ Hold  
☐ Unidentified  
☒ All

Payment History

Status	Reason Hold	Check NO	FIPS	Refund Recipient	Com

Record: 1/1 ... <OSC>

New Jersey Automated Child Support Enforcement System  
Financial Management

Michigan Child Support Enforcement System (MiCSES)

Case ManagementFinancial ManagementReports ManagementScheduling/Worker ManagementSystem MaintenanceExitWindow

RHIS - RECEIPT STATUS HISTORY

User: BENTEK

Date: 03/29/2004 12:18 PM

Screen

NCP Member ID

IV-D Case ID

Docket ID

County

Receipt Number

Check NO

Date Range

From

To

Receipt Type

Identified

Hold

Unidentified

All

Payment History

	Check NO	FIPS	Refund Recipient	Comments	SDU ID

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

**RHIS - RECEIPT STATUS HISTORY**

User: BENTEK Date: 03/29/2004 12:18 PM Screen

**Receipt Distribution Detail Log**

**Current Receipt Information**

Receipt No	112020038 4305 051	Source	R	Amount	318.25
Date	11/20/2003	Name	51702252 POLLARD GORDON L	373-50-0243	

HRCT **LSUP** LFIA DHLD POFL DSDL

Distributed To	PG Type	Distributed As	Name	Date Distribute	Amount
910471166 1993174785-025 61702252 PF		NAA	POLLARD HELEN N	11/20/2003	126.25
910471166 1993174785-025 61702252 SF		NAA	POLLARD HELEN N	11/20/2003	192.00

Record: 1/1 ... <OSC>

Points to adapt:

1. The Title Bar should be: **RCPTSTAT – Receipt Status History**
2. No new Header Information
3. Add title: 'Search Criteria' to first frame
  - a. Remove 'Payment History' Button
  - b. First line:
    - Change field name "NCP Member ID" to 'NCP DSN'
    - Name field is display only to right of DSN field (no field label)
    - Add SSN field after name field (no field label)
  - c. Second line:
    - IV-D Case ID
    - Docket
    - County
  - d. Third line:
    - Receipt Number
    - Date Range frame: From and TO fields
  - e. Move 'Receipt Type' frame to bottom line with Radio Buttons:
    - Identified
    - Unidentified
    - Held
    - All
4. Create a frame titled 'Receipt ID'
  - a. Create a grid with the following display fields:
    - History Button (display Yes/No) depending on receipt history

New Jersey Automated Child Support Enforcement System  
Financial Management

- Receipt Number
  - Amount
  - Include vertical scrolling in the grid
5. Create a frame titled 'Receipt Details' with the following display fields
- a. First line:
    - Receipt Number
    - Source
  - b. Second line:
    - Receipt Date
    - Collection Date
    - Remit Type
  - c. Third line:
    - County
    - IV-D Case/Docket
  - d. Fourth line:
    - NCP DSN
    - NCP Name
  - e. Fifth line:
    - Amount
    - Fee Amount
  - f. Sixth line:
    - Check NO
    - FIPS
  - g. Seventh line:
    - FEIN
    - Employer
  - h. Eighth line:
    - Distribution Date
    - Transaction Amount
  - i. Ninth line:
    - Receipt Status
    - Posting Level (Payor, Case, Order)
  - j. Tenth line:
    - SDU ID
    - Refund Recipient
  - k. Eleventh line:
    - Hold Reason
      - 1. Comments

# New Jersey Automated Child Support Enforcement System Financial Management

- 1.3.4.3. Original MiCSES Screen: ELOG – Financial Event Diary** 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

**ELOG - FINANCIAL EVENT DIARY**

User: KARRIS Date: 05/23/2002 11:52 AM Screen

Docket ID County

IV-D Case ID Balance

Transaction Type All Events

NCP

CP

Date	Description	Key-Fields	Amount	Balance	Detail

Balances Grants Overpayments & Offsets CFIN OCSE 34A

Accepts a valid Case ID

Record: 1/1

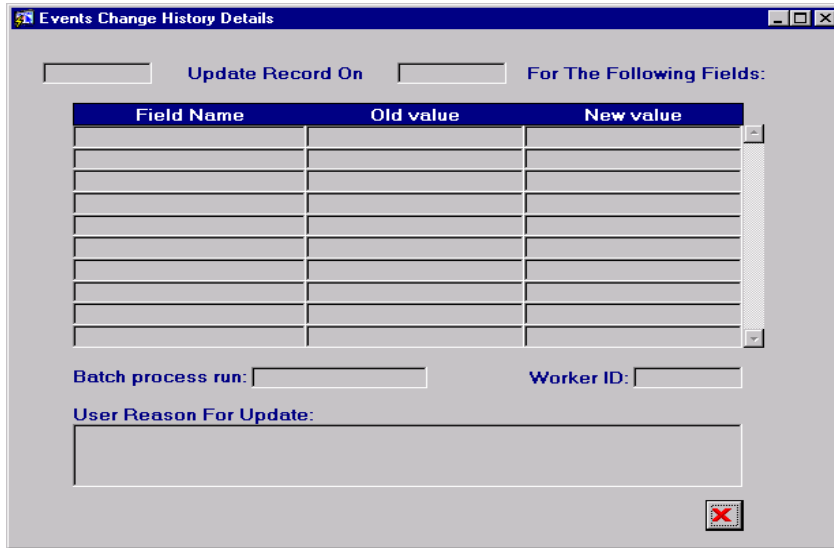
Points to adapt:

1. The Title Bar should be **FIN LOG – Financial Event Log**
2. Add 'Search Criteria' as frame name
3. Move "IV-D Case ID" field to first line
4. Change field name "Balance" to 'Arrears Balance' and move to first line
5. Change field name "Docket ID" to 'Docket'
6. Remove extra 'County' field
7. In the grid:
  - a. Change field name "Amount" to 'Transaction Amount'
  - b. Change field name "Balance" to "Arrears Balance"
  - c. Replace arrows with vertical scrolling in grid
8. Remove the following buttons:
  - a. Grants
  - b. Overpayments & Offsets
  - c. CFIN
  - d. OCSE 34A



## New Jersey Automated Child Support Enforcement System Financial Management

User clicks 'Detail' button "Events Change History Details" pop-up is displayed

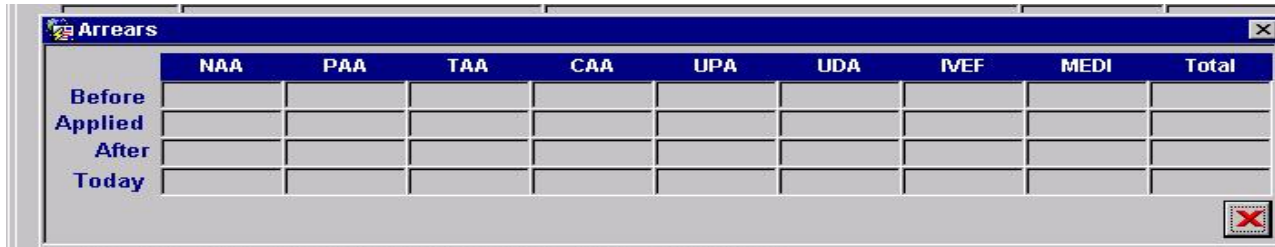


The "Events Change History Details" pop-up window contains the following elements:

- Two input fields: "Update Record On" and "For The Following Fields:".
- A table with three columns: "Field Name", "Old value", and "New value". The table has 8 rows.
- Two input fields: "Batch process run:" and "Worker ID:".
- A text area labeled "User Reason For Update:".
- A close button (X) in the bottom right corner.

No Changes to pop-up

User clicks 'Balances' button the "Arrears" pop-up is displayed



The "Arrears" pop-up window displays a table with the following structure:

	NAA	PAA	TAA	CAA	UPA	UDA	IVEF	MEDI	Total
Before									
Applied									
After									
Today									

A close button (X) is located in the bottom right corner.

- No changes to 'Balaces' pop-up

### 1.4. Alternative Hybrid Component Assessment - Maine

POSSE provides an abundance of reporting options for the purpose of managing child support accounts. The history of case transactions allows payments, adjustments, etc., to be researched easily and accurately.

### 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)

New Jersey Automated Child Support Enforcement System  
Financial Management

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**

---

All receipts posted to the system create a record on RCPTSTAT regardless of status. Even unidentified receipts are tracked via RCPTSTAT. Receipts associated with a IV-D case, whether on hold, distributed, of disbursed create an event entry on FINLOG. The FINSUM screen provides detail financial tracking for all activities associated with a member's cases and orders. ORDERSUM provides a monthly history of obligation charges and payments distributed.

### **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. RCPTSTAT – RECEIPT STATUS HISTORY

**New Jersey Child Support System**

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

**RCPTSTAT - RECEIPT STATUS HISTORY**

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

Search Criteria

NCP DCN

IV-D Case ID  Docket  County

Receipt Number  Chk Number  Date  **From** **To**

Receipt Type

☒ Identified ☐ Unidentified ☐ Held ☐ All

Receipt ID

History	Receipt Number	Amount
Yes		
Yes		
Yes		
Yes		
Yes		
Yes		
Yes		
Yes		
Yes		
Yes		

Receipt Details

Receipt Number  Receipt Source

Receipt Date  Collection Date  Remit Type

County  Docket

NCP DCN  NCP Name

Amount  Fee Amount

Check NO  FIPS

FEIN  Employer

Distribution Date  Transaction Amount

Receipt Status  Posting Level

SDU ID  Refund Recipient

Hold Reason

Comments

Status Bar Message...

Record: 1/1 Cumberland County Welfare Office 125.215.172.177

New Jersey Automated Child Support Enforcement System  
Financial Management

2.3.1.1. RCPTSTAT – RECEIPT STATUS HISTORY – Receipts On Hold

**New Jersey Child Support System**

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

**RCPTSTAT - RECEIPT STATUS HISTORY**

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

Search Criteria

NCP DCN

**Receipts On Hold**

DCN  SSN

Case ID/Docket	Date	Receipt Number	Remit Type	Hold Reason	Amount	Worker

Exit

Yes  Yes  Yes  Yes  Yes

Distribution Date  Transaction Amount

Receipt Status  Posting Level

SDU ID  Refund Recipient

Hold Reason

Comments

Status Bar Message...

Record: 1/1 Cumberland County Welfare Office 125.215.172.177

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.1.2. RCPTSTAT – RECEIPT STATUS HISTORY – Receipt Distribution Detail Log**

**New Jersey Child Support System**

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

**RCPTSTAT - RECEIPT STATUS HISTORY**

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

Search Criteria NCP DCN

**Receipt Distribution Detail Log**

Receipt Information

Receipt Number Receipt Source Amount

Receipt Date NCP

Distributed To	Program Type	Distributed As	Name	Date Distribute	Amount

Exit

Yes Yes Yes Yes Yes

Distribution Date Transaction Amount

Receipt Status Posting Level

SDU ID Refund Recipient

Hold Reason

Comments

Status Bar Message...

Record: 1/1 Cumberland County Welfare Office 125.215.172.177

New Jersey Automated Child Support Enforcement System  
Financial Management

2.3.1.3. RCPTSTAT – RECEIPT STATUS HISTORY – Receipt Disbursement Detail  
Log

New Jersey Child Support System

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

RCPTSTAT - RECEIPT STATUS HISTORY

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

Search Criteria

NCP DCN

**Disbursement Detail Transaction Log**

Receipt Information

Receipt Number Receipt Source Amount

Receipt Date NCP

Date	IV-D Case ID	Recipient ID	Recipient Name	Check Number	Check Status	Amount

Exit

Yes Yes Yes Yes Yes

Distribution Date Transaction Amount

Receipt Status Posting Level

SDU ID Refund Recipient

Hold Reason

Comments

Status Bar Message...

Record: 1/1 Cumberland County Welfare Office 125.215.172.177

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.1.4. RCPTSTAT – RECEIPT STATUS HISTORY – SDU Receipt Detail**

**2.3.1.5. Screen Group: Financial**

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

**2.3.1.6.1. Menu:** Financial Management / Collections / RCPTSTAT – RECEIPT STATUS HISTORY

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

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

**2.3.1.7. 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	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

### 2.3.2. FINLOG – FINANCIAL EVENT DIARY

**New Jersey Child Support System**

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

**FINLOG - FINANCIAL EVENT LOG**

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

Search Criteria

IV-D Case ID\*  Docket\*  County\*  Arrears Balance

Transaction Type

NCP

CP

Events

Date	Description	Key Fields	Amount	Arrears Balance	Detail
					Show
					Show
					Show
					Show
					Show
					Show
					Show
					Show
					Show
					Show
					Show
					Show

Balances

Status message goes here...

Record: 1/1  Cumberland County Welfare Office  125.215.172.177

New Jersey Automated Child Support Enforcement System  
Financial Management

2.3.2.1. FINLOG – FINANCIAL EVENT DIARY – Event Change History Details

**New Jersey Child Support System**

Actions Person Case Establishment Enforcement Financial Reports Resources System Exit Window

**FINLOG - FINANCIAL EVENT LOG**

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

Search Criteria

IV-D Case ID\* Docket\* County\* Arrears Balance

**Events Change History Details**

Update Record On For The Following Fields:

Field Name	Old Value	New Value

Batch Process Run Worker ID

User Reason For Update

Exit

Balances

Status message goes here...

Record: 1/1 Cumberland County Welfare Office 125.215.172.177



New Jersey Automated Child Support Enforcement System  
Financial Management

Role Title	Inquiry	Add	Change	Delete
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

**2.3.3. Document**  
NONE

New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.4. Report**

Financial Management Reports (Daily, Monthly, Fiscal Year, and Inception to Date data) – See RP.03  
Financial management Reporting

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

NONE

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

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**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**

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All receipts posted to a case are written to the FINLOG - Financial Event Diary.

All receipts that are backed out are written to the FINLOG - Financial Event Diary.

New Jersey Automated Child Support Enforcement System  
Financial Management

**New Jersey Automated Child Support Enforcement System**  
**Financial Management – FM.30 Financial Notifications**

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## **Financial Management – FM.30 Financial Notifications**

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### **1. Requirements Definition**

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#### **1.1. Requirement**

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##### **1.1.1. Financial Notifications**

The system must provide for quarterly statements to current and former IV-A custodial parents that include an accounting of distribution balances. It must provide an annual statement to both the CP and NCP of support collected and distributed.

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

Fm.09 Account Statements.

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

---

ACSES does generate the required annual and quarterly statements of support collected and distributed. However, the statements do not provide an adequate accounting of the distribution balances and they are not easily interpreted by the CP and NCP clients who receive them.

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

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MiCSES produces quarterly statements of collections in public assistance cases.

MiCSES was modified to produce "End of Year Statements" for the NCP and CP.

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

See FM.09 – Account Statements for the adaptations to FMIN and OBLR.

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

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##### **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 provides the required quarterly and annual reporting of case collections and distribution automatically. 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 Activity and Document logs

## **1.5. Requirements Validation**

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### **1.5.1. 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**

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

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#### **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.

#### **2.1.2. Account Statement to NCP**

Annual batch process to produce account statements providing: support collection and distribution data. Actual notice details to be worked out in design phase.

#### **2.1.3. Account Statement to CP**

Annual batch process to produce account statements providing: support collection and distribution data. Actual notice details to be worked out in design phase.

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

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No process flow.

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

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See FM.09 for adaptations to FINLOG and OBLRPT.



New Jersey Automated Child Support Enforcement System  
Financial Management

**2.3.1. Document**

- 2.3.1.1.** Notice of Assigned Support Collections to CP
- 2.3.1.2.** Account Statement to NCP
- 2.3.1.3.** Account Statement to CP

**2.3.2. Report**

NONE

**2.3.3. 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, Account Statement to the CP, 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