



April 2015

On Target

April '15 Contributors

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Child Support Assignment & Cooperation

Only TANF applicants and recipients coded program 2 (with no INC, SFP or PLS) have to assign their rights to child support and cooperate with establishment of paternity and pursuit of child support.

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Paying Child Support Through DCS

Child support for TANF recipients coded program 2 (no INC, SFP or PLS) must be paid through the Division of Child Support (DCS). These clients cannot “choose” to have the absent parent keep paying them their child support while they also get TANF.

It is important to remind TANF applicants and recipients that there are benefits to the TANF client and to the absent parent when support is paid through DCS. These benefits include:

- The family is eligible for pass-through/disregard when child support is paid through DCS. If support is *not* paid through DCS – or turned over to DCS – the family will not get their pass-through/disregard. This means the family gets \$50 less per child each month, up to \$200 less per month.
- DCS keeps an official record of support payments made by the absent parent to DCS or that are turned over to DCS. This benefits the absent parent because DCS has a record of the child support the parent is paying and will not try other enforcement actions to get payment.

If a TANF recipient is paid child support directly and does not turn the support over to DCS, the TANF grant needs to be reduced by the full amount of child support received. Count the full amount of support as SUP and do *not* allow a disregard. Also refer for an overpayment if the child support was not reported. (Note: If a TANF recipient with a safety concern is getting child support directly from the absent parent, contact Rishona Hinsee at Rishona.d.hinsee@state.or.us.)

Remember: Paying child support to DCS is NOT a cooperation requirement and you do not impose a child support sanction when child support is paid directly to a TANF recipient.

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For information about QC error trends and tips in SNAP, TANF& ERDC, as well as Program Management Evaluations, [click here](#).

Child Support Sanctions

- Who is subject to child support sanction: TANF applicants and recipients coded program 2 (with no INC, SFP or PLS) must cooperate with establishment of paternity and pursuit of child support unless they have good cause for noncooperation. The penalty for noncooperation is:
 - For a TANF applicant, the filing group is ineligible.
 - For a TANF recipient, a reduction in the monthly TANF benefit.
- Impose a child support sanction (CS 1, 2, 3, 4) when:
 - DCS has requested you impose a sanction *and* you have determined there is not good cause for noncooperation with child support. (**Remember:** Even when DCS has requested a sanction, you have to contact the client to determine if there is good cause for noncooperation before imposing the sanction.)
 - You asked a client to provide information or take an action related to paternity or child support, the client did not comply and you have determined there is not good cause for noncooperation with child support. (**Remember:** A TANF client has to help *both* DHS and DCS establish paternity and pursue child support. You can impose a sanction even when DCS has not requested the sanction.)
- More on sanctions & good cause: Before imposing a CS1, you must contact the client to determine whether there is good cause for noncooperation with child support. For the same instance of noncooperation, good cause does not have to be determined again when the disqualification rolls to CS2 or CS3. However, prior to imposing a CS4, which is a 100% penalty (total ineligibility for the benefit group), you have to use the existing re-engagement staffing process to assess the family's living situation including impact on the health, safety and well-being of the children.
- Sanction notices: Although child support sanctions auto-roll, you have to send a ten-day notice for each level of disqualification. This means you will need to tickle your calendar to ensure timely notices are sent.
- Sanctions & SNAP: When you code a child support sanction, add DQI income code to the SNAP case and MNL household type so the SNAP amount does not increase. (As the sanction rolls, make sure to update the DQI and GNT amounts each month.) Leave the DQI on until the sanction is lifted or the case closes for a reason other than sanction.
- Ending a sanction: When a client with a child support sanction cooperates:
 - Remove the N/R type.
 - Supplement the TANF grant back to the date the client cooperated.
 - If there is a new instance of noncooperation, the sanction starts over at CS1.

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Didja know....

TANF applicants and recipients eligible as a two-parent family (program 2 INC or program 82) or who are in SFP or JOBS Plus do not have to assign their rights to child support, do not have to cooperate with child support and are not subject to child support sanction.

Pass-through/disregard and disregard-only

Pass-through is *current* child support, up to \$50 per dependent child or minor parent per financial group per month and not to exceed \$200 per month, sent to the client before any remaining support is kept by the state. Disregard is *current* child support, up to \$50 per dependent child or minor parent per financial group per month and not to exceed \$200 per month, that is not counted as income of the client.

There are four codes used for pass-through/disregard and disregard-only. These are:

- DSP – Disregarded amount.
- SUP – Child support remaining after disregard applied.
- CSP – Child support pass-through.
- PSP – Child support remaining after pass-through subtracted.

DSP and SUP are coded by the worker on the appropriate child for:

- Program 82 and program 2 INC in the month of application and on-going.
- Any time a case is coded SFP or PLS.
- Program 2 *in the month of application*. Code DSP/SUP only if support was received prior to TANF opening. Use a N/R end date of the current month. (Note: When a program 2 client receives child support directly from the obligor even though child support should be paid through DCS and the client does not turn over the support to DCS, code the child support as SUP with a N/R end date of C if the client expects to continue to receive the direct support. Do not code DSP since a disregard of support is not allowed in this situation.)

CSP and PSP are added by the computer system to the absent parent and coded only on program 2 cases with no INC, SFP or PLS.

For more information on pass-through/disregard and disregard-only, see FSM Child Support H and the Child Support Pass-Through and Disregard Quick reference Guide at http://www.dhs.state.or.us/caf/ss/tanf/docs/cs-pass-th-disr-qk-ref-gd_3-10-14.pdf.

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Didja know...

A caretaker relative (including a parent) can choose **NOT** to get TANF benefits for a child in the household. When this happens:

- The child is still in the household, filing and financial groups.
- Any child support for that child counts against the TANF grant.
- The caretaker doesn't have to cooperate with establishment of paternity or pursuit of child support for that child and cannot be sanctioned for noncooperation with child support.

Didja know...

Signing the DHS 428A (Cooperating with Child Support Enforcement) is not a TANF eligibility requirement. If a TANF applicant or recipient who is required to cooperate with support (program 2 with no INC, SFP or PLS) refuses to sign the DHS 428A, narrate in TRACS that you offered the form and the client declined to sign.

(Remember: The client is still required to cooperate with establishment of paternity and pursuit of child support even if they do not sign the DHS 428A.)

Domestic Violence and Child Support

When a client is approved for TA-DVS and is also receiving TANF or notes a safety concern on the DHS 415F (Application for Services), make sure to discuss child support with the client and find out if there are safety concerns with the pursuit of child support.

If the client has safety concerns but wants to establish paternity and pursue child support, the client may want:

- Contact address –This is an address other than the client’s home address that appears on child support paperwork given to the other parent on the child support case. The contact address must be an address in Oregon. (A TANF client should contact DCS to ask for a contact address.)
- Claim of risk for non-disclosure of information –Claim of risk protects personal information including home or mailing address, Social Security number, telephone number, employer information, etc. (To request claim of risk, a TANF client should complete the claim of risk form found in the Safety Packet (DHS 8660) and submit to DCS.)

If a client has a safety risk that means it is not safe for the client or the client’s child(ren) to establish paternity and pursue child support, the client may want:

- Good cause for noncooperation with support – When you determine good cause exists, add Y to the absent parent field on PCMS or CMUP. This will stop DCS from establishing paternity and pursuing child support. (Remember – You also need to notify the appropriate DCS worker by email that the case has been coded good cause. This is because in rare occasions the good cause coding fails to link to DCS and stop pursuit of support.)

For more information about contact address, claim of risk and good cause, see FSM Child Support C.4 and the DHS 8660 (Safety Packet).

Remember: Clients with a safety concern may want to sign up for the Address Confidentiality Program (ACP). For more information about the ACP, go to <http://www.dhs.state.or.us/caf/dv/desktops/AddressConfi.pdf>.

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Absent parent coding

- Father: Use **FA** to code a father only when paternity has already been legally established.
- Alleged father: Use **AF** to code a father for whom paternity is not yet legally established.
- Unknown father: Code an unknown father by using “U” in the Excp (exception to listing two parents) field on the second page of UCMS. When you use “U” in this field, the system will create the person line, fill in the **UF** in-grant code and fill in “Unknown Father” in the name field.
- Mother: Use **MO** to code an absent mother.
- More than one possible father: When Mom says more than one man may be the father of her child, she must name the man most likely to be the father. She needs to complete a paternity affidavit (FLS 112) for that man. Code that man AF (alleged father) on the TANF case. If DCS determines that man is not the father, change the AF to RE and Mom needs to name the next most likely man and complete a pat aff for that man. Code that man AF. This continues until DCS has determined who the father is.

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Targeted SNAP Reviews

100% Accuracy Honor Roll

0111 Baker City APD	1301 Burns SSP	1811 Klamath Falls APD
0314 Estacada APD	1311 Burns APD	2003 Cottage Grove SSP
0913 La Pine APD	1611 Prineville APD	2311 Ontario APD
1211 John Day APD	1612 Madras APD	3102 Enterprise SSP

90% or Better

96.00 Roseburg SSO	1011	95.00 McMinnville AAA	3617	93.33 Florence AAA	3211
96.00 Roseburg DSO	1017	93.33 Warrenton AAA	0411	92.31 La Grande SSP	3101
96.00 South Valley SSP	1502	93.33 Alberta SSP	0701	92.00 Albany AAA	2211
95.74 Salem AAA	2411	93.33 Redmond APD	0914	90.00 Prineville SSP	1601
95.00 Baker City SSP	0101	93.33 Woodburn AAA	1911	90.00 Lebanon SSP	2202
95.00 Dallas AAA	2711			90.00 D4 Processing Center	2203

Resources

- Oregon Administrative Rules –
 - 461-120-0310 (Assignment of Support Rights) at <http://apps.state.or.us/caf/arm/A/461-120-0310.htm>
 - 461-120-0340 (Client Required To Help Department Obtain Support From Noncustodial Parent; TANF) at <http://apps.state.or.us/caf/arm/A/461-120-0340.htm>
 - 461-120-0350 (Clients Excused for Good Cause from Compliance with Requirements to Pursue Child Support, Health Care Coverage, and Medical Support) at <http://apps.state.or.us/caf/arm/A/461-120-0350.htm>
 - 461-145-0080 (Child Support and Cash Medical Support) at <http://apps.state.or.us/caf/arm/A/461-145-0080.htm>
- Family Services Manual Child Support section – <https://apps.state.or.us/cf1/EligManual/EMnlFrame.htm?Page+ID=09-toc>
- Self-Sufficiency Staff Tools Child Support – <http://www.dhs.state.or.us/caf/ss/tanf/child-support.html>
- Pass-through/disregard quick reference guide – http://www.dhs.state.or.us/caf/ss/tanf/docs/cs-pass-th-disr-qk-ref-gd_3-10-14.pdf
- Amy Sevdý (amy.sevdy@state.or.us) or Rishona Hinsee (rishona.d.hinsee@state.or.us)
- TANF Policy Box – tanf.policy@state.or.us