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CSSD Policy				
Subject:	**General Intake Policy for Local Cases**	Number:		**2012-04**
Approval Date:		Pages:		
Approved by:	**Benidia A. Rice, Director**	Revision		**FINAL**

I. **PURPOSE**: To provide a comprehensive overview and guidance and procedures on intake case processing. The policy addresses the various aspects of intake case processing including opening a case, collecting basic information, making a case ready for court, and referring the case from the Legal Services Section program operations arm to the Legal Services Section litigation arm and other units.

II. **AGENCY IMPACT**: This policy impacts the Intake Units 1 and 2 as well as the Locate Unit and the Legal Services Section of CSSD.

III. **REFERENCES**: 45 C.F.R. § 303.5 Establishment of Paternity; D.C. Official Code § 16-907, Parent and child relationship defined; D.C. Official Code § 16-909.01, Establishment of paternity by voluntary acknowledgement and Based on Genetic Test Results; D.C. Official Code § 16-909, Proof of child's relationship to mother and father; D.C. Official Code § 16-2343, Tests to establish parentage; D.C. Official Code § 29-1707, Cooperation in Establishing Paternity and Establishing Support, D.C. Official Code § 46-201, Definitions; D.C. Official Code § 46-202.01, Centralized Collection and Disbursement Unit; D.C. Official Code § 46-204, Amendment of order establishing alimony, child support, or maintenance; award as money judgment; D.C. Official Code § 46-205, Contents of order; D.C. Official Code § 46-226.03, Authority of IV-D agency to expedite paternity and support processes; D.C. Official Code § 46-226.05, Access to locate systems; D.C. Official Code § 46-226.06, Directory of New Hires.

IV. **DEFINITIONS**:

ACEDS. Computer system used by the District of Columbia's Economic Security Administration (formerly Income Maintenance Administration) to house eligibility information for all applicants and recipients of cash assistance program, including TANF, as well as Food Stamps, and all Medical Assistance programs for the District of Columbia.

Case. A scenario where a custodian of a child is seeking or receives support for a dependent child or children in his or her custody from the parent (mother, father, or putative father) who does not have the child or children in his or her custody.

Electronic Birth Record System (EBRS). This is the system that the D.C. Vital Records Division has been using since January 15, 2009. When a birth certificate

request is made this system prints out a "Birth Record." This is the only document Vital Records will provide to all Agencies to confirm the birth of a child.

FACES. Computer system used by the District of Columbia's Child and Family Services Agency to track children in the foster care system.

IV-A Agency. The government division that operates the District of Columbia's Temporary Assistance to Needy Families program as required under Part A of Title IV of the Social Security Act. In the D.C. this is the Economic Security Administration (formerly Income Maintenance Administration).

IV-D case. A case in which the child support agency is required to provide services to establish, modify and/or enforce paternity/support due to a referral *from* the IV-A or IV-E agencies, a request from another child support agency, or an application for services by a non-TANF custodial parent.

IV-E Agency. The government division that operates the District of Columbia's child welfare program (i.e. foster care and adoption assistance) as required under Part E of Title IV of the Social Security Act. In D.C., this is the Child and Family Services Agency.

Obligor. The person who is obligated to pay child support (also referred to as the non-custodial parent, NCP, or absent parent).

Obligee. The person, state, or other entity to which child support is owed (also referred to as the custodial party or CP when the money is owed to the person with primary custody of the child).

Petitioner. The person or state initiating a petition or motion.

Prior or Pending Pleadings. (Sometimes referred to as **"Related cases."**) Includes any other child support cases or non-child support cases involving the child, such as a foster care case, as well as non-child support domestic relations cases that involve the child or both adult parties on the case, such as divorce or protective order cases. The information to be filled in on the petition is the docket number of the case(s).

Respondent. The party answering the petition or motion.

Universal Petition Review Checklist. This is a checklist created by the Legal Services Section Chief dictating what the Legal Services Litigation Quality Control Reviewer and the Legal Services Intake Quality Control Reviewer should look for when reviewing new petitions and supporting documents. This document is a "living document" that may change over time depending on the needs of CSSD.

V.   **INQUIRIES**: Direct all inquiries to the Intake Unit 1, (202) 724-8541; Intake Unit 2, (202) 724-5192; or the Policy, Outreach, and Training Section, (202) 724-2131.

VI.   **POLICY**: The Intake Units 1 and 2 are responsible for preparing cases so that they are ready for a court hearing where a paternity and support order can be established. The Intake Units 1 and 2 also refer cases to other units for further processing. The Intake 2 Unit is also responsible for staffing the State Central Registry as well as the establishment of all intergovernmental cases.