



*Bridging Bright
Futures for Families*

**ERICSA
2024**

Grand Rapids

**ERICSA 61ST ANNUAL
TRAINING CONFERENCE & EXPOSITION
APRIL 7-11, 2024**

International Child Support 101



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Hannah Roots Law
Corporation



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MI Supreme Court State
Court Administrative Office
Friend Of the Court Bureau



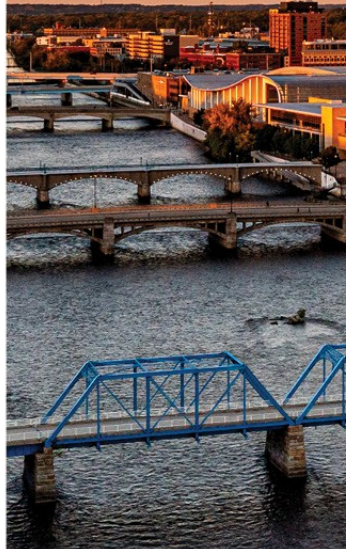
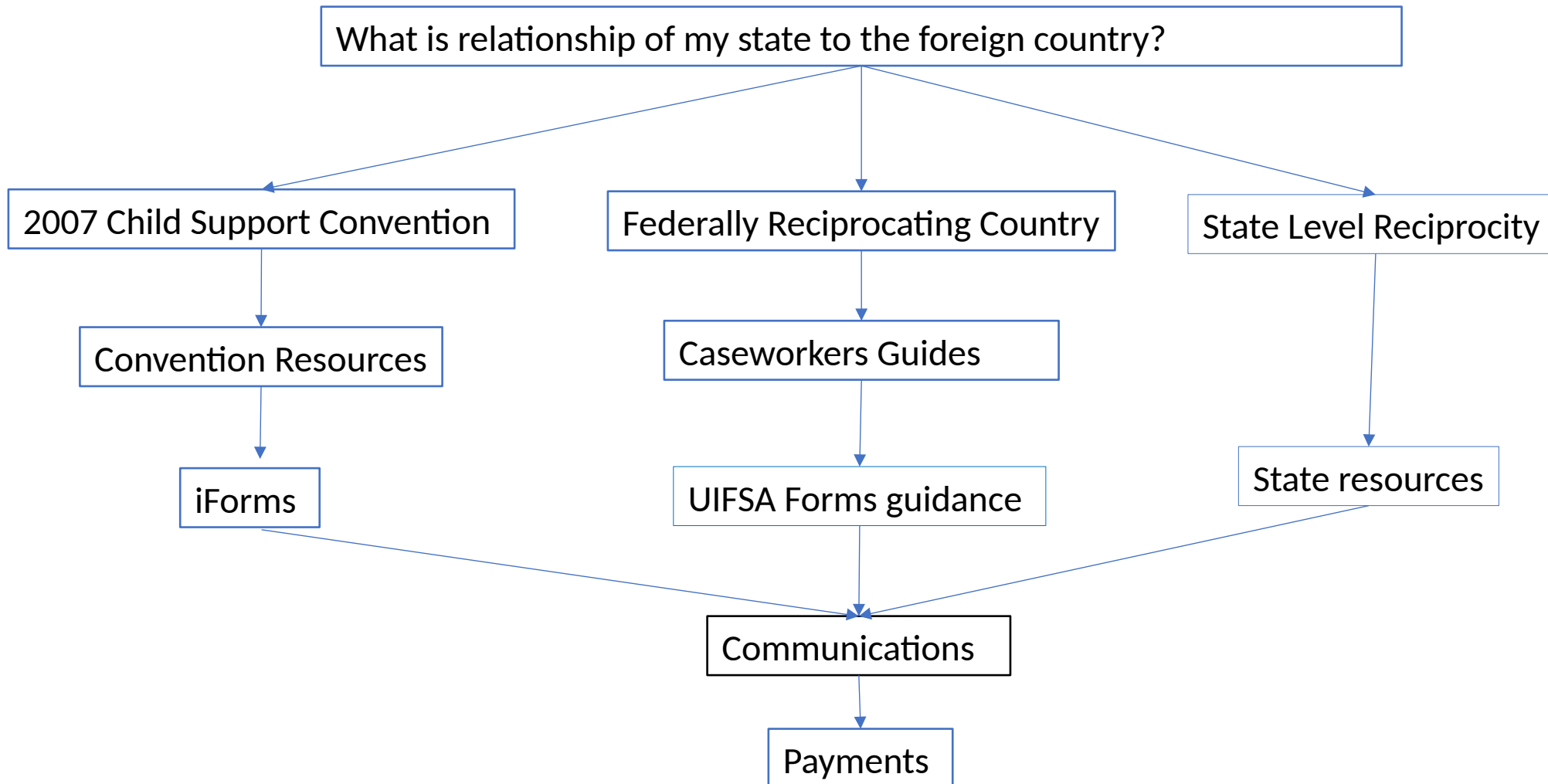
Janice McDaniel
Program Specialist
OCSS
(Moderator)



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Where do I start?

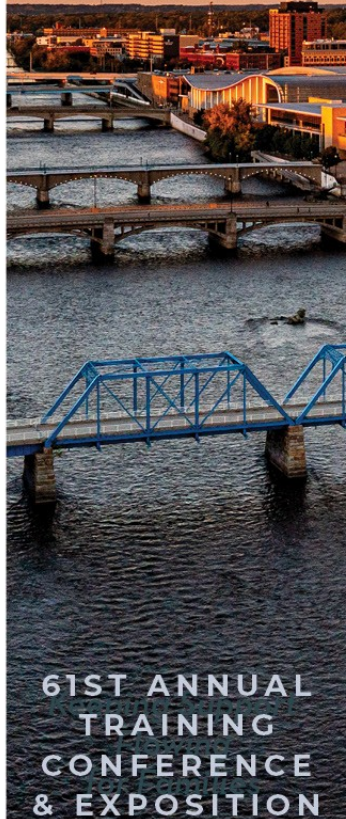


How do I know the relationship of the country with my state?

- Hague Convention Country
 - - Country that has joined the Hague Child Support Convention
- Federally Reciprocating Country (FRC)
 - - Country and Canadian Provinces/Territories that have bilateral arrangements with the US Government and have not joined the Hague Convention
- State-level Reciprocating Country
 - - Country with a bilateral agreement with a state
- None of the above
 - - Everyone else!



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How do I know the relationship of the country with my state?

Hague Convention Countries

- Hcch page – child support section
 - (Hague Conference on Private International Law/Conference de La Haye de droit international prive)
 - [HCCH | Child Support Section](#)
- OCSS Child Support International webpage
 - [International | The Administration for Children and Families \(hhs.gov\)](#)
- Your State Resources



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How do I know the relationship of the country with my state?

Federally Reciprocating Countries (FRC)

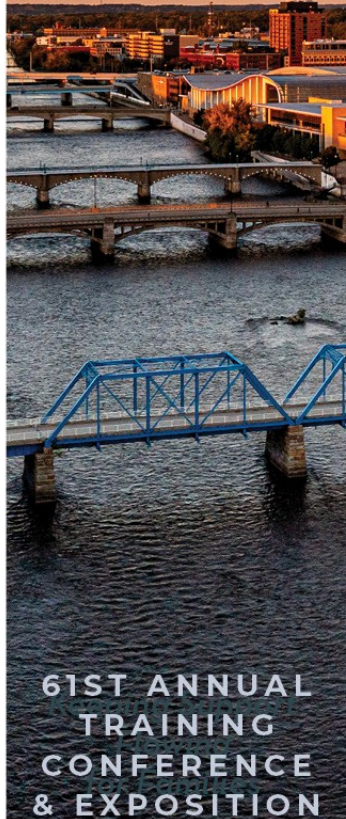
- OCSS [International](#) webpage
- Your State Resources

State-level Reciprocating Country

- Your State Resources



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2007 Hague Convention cases

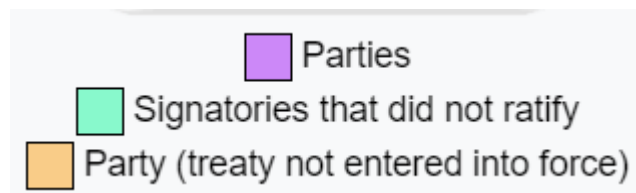
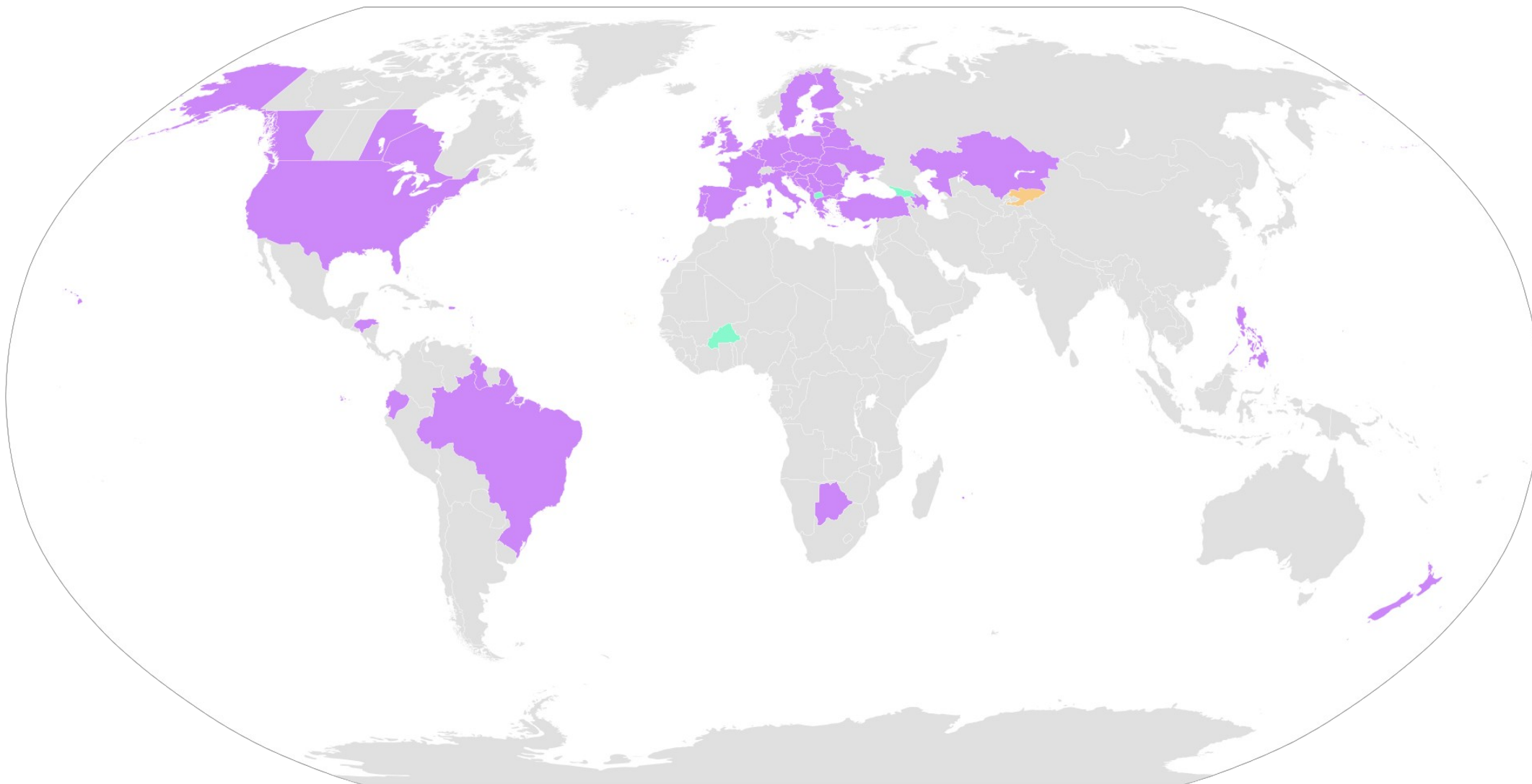


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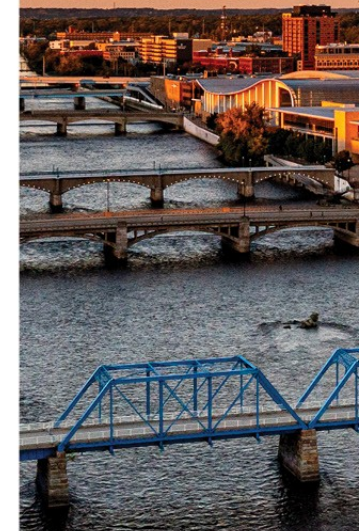


* As of February 28, 2024



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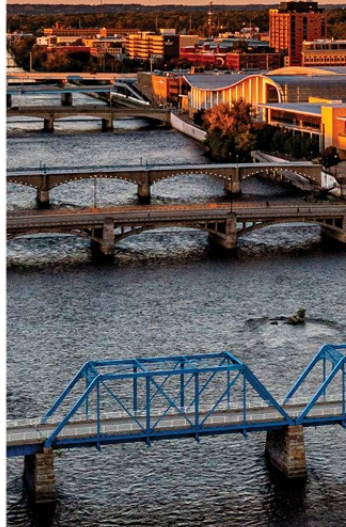
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Mandatory Functions of Central Authorities

- Legal assistance, where needed (not US)
- Location of debtor/creditor
- Financial information about debtor/creditor
- Amicable solutions
- Ongoing enforcement, including arrears
- Collection & expeditious transfer of payments
- Obtaining documentary or other evidence
- Assist in establishing parentage
- Proceedings to obtain any necessary provisional measure that are “territorial in nature” to secure outcome of pending application
- Service of documents



Biggest Differences Between UIFSA and Hague



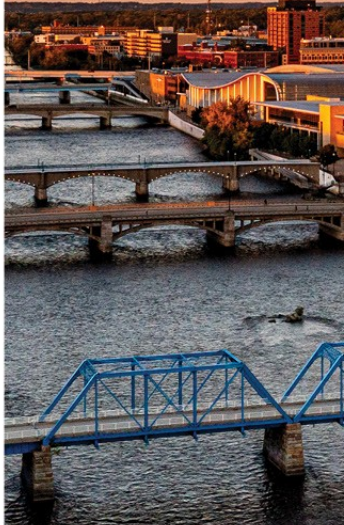
Forms



Time Frames



Terminology



Terminology

Custodial Parent

Creditor

Non-custodial Parent

Debtor

Country

State

Court

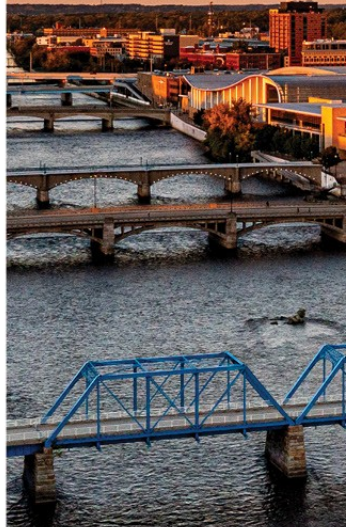
Tribunal

Initiating State

Requesting State

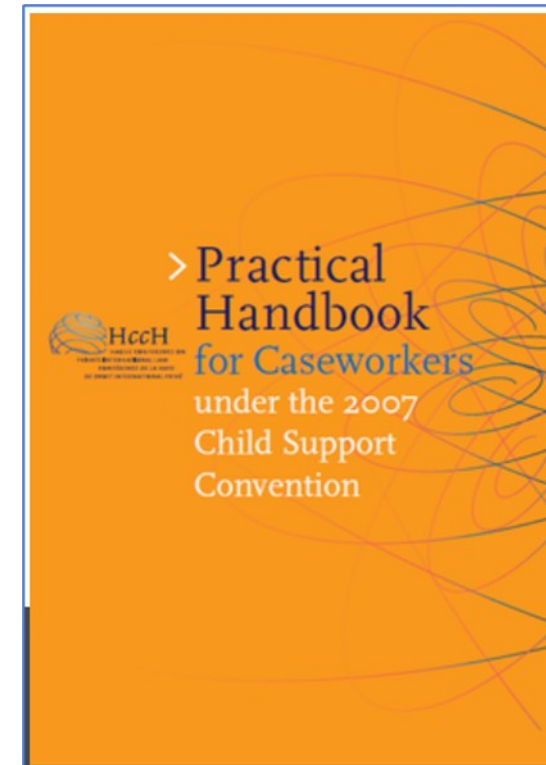
Responding State

Requesteded State



2007 Child Support Convention: Where to start

- OCSS International page (acf.hhs.gov/css/partners/international)
 - Essential Resources section has links to documents on the [Permanent Bureau](#) webpage:
 - [Text of the Convention](#)
 - [Member State Country Profiles](#)
 - [Practical Handbook for Caseworkers](#)
 - [Explanatory Report](#)
- Hcch webpage (hcch.net)
 - [Child Support Section](#)
 - Background information for 2007 Convention
 - Related child support information

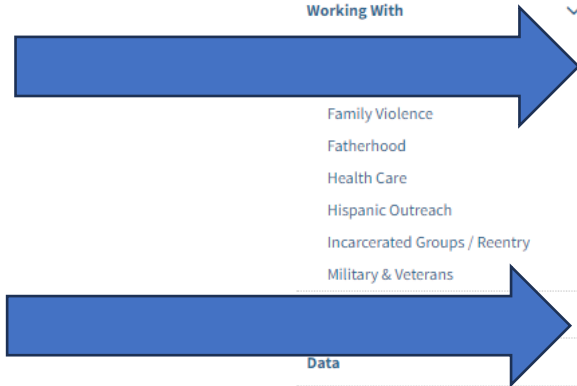


Working Convention Cases: The Basics

[Office of Child Support Services - International](#)

Country specific entries

OCSS
one-part webinar series



OFFICE OF CHILD SUPPORT SERVICES

An Office of the Administration for Children & Families

Search

English

About

Parents

Child Support Professionals

Employers

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Policy

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Grants

Resources

Home > Office of Child Support Services (OCSS) > Partners > International

PRINT

Child Support Professionals

State Agencies

Tribal Agencies

International

Systems

Guides & Releases

Federal Systems & Services

State Systems

Tribal Systems

Policy

Forms

Working With

Family Violence

Fatherhood

Health Care

Hispanic Outreach

Incarcerated Groups / Reentry

Military & Veterans

Data

International

Listen

Current as of: October 16, 2023

OCSS is the U.S. Central Authority for international child support. We work with states and countries to provide assistance to families seeking support when family members live in different countries.

Child support reciprocity

U.S. states process cases with certain countries under different types of reciprocity arrangements, including:

Hague Convention countries — countries that have joined the Hague Child Support Convention, and

Foreign reciprocating countries (FRCs) — countries and Canadian provinces/territories that have bilateral arrangements with the U.S. government and have not joined the Hague Convention.

See the full list of Hague Convention countries and FRCs below. Click on the country name to access country-specific case processing and payments information.

For Hague Convention forms to other countries, see our [Hague Convention Requirements page](#).

List of countries

Select a countryGo

Hague Child Support Convention

Hague Convention Forms in English (fillable PDFs)

Training – Processing Convention Cases

Essential Resources

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Country-specific information

Austria

ROUTINE COMMUNICATION:

English

OFFICIAL LANGUAGE:

German

FORMS AND DOCUMENTS:

- [German Transmittal Form.docx](#) (DOCX)

Bilingual English/German forms:

- [Application for Recognition or Recognition and Enforcement.pdf](#) (PDF)
- [Abstract of a Decision.pdf](#) (PDF)
- [Statement of Enforceability of a Decision.pdf](#) (PDF)
- [Statement of Proper Notice.pdf](#) (PDF)
- [Application for Enforcement of a Decision Made or Recognized in the Requested State.pdf](#) (PDF)
- [Application for Establishment of a Decision.pdf](#) (PDF)
- [Application for Modification of a Decision.pdf](#) (PDF)
- [Financial Circumstances Form.pdf](#) (PDF)

[< Back to country list](#)

PAYMENTS INFORMATION:

Austria does not accept child support payments by check. States should send wire payments.

Bank Account Details:

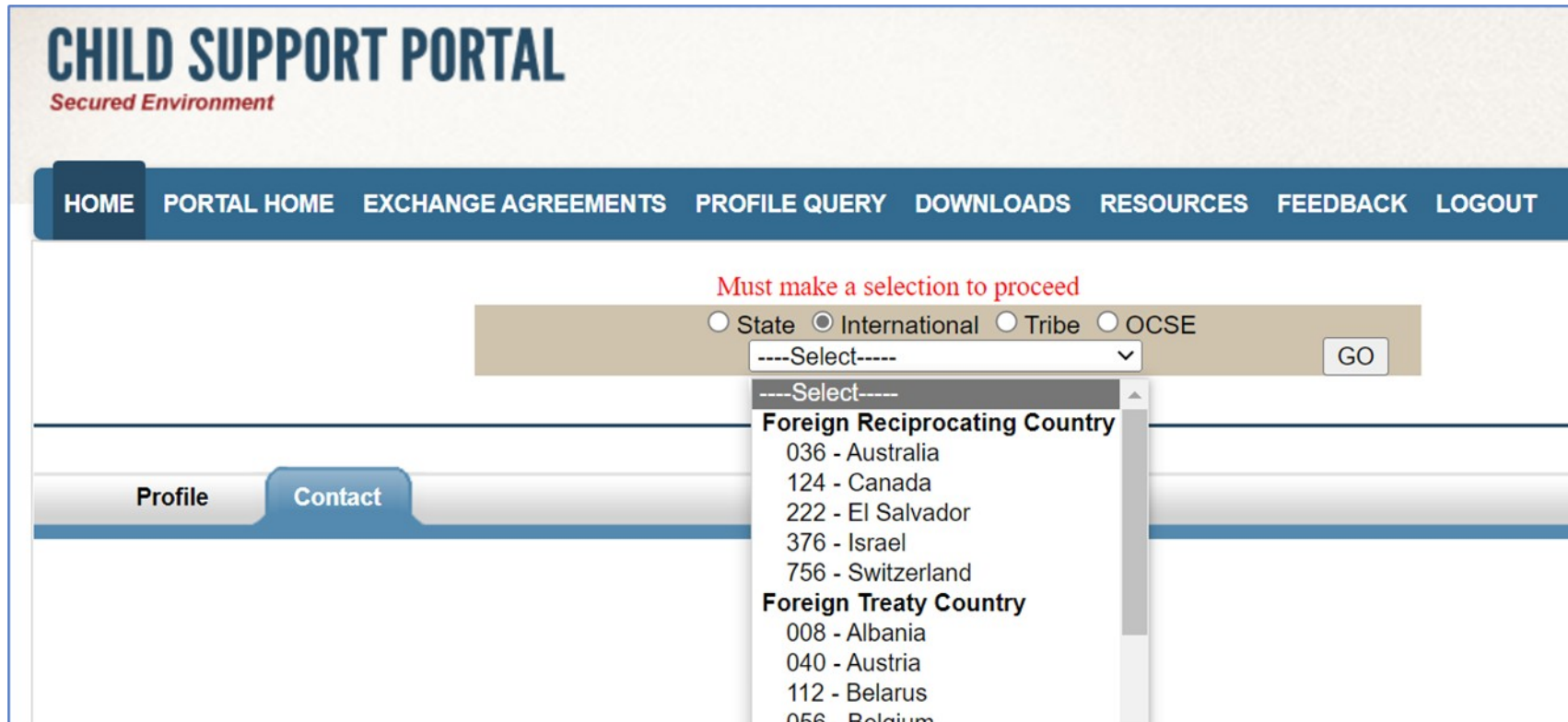
- **Name of Bank:** BAWAG - PSK
- **Address of Bank:** Wiedner Gürtel 11, 1100 Vienna, AUSTRIA
- **Name of Account Holder:** Ministry of Justice
- **Address of Account Holder:** Museumstraße 7, 1070 Vienna, AUSTRIA
- **Account Number:** 5490000
- **SWIFT / BIC Code:** BUNDATWW
- **IBAN Number:** AT100100000005490000

Contact Information for Payment Details:

- **Name of Contact Person:** Dr. Robert Fucik
- **Address:** Museumstraße 7, 1070 Vienna, AUSTRIA
- **Email Address:** robert.fucik@bmvrj.gv.at [visit disclaimer page](#)
- **Phone Number:** 011-43 1 52152 2731
- **Fax Number:** 011-43 1 52152 2829

Where to find Central Authority contact information

- [Intergovernmental Reference Guide \(IRG\)](#)



CHILD SUPPORT PORTAL
Secured Environment

HOME PORTAL HOME EXCHANGE AGREEMENTS PROFILE QUERY DOWNLOADS RESOURCES FEEDBACK LOGOUT

Must make a selection to proceed

☐ State ☒ International ☐ Tribe ☐ OCSE

----Select-----

GO

Profile Contact

----Select-----

Foreign Reciprocating Country

- 036 - Australia
- 124 - Canada
- 222 - El Salvador
- 376 - Israel
- 756 - Switzerland

Foreign Treaty Country

- 008 - Albania
- 040 - Austria
- 112 - Belarus
- 056 - Belgium

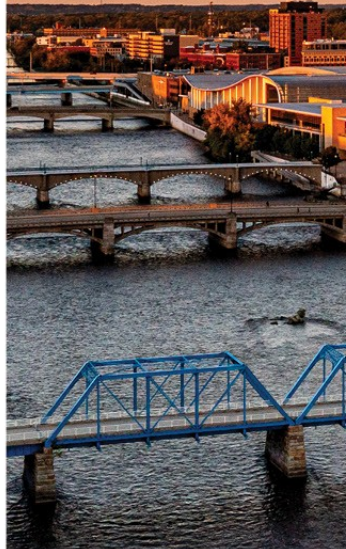
Where to find Convention Central Authority contact information

- Convention country profiles
- OCSS [Hague Convention Requirements](#) page has link to Permanent Bureau (Hcch) [Country Profiles](#)

 HAGUE CONFERENCE ON PRIVATE INTERNATIONAL LAW CONFÉRENCE DE LA HAYE DE DROIT INTERNATIONAL PRIVÉ	
complete or modify the country profile	
Available Country Profiles	Last modified
Austria: html (en fr es) - pdf (en fr es)	2014-05-16
Bosnia and Herzegovina: html (en fr es) - pdf (en fr es)	2022-04-13
Belgium: html (en fr es) - pdf (en fr es)	2020-10-12
Bulgaria: html (en fr es) - pdf (en fr es)	2015-04-07
Brazil: html (en fr es) - pdf (en fr es)	2021-09-17
Belarus: html (en fr es) - pdf (en fr es)	2018-06-01
Cyprus: html (en fr es) - pdf (en fr es)	2019-11-22
Czech Republic: html (en fr es) - pdf (en fr es)	2014-04-28

Currency Conversion Resources

- OCSS Caseworker [Training](#)
 - See Module 8 (Section 8.10)
- “[International Family Support: Currency Conversion](#)” by Barry Brooks
- Currency Conversion Websites
 - [US Department of Treasury Currency Exchange Rates Converter](#) (quarterly update)
 - [Exchange-Rates.org](#)
 - [Xe.com/currencyconverter/](#)
 - Make sure it's a reputable site and *not* adding in its fees when giving you totals!

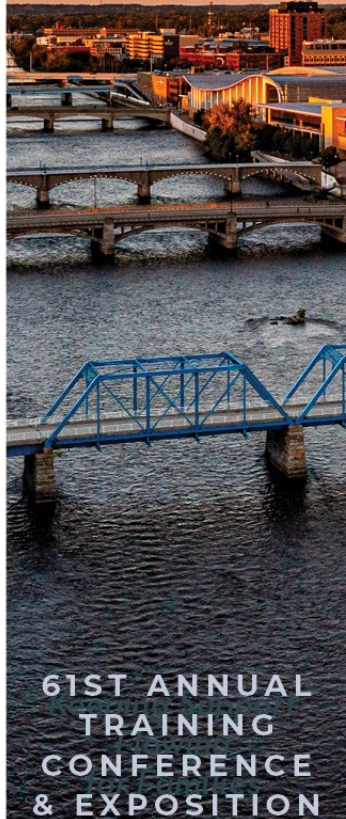


Other resources - Convention Forms

- How to fill them out
 - Practical Handbook for Caseworkers under the 2007 Child Support Convention
 - Chapter 15 covers all the forms
 - OCSS Training [Materials](#)
 - Each application section ends with information about how to complete the forms for that application



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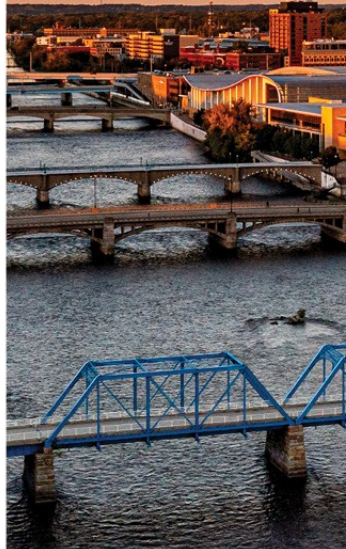
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International /Intergovernmental

- Contact a Colleague
 - Intergovernmental pledge WICSEC/ERICSA
 - available on the ERICSA website under Intergovernmental Improvement
- NCSEA International Subsection
- OCSS International Program Contact (ocseinternational@acf.hhs.gov)
 - Use online webform to ask a question



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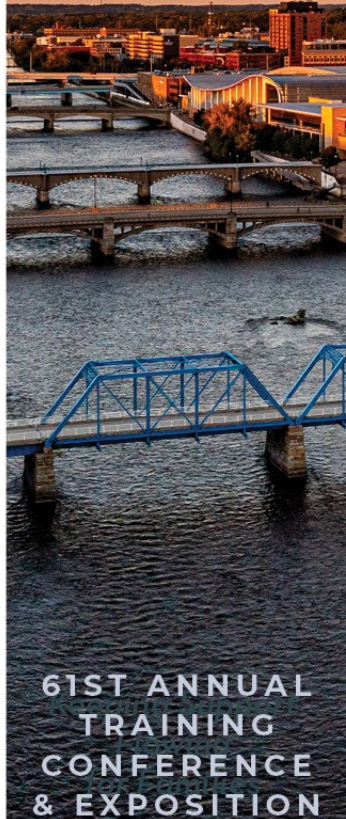
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Other Information Sources

- European Justice Portal – [Family maintenance](#)
- Individual country webpages : e.g. Switzerland, [Germany](#), [Brazil](#), [Norway](#)
- Presentations from NCSEA/ERICSA/WICSEC



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Resources for Attorneys and Judges

- Judicial Guide and Bench Cards
 - OCSS International webpage
[International | The Administration for Children and Families \(hhs.gov\)](#)
 - Hague Child Support Convention: Judicial Guide
 - Judicial Bench Cards for UIFSA and Hague Convention cases
 - U.S. Ratification of Hague Child Support Convention
 - Uniform Interstate Family Support Act (2008) and Hague Treaty Provisions
 - Federal Register Notice: Designating State IV-D Agencies as “Public Bodies” under the 2007 Hague Convention

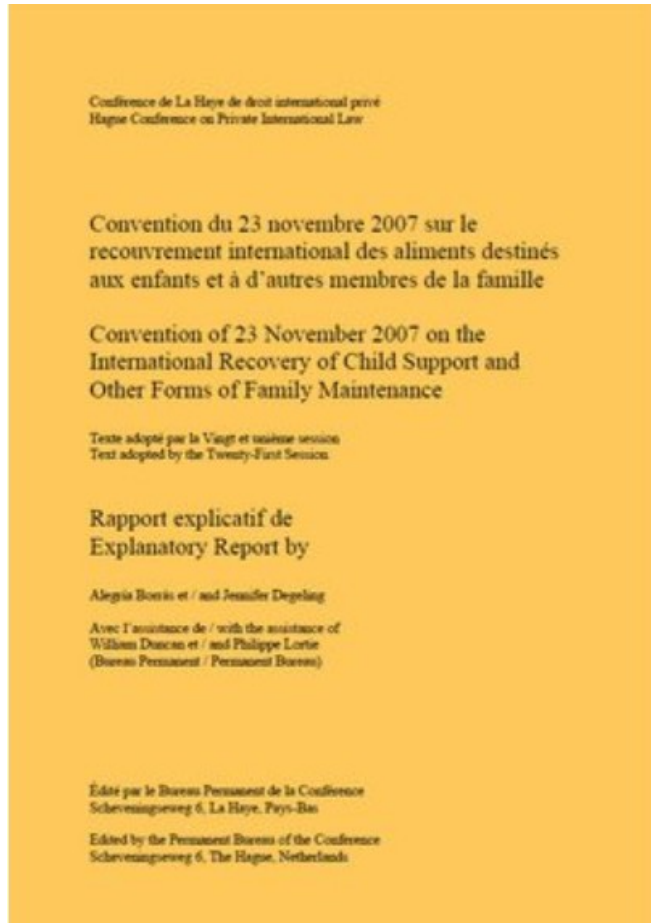


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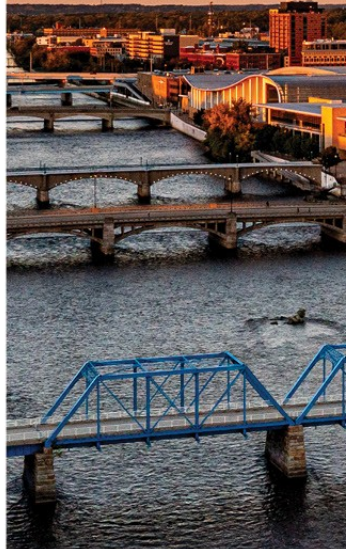


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Resources for Attorneys and Judges



- **Explanatory Report (HccH)**
 - Detailed explanations of the negotiations leading up to the final text
 - Good resource if you have a question about the background or context of a specific Convention provision such as protection of personal information.



Resources for Attorneys and Judges

- [Essentials for Attorneys in Child Support Enforcement | The Administration for Children and Families \(hhs.gov\)](#)
 - See Chapter 13 “International Child Support Cases”
 - Convention and non-Convention countries



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International Forms (iForms)



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International Forms (iForms)

CHILD SUPPORT PORTAL
Secured Environment

SECURE HOME --SELECT APPLICATION-- FEEDBACK FAQ CONTACT US COMMUNICATION CENTER

Welcome to the Child Support Portal

The Child Support Portal provides services to assist authorized users with case processing, document exchange, and application submission based on need and/or residence. You may view the application status on the --Select Application-- tab in the navigation bar.

Navigation Menu:

- Communication Center
- Electronic Document Exchange
- Federal Collection and Enforcement
- Intergovernmental Reference Guide
- International Forms** (highlighted with a red arrow)
- Locate
- Query Interstate Cases for Kids
- State Plan

Application Status:

Your state **has access** to the following applications:

- Communication Center
- eEmployer
- DoD Entitlement
- Electronic Document Exchange

In The Spotlight

Hover over the applications for a description.

Your state **COULD have access** to the following applications:

Communications

New: 0

Overview of iForms

- iForms:
 - Tool for creating the required forms for international case applications with **2007 Hague Convention** child support partners.
 - Available for all state OCSS caseworkers.
 - No state programming is required.
 - Manages child support services application forms.
 - **Not** the system of record for the case.
- State case management system:
 - System of record for all cases and all actions taken on a case.
 - Forms generated in iForms are added to the state system, following state policy.
- iForms was released in May 2023.

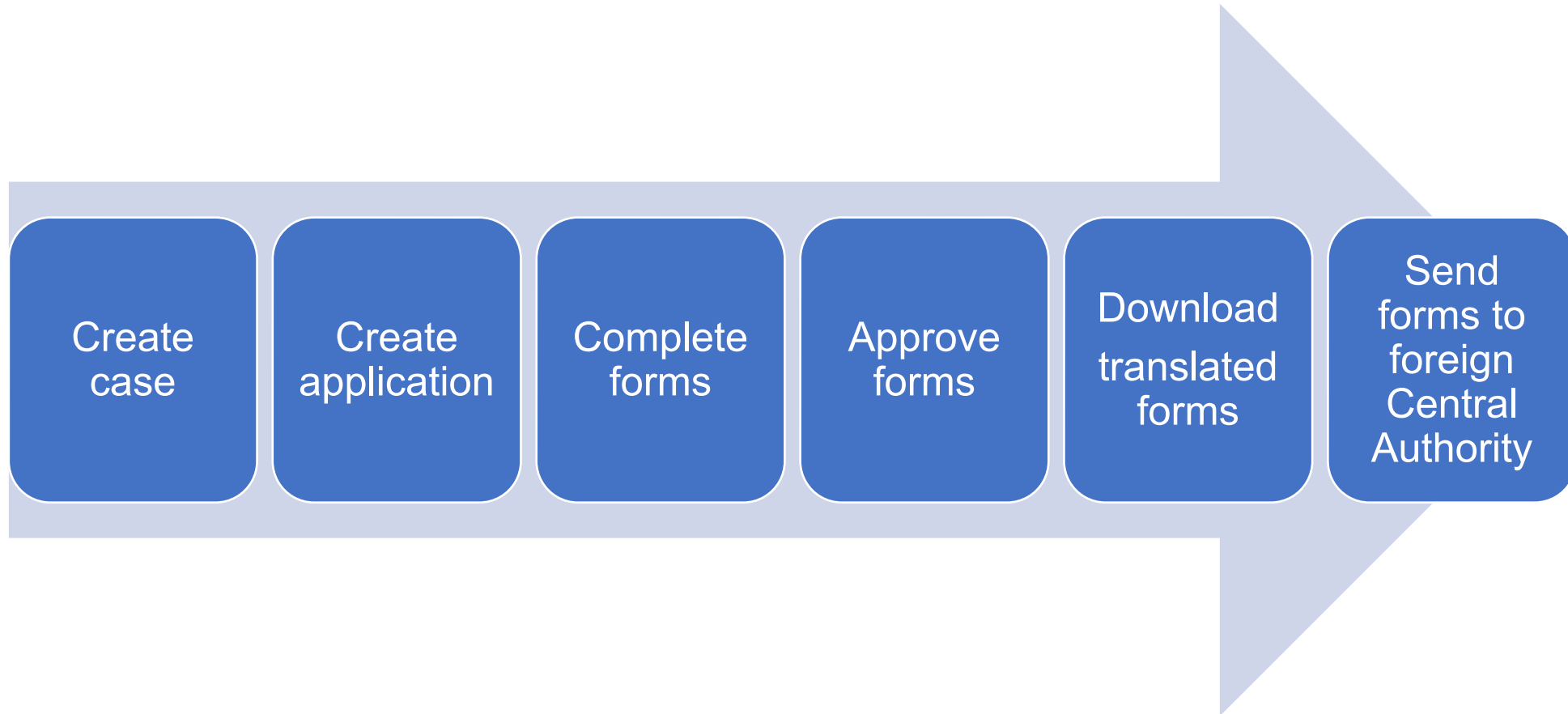


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iForms Workflow



Translated forms

ANNEX I	
Transmittal form under Article 12(2)	
CONFIDENTIALITY AND PERSONAL DATA PROTECTION NOTICE	
<i>Personal data gathered or transmitted under the Convention shall be used only for the purposes for which it was gathered or transmitted. Any authority processing such data shall ensure its confidentiality, in accordance with the law of its State.</i>	
<i>An authority shall not disclose or confirm information gathered or transmitted in application of this Convention if it determines that to do so could jeopardise the health, safety or liberty of a person in accordance with Article 40.</i>	
☒ <i>A determination of non-disclosure has been made by a Central Authority in accordance with Article 40.</i>	
1. Requesting Central Authority Maryland Child Support Enforcement Office 1	2. Contact person in requesting State Pepe Le Pew
a. Address 345 Middle Road, Frontage, MD, 21220	a. Address (if different) 33 Memory Lane, Anywhere, MD, 21401
b. Telephone number +1 5551234567	b. Telephone number (if different) +1 4105555555
c. Fax number +1 5557654321	c. Fax number (if different) +1 3011234567
d. E-mail mdcseuser1@mdcse.org	d. E-mail (if different) mdcseuser3@mdcse.com
e. Reference number MD123456789	e. Language(s) French, English
3. Requested Central Authority: France Primary office	
Address 123 Child Support Lane, Paris, Il-de-Paris, 123456, FR	

ANNEXE I	
Formulaire de transmission en vertu de l'article 12(2)	
AVIS DE CONFIDENTIALITÉ ET DE PROTECTION DES DONNÉES À CARACTÈRE PERSONNEL	
<i>Les données à caractère personnel recueillies ou transmises en application de la Convention ne peuvent être utilisées qu'aux fins pour lesquelles elles ont été recueillies ou transmises. Toute autorité traitant de telles données en assure la confidentialité conformément à la loi de son État.</i>	
<i>Une autorité ne peut divulguer ou confirmer des renseignements recueillis ou transmis en application de la présente Convention si elle juge que ce faisant la santé, la sécurité ou la liberté d'une personne pourrait être compromise, conformément à l'article 40.</i>	
☒ <i>Une décision de non-divulgence a été prise par une Autorité centrale conformément à l'article 40.</i>	
1. Autorité centrale requérante Maryland Child Support Enforcement Off	2. Personne à contacter dans l'État requérant Pepe Le Pew
a. Adresse 345 Middle Road, Frontage, MD, 21220	a. Adresse (si différente) 33 Memory Lane, Anywhere, MD, 21401
b. Numéro de téléphone +1 5551234567	b. Numéro de téléphone (si différent) +1 4105555555
c. Numéro de télécopie +1 5557654321+1 5557654321	c. Numéro de télécopie (si différent) +1 3011234567
d. Courriel mdcseuser1@mdcse.org	d. Courriel (si différent) mdcseuser3@mdcse.com
e. Numéro de référence MD123456789	e. Langue(s) French, English
3. Autorité centrale requise France Primary office	
Adresse 123 Child Support Lane, Paris, Il-de-Paris, 23456, FR	



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Resources

HOMEINTERNATIONAL FORMS ▾FEEDBACKCONTACT US

COMMUNICATION CENTER

HomeAdministratorResourcesGuide

Resources

Application Checklist2007 ConventionForeign CountryState Resources

Resource	Description
2023_08_10_iForms_Administrator_Training_V1.0	iForms Administrator training materials from the session conducted on August 10, 2023, including instructor notes
2023_08_24_iForms_Caseworker_Training_V1.0	iForms Caseworker training materials from the session conducted on August 24, 2023, including instructor notes
Initial State Set-Up 20231025	Information for the initial set-up for states for iForms
Instructors Notes_20230608	Additional information for instructors for iForms training

Convention Forms and Requirements

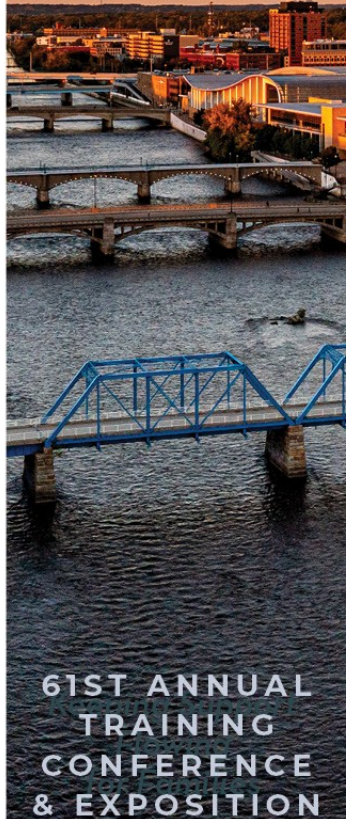
- Convention Requirements Page (

[Hague Convention Requirements | The Administration for Children and Families \(hs.gov\)](https://hs.gov/hague-convention-requirements)

- Matrix with information for each Convention country
- Languages for routine communication
- Official language (for translation)



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Translation

- Translations
 - Forms:
 - Generally, the IV-D agency must translate the application and all accompanying documents and orders into an official language of the requested country, or into a language that the country will accept.
 - Some countries have stated that they will accept applications in English.
 - Include the original language versions of the documents and orders
 - Additional documents: Most countries require orders translated into their official language. Check the OCSS [country-specific page](#) for any additional requirements.
 - Cost of translating documents for a child support case is eligible for federal financial participation (FFP)

Federal Foreign Reciprocating Countries (Australia, El Salvador, Israel, Switzerland)



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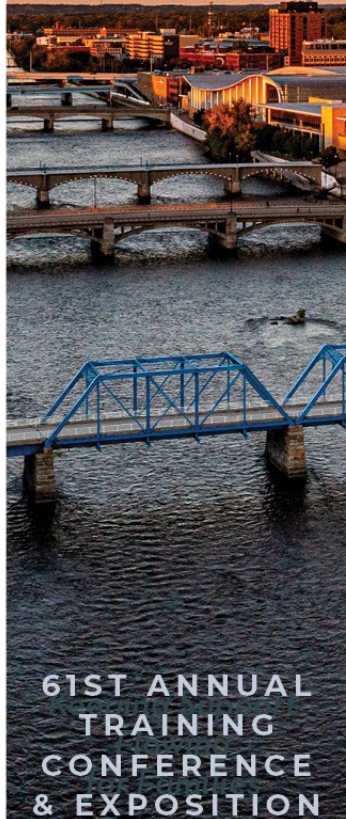
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Federal Reciprocating Countries

- Standard UIFSA forms can be used
- Contact information is available on the [Intergovernmental Resource Guide](#) (IRG)



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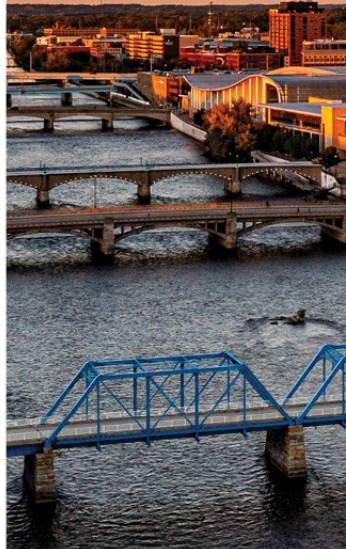


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Non-Convention Canada* (Except Quebec)

- Where to start:
[Caseworkers Guide to Processing Cases with Canada](#)
- Contact information or province/territory specific information:
[Canada](#) page on OCSS website
- General Canadian information: [Canadian Department of Justice](#)

*British Columbia, Manitoba and Ontario are Convention provinces



Other Foreign Reciprocating Countries

- OCSS Caseworker guides:
 - Caseworkers Guide to Processing Cases with Australia
 - Caseworkers Guide to Processing Cases with Israel
 - [Caseworkers Guide to Processing Cases with El Salvador](#)
 - [Caseworkers Guide to Processing Cases with Switzerland](#)



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Completing UIFSA forms for non-Convention provinces in Canada

- Desk Aids (prepared by Washington state)
 - [Directions for Outgoing Applications to Canada](#)
 - [Required Forms and Supplemental Documents for Outgoing applications to Canada](#)
 - [Canadian Age of Majority Table](#)

Required Forms and Supplemental Documents for Outgoing Applications to Canada		
Action Required	Documents Required	Supplemental Documents as Necessary
Establish Support	Child Support Enforcement Transmittal #1 – Initial Request Child Support Agency Confidential Information Form Uniform Support Petition General Testimony Personal Information Form for UIFSA § 311 Birth Certificate, official birth record, or Acknowledgment of Paternity *ISO Request for Support Order Form D	Optional financial documents, for example:** • Three most recent pay stubs from current employer. • Most recent income tax return. • Child care expenses. • Ongoing medical expenses. • Unreimbursed medical expenses.
Instructions	• Forms packages must include at least one original and two copies of all documents. • The package should be sent to the Designated Authority shown in the IRG. • Custodial parent's financial information is required only if the custodial parent is seeking reimbursement for child care expenses or medical expenses. See the attached instructions for completing ISO Request for Support Order Form D	

State Level Reciprocity



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State-level Reciprocity

- Refer to your State's procedure documents regarding interacting with state-level reciprocal countries
- Many state's State Reciprocity Countries have been assumed by Hague
- Example (MI)
 - Austria
 - Prince Edward Island
 - France
 - Germany
 - Sweden
 - Quebec

Austria

Prince Edward Island

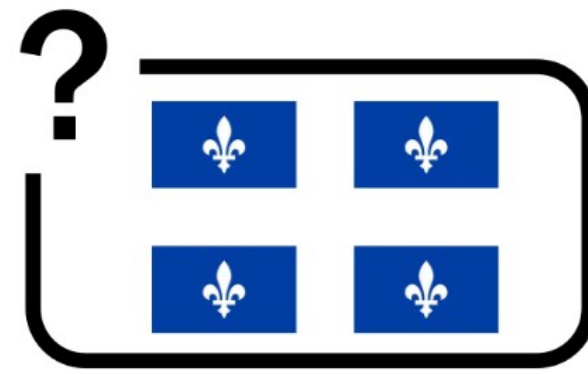
France

Germany

Sweden

Quebec

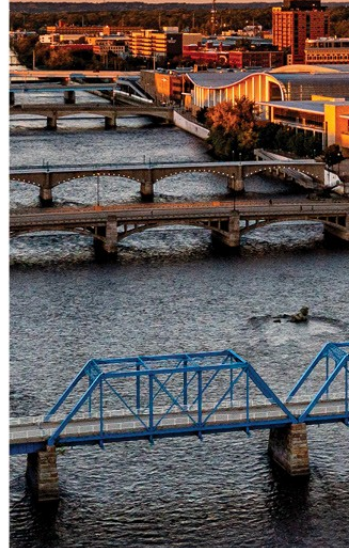
Cases with Quebec



- State level reciprocity only
 - Not included in Federal Foreign Reciprocal Agreement with Canada
- Florida has developed Forms for use with Quebec
 - See Handout
- Michigan process (brief)
- What about states without an SRC with Quebec?

Helping Hands
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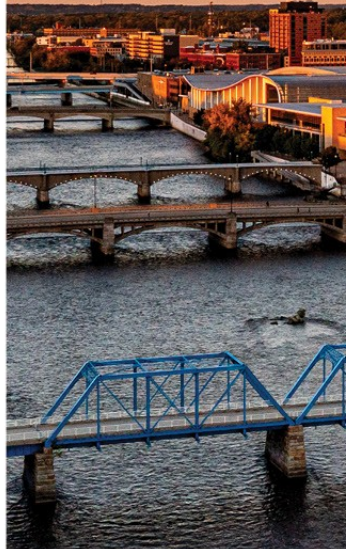
No FRC, SRC, or Hague Relationship?

- Comity
(International Case Processing 102)
- Communication - reach out to other
state/federal experts!



Be

CREATIVE!



Case and application management - Communication



Bridging Bright
Futures for Families

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Email and Personal Identification Information (PII)

- Email can be a great way to communicate with other countries but remember:
 - Follow your state rules for the use of email
 - **Never Never Never send PII by regular email**
 - Don't assume that encrypted email will be accepted. Check with the other country first.
 - Some countries are not allowed to use email for any communications. Don't assume that just because you sent it – it will be answered!
 - Follow the same rules for email as letter – no acronyms or jargon
 - Include your phone number in the email. If the country can't respond by email, they may be able to call you.
 - Check with your state IT section to determine if emails can be exchanged with the other state

Communication Tips

- Do not use Acronyms.
 - Hinders the conveyance of a message and can be confusing to other country
- Do not use Jargon.
 - Because the Convention applies to countries with various legal systems, the terminology may differ from the terms we use in the United States.

Communication Tips

- Try as best as you can to convert what is needed on a case to a convention term equivalent.
- Examples:
 - Payment History= document showing the amount of any arrears and the date such amount was calculated
 - Order = Decision
 - NCP = Debtor or parent who owes support
 - CP = Creditor or parent due support
 - Referral = Application

Communication Tips

- Do not use the term UIFSA.
 - Many countries do not know what UIFSA is and they are not bound by it. Using this term can be confusing to other countries.
- Explain the why and use plain language in requests and explanations.
- Date format!



International Payments



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Central Authority Payment Service

- Central Authority Payment (CAP) service went into operation with Germany on January 6
 - Piloted with two states (Georgia and Michigan)
- Germany stopped accepting checks on March 20
 - States could join CAP or arrange to send electronic payments directly
- Most states enrolled in CAP
 - 42 states are sending payments through CAP to Germany
 - 9 states are sending electronic payments directly to Germany
 - 3 states have no cases with Germany
- All states are sending payments electronically to Germany



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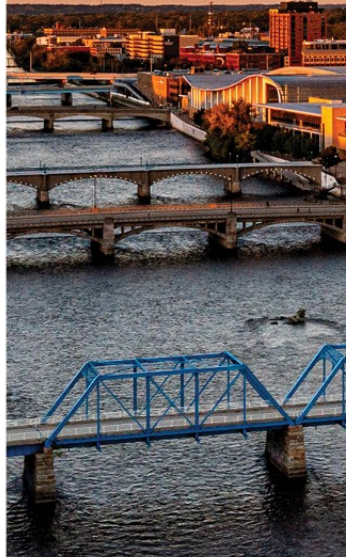
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CAP Overview

- U.S. states send payments to CAP using U.S. Nacha interstate electronic payment format (child support specific)
- CAP consolidates payments and creates a single weekly payment for foreign authority
- Department of the Treasury's International Treasury Service (ITS) converts currency and sends payment to foreign authority
- CAP provides case and payment details so foreign authority can send individual payments to creditors
- Use of CAP by states is optional

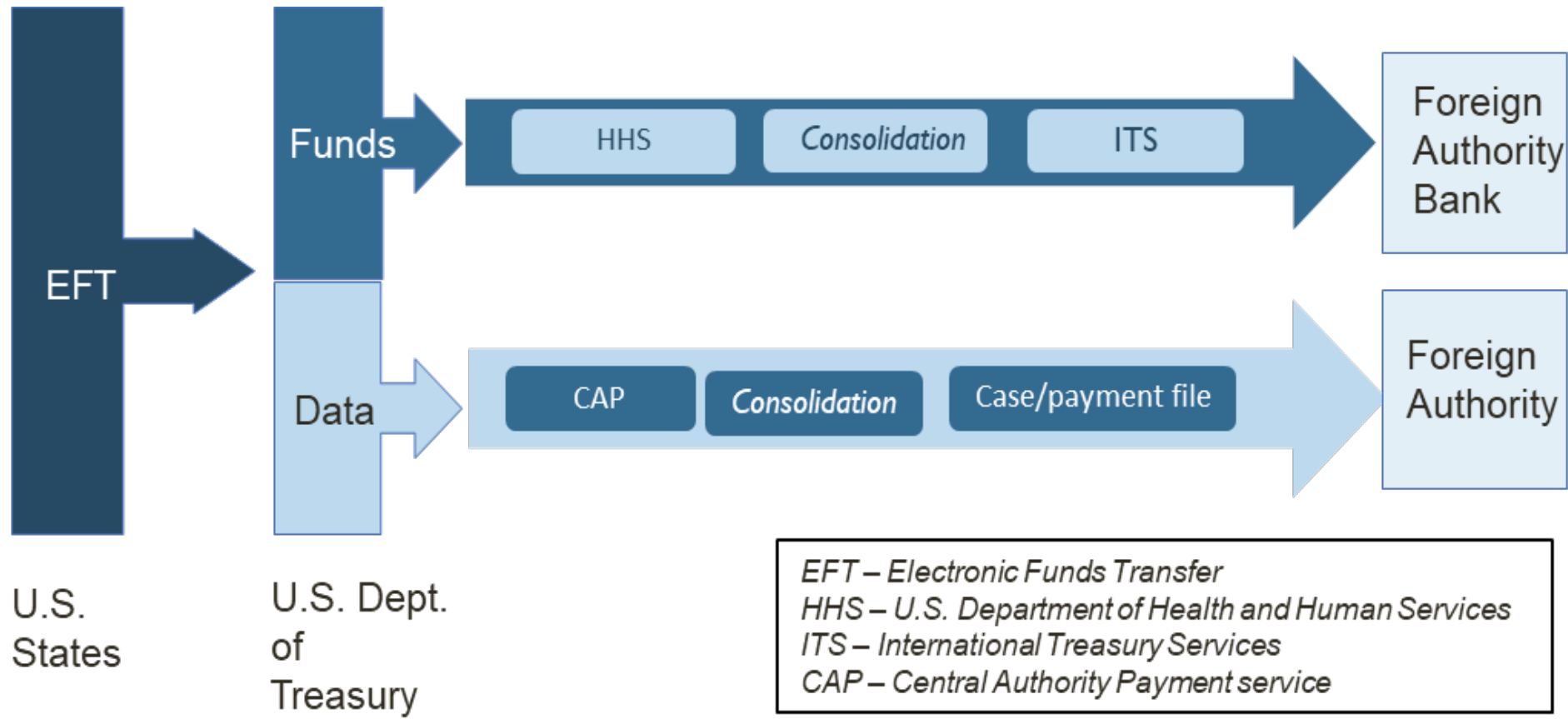


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CAP process flow



Expanding CAP Payments to Other Countries

- OCSS welcomes participation of additional countries
- As of January 2, 2024, four additional countries are receiving payments
 - Czech Republic
 - Portugal
 - Slovakia
 - Sweden
- Hungary, Switzerland, Austria, and Latvia are working towards implementation



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Expanding CAP to Incoming Payments

- CAP is setting up a process to receive electronic payments from foreign partners and send the funds to states
 - Foreign authorities send payments to OCSS HHS bank account by SWIFT
 - CAP consolidates the payments by destination state and sends funds to state for disbursement to the creditor or custodial parent
- OCSS expects to implement by mid-2024



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