

ERICSA 2023 Survey to Supplement the IRG							
The ERICSA Intergovernmental Improvement Committee wants to gather information beyond the Intergovernmental Referral Guide (IRG) to assist frontline caseworkers in preparing intergovernmental referrals/cases. These questions address more logistical requirements of the referral and its contents.							
Introduction							
ERICSA would like to note on its findings whether states are state- or county-administered, along with the caveat that the state's answers may not apply in each of the state's counties.							
Question #		California	Connecticut	Florida	Illinois	Indiana	Kentucky
	We will try to acquire it from our state's agency.	X		X	X	X	
	We will require the initiating jurisdiction to provide it to us.						X
	Other		X				
	Explain	If the child was born in California and both parents names are on the birth certificate, we will request the VDOP from our state agency. In California, a voluntary paternity acknowledgment, order, or other documents validating the paternity/ parentage of a child for whom support is being requested is required. The California Parentage Opportunity Program offers eligible parents the opportunity to establish a legal parent-child relationship free of charge by signing and filing a Voluntary Declaration of Parentage. The Program is only one of two ways to legally establish parentage, and the program significantly decreases the time and money required to establish legal parentage through the lengthy and expensive court process. A filed Declaration has the same force and effect as a judgment for parentage issued by a court. A name on the birth certificate does not establish legal parentage in California. Web link: https://parentage.dcss.ca.gov/	CT can assist with obtaining the BC if the initiating state cannot obtain.		Again, if we cannot for some reason obtain the document, we would contact the initiating jurisdiction.	If it has not been digitized, the initiating state may need to contact our state's agency to obtain a copy.	If the initiating jurisdiction does not provide to us, we will request from Kentucky's Office of Vital Statistics, the courts, etc. rather than rejecting the UIFSA packet.
7	Is the court order number and county name for the order on the Transmittal #1, along with a Child Support Agency Confidential form, sufficient information for a request to enforce an order entered in your state?						
	Yes	X		X	X	X	
	No		X				X
	Other						
	Explain		Additionally, a completed arrears affidavit is needed.			A payment record from the other state is needed if payments were accepted in that state.	We would also need a record of any payments not paid through the Kentucky State Disbursement Unit.
8	When the requesting state is asking for enforcement of your state's order, do you require the requesting state to provide a copy of your own state's support order for enforcement?						
	Yes		X				X
	No	X		X	X	X	
	Other						
	Explain	A copy of the order is preferred but not required. The Transmittal #1 which includes the court order number, county, and California Case number is encouraged.	Assistance can be provided in obtaining copies of court orders if needed.		If the order is from our state, we can obtain the order from the appropriate clerk's office		If the initiating state does not provide, we will request a copy of the order from the Kentucky court rather than rejecting the UIFSA packet.
Other Clarifications (for Trans #1 cases)							
9	By what methods can a father's name be added to a birth certificate in your state? (check all that apply)						
	Court/administrative order	X	X	X	X	X	X
	Voluntary Acknowledgment of Paternity/Parentage	X	X	X	X	X	X
	Birth Mother providing father's name at birth if married (father/husband not present)	X	X	X	X	X	X
	Birth Mother providing father's name at birth if married (father/husband present)	X	X	X	X	X	X
	Other						

ERICSA 2023 Survey to Supplement the IRG							
The ERICSA Intergovernmental Improvement Committee wants to gather information beyond the Intergovernmental Referral Guide (IRG) to assist frontline caseworkers in preparing intergovernmental referrals/cases. These questions address more logistical requirements of the referral and its contents.							
Introduction							
ERICSA would like to note on its findings whether states are state- or county-administered, along with the caveat that the state's answers may not apply in each of the state's counties.							
Question #		California	Connecticut	Florida	Illinois	Indiana	Kentucky
		The second parent can only be added if the second parent field is blank on the current birth certificate and both parents are available to sign the application form. Website link: https://www.cdph.ca.gov/Programs/CHSI/Pages/Amending-a-California-Birth-Record.aspx			With the above, the party asking for the change to the birth certificate would need to submit an application with the Bureau of Vital Statistics. There is a \$15 fee. Any request done via a VAP or IV-D case in Illinois can be done with no cost.	Court/administrative order IC 31-14-9 Voluntary Acknowledgement of Paternity/Parentage IC 16-37-2-13 & IC 16-37-2-16 Subsequent marriage of parents IC 16-37-2-15 & IC 16-37-2-16	
10	What are the legal citations for the methods you selected in Q9?						
	(Open-Ended Response)	California Health and Safety Code 102425(a)4		S 382.013, F.S.	Ill. Admin. Code tit. 77, sec. 500.45; www.idph.state.il.us/rulesregs/2013-rules/77	IC 31-14-9, IC 16-37-2-13 & IC 16-37-2-14, IC 16-37-2-15 & IC 16-37-2-16	Kentucky Revised Statute (KRS) Chapter 213
11	When the support order does not have a provision for allowing the support to 'follow the child', what action does your state take to effect a change of payee? By what methods can the name of a father/second parent be added to a birth certificate in your state? (check all that apply)						
	Modification of Order			X	X		X
	New (de novo) Order				X		X
	No action can be taken						X
	Other	X	X	X		X	
	Explain	In California the order follows the debtor and child, if the payee changes from one parent to a relative caretaker or to foster care there is no requirement to have sign off by the original payee. If the case is a non IV-D or a case where all support is owed to the person ordered to receive support (PRS), then the PRS must acknowledge the new payee. The PRS must provide a written agreement authorizing the Department of Child Support Services to forward payments received from the parent ordered to pay support (PPS) to the non-parent, third party caregiver. The PRS must sign the agreement and have the signature notarized or verify his/her identity and sign the agreement in the presence of a local child support agency representative. (IRG 4. Support Details-Question 6)	If a CT order and new custodian has legal custody, order can be redirected by operation of law. If new custodian does not have legal custody, administrative redirection can be attempted and processed if original parties do not object.	Expedited redirection S. 409.2558(8), F.S.	Again, this depends on the legal partner. State's Attorney's Office's prefer a new order to be done. The first order would be terminated. The Attorney General's Office generally will modify the order to list the additional party receiving support.	Some of our county offices will modify the existing order while others will abate this order, possibly preserving arrears due on the original order and then establish a new order for the new custodial party, based on county court preferences.	Most Kentucky counties can file a judicial motion to change the payee or complete a form to change payee administratively. A few must obtain a new order and a few can take no action unless there is an order giving the new caretaker custody or guardianship of the child.
12	If your agency cannot take action to change the payee when the order does not "follow the child," please explain why and provide relevant cites (statutory limitations, case law, etc.)						
	(Open-Ended Response)	N/A	See #11 response	N/A	N/A	IN is a highly judicial state and any change in an order requires court action.	Some Kentucky Judges will not change payee unless the new caretaker has been given custody or guardianship of the child. Kentucky CSE is not aware of any statute or case law that supports this decision.
	Limited Services requested using Transmittal #3 process						

ERICSA 2023 Survey to Supplement the IRG							
The ERICSA Intergovernmental Improvement Committee wants to gather information beyond the Intergovernmental Referral Guide (IRG) to assist frontline caseworkers in preparing intergovernmental referrals/cases. These questions address more logistical requirements of the referral and its contents.							
Introduction							
ERICSA would like to note on its findings whether states are state- or county-administered, along with the caveat that the state's answers may not apply in each of the state's counties.							
Question #		California	Connecticut	Florida	Illinois	Indiana	Kentucky
	The following items are requested by states using the Transmittal #3. Please provide details regarding how your state addresses limited services requests from other states:						
13	Do courts in your state charge your IV-D agency for providing copies or certified copies of orders entered in your state for a IV-D case?						
	Yes						
	No	X	X	X	X	X	X
	Other						
	Explain	CA courts do not charge our IV-D agency for copies of court orders for open IV-D cases, however, if CA does not have an open IV-D case in our system, we may not be able to obtain copies of that order, dependent on local cooperation between agency and court.				If asked to pay, notify the Central Registry to get the matter rectified.	
14	What entity is responsible for maintaining record of voluntary paternity acknowledgments in your state?						
	(Open-Ended Response)	In California, The Parentage Opportunity Program managed by the California Department of Child Services is responsible for maintaining records of voluntary paternity/parentage acknowledgements.	State of CT, Department of Public Health, Vital Records Department	Florida Department of Health, Bureau of Vital Statistics	Our agency has a unit, which is responsible for the maintenance of VAPS-called ACU.	Vital Statistics at the Indiana State Department of Health	Kentucky Office of Vital Statistics
15	Does the custodian of vital records charge your IV-D agency for providing copies or certified copies of birth records or paternity acknowledgments for a IV-D case?						
	Yes						
	No		X		X		X
	Other	X		X		X	
	Explain	Certified Birth Certificates are managed by the Office of Vital Records within the California Department of Public Health and there is a fee associated for obtaining certified birth certificates and records. The Parentage Opportunity Program is managed by our agency (CA DCSS) so the voluntary declaration of parentage can be obtained without a fee.		The Florida IVD agency funds positions within DOH/BVS to complete paternity related updates to vital records, including providing copies of records.	We have an agreement with vital records for birth certificates.	We are not able to obtain any copies of birth certificates from Vital Records. If another agency requests them, there is a charge that cannot be waived. There is no charge for paternity affidavits. These may be obtained by the Central Registry at no charge. However, if a certified copy is needed, it must be obtained by the other state directly from the Vital Statistics office. There is a fee charged by the IN State Department of Health that cannot be waived.	
16	Does your state forward requests for service to the appropriate sheriff or other entity for service?						
	Yes		X	X	X	X	X
	No						
	Other	X					
	Explain	In California, process of service for child support cases falls under the IV-D responsibilities and done at the local level (LCSA). Local LCSAs work with service processors while managing Full IV-D cases and Limited Services Request. Personal service is conducted by the sheriff, other public officials, or private contractors. The type of service is dependent on the location of the party being served. (IRG Section 19.3 Personal Service for Hague Countries)			We will forward the requests to the appropriate region and sheriff's office.	Some of our local IV-D offices have contracts with entities or in-house personnel that will perform the service. Others will utilize the local sheriff's office.	
17	If you answered yes for Q16, does the sheriff or other entity coordinate payment with your agency or the requesting agency?						
	My agency				X		
	Requesting agency			X		X	X
	Other	X	X				

ERICSA 2023 Survey to Supplement the IRG							
The ERICSA Intergovernmental Improvement Committee wants to gather information beyond the Intergovernmental Referral Guide (IRG) to assist frontline caseworkers in preparing intergovernmental referrals/cases. These questions address more logistical requirements of the referral and its contents.							
Introduction							
ERICSA would like to note on its findings whether states are state- or county-administered, along with the caveat that the state's answers may not apply in each of the state's counties.							
Question #		California	Connecticut	Florida	Illinois	Indiana	Kentucky
	Explain	Process of Service is handled at the local level with the LCSA.	A fee is not charged for this service.		A bill will be forwarded from the sheriff's office of our agency--in those rare cases where the request was not coordinated with the IV-D Agency, a bill will be sent directly to the initiating agency for payment.		
18	If you answered yes to Q16 do you monitor the request for completion by the sheriff or other entity and notify the requesting agency or do you close the request once it has been referred?						
	Monitor until service of process action ends and notify requesting agency		X		X		
	Close after referral to the sheriff/other entity			X			X
	Other	X				X	
	Explain	N/A				This is not traced at the state office. Each county office will have a different process for monitoring depending on how they are set up.	
19	What entities are used in your jurisdiction to effect service in a limited-service request?						
	Sheriff	X		X	X	X	X
	Private process (non-law enforcement) / Special Process Server	X		X		X	
	IV-D dedicated/funded local law enforcement	X	X			X	
	Other						X
	Explain	Personal service is conducted by the sheriff, other public officials, or private contractors. The type of service is dependent on the location of the party being served. (IRG Section 19.3 Personal Service for Hague Countries)				All three may be used in different counties in our state.	Constables
20	If your state does not forward it to the appropriate entity, what action do you take with the request for service of process?						
	Return packet to requesting party with contact information for the appropriate entity						
	Serve packet using your IV-D resources	X					
	Return packet with no action						
	N/A--we forward the service packet		X	X	X	X	X
	Other						
	Explain	In California, process of service for child support cases falls under the IV-D responsibilities and done at the local level (LCSA). Local LCSAs work with service processors while managing Full IV-D cases and Limited Services Request. Personal service is conducted by the sheriff, other public officials, or private contractors. The type of service is dependent on the location of the party being served. (IRG Section 19.3 Personal Service for Hague Countries)					We do not receive requests to forward packets often but if received we will do so.
21	Other than providing the documents to be served and the identity and location of the individual to be served, what does the requesting agency need to provide with a request for service?						
	(Open-Ended Response)	The requesting agency would need to submit a Limited Services Request via Transmittal #3 and as much information on the person being served as possible (Name, Address, SSN-for locate services).	Transmittal #3	Nothing else.	This should be sufficient.	Payment if required.	Transmittal #1
22	How can service of process be effectuated in your state?						
	Personal Service--personal to the party	X		X	X	X	X
	Personal Service--member of family/household	X		X	X	X	
	Mail Service	X				X	X
	Other		X			X	

ERICSA 2023 Survey to Supplement the IRG							
The ERICSA Intergovernmental Improvement Committee wants to gather information beyond the Intergovernmental Referral Guide (IRG) to assist frontline caseworkers in preparing intergovernmental referrals/cases. These questions address more logistical requirements of the referral and its contents.							
Introduction							
ERICSA would like to note on its findings whether states are state- or county-administered, along with the caveat that the state's answers may not apply in each of the state's counties.							
Question #		California	Connecticut	Florida	Illinois	Indiana	Kentucky
	A summons may be served by personal delivery of a copy of the summons and of the complaint to the person to be served. Service of a summons in this manner is deemed complete at the time of such delivery. A summons may be served by leaving a copy of the summons and complaint at the person's dwelling house, usual place of abode, usual place of business, or usual mailing address other than a United States Postal Service post office box, in the presence of a competent member of the household or a person apparently in charge of his or her office, place of business, or usual mailing address other than a United States Postal Service post office box, at least 18 years of age, who shall be informed of the contents thereof, and by thereafter mailing a copy of the summons and of the complaint by first-class mail, postage prepaid to the person to be served at the place where a copy of the summons and complaint were left. Service of a summons in this manner is deemed complete on the 10th day after the mailing. California Code of Civil Procedure 415.10 & 415.20. Explain	Personal/In hand, at the place of abode or service through employer.		We have an amended Supreme Court Rule 102 which will allow for service of summons by electronic methods. It requires case/participant specific approval of the court. It is not widely used.	Not all of our courts will accept personal service to a member of family or household. We also may utilize service by publication. In.gov/courts/rules/trial_proc/trial_pro c.pdf Rule 4.13	If service is by mail, it must be certified, return receipt requested, and signed for by the party.	
23	Are there procedures in your state that allow for the placement of a lien as a one-state action?	Yes	X		X	X	X
	No	X		X			
	If yes, what documentation is needed from the requesting state?						
	Liens need to be filed with the appropriate agency. Another jurisdiction would need to initiate an intergovernmental case with California to enforce the appropriate lien. Title IV-D child support money judgment or order is received by a local child support agency; a case is opened for enforcement of an existing order or judgment; or an existing order is registered for enforcement. Personal Property (Family Code section 17523): Title IV-D child support money judgment or order is being enforced by a local child support agency and the parent ordered to pay support (PPS) is delinquent in child support payments. California participates in the Child Support Lien Network (CSLN). IRG- 9. Enforcement-14, 36, 37,42 . IRG- 11. Lump Sum Payments-3 IRG 13. Insurance Match-5. Explain	Transmittal #3, copy of the order, statement of balances, details about what is being liened.		A Transmittal #3, a copy of the lien, a copy of the order and the balance due.	Communication needs to be established with the local IV-D prosecutor's office in regards to information on how to proceed with a lien of real or personal property as there are different local requirements that vary by county.	Transmittal #1, copy of court order and arrearage affidavit.	
24	Regarding the coordination of genetic testing, if the requesting agency provides a collection packet, chain of custody form, and instructions will your state collect the sample from the individual in your office (not through a lab)?	Yes		X	X		
	No		X				X
	Other	X				X	
	Genetic Testing occurs at the LCSA level and each LCSA's genetic testing process is different. Some counties conduct their test in the office where the case is assigned and others contract or partner with a lab. The best resource for specific practices would be to contact the local child support agency in the county where a case participant is located. Explain				Our staff has been trained to conduct DNA testing.	It depends on the county. Most of our local IV-D enforcement offices schedule testing through one of the state's contracted genetic testing vendors. However, some counties still collect samples. It depends on each county's policy and their collection agreements with the contracted vendor.	
25	If genetic testing is requested and the requesting state's genetic test vendor is different from your state what action will your state take?						

ERICSA 2023 Survey to Supplement the IRG							
The ERICSA Intergovernmental Improvement Committee wants to gather information beyond the Intergovernmental Referral Guide (IRG) to assist frontline caseworkers in preparing intergovernmental referrals/cases. These questions address more logistical requirements of the referral and its contents.							
Introduction							
ERICSA would like to note on its findings whether states are state- or county-administered, along with the caveat that the state's answers may not apply in each of the state's counties.							
Question #		California	Connecticut	Florida	Illinois	Indiana	Kentucky
		Each LCSA's genetic testing process is different. The best resource for specific practices would be to contact the local child support agency in the county where a case participant is located.	CT utilizes LabCorp for scheduling. They will assist in coordinating with another vendor if they are not available in the other state.	See Q25.	We will work with the other state to make the testing work.	Communication will need to be made with the local IV-D enforcement office to schedule collection, either by the county worker or one of Indiana's contracted genetic testing vendors.	Cannot answer this question without additional information. Is Kentucky being asked to collect samples only or collect samples and conduct the test? Did Kentucky receive a limited service request from an initiating state or full UIFSA to establish paternity?
	(Open-Ended Response)						
26	What is the preferred process for coordinating the collection of genetic samples from an individual in your state upon request by another state?						
		The requesting state would need to submit Limited Services request if genetic testing is the only action being requested. If establishment of an order or parentage is being sought, then a complete UIFSA packet with supporting establishment docs are required. Each LCSA's genetic testing process is different. The best resource for specific practices would be to contact the local child support agency in the county where a case participant is located.	CT utilizes LabCorp for scheduling. They will assist in coordinating with another vendor if they are not available in the other state.	Requesting state to coordinate directly with the individual.	Email request. Our DNA collector requires a court order.	Communication will need to be made with the local IV-D enforcement office as requirements may be different for each county.	Same as above. Is the other state asking Kentucky to collect samples only or did they send full UIFSA to Kentucky to establish paternity?
	(Open-Ended Response)						
27	To facilitate attendance at teleconference hearings, what information does your state need for these requests?						
		Parties participating in remote hearings must confirm they intend to appear remotely 2 days before the proceeding. Notice to the court must be given by filing a Notice of Remote Appearance (form RA-010). Notice to the other parties may be provided in writing, electronically, or orally in a way reasonably calculated to ensure notice is received no later than two court days before the proceeding. The LCSA will assist in facilitating and notifying parties in preparation for remote and in-person hearings. A current phone number or email address to use the phone or teleconferencing platforms is required. Website Link: https://selfhelp.courts.ca.gov/remote-court-hearings	A "MOTION FOR TELEPHONIC HEARING - FAMILY SUPPORT MAGISTRATE MATTERS" must be filed. The form must include the name and contact phone number for the person participating in the hearing, the agency name, address, and contact number. This form can be found on the jud.ct.gov website.	Remote access link for the parent.	The customer, the date and time of the hearing.	Communication will need to be made with the local IV-D enforcement office as requirements may be different for each county.	Contact information for the other state child support agency and the party that needs to participate telephonically.
	(Open-Ended Response)						
28	Is your office open to parents to appear for remote hearings, if needed?						
	Yes	X			X	X	
	No		X	X			
	Other						X
	Explain	Local county courts have allowed for parents to appear for remote hearings. Some courts utilize teleconferencing platforms like Zoom or Teams, others allow hearing via telephone. Website Link: https://selfhelp.courts.ca.gov/remote-court-hearings				Most of our local offices will be able to make space available for remote hearings, if needed. Communication will need to be made with the local IV-D enforcement office for details.	This will vary by county and court.
29	How should another agency request payment forwarding from your jurisdiction?						
	Send a Transmittal #1 to open a full case	X					X
	Send a Transmittal #3 for a limited service			X	X		
	Other	X				X	

	ERICSA 2023 Survey to Supplement the IRG						
	The ERICSA Intergovernmental Improvement Committee wants to gather information beyond the Intergovernmental Referral Guide (IRG) to assist frontline caseworkers in preparing intergovernmental referrals/cases. These questions address more logistical requirements of the referral and its contents.						
	Introduction						
	ERICSA would like to note on its findings whether states are state- or county-administered, along with the caveat that the state's answers may not apply in each of the state's counties.						
Question #		California	Connecticut	Florida	Illinois	Indiana	Kentucky
		If the IV_D case is open and the debtor resides in California, the payment forwarding is processed as a full enforcement action using a Transmittal #1 for requests. If the debtor is outside of California, the IV-D case is open and an IWO is currently being enforced, a Transmittal #3 for IWO-only payment forwarding is sufficient. In both cases the confidential information form is also required.				Send a Transmittal #1 and put a note on the Transmittal that enforcement is not needed and why.	
	Explain						
	Agency Information						
30	Which jurisdiction (state/territory/tribe) are you representing?	California Central Registry	Connecticut	Florida	Illinois	Indiana	Kentucky
33	What is the name of your agency?	California Department of Child Support Services	CT Department of Social Services, Office of Child Support Services	Florida Department of Revenue Child Support Program	Illinois Healthcare and Family Services, Child Support Services	Indiana State Child Support Bureau	Kentucky Division of Child Support
	END						