

**Quarterly Fiscal Meeting  
January - March 2016**

*Presented by  
Office of Fiscal and Monitoring Services  
BCFTA  
And  
Office of Child Support*

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**AGENDA**

- **Opening**
- **IV-D Contracting - Al Marcinonis**
- **DIC and Local Cash - BCFTA**
- **Incentives - Tim Hennessy**
- **Incentive Use and Local Cash - BCFTA**

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**AGENDA**

- **Break**
- **SARP - Tonya Hamilton/Sherry Friend**
- **SARP Receipt Coding and Local Cash - BCFTA**

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**IV-D Contracting**

*Presented by the Office of Child Support  
March, 2016*

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- IV-D Contract Basics
- Contract Budget
- Cost Allocation Methodologies
- Contract Monitoring and Reporting

**AGENDA**

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- A reimbursement agreement between the CSEA and a governmental entity to provide IV-D services.
- CSEAs can receive FFP reimbursement (66%) to offset the actual cost of services provided.
- IV-D contracts must satisfy federal grant management requirements so the Office of Child Support provides detailed rules, procedures, forms, and technical assistance

**IV-D Contract Basics**

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- IV-D contracts differ from private contracts because:
  - Cost of services in a private contract are the subject of procurement process and provider can make a profit
  - Cost of services in an intergovernmental contract are based solely on reimbursement of allowable actual costs and no profit over cost is allowed

**IV-D Contract Basics**

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• Communication Between CSEA and Contractor is Vital!

- Contractor has access to the cost data for the budget
- CSEA and contractor both understand the budget
  - Agree on the unit of service
  - Cost allocation methodology
- Agree on performance standards
  - Monthly Invoicing with back up documentation
- Contract Evaluation (JFS 02151)

**IV-D Contract Basics**

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Type of Contract	Unit of Service	Comments
Clerking	The filing of a CSEA initiated IV-D document	Can be either the initial, final or interim document, as determined by mutual agreement between the CSEA and the contractor
Sheriff Contracts sent to Chicago Regional office for Approval	Service of process	Can be per hour or by successfully completed service
	An hour of Sheriff's time	If not service of process then hourly rate is required and contractor completes a time sheet.

**IV-D Contract Basics**

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Type of Contract	Unit of Service	Comments
Magistrate	A court order that has been filed with the clerk	Magistrate completes a time study during the 12 month period prior to the date of signatures on the contract which produces a IV-D Multiplier
	A hearing	
	An hour of Magistrate's time	A time sheet is required to capture the time working on IV-D cases
Prosecutor	An hour of Prosecutor's time	

**IV-D Contract Basics**

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- JFS 07020 – IVD Contract Budget for Governmental Contractor
  - Capture actual costs for producing the unit of service
    - Budget never includes costs associated with Judges or the County Commissioners
  - Excel spreadsheet - Broken down into 4 sections with tabs for each sub-section
- IV-D Contract Budget**
- 11

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Sub-Total of All Costs	\$0.00
IV. MINUS Fees Collected by the Contractor	
Total Expenses	\$0.00

**IV-D Contract Budget**

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Page 2

**IV-D Contract Budget**

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Page 2

- Unassociated Staff- part of the contractors staff but are never involved with the unit of service

**IV-D Contract Budget**

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Position Title	County	Total Annual Hours Paid by County	Total Hours Spent Assisting Principal Staff	Annual Salary	% of Salary Applied to Budget	Salary Applied to Budget
Magistrate Secretary	2080	2080		\$35,000.00	100.00%	\$35,000.00
Court Reporter	2080	1248		\$32,000.00	60.00%	\$19,200.00
Receptionist	2080	832		\$30,000.00	40.00%	\$12,000.00
Court Administrator	2080	520		\$55,000.00	25.00%	\$13,750.00
Bailiff	2080	1352		\$30,000.00	65.00%	\$19,500.00

**IV-D Contract Budget**

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## Methods of Allocating Costs

- FTE**
  - Based on full time equivalent staff

Which programs does this person serve?  
**A, B, and Yours**

What is the relative benefit of the person to your program?

Total staff = 40  
Your staff = 10  
FTE Ratio = 10/40  
**Benefit = 25%**

```

    graph TD
      Admin[Programs Admin] --- A[Program A]
      Admin --- B[Program B]
      Admin --- Y[Your Program]
      A --- AStaff[20 Direct Staff]
      B --- BStaff[10 Direct Staff]
      Y --- YStaff[9 Direct Staff]
      Y --- YSupport[1 Support Staff]
  
```

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## Methods of Allocating Costs

- Direct Salaries**
  - Based on cost of direct staff

Which programs does this person serve?  
**A, B, and Yours**

What is the relative benefit of the person to your program?

Total cost = 50  
Your staff = 20  
Salary Ratio = 20/50  
**Benefit = 40%**

```

    graph TD
      Admin[Programs Admin] --- A[Program A]
      Admin --- B[Program B]
      Admin --- Y[Your Program]
      A --- AStaff[20 Direct Staff]
      B --- BStaff[10 Direct Staff]
      Y --- YStaff[9 Direct Staff]
      Y --- YSupport[1 Support Staff]
  
```

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## Methods of Allocating Costs

```

    graph TD
      Admin[Programs Admin] --- A[Program A]
      Admin --- B[Program B]
      Admin --- Y[Your Program]
      A --- AStaff[Direct Staff]
      B --- BStaff[Direct Staff]
      Y --- YStaff[Direct Staff]
      B --- Support[Support Staff]
      Y --- Support
  
```

What does this person shared between two programs do?

**Questions to ask:**

1. What does the person do to benefit the program?
2. Can the activity be easily measured?
3. What is the best way to measure their work?

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- Prorate Percentage Example
  - Add the percentages together in the "Percent of Salary Applied to Budget" column for Principal and Support staff
  - Divide that figure by the total number of staff in the office (including unassociated staff)

**Methods of Allocating Costs**

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- Prorate Percentage Example
  - Add percentages together  
 $100\% + 100\% + 100\% + 100\% + 60\% + 40\% + 25\% + 65\% = 590.$
  - Divide that sum by the number of people  
 $590/13 = 45.38 = 45\%$

**Methods of Allocating Costs**

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- Time Study
  - Required for a magistrate contract where the unit of service is court hearing or court order
  - Principal staff must complete time studies
  - The time study is a 4 week process in which all activities are recorded.
  - Must be completed during a 12 month period of time prior to the signature date on the contract.

**Methods of Allocating Costs**

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- **IVD Multiplier**
  - Comparison of the average amount of time spent on IV-D reimbursable activities, to the average amount of time spent on all activities
  - Determined by completing a time study

### Methods of Allocating Costs

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- Time sheets must be completed by any principal staff from any provider when the unit of service is an hour
- A documented methodology for support staff for determining what percentage of their time is allocated to the IV-D activity is required; a time study or time sheet are acceptable methods

### Time Sheet

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Ohio Department of Job and Family Services  
**GOVERNMENTAL CONTRACTOR MONTHLY EXPENSE REPORT**

Governmental Contractor	GOJFS Contract Number	
Service Month	County	
<b>Type of Expenditure</b>		<b>Actual Expenses</b>
<b>I. Staff</b>		
A. Salaries		
B. Payroll Related Expenses		
	<b>Total Staff Costs</b>	\$ --
<b>II. Operations</b>		
A. Travel and Short Term Training		
B. Consumable Supplies		
C. Occupancy Costs		
D. Contract Costs		
E. Contract and Professional Services		
F. Miscellaneous		
	<b>Total Operations Costs</b>	\$ --
<b>III. Equipment</b>		
A. Depreciation		
B. Purchases		
C. Leased and Rented		
	<b>Total Equipment Costs</b>	\$ --

### Invoicing

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- CSEA submits the JFS 07034 to OCS
  - CSEA provides an electronic version of the 7034 to OCS within 45 days of the end of the month in which services were performed
  - CSEA submits the 7034 to the OCS via the OCS\_Fiscal Administration mailbox

**Monitoring and Reporting**

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- Annual Evaluation
  - 5101:12-1-80.3 (F) (1)(2)
  - Use JFS 02151
  - Evaluation conducted anytime after the 3<sup>rd</sup> quarter
  - No later than 90 days after the termination of the contract
  - Final evaluation given to the contractor
  - Copy submitted to OCS no later than 30 days after the completion date of the evaluation

**Monitoring and Reporting**

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OCS Contact	County Assignments	Phone Number
Rhonda White-Webber	Adams – Erie	614-466-6231
Jacquese Conley	Fairfield - Lawrence	614-466-3054
April Baker	Licking - Pike	614-752-5043
Marshall Ziglar	Portage - Wyandot	614-466-9200

**Contact Information**

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Wanda Phillips at 614-752-2630 or  
[Wanda.Phillips@jfs.ohio.gov](mailto:Wanda.Phillips@jfs.ohio.gov)

Al Marcinonis at 614-752-2680 or  
[Al.Marcinonis@jfs.ohio.gov](mailto:Al.Marcinonis@jfs.ohio.gov)

**Contact Information**

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Questions?



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**Quarterly Fiscal Meeting  
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*Presented by  
Office of Fiscal and Monitoring Services  
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**Incentives**

*Presented by the Office of Child Support  
March, 2016*

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**Funding: GRF**

- General Revenue Funds (5101:9-6-80)
- Each county receives a 'base' amount: \$15,000
- **Remaining Balance**
  - 50%: County's % of Statewide Divorces and Dissolutions
  - 50%: County's % of Children Born-out-of-Wedlock

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**Funding: Incentives**

**Child Support Annual Performance Report**

- OCSE-157 Child Support Enforcement Annual Data Report
- Federal Fiscal Year (FFY): October through September

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**Performance Measures**

- **Report only IV-D Cases**
- **Federal definition of a IV-D Case:**
  - A case in which a parent is under an obligation of support within the State Title IV-D program
    - That parent is reported as a separate case for each family
    - Only one case is counted if the CP and AP participants have more than one case

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**Performance Measures**

- **Performance Categories (IV-D Cases only)**
  - Paternity Establishment
  - Support Order Establishment
  - Collection of Current Support
  - Collection of Past Due Support (Arrears)
  - Cost Effectiveness

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**Est. of Paternity: County**

- **Establishment of Paternity: (IV-D)**
  - Children in Cases Open at the End of the Prior Federal Fiscal Year Who Were Born Out-of-Wedlock (**OCSE-157 Line 5a**)
  - Children in Cases Open During or at the End of the Fiscal Year with Paternity Established or Acknowledged (**OCSE-157 Line 6**)

**Line 6**  **PATERNITY ESTABLISHMENT %**  
**Line 5a**

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### Est. of Paternity: State

- **Establishment of Paternity: (State)**
  - Children in the State Who Were Born Out-of-Wedlock During the Prior Year - Dept. of Health (**Line 8a**)
  - Children in the State with Paternity Established or Acknowledged During the Year - Central Paternity Registry (**Line 9**)

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Line 9

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Line 8a

PATERNITY  
ESTABLISHMENT %

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### Est. of Support: County

- **Establishment of Support Orders**
  - Cases opened at the End of the Fiscal Year (OCSE-157 **Line 1**)
  - Cases Open at the End of the Fiscal Year with Support Orders Established (OCSE-157 **Line 2**)

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Line 2

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Line 1

SUPPORT ORDER  
ESTABLISHMENT %

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### Est. of Support: State

- **Establishment of Support Orders**
  - Cases opened at the End of the Fiscal Year (OCSE-157 Line 1): **Sum of all counties**
  - Cases Open at the End of the Fiscal Year with Support Orders Established (OCSE-157 Line 2): **Sum of all counties**

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Line 2

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Line 1

SUPPORT ORDER  
ESTABLISHMENT %

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### Current Support: County

- **Collection of Current Support**
  - Total Amount of Current Support Due for the Fiscal Year (OCSE-157 Line 24)
  - Total Amount of Support Distributed as Current Support During the Fiscal Year (OCSE-157 Line 25)

**Line 25**      CURRENT  
**Line 24**      COLLECTION %

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### Current Support: State

- **Collection of Current Support**
  - Total Amount of Current Support Due for the Fiscal Year (OCSE-157 Line 24): **Sum of all counties**
  - Total Amount of Support Distributed as Current Support During the Fiscal Year (OCSE-157 Line 25): **Sum of all counties**

**Line 25**      CURRENT  
**Line 24**      COLLECTION %

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### Arrears: County

- **Collection of Past Due Support**
  - Cases with Arrears Due During the Fiscal Year (OCSE-157 Line 28)
  - Cases Paying Toward Arrearages During the Fiscal Year (OCSE-157 Line 29)

**Line 29**      PAST DUE  
**Line 28**      SUPPORT %

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**Arrears: State**

- **Collection of Past Due Support**
  - Cases with Arrears Due During the Fiscal Year (OCSE-157 Line 28): **Sum of all counties**
  - Cases Paying Toward Arrearages During the Fiscal Year (OCSE-157 Line 29): **Sum of all counties**

Line 29       PAST DUE SUPPORT %  
**Line 28**

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**State Collections**

- **State IV-D “distributed” collections are totaled for the Federal Fiscal Year and used for two things:**
  - Compared to State IV-D expenditures to calculate the State “Cost Effectiveness Ratio”
  - Used in the federal “Collection Base” formula – a calculation that, along with the state’s performance, determines the state’s portion of the “national federal” award for the fiscal year

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**State Collection**

- **State IV-D “distributed” collections are calculated from the OCSE-34A: Quarterly Report of Collections & are broken out by category:**
  - Current Assistance
  - Former Assistance
  - Medicaid
  - Never Assistance
  - Fees Retained by Other States

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**State Collection**

**State Cost Effectiveness Ratio:**

Total State IV-D Distributed Collections: OCSE 34A  
Report of Collections

**divided by**

Total State IV-D Expenditures: OCSE 396A (Child  
Support Financial Report)

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**State Payout**

- The Feds determine the amount of the National FFY grant: Incentive Payment Pool
- A weighted calculation combining our performance in the five categories with our Collection Base determines Ohio's "Maximum Incentive Base"

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**State Payout**

- Ohio's percentage of the combined national Maximum Incentive Base is our percentage of the Incentive Payment Pool
- How is Ohio's "Maximum Incentive Base Determined?"

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**State Collection Base**

**Collection Base Formula:**  
**(Current + Former + Medicaid) times 2**  
**PLUS**  
**Never Assistance and Fees retained by**  
**other states**

**The Collection Base is used with**  
**Performance % to determine the**  
**"Max Incentive Base"**

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**State Payout**

State Collection Base:	\$2,412,703,357
<b>PATERNITY ESTABLISHMENT (State)</b>	
PAT: Children BOW w/ Pat Est:	58410
PAT: Children BOW Prior FFY:	62207
Performance Percentage:	93.9%
<b>Applicable Performance Level %</b>	<b>100%</b>
Max Incentive: Applicable % x Collection Base	<b>\$2,412,703,357</b>

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**State Payout**

State Collection Base:	\$2,412,703,357
<b>PAST DUE SUPPORT (Arrears)</b>	
Arrears: Cases Paying	421120
Arrears: Cases with Arrears	657893
Performance Percentage:	64.0%
<b>Applicable Performance Level %</b>	<b>74%</b>
Max Incentive: (Applicable % x Collection Base) x .75	<b>\$1,339,050,363</b>

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<b>State Payout</b>	
Paternity Est. Max Incentive: Applicable % x Collection Base	<b>\$2,412,703,357</b>
Supprt Max Incentive: Applicable % x Collection Base	<b>\$2,267,941,156</b>
Current Sp. Max Incentive: Applicable % x Collection Base	<b>\$1,833,654,551</b>
Arreras Max Incentive: (Applicable % x Collection Base) x .75	<b>\$1,339,050,363</b>
Cost Eff. Max Incentive: ( Applicable % x Collection Base) x .75	<b>\$1,809,527,518</b>
Ohio Maximum Incentive Base	<b>\$9,662,876,945</b>
All States Maximum Incentive Base	<b>\$167,059,844,689</b>
Ohio Incentive Payment Share	<b>5.7840%</b>
FFY Incentive Payment Pool	<b>\$504,000,000</b>
Ohio Incentive Award	<b>\$29,151,769</b>

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- | <b>County Collections</b>  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• <b>County IV-D collections are totaled for the Federal Fiscal Year and used for two things:</b> <ul style="list-style-type: none"> <li>◦ Compared to county IV-D expenditures to calculate the county's "Cost Effectiveness Ratio"</li> <li>◦ Used in the "Collection Base" formula – a calculation that determines the county's portion of Ohio's federal award for the fiscal year</li> </ul> </li> </ul> |  |

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- | <b>County Collection Base</b>  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• <b>County IV-D collections are calculated from the QFR150RA: Monthly Child Support Collection Report</b> <ul style="list-style-type: none"> <li>◦ Line 2: Total collections received during the reporting period</li> <li>◦ Line 9: Fees retained by other states</li> <li>◦ broken out by category: Current – Former – Medicaid - Never</li> </ul> </li> </ul> |  |

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### County Collections

**County Cost Effectiveness Ratio:**  
 Total IV-D Collections: QFR150RA (Child Support Collection Report)  
 divided by  
 Total IV-D Expenditures: JFS 2750 (Child Support Administrative Fund Monthly Financial Statement)

**“County collects \$10.19 for every dollar spent”**

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### County Collection Base

**County Collection Base Formula:**  
 (Current + Former + Medicaid) times 2  
**PLUS**  
 Never Assistance and Fees retained by other states

**Double credit for Current, Former, & Medicaid IV-D Collections**

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	Current	Former	Medicaid	Never Assistance	Other	Total IV-D Collections
Adams	110,494	6,873	623,280	0	640,647	\$3,409,778
Allegheny	202,010	60,410	14,200,400	14,701	61,685,300	\$16,597,262
Alleghonia	282,232	231,527	17,438,002	1073	18,053,834	\$7,978,973
Armstrong	200,000	60,000	14,000,000	0	61,000,000	\$17,051,717
Ashland	1011,804	47,000	42,804,100	10,000	43,932,904	\$8,270,301
Aurora	277,207	62,000	604,001	10,007	613,215,307	\$1,481,800
Baldwin	100,700	61,473	42,804,000	1700	61,774,000	\$8,001,000
Beaver	177,000	61,000	604,000	0	61,000,000	\$7,220,000
Butler	14,204,407	60,000	10,000,000	100,000	96,477,000	\$20,000,000
Crawford	170,000	60,000	604,000	0	61,000,000	\$8,000,000
Greensburg	175,000	61,700	14,200,400	14,701	61,685,300	\$16,597,262
Greene	200,000	60,000	14,000,000	0	61,000,000	\$17,051,717
Lawrence	200,000	60,000	14,000,000	0	61,000,000	\$17,051,717

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**County Payout**

- Early in CY 2016, we receive (find out) the amount of the Federal Award for FFY 2014
- Since the Feds had already sent us our estimated FFY 2014 amount, they pay out only the difference from our estimate and our actual award
- This reconciliation is known as “The Bump”

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**County Payout**

- Since the “bump” is part of the award from the FFY 2014, the county’s collection base % from FFY 2014 is the percentage they earn from the “bump”
- The bump is normally paid out in January of the next Calendar Year (i.e. January 2016)

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**County Payout**

**Example of Calendar Year 2016 Payout:**

- Estimated FFY 2015 Federal Award times the County’s FFY 2015 Collection Base Percentage

**PLUS**

- Reconciliation/Bump (difference between the Estimated and Actual FFY 2014 Federal Award) times the County’s FFY 2014 Collection Base Percentage

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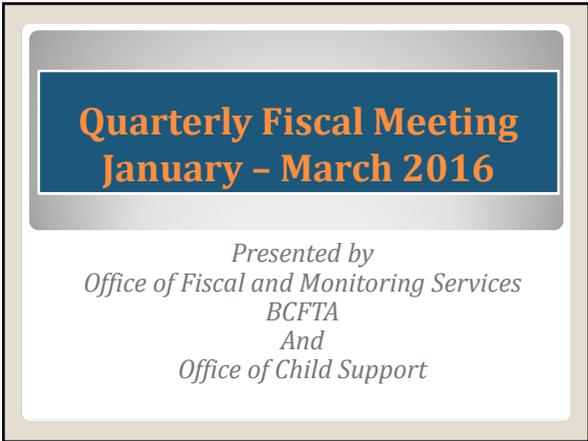
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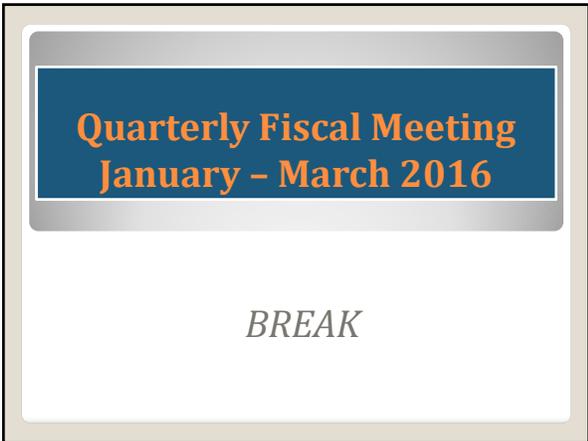
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**SARP**

*Presented by the Office of Child Support  
March, 2016*

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**SUMMARY ACCOUNTING  
REPORT (SARP)**

Tonya Hamilton  
Sherry Friend  
OCS Disbursement and Reconciliation  
Payment Analysis

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**Processing Support Orders**

- Entering Court Orders
- Building Sub Accounts
- Creating Balance Accounts

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### Processing Fees

- 2% Processing Fee (Poundage)
- Fee Account Sub Orders
- Alternate Payee on Fee Sub Orders

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### Learning Outcomes

- Purpose of SARP
- Use of the Fields on SARP

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### SARP

SARP 08/19/10 14:35 SUMMARY ACCOUNTING REPORT INQUIRY  
 COUNTY: 05/01/2010 THRU 05/31/2010 SCREEN 01 OF 04

DESCRIPTION	BREAKDOWN	TOTAL
POUNDAGE	.00	70583.99
IV-D CASE POUNDAGE	65841.17	.00
NON IV-D CASE POUNDAGE	4742.82	.00
FUTURE CASE POUNDAGE	.00	.00
IV-D FUTURE CASE POUNDAGE	.00	.00
NON IV-D FUTURE CASE POUNDAGE	.00	.00
NON-PA APPLICATION FEES	.00	163.00
ABSORBED APPLICATION FEES	163.00	.00
NON-ABSORBED APPLICATION FEES	.00	.00
COURT COST	.00	.00
RECOVERED COURT COST PAID (IV-D)	.00	.00
RECOVERED COURT COST PAID (NON IV-D)	.00	.00
CLERK OF COURT FEES	.00	.00
RECOVERED CLERK OF COURT FEES (IV-D)	.00	.00
RECOVERED CLERK OF COURT FEES (NON IV-D)	.00	.00

NEXT TRAN: SARP PARMs: MORE...

93

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**Fields on SARP**

- POUNDAGE
  - IV-D CASE POUNDAGE
  - NON IV-D CASE POUNDAGE
- FUTURE CASE POUNDAGE
  - IV-D FUTURE CASE POUNDAGE
  - NON IV-D FUTURE CASE POUNDAGE

97

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**Fields on SARP**

- NON-PA APPLICATION FEES
  - ABSORBED APPLICATION FEES
  - NON-ABSORBED APPLICATION FEES

98

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**Fields on SARP**

- COURT COST
  - RECOVERED COURT COST PAID (IV-D)
  - RECOVERED COURT COST PAID (NON IV-D)

99

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**Fields on SARP**

- CLERK OF COURT FEES
  - RECOVERED CLERK OF COURT FEES (IV-D)
  - RECOVERED CLERK OF COURT FEES (NON IV-D)

100

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**Fields on SARP**

- ADDITIONAL ORDERED FEES
  - RECOVERED FEES PAID (IV-D)
  - RECOVERED FEES PAID (NON IV-D)

101

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**Fields on SARP**

- LAB FEES –
  - STATE CONTRACTS
  - COUNTY CONTRACTS

102

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**Fields on SARP**

- INTEREST ON ASSIGNED ARREARS
- UNCLAIMED COLLECTIONS THAT LOST UNCLAIMED

103

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**Fields on SARP**

- MEDICAL SUPPORT
  - STATE Reimbursement 85%
  - COUNTY Reimbursement 15%

104

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**Fields on SARP**

- MEDICAL SUPPORT MANUAL ADJUSTMENT (STATE)
- MEDICAL SUPPORT DISBURSEMENT (STATE)

105

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**Fields on SARP**

- MEDICAL SUPPORT MANUAL ADJUSTMENT (COUNTY)
- MEDICAL SUPPORT DISBURSEMENT (COUNTY)

106

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**Adjustment to Fee Checks**

- System Issues
- County Errors
- Help Desk Tickets
- IRS Adjustments

107

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**IRS Adjustments**

- Injured Spouse Claims
- Amended Tax Return
- Incorrect Social Security Number
- IRS adjustments are recovered from the counties administrative fees if the money has already disbursed.

108

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**Issuance of Monthly Administrative FEE Check**

- Email from Payment Analysis to the CSEA Financial email account.
- Counties with adjustments will have a spreadsheet attached.
- Counties have 5 business days to respond before their administrative fee check is issued.

109

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**SARP Adjustment Spreadsheet**

- Email sent from FC\_MC\_Requests
- Sample spreadsheet
- Color Coding
- IRS Adjustment Tab
- Summary Tab

110

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111

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