

Policy Transmittal Office of Self-Sufficiency



Claire Seguin, Self-Sufficiency Program Deputy
Director

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Number: SS-PT-20-026

Issue date: 10/29/2020

Topic: Cash Payments: Child Support Changes

Due date: 10/29/2020

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All ODHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	FSM Child Support updates		
Policy/rule number(s):		Release number:	
Effective date:	November 1, 2020	Expiration date:	
References:	OAR 461-120-0340		
Web address:			

Discussion/interpretation:

The next release of [Family Services Manual \(FSM\)](#) (planned for around November 2, 2020) will contain updates to the child support language. Many of the updates support the July 6, 2020 revision to OAR [461-120-0340](#) (TANF child support cooperation requirements). And, additional changes at or between the Oregon Department of Human Services (ODHS) and the Division of Child Support (DCS) require additional updates.

TANF Child Support Cooperation

TANF child support cooperation policy was updated as follows:

- ODHS asks TANF applicants the following two questions regarding child support cooperation at intake:
 - Do you agree to cooperate with DCS?
 - Do you have good cause for non-cooperation with DCS?
- Cash benefits are denied when a TANF applicant does not agree to cooperate with DCS and does not have good cause for non-cooperation.
- ODHS may ask TANF applicants and participants if there is any information they would like to voluntarily provide about the non-custodial parent. TANF applicants and participants are not required to provide this information to ODHS.
- ODHS may ask a TANF participant if they would like to complete a declaration of parentage form ([MSC 0112FLS](#), formerly called a paternity affidavit). ODHS cannot require completion of this form.
- TANF participants are still required to cooperate with DCS in establishing paternity and obtaining child support. Non-cooperation without good cause results in reduction and eventual termination of cash benefits for participants.
- Reviewing cooperation requirements:
 - For cases in legacy systems, verbally review with the applicant:
 - the requirement to agree to cooperate at in-take;
 - the requirement to cooperate with DCS while receiving benefits; and
 - good cause for noncooperation.
 - Narrate the information was verbally reviewed.
 - For cases in the ONE system, ODHS may either verbally review the information listed above or ask the applicant to read the form Cooperating with Child Support Enforcement (ODHS 0428A). Narrate this information was verbally reviewed or that the form was given to the applicant. (Note: The DHS 0428A in ONE has been updated and may be used. Do not use the DHS 0428A on the forms server since it has not been updated.)

Other Child Support

Additional child support policy updates were made to:

- The email address for notifying DCS that good cause coding has been added to (or removed from) a TANF case. The email address is: ChildSupportCaseIntake@doj.state.or.us. Use this same email address when a TANF participant has a safety concern with pursuit of support and ODHS is assisting a participant by emailing a completed Claim of Risk form (within the ODHS [8660](#)) to DCS.
- The information on how to provide a contact address for use by DCS. A contact address may be provided to DCS or updated through the online DCS account, verbally or in writing.
- The noncustodial parent questions. ODHS may ask these questions if the applicant or participant chooses to voluntarily provide information to ODHS about the noncustodial parent.
- The paternity request information; these include:
 - Change terminology from “paternity affidavit” to “Parentage Declaration”.
 - Add wording “child was not born within 300 days after the mother’s marriage terminated” to the list of conditions that must be met for a Voluntary Acknowledgement of Paternity (OHD 45-21). This is to be used rather than a Parentage Declaration (MSC [0112FLS](#)).
 - Clarification that the Voluntary Acknowledgment of Paternity form is not available electronically and adding information about how this form may be obtained. This form has to be notarized and is sent by regular mail to DCS.
 - Wording about completed Parentage Declaration forms are not notarized and may be emailed to DCS at ChildSupportCaseIntake@doj.state.or.us

Implementation/transition instructions: N/A

Training/communication plan:

- Communication via statewide Policy Q&A call and All Analyst Call.
- Planned future topic for Taco Tuesday with TANF.
- Planned future On-Target.
- Updates to training as needed.

Local/branch action required:

Local leadership to review policy changes with local office staff.

Central office action required:

Develop materials for communication described above.

Field/stakeholder review: Yes No

If yes, reviewed by: DCS

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): TANF Policy	
Phone:	Fax:
Email: TANF.policy@ODHSoha.state.or.us	