

# Glossary

of the

# Child Support Program Manual

# Glossary

## 0

**03 ADM 05:** Notice Regarding Child Support Requirements for Victims of Domestic Violence.

## 1

**10-ADM-02:** ADM entitled "Legal Services and Cost Recovery for Recipients of Child Support Services." The ADM was issued on March 23, 2010,

**17 ADM 05:** ADM with subject line "Background Investigations of Employees with Access to Federal Tax Information," dated September 26, 2017.

## 4

**4-3b:** Family Court Form 4-3b , Addendum to Support Petition -- Request for Child Support (IV-D) Services. This form was described in a DCL dated March 7, 2016 -- though it was actually released by the OCA on 12-10-2015. The form is for courtroom use only.

**43B:** Form 43B is a court form. (?MT-- NEED CLARIFICATION. FORM MAY BE A PETITION OR AN ADDENDUM. NEED A COPY??

## 9

**98 ADM-14:** Administrative Directive 98-ADM-14. This directive outlined procedures for COLA.

## A

**ACA:** Affordable Care Act.

**ACF:** Administration for Children and Families

**Acknowledgement of Paternity:** This is a written instrument authorized by the social services Law and Public Health Law whereby a person admits that he is the biological father of a particular child born out of wedlock.

**ACS:** Account Creation Summary. The ACS is an ASSETS-generated Family Court report. It can provide info including the parties' and children's names, addresses, SSNs, DOBs, employment statuses, name of NCP's employer, custodian data, TA status, medical insurance, and support orders payable through the CSEU. The ACS can be retrieved via the UCMS (Universal Case Management System), or through ASSETS Summary mode, Court Information tab.

**Acuerdo Sobre Derechos de Recuperacion de Pagos por Servicios Legales:**

LDSS-4920SP. Spanish-language version of Right to Recovery Agreement for Legal Services"

**addendum:** An addendum is a court document. It reflects changes to an order made on-the-fly during a hearing. A request for child support services may be contained in an addendum, a petition, or a motion, but must be signed by the requesting party.

**Addendum to Support Petition:** Form 4-3b. This signed addendum serves as an official request for child support services.

**additional amount:** A system-calculated administrative amount added to the current obligation amount in an Income Withholding Order (IWO) to reduce past-due support.

**Address Confidentiality Affidavit:** Family Court General Form 21 (GF-21).

<http://www.nycourts.gov/forms/familycourt/pdfs/gf-21.pdf>

**Address Information Request form:** Formerly known as a "Postal Clearance Letter."

See a sample at:

[http://otda.state.nyenet/assets/pages/PDFs/Location/Address\\_Information\\_Request.pdf](http://otda.state.nyenet/assets/pages/PDFs/Location/Address_Information_Request.pdf)

**adjusted annual income:** An individual's annual gross income minus specific deductions.

**administrative enforcement:** Methods to enforce a support order without a court's involvement. Administrative enforcement methods include driver's license suspension, tax refund intercept, passport denial, and others.

**affidavit:** A written statement, usually notarized, that is signed under oath or by affirmation.

**Affidavit of Service:** A sworn statement that certifies the delivery of a summons, notice, or order to a person by stating the time and manner in which the paperwork was given to the party.

**AOP:** Acknowledgement of Paternity. A legal process through which paternity -- or legal fatherhood -- can be established. A paternity acknowledgment involves the legal establishment of fatherhood for a child through a voluntary acknowledgment signed by both parents as part of an in-hospital or other acknowledgement service.

**AP:** Absent Parent. This term is used in some districts to denote the NCP.

**appeal:** A formal legal process requesting that a higher court review a lower court's decision.

**APRRS:** Absent Parent Resource Reporting System

**ASCU:** Automated Support Collection Unit.

**ASSETS:** Automated State Support Enforcement and Tracking System (ASSETS).

**Assignment of Support Rights:** The legal procedure by which a person receiving public assistance agrees to turn over to the state or tribe any right to child support, including arrearages, paid by the noncustodial parent in exchange for receipt of a cash assistance grant and other benefits. States and tribes can then use a portion of said child support to defray or recoup the public assistance expenditure.

**Atestiguación de Falta de Información.:** Form LDSS-4281S -- Spanish-language version of "Attestation to Lack of Information"

**Attestation to Lack of Information:** LDSS-4281. A form used to affirm that a Temporary Assistance applicant or recipient has tried to find out but does not know the putative father's name, address, Social Security number, telephone number, date of birth, employer's name and location, or other information that might help locate the putative father. The Spanish-language version of it is LDSS-4281S. They are both available on ERS.

## B

**batch:** A list of financial transactions to be entered or processed. Transactions may move money from one ledger to another within a single account or from one account to another account. All financial transactions are identified and recorded through batch type.

**batch type:** A two-digit system code (e.g., 54, 61, 75) used in ASSETS to identify and record financial transactions.

**BEDS:** Back End Detection System.

**BICS:**

**Birth Certificate:** Having the father's name on the birth certificate does not constitute proof of paternity and is not a legal indicator of paternity for a child born out of wedlock. It is a legal indicator of paternity for a child born during a marriage.

## C

**CAN:** A CAN number is a CASE NUMBER pertaining to a specific child support CASE. An individual person may have multiple CAN numbers. This is different from a CIN number, which identifies an individual person and can span several services under the umbrella of social services. (See glossary entry for CIN number.)

**CANs Without CINs Report:**

**CCPA:** Consumer Credit Protection Act. Federal law that limits the amount that may be withheld from earnings to satisfy child support obligations and other garnishments. In New York, the maximum ranges from 50% to 65%, depending on whether the obligor is single and owes arrears for more than 12 weeks.

**CEJ:** Continuing Exclusive Jurisdiction.

**CEJ State:** CEJ = Continuing Exclusive Jurisdiction. The CEJ State is the state that has continuing exclusive jurisdiction over this case. If this field in ASSETS is populated, it means that this is an out-of-state case. In other words, it is in our ASSETS system -- and the New York State system -- only for purposes of enforcement.

**change in circumstances:** A change, usually substantial, in the emotional, financial, or physical condition of one or both parents justifying a modification of a child custody or child support order.  
<http://www.nycourts.gov/courts/7jd/courts/family/Definitions.pdf>

**Child Support Recovery Act:** (CSRA) This Act makes it a federal crime to willfully fail to pay a past-due child support obligation for a child living in another state. The past-due obligation must be either greater than \$5,000 or must have remained unpaid for more than one year.

**Child Support Standards Act:** (CSSA) Family Court Act 413 and Domestic Relations Law 240 Section 1-b, the law that governs child support in New York. Known as the CSSA or simply "the guidelines," it defines a basic child support obligation by percentages of income, i.e., 17% of combined parental income for one child, 25% for two children, 29% for three children, 31% for four children, and no less than 35% for five or more children. The law that determines the amount of child support to be paid.

**CHIP:** Children's Health Insurance Program.

**CIN number:** Client Identification Number. A CIN number identifies an individual person and spans various services under the umbrella of social services. For example, if a person is receiving TA (temporary assistance), SNAP (food assistance), and Child Support, all of these fall under a single CIN number identifying the person receiving these services. \* An individual CIN (person) may have multiple CAN numbers pertaining to individual services.

**CJS:**

**Client-in-Court letter:**

**CMU:** Case Management Unit.

**COLA:** Cost-of-Living Adjustment, sometimes called a Cost-of-Living Allowance.

**COLA Notice:** A notice informing CP and NCP that their support order is eligible to request a COLA and that if they wish to pursue a COLA, they must request one. A request form is enclosed with the COLA Notice.

**COLD:** Computer Output to Laser Disc.

**collection on arrears:** Collections on Arrears. This is one of five important performance measures (or KPIs -- Key Performance Indicators). The five are: 1) PEP (Paternity Establishment Percentage); 2) SEP (Support Establishment Percentage); 3) Collections on Current; 4) Collections on Arrears; and 5) Cost Effectiveness.

**collections on current:** Collections on Current. This is one of five important performance measures (or KPIs -- Key Performance Indicators). The five are: 1) PEP (Paternity Establishment Percentage); 2) SEP (Support Establishment Percentage); 3) Collections on Current; 4) Collections on Arrears; and 5) Cost Effectiveness.

**combined parental income amount:**

**Conduent:**

**Consumer Credit Protection Act:** (CCPA) Federal law that limits the amount that may be withheld from earnings to satisfy child support obligations and other garnishments. In New York, the maximum ranges from 50% to 65%, depending on whether the obligor is single and owes arrears for more than 12 weeks.

**Consumer Credit Protection Act (CCPA):** Federal law that limits the amount that may be withheld from earnings to satisfy child support obligations and other garnishments. State or tribal law may further limit the amount that can be withheld from a person's paycheck.

**Continuation of Services letter:** In a TA case, when the client is no longer active on TA, the CSEU (Processing Center?) sends a letter to the CP (and NCP?) indicating that child support services will continue unabated unless the CP requests otherwise.

**controlling order:** The one order that must be used by all states and tribes for enforcement and modification actions going forward. In cases involving multiple orders issued prior to the enactment of UIFSA, UIFSA provides rules for determining the controlling order, the one order to be prospectively enforced. UIFSA does not apply to tribes.

**cooperation:** The custodial parent's willingness to provide information sufficient to identify and locate the absent parent or putative father. May also include willingness to appear in court or at other hearings....Willingness is different from, and should not be confused with, lack of information or fear of harm, violence, or retaliation from the noncustodial parent.

**cost effectiveness:** Cost Effectiveness of the SCU. This is one of five important performance measures (or KPIs -- Key Performance Indicators). The five are: 1) PEP (Paternity Establishment Percentage); 2) SEP (Support Establishment Percentage); 3) Collections on Current; 4) Collections on Arrears; and 5) Cost Effectiveness.

**court-based enforcement:** Methods to enforce a support order that require a court's involvement. Professional and recreational license suspension require a court hearing.

**CP:** Custodial Parent or Custodial Party. This is the parent with whom the child is living. However, the "Custodial Parent" could be a guardian such as a grandparent, foster home, or other person or entity with whom the child is living, and who is taking care of the child.

**CPI-U:** The Consumer Price Index for All Urban Consumers (CPI-U) is a measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services. The figure is released by the U.S. Bureau of Labor Statistics.

**CPPA:**

**CPS:** Child Protective Services. <http://ocfs.ny.gov/main/cps/>

**credit reporting agency process:** The process of reporting to credit agencies the name of the parent who owes past-due child support, and the amount of the delinquency.

**CSE:** Child Support Enforcement

**CSENET:** Child Support Enforcement Network. CSENET is a data exchange among states for purposes of location and case establishment.

**CSEU:** Child Support Enforcement Unit

**CSH:** Customer Service HelpLine

**CSMS:** Child Support Management System (CSMS). An automated case management system. The CSMS system is accessed through the interface known as ASSETS.

**CSR:** Customer Service Representative.

**CSRA:** Child Support Recovery Act (1992). This Act makes it a federal crime to willfully fail to pay a past-due child support obligation for a child living in another state. The past-due obligation must be either greater than \$5,000 or must have remained unpaid for more than one year.

**CSS:** Child Support Services.

**CSSA:** Child Support Standards Act, enacted 15 September 1989. Family Court Act 413 and Domestic Relations Law 240 Section 1-b, the law that governs child support in New York. Known as the CSSA, or simply "the guidelines," it defines a basic child support obligation by percentages of income, i.e., 17% of combined parental income for one child, 25% for two children, 29% for three children, 31% for four children, and no less than 35% for five or more children. The law that determines the amount of child support to be paid.

**Current Assistance IV-D Case:** A case where the children are: (1) recipients of Temporary Assistance for Needy Families (TANF) under Title IV-A of the Social Security Act or (2) entitled to Foster Care maintenance payments under Title IV-E of the Social Security Act. In addition, the children's support rights have been assigned by a caretaker relative to a state or tribe, and a referral to the state or tribal child support agency has been made.

**custody:** A court's determination of which parent or other appropriate party should have physical and/or legal control and responsibility for a minor child.

## D

**dataset:** A collection of data records.

**DCL:** Dear Colleague Letter. A letter sent out to those in the child support community and interested partners that conveys information on child support program activities.

**DCSE:**

**de novo:** "de novo" is a Latin expression meaning "afresh", "anew", "beginning again," hence the literal meaning "new hearing," as if the matter had not been previously heard or decided. A de novo hearing is functionally equivalent to an original support establishment hearing. "De novo" is used to refer to a hearing or trial which starts over, which wipes the slate clean and begins all over again, as if any previous partial or complete hearing had not occurred.

**Deadbeat Parents Punishment Act of 1998:** DPPA. A federal law that imposes criminal penalties on parents who repeatedly fail to support children living in another state or who flee across state lines to avoid supporting them; the Deadbeat Parents Punishment Act established felony violations for the willful failure to pay legal child support obligations in interstate cases.

**Delinquency Switch 09:** Delinquency Switch "09" indicates that an IWO has been sent out to an employer for a case, but no payments have been received from that employer in the past 45 days.

**Delinquency Switch 11:** This code signifies that the CSEU has received only partial payments as of the previous month.

**delinquency switch codes:** Delinquency switch codes track IWOs and the status of the payments attached to them. Delinquency switch codes are two-digit codes.

**distribution:** The allocation of child support collected to the various types of debt (e.g., monthly support obligations, arrears, ordered arrears) within a child support case as specified in 45 CFR 302.51 (45 CFR 309.115 for procedures governing tribal child support programs); the process of how the total child support payment amount is divided between all those owed under the support orders, including reimbursement for public assistance.

**DNA:** DNA or deoxyribonucleic acid.

**DOB:** Date of Birth.

**DOD:** Department of Defense.

**Domestic Violence Liaison:** (DVL) An employee specially trained in assessing client claims of domestic violence, granting waivers from Temporary Assistance requirements, and referring clients to needed services.

**DPPA:** Deadbeat Parents Punishment Act of 1998. A federal law that imposes criminal penalties on parents who repeatedly fail to support children living in another state or who flee across state lines to avoid supporting them; the Deadbeat Parents Punishment Act established felony violations for the willful failure to pay legal child support obligations in interstate cases.



**driver's privilege suspension:** The enforcement process by which an NCP who fails to pay child support as ordered may have his or her driver's license suspended.

**DRL:** Domestic Relations Law (DRL). New York State laws used for divorce and other marriage-related actions and proceedings.

**DSS:** Department of Social Services

**DSS-2860:** Form DSS-2860 is obsolete. It was replaced by the LDSS-4882 form.

**DSS-2860 (form):** Child Support Enforcement Referral

**DSS-3570 (form):** WMS Certification Guide

**DSS-Net:** NEED DEFINITION

**DUCC:** Dynamic User-Centric Content

**due process:** The principle of fairness in legal proceedings so that a person has a right to know what action is being taken and has an opportunity to be heard.

**DV:** Domestic Violence.

**DVL:** Domestic Violence Liaison.

## E

**E-IWO:** Electronic Income Withholding Order.

**ECS:** Electronic Communications System, used for communications between the Processing Center and local SCUs.

**EDE:** Electronic Document Exchange. Documents from other states come through the EDE. As of Aug 2017, only about 20 states use this system.

**EDI:** Electronic Data Interchange

**EFT:** Electronic Funds Transfer.

**ERD:** Earliest Release Date (from incarceration).

**ERS:** Electronic Resource System (ERS). ERS is an intranet website maintained by NYS Child Support Services specifically for the use of local and state staff of NY's child support program. The site provides access to online policy and program information to assist staff with their responsibilities.

**ex-parte communication:** A motion, application, request, submission, etc., made by one party without including notice to the other party.  
(<http://www.nycourts.gov/courts/7jd/courts/family/Definitions.pdf>)

**exclusive jurisdiction:** The provision, made in the U.S. Constitution, in legislation, or in a contract, that a particular court is the only forum in which a certain type of case may be brought.

## F

**FA:** Family Assistance

**family court:** Family Court hears cases involving adoption, child abuse and neglect, foster care approval and review, guardianship, PINS (Persons in Need of Supervision), juvenile delinquency, child support, custody, visitation, spousal support and family offenses (Orders of Protection). Divorce actions are heard in Supreme Court.

**Family Court Interface:** When reported by the Family Court, information about the parties in a Family Court case can be accessed through the Family Court Interface, an ASSETS module that displays information from the Office of Court Administration's Universal Case Management System (UCMS).

**FAOP:** Federal Administrative Offset Program. A program that intercepts certain federal payments in order to collect past-due child support.

**FBI:** Federal Bureau of Investigations.

**FC:** Foster Care

**FCA:** Family Court Act (FCA).

**FCI:** Family Court Interface.

**FCR:** Federal Case Registry [of Child Support]. A national database of information on all people with IV-D cases and people with Non-IV-D orders that were entered or changed on or after October 1, 1998. The FCR receives this case information on a daily basis from the State Case Registry located in each state, and proactively matches it with previous submissions to the FCR and with employment information contained in the National Directory of New Hires (NDNH). Any successful matches are returned to the appropriate state(s) for processing. The FCR and the NDNH are both part of the Federal Parent Locator Service maintained by OCSE.

**Federal Administrative Offset Program:** (FOAP) A program that intercepts certain federal payments in order to collect past-due child support.

**Federal Case Registry:** Federal Case Registry [of Child Support]. A national database of information on all people with IV-D cases and people with Non-IV-D orders that were entered or changed on or after October 1, 1998. The FCR receives this case information on a daily basis from the State Case Registry located in each state, and proactively matches it with previous submissions to the FCR and with employment information contained in the National Directory of New Hires (NDNH). Any successful matches are returned to the appropriate state(s) for processing. The FCR and the NDNH are both part of the Federal Parent Locator Service maintained by OCSE.

**Federal Financial Participation:** FFP. The portion of a state's child support expenditures that are paid by a federal government match. Most child support costs are matched two to one. In other words, the federal share of most child support costs is 66 percent.

**Federal Offset Program:** FOP. The program that provides several enforcement tools to collect past-due child support from NCPs, including federal income tax refund and administrative offset, Passport Denial Program, MSFIDM, and Debt Check.

**Federal Parent Locator Service:** FPLS. A computerized, national location network operated by OCSE. The FPLS obtains address, employer information, and data on child support cases in every state, then compares the data and returns matches to the appropriate states. This helps state and local child support agencies locate NCPs and PFs for the purposes of establishing custody and visitation rights, establishing and enforcing child support obligations, investigating parental kidnapping, and processing adoption or foster care cases. The expanded FPLS includes the Federal Case Registry (FCR) and the National Directory of New Hires (NDNH).

**Federal Tax Refund Offset Program:** This program/process collects past-due child support amounts from NCPs through interception of their federal income tax refunds.

**FEIN:** Federal Employer Identification Number. This is a nine-digit number given to all employers by the Internal Revenue Service (IRS). It is used for collecting child support from a parent's paycheck.

**FFCCSOA:** Full Faith and Credit for Child Support Act.

**FFP:** Federal Financial Participation. The portion of a state's child support expenditures that are paid by a federal government match. Most child support costs are matched two to one. In other words, the federal share of most child support costs is 66 percent.

**FIDM:** Financial Institution Data Match.

**file run:** File Run, also known as a "job run."

**FIPS code:** Federal Information Processing Standard (FIPS) code. It uniquely identifies counties and county equivalents in the United States, certain U.S. territories or possessions, and certain freely associated states. In the ASSETS system, the code contains six digits. The first digit is either a "1" (meaning that funds collected are retained within the county in which they are collected) or a "2" (meaning that funds collected are disbursed in a county other than the one in which they are collected). The second and third digits denote the state, U.S. territory or possession. The last three digits denote the county within the state, U.S. territory, or possession. A FIPS code tells you who is enforcing the order. (The case may be from another state, for example.) The FIPS code also routes payments for intergovernmental cases and is used to determine eligibility for enforcement.

**FOP:** Federal Offset Program. A program that collects past-due child support payments from the tqax refund of parents who have been ordered to pay child support.

**Form OCSE-34:** Child Support Enforcement Program Quarterly Collection Report.

**Former Assistance IV-D Case:** A case where the children formerly received Title IV-A (AFDC or TANF) or Title IV-E foster care.

**FPLS:** Federal Parent Locator Service (database). A computerized, national location network operated by OCSE. The FPLS obtains address, employer information, and data on child support cases in every state, then compares the data and

returns matches to the appropriate states. This helps state and local child support agencies locate NCPs and PFs for the purposes of establishing custody and visitation rights, establishing and enforcing child support obligations, investigating parental kidnapping, and processing adoption or foster care cases. The expanded FPLS includes the Federal Case Registry (FCR) and the National Directory of New Hires (NDNH).

**FRC:** Foreign Reciprocating Country.

**FSA:** Family Support Act.

**full waiver:** If a DVL grants a TA applicant/recipient a "full waiver" of the requirement to cooperate with the child support program, all case and enforcement activity in child support must stop. A full waiver can be granted only by a Domestic Violence Liaison. The DVL will notify the CSEU of this status. (Compare to: "partial waiver.")

**FVI:** Family Violence Indicator. The FVI is a designation in the Federal Case Registry. It is placed on a participant in a case or order, and indicates that the participant is at risk of child abuse or domestic violence. The FVI is used to prevent disclosure of the location of a party or a child believed by the state or tribe to be at risk of family violence. The Federal Case Registry (FCR) uses this term to identify a person involved in a family violence case or order in another state.

**FVO:** Family Violence Option.

## G

**genetic testing:** Analysis of inherited factors of the mother, child, and alleged father, which can help to prove or disprove that a particular man fathered a particular child.

**GF-21 (form):** Family Court form GF-21 is the Address Confidentiality Affidavit.  
<http://www.nycourts.gov/forms/familycourt/pdfs/gf-21.pdf>

**GF-21a (form):** Address Confidentiality Order. This is a NYS Family Court document.

**good cause:** A legal reason for which a Temporary Assistance for Needy Families (TANF) recipient is excused from cooperating with the child support enforcement process, such as past physical harm by the child's noncustodial parent. It also includes situations where rape or incest resulted in the conception of the child and situations where the mother is considering placing the child for adoption.

**gross income:** The amount of money earned before taxes or other required deductions.

**GSA:** General Services Administration.

**guardian:** A person who is legally responsible for the care and management of the person or property of a minor or incompetent person.  
(<http://www.nycourts.gov/courts/7jd/courts/family/Definitions.pdf>)

**guardianship:** Being appointed by a court to manage the affairs of a person incapable of acting for himself, as a minor or person of unsound mind.

**Guidelines - Child Support:** A standard method for setting child support obligations, using a mathematical formula and based on the income of one or both parent(s) and other factors determined by state or tribal law. The Family Support Act of 1988 requires states to use guidelines to determine the amount of support for each family, unless they are rebutted by a written finding that applying the guidelines would be inappropriate to the case.

## H

**Hearing Examiner:** An attorney employed by the local Family Court who can hear and make decisions in child support cases.

**HHS:** Dept. of Health and Human Services.

**HRA:** Human Resources Administration.

## I

**I/EDR:** Imaging Electronic Document Retrieval system? Imaging Enterprise Document Repository?

**ICR:** Interstate Case Registry.

**iDHS:** NEED DEFINITION

**IEX:** Income Execution Order. Also known as an Incoming Withholding Order (IWO).

**IM:** Informational Memorandum. A document that provides state and tribal child support enforcement agencies with information on program practices that can be useful to program improvement.

**imputed income:** Income that may be attributed to an individual who refuses to obtain employment, chooses not to work for personal reasons, or chooses to earn less than is typical for someone with the individual's training, education and skill. An individual cannot be forced to work, but the court or decision-maker can attribute certain income levels to a person based on the person's education or training, skill, and work history. Some states consider assets, for example, if the obligor is self-employed or owns real estate. This also may be the amount of income the court or administrator determines that an obligor is capable of earning if he or she does not appear at a hearing after proper service. Some will also attribute income to a custodial parent who chooses to remain unemployed.

**income withholding:** A process by which part of a person's wages or assets are allocated for payment of a child support obligation.

**Informational Memorandum:** (IM) A document that provides state and tribal child support enforcement agencies with information on program practices that can be useful to program improvement.

**initiating jurisdiction:** The state, tribal or county court, or administrative agency that sends a request for action to another court or agency that can exercise legal authority against a party to an action. In cases where a state is trying to establish an initial child support order on behalf of a resident custodial parent and does not have Long-Arm Jurisdiction (cannot legally claim personal jurisdiction over a person who is not a resident), it must file a Two-State Action under the Uniform Interstate Family Support Act (UIFSA) guidelines. (Tribes are not subject to UIFSA.)

**IRS:** Internal Revenue Service.

**ITIN:** Individual Taxpayer Identification Number. The ITIN is a tax processing number issued by the Internal Revenue Service (IRS) that must begin with the number 9. For more information on the ITIN, refer to the "Dear Colleague" letter dated April 12, 2005 regarding the entering of ITINs

**IV-A:** Title IV-A of the Social Security Act pertains to Temporary Assistance for Needy Families (TANF); Temporary Assistance (TA), and Safety Net Assistance (SNA).

**IV-A case:** A case in which the state provides public assistance under the state's IV-A program (which is funded under Title IV-A of the Social Security Act) where the child(ren) have been determined to be eligible for Temporary Assistance for Needy Families (TANF). The children's support rights have been assigned to the state or tribe, and a referral to the child support agency has been made.

**IV-D case:** A case in which a state provides child support services as directed by the state or tribal child support program.

**IV-D TANF:** (Foster Care and Adoption Assistance) A case in which a state currently provides benefits or services for foster care maintenance to children entitled to foster care maintenance under the state's IV-E Program authorized under Title IV-E of the Social Security Act. These cases are also eligible for IV-D services.

**IV-E Unit:**

**IWO:** Income Withholding Order. Also known as "income execution" (IEX). A notice issued to an employer or income payor directing that child support be deducted from a noncustodial parent's wages or other income and sent to the Support Collection Unit (SCU) to satisfy the noncustodial parent's support obligation.

## J

**judgement:**

**judgment:** A determination of the rights of the parties in an action or special proceeding. A judgment shall refer to and state the result of a verdict or decision, or recite the circumstances upon which it is based.

## K

**KPIs:** Key Performance Indicators, also called "Performance Measures." There are five key KPIs in Child Support. They are: 1) PEP (Paternity Establishment

Percentage); 2) SEP (Support Establishment Percentage); 3) Collections on Current; 4) Collections on Arrears; and 5) Cost Effectiveness.

## L

### L Group:

**LCM:** Local Commissioners Memorandum. This is a type of policy document issued by the OTDA.

**LD:** Local district.

### LDMIP:

**LDSS-2521:** This form no longer exists. It was replaced by form LDSS-4882 on May 1, 2012. This was announced in 12-ADM-03. (The LDSS-2521 was the "Application for Child Support Services.")

**LDSS-2521S:** This form no longer exists. It was replaced by form LDSS-4882 on May 1, 2012. This was announced in 12-ADM-03. (The LDSS-2521 was the Spanish language version of the "Application for Child Support Services.")

**LDSS-2859:** Information Transmittal Form. This form is used by child support, temporary assistance (TA), foster care (FC) and other programs to transmit case information. It is also used by Medicaid (MA) to receive child support information.

**LDSS-2860:** This form no longer exists. It was replaced by form LDSS-4882 on May 1, 2012. This was announced in 12-ADM-03. (The LDSS-2860 was a "Child Support Referral" form.)

**LDSS-2921:** "New York State Application for Certain Benefits and Services." This is the application form used by the TA Unit when people apply for TA services. You can view this form at: <https://otda.ny.gov/programs/applications/2921.pdf>

**LDSS-3908:** This form no longer exists. It was replaced by form LDSS-4882 on May 1, 2012. This was announced in 12-ADM-03. (The LDSS-3908 was the "Important Notice Regarding Child Support to Persons Applying for or Receiving Temporary Assistance or Foster Care Maintenance Payments under Title IV-E.")

**LDSS-3908 SP:** This form no longer exists. It was replaced by form LDSS-4882 on May 1, 2012. This was announced in 12-ADM-03. (The LDSS-3908 was the Spanish language version of the "Important Notice Regarding Child Support to Persons Applying for or Receiving Temporary Assistance or Foster Care Maintenance Payments under Title IV-E.")

**LDSS-4281:** Attestation to Lack of Information. This form is available on ERS.

**LDSS-4281S:** Atestiguación de Falta de Información. This is the Spanish version of the Attestation to Lack of Information. This form is available on ERS.

**LDSS-4418:** Acknowledgement of Paternity (form) For a Child born to an Unmarried Woman. <https://otda.ny.gov/policy/directives/2014/INF/14-INF-01-Attachment-1.pdf>

**LDSS-4873:** Domestic Violence Reassessment Checklist.

[http://otda.state.ny.net/ldss\\_eforms/eforms/4873.pdf](http://otda.state.ny.net/ldss_eforms/eforms/4873.pdf)

**LDSS-4882:** "Information about Child Support Services and "Application/Referral for Child Support Services" intake form. (Form LDSS-4882)

**LDSS-4882A:** "Information About Child Support Services" intake form.

**LDSS-4882B:** "Information for an Additional Noncustodial Parent (NCP)/Putative Father (PF)" intake form

**LDSS-4882C:** "Information for an Additional Child" intake form.

**LDSS-4920:** Form LDSS-4920 is the "Right to Recovery Agreement for Legal Services." This must be completed by Non-TA applicants who are requesting legal assistance services. The form is available in Spanish, as well, as Form LDSS-4920SP.

**LDSS-4920SP:** Form LDSS-4920SP is the Spanish language version of form LDSS-4920, the "Right to Recovery Agreement for Legal Services." This must be completed by Non-TA applicants who are requesting legal assistance services. The form is available in English as form LDSS-4920.

**LDSS-5088:** IV-D Payment (Pass-Through) Mass Reauthorization (MRB/A) form.

**LDSS-5108:** Form: "Request to Change Name Pursuant to 18 NYCRR § 347.3" -- This form was introduced in 17-ADM-07 on September 13, 2017.

**ledger:** An ASSETS subaccount that identifies a support obligation, including the payee (client, DSS, or other party) and the type of support obligation (e.g., current child support, past-due support, confinement costs, child-care expenses). May also refer to the alphanumeric code that identifies the ledger, e.g., 11BV.

**legal father:** A man who is recognized by law as the male parent of a child.

**LEP:** Limited English Proficiency.

**Long-Arm Jurisdiction:** Legal provision that permits one state or tribe to claim personal jurisdiction over someone who lives in another state or tribe. There must be some meaningful connection between the person and the state, tribe or district that is asserting jurisdiction in order for a court or agency to reach beyond its normal jurisdictional border. Also called Extended Personal Jurisdiction.

**lottery prize intercept:** The process through which an NCP's lottery prize winnings (if over \$600) are applied to satisfy past-due child support obligations.

**low income obligation:** When the NCP's income is determined by the court to be at or below the federal poverty level for a single person, the presumptive support amount is \$25 per month. When income is at or below the self-support reserve (135% of the federal poverty level), but above the federal poverty level, the presumptive support amount is \$50 per month.

## M



**MAMI:** Multicultural Association of Medical Interpreters. (area code??) 214-5003

**MAO:** Medical Assistance Only.

**MDO:** Modified Downward Order.

**medical support:** Any medical, dental, optical, prescription drug, health care services, or other health care benefits made available to a child. Medical coverage provided for a child or children pursuant to an order. This includes: (1) private health insurance, (2) publicly-funded health coverage if a parent is ordered by a court or administrative process to provide cash medical support payments to help pay the cost of Medicaid or Children's Health Insurance Program (CHIP), (3) cash medical support, including payment of health insurance premiums, and (4) payment of medical bills (including dental or eye care). Medical support may be provided by the custodial parent, noncustodial parent or another person, such as a stepparent.

**modification:** A formal written application to a court requesting a change in an existing child support order. For a court to grant a modification in the amount of a child support order, the petitioner for the modification must prove a significant and unforeseen change in circumstances (e.g. laid off from job, child has developed an unforeseen medical condition, etc)

**motion:** A formal request made to a judge for an order or judgment. Motions are made in court all the time for many purposes: to continue (postpone) a trial to a later date, to get a modification of an order, for temporary child support, for a judgment, for dismissal of the opposing party's case, for a rehearing, for sanctions (payment of the moving party's costs or attorney's fees), or for dozens of other purposes. Most motions require a written petition, a written brief of legal reasons for granting the motion (often called "points and authorities"), written notice to the attorney for the opposing party and a hearing before a judge. However, during a trial or a hearing, an oral motion may be permitted. (<http://www.nycourts.gov/courts/7jd/courts/family/Definitions.pdf>)

**MSFI:** Multi-State Financial Institution. A financial institution that conducts business in more than one state.

**MSFIDM:** Multi-State Financial Institution Data Match. A program that allows child support agencies a means of locating financial assets of individuals owing child support.

**MSO:** Monthly Support Obligation.

**multistate employer:** An employer that conducts business in two or more states. As with single-state employers, multistate employers are required by law to report all new hires to the State Directory of New Hires (SDNH) operated by their state government. However, unlike single-state employers, a multistate employer may report all of their new hires to the SDNH of only one state in which they do business rather than to each of them.

## N

**NACHA:** National Automated Clearing House Association. The association that establishes the standards, rules, and procedures that enable financial institutions to exchange payments on a national basis. The Electronic Funds Transfer and the child support Electronic Data Interchange formats are established by NACHA.

**National Directory of New Hires:** (NDNH) A national database containing new hire and quarterly wage data from every State Directory of New Hires and federal agency, and Unemployment Insurance data from State Workforce Agencies. OCSE maintains the NDNH as part of the expanded Federal Parent Locator Service. (Tribes can choose to obtain access to the NDNH by agreements with a state.) The NDHH was established by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA).

**NCP:** Non-Custodial Parent. Sometimes called the "absent parent."

**NCSL:** National Conference of State Legislatures.

**NDHR:** National Directory of New Hires. A national database containing new hire and quarterly wage data from every State Directory of New Hires and federal agency, and Unemployment Insurance data from State Workforce Agencies. OCSE maintains the NDNH as part of the expanded Federal Parent Locator Service. (Tribes can choose to obtain access to the NDNH by agreements with a state.)

**never assistance case:** A case in which the customer has never been a receipt of temporary assistance.

**Never Assistance IV-D Case:** A case where the children are receiving services under the Title IV-D program, but are not currently determined to be eligible for and have not previously received assistance under Titles IV-A or IV-E of the Social Security Act. This classification includes cases where the family is receiving child support services as a result of a written application for IV-D services, including cases where the children are receiving state (not Title IV-E) foster care services, or a case in which they are Medicaid recipients not receiving additional assistance. Tribal and international cases are considered never assistance cases if the case status is unknown.

**new hire reporting:** Program under which employers submit data on a new employee within 20 days of hire to the State Directory of New Hires in the state where they do business. Minimum data required includes the employee's name, address, and Social Security number, and the employer's name, address, and Federal Employer Identification Number. Some states request additional data. A multistate employer has the option of reporting all new hires to a single state in which they do business. The data is then submitted to the National Directory of New Hires (NDNH) and compared against child support order information contained in the Federal Case Registry for possible enforcement of child support obligations by wage garnishment. New hire data may also be used at the state level by other agencies to detect fraud; for example, to find new hires that have been receiving unemployment insurance or other public benefits for which they may no longer be eligible. Federal agencies report new hire data directly to the

NDNH. (Tribal programs can have access to NDNH data by agreement with a state.)

**New York Civil Practice Law and Rules:** The bound book containing the "New York Civil Practice Law and Rules" is often referred to simply as "the red book" or "the Redbook" (the cover is red).

**New York Family Law Statutes:** The bound book of "New York Family Law Statutes" is often referred to as "the yellow book" (the cover is yellow).

**New York State Application for Certain Benefits and Services:** LDSS-2921. This is the application form for TA services. The form is used by the TA Unit.

**New York State Unified Court System:** Family Court forms pertaining to child support are available at <http://www.nycourts.gov/forms/familycourt/childsupport.shtml>

**NHR:** New Hire Reporting (database), used for locating an NCP.

**NMSN:** National Medical Support Notice.

**Non-IV-D case:** A case where the order is entered into privately and the CSEU is not providing location, enforcement, or collection services. These cases are often entered into during divorce proceedings. Non-IV-D cases are for payment processing only. A Non-IV-D Order is one in which the state is not currently providing services under the state's Title IV-A, Title IV-D, Title IV-E, or Title XIX program.

**Non-IV-E Foster Care:** In IV-E Foster Care cases are reimbursed by federal funding by up to 60%. Conversely, Non-IV-E Foster Care cases receive no federal funding, and are funded at the local level.

**Non-TA:** Non-Temporary Assistance

**normalized:** Normalizing ledgers of different frequencies means breaking the various payment frequency cycles into their lowest common denominator to arrive at a common payment frequency. This is for purposes of applying percentage increases and making other calculations across disparate ledgers. It is a mechanism for "comparing apples to apples" when talking about disparate frequencies of payment.

**Notice of Motion:** A document telling the court and the opposing party when a motion will be heard. It will detail what is being asked for, and why.

**Notice of Petition:** This is a document telling the opposition party when and where the court will hear a case. It is served along with the petition.

**Notification of Order of Filiation:**

**NPA:** Non-Public Assistance.

**NPRC:** National Personnel Records Center.

**NPRM:** Notice of Proposed Rule-Making.

**NQW:**

**NYS:** New York State.

## O

**objection:** A written request that a Judge review a decision of a Support Magistrate.

**obligation frequency:** How often the child support is to be paid: usually weekly, bi-weekly, semimonthly, or monthly.

**Obligee:** The person, state, tribal agency or other entity to which child support is owed.

**obligor:** The person obligated to pay child support (also referred to as the NCP).

**OBO:** "on behalf of" - For example, in a Non-TA case, the petitioner may be the CP, or it may be the CSEU on behalf of the customer.

**OCA:** Office of Court Administration (OCA).

**OCFS:** Office of Children and Family Services.

**OCR:** Optical Character Recognition.

**OCSE:** [Federal] Office of Child Support Enforcement

**ongoing order:** A TA client can file for an "ongoing order" -- which means that they still want to pursue a child support order even if or when they are no longer receiving TA or MA (and therefore are no longer required to cooperate with the child support program).

**OOF:** Order of Filiation.

**OOS:** Out of State.

**OPDV:** (NYS) Office for the Prevention of Domestic Violence.  
<http://www.opdv.ny.gov/index.html>

**OPM:** Office of Personnel Management.

**oral/written notice:** New York State law requires that you provide both parties with oral and written notice regarding the rights, responsibilities, consequences, and alternatives to signing the New York State Acknowledgment of Paternity form (LDSS-4418). Oral notice can be provided through an audio or video presentation (including the CSS Signing the Acknowledgment of Paternity Form video); the AOP document itself can satisfy the written notice requirement.

**Order of Filiation:** An Order of Filiation. An order establishing the paternity of a child or unborn child born out of wedlock issued by a court. This order establishes the child's legal right to support and inheritance from the biological father, as well as the father's right to seek custody and visitation.  
(<http://www.nycourts.gov/courts/7jd/courts/family/Definitions.pdf>)

**Order of Support:** An order directing payments of child support, spousal (husband or wife) support, or both.

**OSC:** FCR

**OTDA:** Office of Temporary and Disability Assistance.

**overage status tab:** A tab found in ASSETS Worker Alerts Management mode that lists all status and reason codes that have exceeded their "aging parameter" (or timeframe for the activity, in months). This tab can be used to review and take action on cases with open statuses that have reached or are about to reach the end of their aging parameter. This information appears on the COLD Weekly Aging Report. ASSETS updates this tab weekly.

## P

**PA:** Public Assistance. This is an old term for what is now called "Temporary Assistance."

**padre sin custodia:** NCP. Absent Parent.

**Parent Locator Service:** (PLS)

**partial waiver:** If a DVL grants a TA applicant/recipient a "partial waiver" of the requirement to cooperate with the child support program, the CSEU may proceed with a child support case, but with certain precautions (such as suppressing the CP's address on petitions). A partial waiver can be granted only by a Domestic Violence Liaison. The DVL will notify the CSEU of this status. (Compare to: "partial waiver.")

**pass-through payment:** In TA or MA cases, the first UP TO \$100 (for one child) or UP TO \$200 (for two children) collected each month is sent directly to the CP. This is called a "pass-through" payment.

**PCL:** Postal Clearance Letter. The Postal Clearance is now called the "Address Information Request" form. Sample:  
[http://otda.state.ny.net/assets/pages/PDFs/Location/Address\\_Information\\_Request.pdf](http://otda.state.ny.net/assets/pages/PDFs/Location/Address_Information_Request.pdf)

**PCL file:** Processing Center File -- a file sent from the Processing Center to ASSETS.

**PDCL:**

**PEP:** Paternity Establishment Percentage. Calculated by number of paternities established divided by the number of children born out-of-wedlock. This is one of five important performance measures (or KPIs -- Key Performance Indicators). The five performance measures are: 1) PEP (Paternity Establishment Percentage); 2) SEP (Support Establishment Percentage); 3) Collections on Current; 4) Collections on Arrears; and 5) Cost Effectiveness.

**Personal Information Letter:** Is this the same as the Personal Information Form? (NYS Family Court tab, in the Document Generation utility).

**personal values:** Concepts or beliefs about what is correct, fair, important, or admirable. Honesty, compassion, friendliness, and privacy may all be personal values. "A person's principles or standards of behavior" Oxford Dictionaries:  
<https://en.oxforddictionaries.com/definition/value>

**petition:** A petition is a court document reflecting a request made prior to a hearing. A petition may be attached to a court order.

**Petition for Paternity Establishment:**

**petitioner:** The person or agency that initiates a case by filing a petition. Known as the "plaintiff" in courts other than Family Court.

**PEX:** Property Execution, i.e. the seizure of property.

**PF:** Putative Father. This is a person who is presumed to be the father of a child, though there may not yet be hard evidence to support that presumption.

**PFR:** Putative Father Registry. It contains Orders of Filiation and Acknowledgements of Paternity.

**physical residence:** The place where a person lives.

**PINS:** Persons In Need of Supervision.

**PIQ:** Policy Interpretation Question. An official reply from the federal Office of Child Support Enforcement to an inquiry submitted by a state or tribal child support agency concerning application of policy.

**plaintiff:** The person, state, or tribal agency initiating a petition or motion.

**PLS:** Parent Locator Service. This term is often used to refer to FPLS and SPLS, collectively.

**POFR:**

**Postal Clearance Letter:** The Postal Clearance Letter is now called the "Address Information Request" form. See a sample:  
[http://otda.state.ny.net/assets/pages/PDFs/Location/Address\\_Information\\_Request.pdf](http://otda.state.ny.net/assets/pages/PDFs/Location/Address_Information_Request.pdf)

**PPD:** Passport Denial Program. A program that works with the Secretary of State in denying passports to any person certified as owing a child support debt greater than \$2,500.

**private case:** Among child support workers, a "private case" is understood to mean a Non-TA case. In a private case, the customer is not mandated or required to cooperate with the child support program, but rather is applying for services of their own accord.

**pro se:** When a party represents himself in a legal matter, rather than being represented by a lawyer.

**Proc. Ctr.:** Processing Center

**process server:** A process server is a person authorized by law or by a court to formally deliver process such as summonses, complaints, subpoenas, writs and other court to a defendant or respondent.

**Processing Center:** Centralized location where payment processing, notice generation, the Child Support Helpline (call center) and other important functions of the child support program are completed.

**professional behaviors:** Actions or practices appropriate for or expected in the workplace.

**property execution:** (PEX) Procedure through which a noncustodial parent's financial assets may be frozen and seized in order to satisfy child support arrears.

**PRWORA:** The Personal Responsibility and Work Opportunity and Reconciliation Act of 1996, also known as "welfare reform." It had many important implications for child support services. See section in manual regarding "1996: The Personal Responsibility and Work Opportunity and Reconciliation Act of 1996 (PRWORA)"

**putative father:** The person alleged to be the father of the child, but who has not yet been medically or legally declared to be the father.

**Putative Father Registry:** PFR. It contains Orders of Filiation and Acknowledgements of Paternity.

## Q

**quarterly wage data:** (QW Data) Data on all employees that must be submitted by employers on a quarterly basis to the State Workforce Agency in the state in which they operate. The data is then submitted to the National Directory of New Hires (NDNH). Minimum information must include the employee's name, address, Social Security number, wage amount, and the reporting period, and the employer's name, address, and Federal Employer Identification Number (FEIN). The data is then compared against child support order information contained in the Federal Case Registry (FCR) for possible enforcement of child support obligations by wage garnishment. Federal agencies report the data directly to the NDNH.

**QUICK:** QUery Interstate Cases for Kids (QUICK) is a tool that can provide information on many of the child support cases in the country.

**QW:** Quarterly Wage.

**QW data:** Quarterly Wage (QW) Data. Data on all employees that must be submitted by employers on a quarterly basis to the State Workforce Agency in the state in which they operate. The data is then submitted to the National Directory of New Hires (NDNH). Minimum information must include the employee's name, address, Social Security number, wage amount, and the reporting period, and the employer's name, address, and Federal Employer Identification Number (FEIN). The data are then compared against child support order information contained in the Federal Case Registry (FCR) for possible enforcement of child support obligations by wage garnishment. Federal agencies report the data directly to the NDNH.

## R

**Reason Code:** Reason Codes are district-specific, and set by supervisors within each district. Reason Codes are attached to Ticklers, and provide a reason for the

tickler itself. When the reason for the tickler is not or cannot be stated sufficiently by a Reason Code, the worker should instead (or supplementally) enter remarks to state the reason for the tickler.

**Reciprocity:** The process by which one jurisdiction grants certain privileges to another jurisdiction on the condition that it receives the same privileges.

**Redbook:** Often referred to simply as "the red book," this is the bound book of "New York Civil Practice Law and Rules."

**referral:** A request sent to a CSEU from another jurisdiction or a non-IV-D agent or agency asking that a child support order be established.

**referral clients:** The following types of cases are commonly called "referrals": TA, MA, IV-E Foster Care, Non-IV-E Foster Care

**referred collection:** A collection applied to an account built for a custodial parent's new county (or state) of residence. When a custodial parent moves from the New York county where the order was first established, a referred account is built.

**rescind:** Revoke, cancel, or repeal (a law, order, or agreement).

**residence:** A place in which a person lives with or without an intention to make it a permanent home.

**Respondent:** The person or agency against whom a petition is filed, and who responds to the petition. (The respondent is known as the "defendant" in other types of courts.) (<http://www.nycourts.gov/courts/7jd/courts/family/Definitions.pdf>)

**retained collection:** A collection applied to an account in the county where the child support order was originally issued.

**ROS:** Recipient of Services. This may be a CP receiving child support services, or it may be an NCP receiving paternity establishment services or other services. In some cases, both CP and NCP may be receiving services.

## S

**Safety Net Assistance:** In a TA referral case, if a customer does not meet the requirement to cooperate with the CSEU, the TA may issue the TA benefits, but with sanctions -- meaning, with a 25% reduction in TA benefits.

**sanctions (imposed on TA assistance):**

**SCR:** State Case Registry (of Child Support Orders). A database maintained by each state that contains information on individuals in child support cases. Information submitted to the SCR is transmitted to the Federal Case Registry (FCR), where it is compared to cases submitted to the FCR by other states, as well as to employment data in the National Directory of New Hires (NDNH). Matches found are returned to the appropriate states for processing.

**SCU:** Support Collection Unit.



**SDNH:** State Directory of New Hires. The SDHR (State Directory of New Hires) provides the name and employer of all recently hired workers in New York State. Each state has a SDNH. Information from the SDNH is then transmitted to the NDNH (National Directory of New Hires), which is then compared against child support order information in the Federal Case Registry (FCR).

**SDU:** State Disbursement Unit, i.e. the "Processing Center."

**Section 111-b (17) of the Social Services Law:**

**self-support reserve:** In New York State, the self-support reserve is defined as 135% of the federal poverty guideline for a single person, as reported by the federal department of health and human services.

**SEP:** Support Establishment Percentage. Calculated by: Number of IV-D cases with support orders divided by total number of IV-D cases. This is one of five important performance measures. The five are: 1) PEP (Paternity Establishment Percentage); 2) SEP (Support Establishment Percentage); 3) Collections on Current; 4) Collections on Arrears; and 5) Cost Effectiveness.

**service of process:** The actual delivery of legal paperwork that requires a person to respond or appear to that person or his/her agent.

**Siebel:** Siebel is a computer program produced by Oracle and used by workers at the Processing Center. Datafields in Siebel are mapped to datafields in ASSETS. Data captured at the Processing Center and entered into Siebel is communicated to ASSETS in routine data exchanges, and vice versa.

**SNA:** Safety Net Assistance (SNA) falls under the umbrella of "Temporary Assistance).

**SNAP:** Supplemental Nutrition Assistance Program (SNAP).

**SPLS:** State Parent Locator Service (database), used for locating an NCP. This information is accessible to tribes through agreements made with states.

**spousal support:** Court-ordered support of a spouse or ex-spouse; also referred to as maintenance or alimony.

**SSA:** Social Security Administration.

**SSD:** Social Service District

**SSDI:** Social Security Disability Income (SSDI, also referred to as "SSD." SSDI pays monthly benefits to workers who are no longer able to work due to a significant illness or impairment that is expected to last at least a year or to result in death within a year. Benefits are based on the disabled worker's past earnings and are paid to the disabled worker and to his or her dependent family members. To be eligible, a disabled worker must have worked in jobs covered by Social Security.

**SSI:** Supplemental Security Income. Supplemental Security Income is a program that is strictly need-based, according to income and assets. SSI disability benefits are available to low-income individuals who have either never worked or who haven't earned enough work credits to qualify for SSD.

**SSL:** Social Services Law

**SSL § 111-g:**

**SSN:** Social Security Number.

**State Case Registry:** (SCR) A database maintained by each state that contains information on individuals in child support cases. Information submitted to the SCR is transmitted to the Federal Case Registry (FCR), where it is compared to cases submitted to the FCR by other states, as well as to employment data in the National Directory of New Hires (NDNH). Matches found are returned to the appropriate states for processing.

**State Parent Locator Service:** (SPLS) This database is used for locating an NCP. This information is also accessible to tribes through agreements made with states.

**State Workforce Agencies:** (SWA) Agencies in each state that process unemployment insurance claims and maintain databases of employment information and quarterly wage data submitted by employers. Formerly called State Employment Security Agencies (SESAs).

**subpoena:** A process issued by a court compelling a witness to appear at a judicial proceeding. Sometimes the process will also direct the witness to bring documentary evidence to the court.

**summons:** A notice to a defendant or respondent that an action against him or her has been commenced in court and that a judgment will be issued against him or her if the complaint is not answered within a certain time.

**Support Magistrate:** A Family Court Judge who has the authority to decide legal matters in court and to issue arrest warrants.

**support order:** A court order that decides the how much money should be paid for the support of a child or spouse (husband or wife). A support order can include money; health care; payment of debts; or repayment of court costs and attorney fees, interest, and penalties; and other kinds of support.

**support order date:** This is the date the order was signed.

**support petition:** A formal written application to a court requesting judicial action on a matter of child support. A request to the court to say who is legally responsible for the support of a child, a spouse or a relative, and how much support should be paid.

**Supporting Affidavit:**

**SVES:** State Verification Enumeration Service.

**SWA:** State Workforce Agency. Agencies in each state process unemployment insurance claims and maintain databases of employment information and quarterly wage data submitted by employers. Formerly called State Employment Security Agencies (SESAs).

**T**

**TA:** Temporary Assistance. "Temporary Assistance" includes Family Assistance (FA) and Safety Net Assistance (SNA).

**TA Account:** Temporary Assistance Account. In the past, this was known as a "Public Assistance" account. It pertains to a client who is receiving temporary monetary assistance from the State of New York.

**TA Application Form:** The application form for TA services is LDSS-2921.  
<https://otda.ny.gov/programs/applications/2921.pdf>

**TA Cases:** The term "TA cases" is used as an umbrella term to describe clients receiving any of the following types of temporary assistance: SNA; SNAP; MA; Family Assistance; and Safety Net.

**TAMA:** Training and Management Analysis.

**TANF:** Temporary Assistance to Needy Families. Time-limited public assistance payments made to financially-challenged families, based on Title IV-A of the Social Security Act. TANF replaced Aid to Families with Dependent Children when the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) was signed into law in 1996. The program provides parents with job preparation, work, and support services to help them become self-sufficient. Applicants for TANF benefits are automatically referred to their state or tribal child support agency in order to establish paternity and child support for their children from the noncustodial parent. This allows the state or tribe to recoup or defray some of its public assistance expenditures with funds from the noncustodial parent.

**tax and finance referral:** Referral of a case to the New York State Department of Taxation and Finance for "collection action." A collection action may include filing a lien against real or personal property and then seizure and sale of the property. The collecting officer may levy upon any personal property in the county belonging to or in the possession of such person and, unless the taxes are paid prior thereto, cause the same to be sold at public auction for the purpose of paying the taxes due and the expense of levy and sale.  
(<http://codes.findlaw.com/ny/real-property-tax-law/rpt-sect-926.html>)

**tax refund offset:** The process by which a respondent's federal or state income tax refund is directed to NYS CSS to satisfy past-due child support obligations.

**TCSE:** Tribal Child Support Enforcement.

**Temporary Assistance to Needy Families:** (TANF) Time-limited public assistance payments made to financially-challenged families, based on Title IV-A of the Social Security Act. TANF replaced Aid to Families with Dependent Children when the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) was signed into law in 1996. The program provides parents with job preparation, work, and support services to help them become self-sufficient. Applicants for TANF benefits are automatically referred to their state or tribal child support agency in order to establish paternity and child support for their children from the noncustodial parent. This allows the state or tribe to recoup or

defray some of its public assistance expenditures with funds from the noncustodial parent.

**testimony:** Evidence that a competent witness gives under oath at trial or in an affidavit or deposition.

**Title 6A of Social Services Law:**

**Title IV-E:**

**TPHI:** CSMS gives health insurance information to TPHI systems.

**TROP:** Tax Refund Offset Process.

## U

**UCMS:** Universal Court Management System. This system pertains to Family Court only. Through the UCMS, workers can retrieve an ACS (Account Creation Summary) containing names, SSNs, DOBs, and much more.

**UDC:** Undistributed Collections (as opposed to undisbursed collections).

**UIB:** Unemployment Insurance Benefits.

**UIFSA:** Uniform Interstate Family Support Act (UIFSA). Law enacted by all states that provides mechanisms for establishing and enforcing child support obligations in interstate cases (when a noncustodial parent lives in a different state from the child and the custodial party). Among the law's provisions is ability of state child support agencies to send withholding orders to employers across state lines. (UIFSA does not apply to tribes.) See also: Long Arm Jurisdiction, CEJ,

**Universal Case Management System:** UCMS.

**UPA:** Uniform Parentage Act.

**URA:** Unreimbursed Public Assistance.

**URESA:** Uniform Reciprocal Enforcement of Support Act.

**USPS:** United States Postal Service.

## V

**VineLink:** VINELink can be used to locate Respondents in states other than New York. VineLink is an online portal to VINE, a victim notification network that provides information regarding incarceration status changes and criminal case information. <https://vinelink.com/#/home>

**violation:** Failure to comply with a Family Court order.

**violation petition:** A formal written application to a court requesting judicial action on the matter of nonpayment of court-ordered child support.

## W

**Wage and Health Benefits Report:** A form sent to an employer to confirm a noncustodial parent's employment, compensation and benefits, especially health insurance benefits.

**Wedlock Indicator:** A single-character, alphanumeric code used in ASSETS to show whether paternity has been established, where paternity was established, and how paternity was established.

**WHBR:** Wage and Health Benefits Report. This is sent to employers to obtain information about an NCP.  
[http://otda.state.ny.net/assets/pages/PDFs/Support\\_Establishment/WHBR.pdf](http://otda.state.ny.net/assets/pages/PDFs/Support_Establishment/WHBR.pdf)

**WMS:** Welfare Management System. The WMS system used by the TA units supplies referrals and other information to the ASSETS system used by Child Support units.. The relationship is one-way only: WMS can update some information in the ASSETS system (CP residential addresses, for example), but the ASSETS system cannot update any datafields in the WMS system.

**WRATS:** Waiting Room Appointment Tracking System (WRATS). This is a system to track clients applying for various social services within a county.

**WRS:** [State] Wage Reporting System. The WRS contains wage data and employer identification for all persons for whom New York State income tax is withheld by their employer.

**WRTS:** Welfare Reporting and Tracking System. This is accessed through the Summary Tab.

## Y

**Yellowbook:** Often referred to as "the yellow book" (the cover is yellow), this is the bound book of "New York Family Law Statutes."