

**State Board of Accounts
 Clerks of the Circuit Court State Called Conference
 Renaissance Indianapolis North Hotel – Carmel, Indiana
 June 7, 2016**

I. 40th Anniversary Celebration

Background

- At the national level, Title IV-D of the Social Security Act (i.e., Child Support Services) was effective in 1975
- Indiana’s implementing legislation was effective July 1, 1976

Purpose of Celebrating: Highlight two aspects, one focused on Custodial Parties (CP) and one on the Non Custodial Parents (NCP)

- CPs: Increase knowledge of availability of IV-D services
- NCPs: Advertise easy/new mechanisms to pay child support

Planning Committee:

- DCS (Central Office, Child Support Bureau)
- Prosecuting Attorneys (IPAC Staff, Elected Prosecutors, County IV-D Staff)
- Clerks (Clerks Association, Elected Clerks or their staff)
- Governor Pence’s Office
- Legislators
- Indiana State Bar Association
- Judiciary (State Court of Administration/Judicial Center, individual judges)
- FSSA

II. FFY 2015 Performance/Incentive Information Update (OCSE Preliminary Data)

		FFY 2015 Ranking	FFY2005 Ranking
• Paternity Establishment	104.41%	14 th	42 nd
• Support Order Establishment	93.21%	4 th	41 st
• Current Collections	64.78%	22 nd	45 th
• Cases Paying on Arrears	71.85%	4 th	33 rd
• Cost Effectiveness	\$5.56	23 rd	1 st

Overall national rankings: **FFY 2015 – 7th**
 FFY 2014 – 9th
 FFY 2005 – 34th

III. Invest

- Quality Assurance (QA) vendor selected
- Design Development and Implementation (DDI)
 - Request for Services (RFS)
 - Phase 1 – Summer 2016
 - Phase 2 – Fall 2016
- Independent Validation & Verification (IV&V)
 - Request for Services (RFS)
 - Fall 2016

IV. Parenting Time Reminders

- CSB has a toll-free help line staffed by attorneys who can answer questions about the Indiana Parenting Time Guidelines and make referrals for folks needing legal assistance with parenting time issues. Anyone is welcome to use this service, and we would appreciate it if you would distribute the information about the helpline through your offices.
- CSB produces and distributes a Parenting Time Sticker Calendar to help parents and children keep track of parenting exchanges and other important events in the child's life. These are free of charge to anyone who wants them. We also would appreciate it if you would distribute these through your office.
- Information available to take back to your office: cards, flyers, and calendars.
- If your office needs refills on any of these materials, please contact your Field Consultant.

V. New Clerk Worker Training and Clerk Regional Meetings in 2016

- New Clerk Worker Training conducted at Child Support Bureau, 500 North Meridian St, Indianapolis, IN
 - August 5, 2016 9:00 a.m. – 4:00 p.m.
- See county webmail dated 1/28/16 titled 'New Clerk Training Available' on the CSR for instructions on how to register for this training.
- CSB Regional Meetings for Clerks will be held in July and August 2016. A webmail will be sent out later providing the location of the meetings.
 - July 26th – SE – Regions 14, 15 & 18
 - July 27th – EC – Regions 7, 10, 11 & 12
 - July 28th – SW – Regions 13, 16 & 17
 - August 2nd – NE – Regions 3, 4 & 6
 - August 3rd – WC – Regions 5, 8 & 9
 - August 4th – NW – Regions 1 & 2

VI. IV-D Claims Training

- Newly created IV-D Claims Training now available!
 - Walks through the IV-D claims reimbursement process
 - Provides guidance on IV-D fund expenditures and supporting documentation
 - Provides hands-on experience in filing monthly claims electronically
- Three more regional trainings available for the remainder of 2016:
 - June 21, 2016 – Allen County, 201 E. Rudisill Blvd., Ft. Wayne, IN
 - September 21, 2016- Vanderburgh County, 100 E. Sycamore St., Evansville, IN
 - December 8, 2016 – LaPorte County, 1621 S. Woodland Ave., Michigan City, IN

- See county webmail dated 2/12/16 titled “2016 CSB Training Calendar” on the CSR for instructions on how to register for this training.

VII. “IV-D Expenditure Online Forms Tool”

- Effective February 1, 2016, the IV-D Expenditure Online Tool is mandatory for the submission of the Monthly Expense Claims (MEC) and Quarterly Incentive Expenditure (QIE) forms
- 92 County Clerks are registered in the application as of today. 91 Clerks have successfully submitted the April 2016 MEC online
 - Complete and electronically certify the MEC and QIE online
 - Still need to send a signed MEC and QIE via scanned/email to DCSAOInquiries@dcs.in.gov or mail it to the address listed on the form or fax it to the fax number on the form.
 - Any issues or questions about using this application, contact CSB at CSBACRequest@dcs.in.gov.
 - If you need to be set up in the application, contact CSB at CSBACRequest@dcs.in.gov.
 - Even if you have a vendor completing your forms, you need to have at least one person from the Clerk’s office trained on this application. Your office must request the vendor to be connected to your office by sending a request to CSB at CSBACRequest@dcs.in.gov.
- Contacts for questions related to monthly expense claims (MEC) or quarterly incentive expenditure (QIE) reporting
 - CSB Financial Quality Assurance Team mailbox – CSBQA@dcs.in.gov
 - Adam Norman, Assistant Deputy Director, Financial Quality Assurance – Adam.Norman@dcs.in.gov or 317-504-0413

VIII. ASFE

- ASFE Notices to NCP mailed the week of February 1st for 2016 ASFE charge due to the State. Payment due to INSCCU by 6/30/16.
- If not paid, an ASFE income withholding order will be sent to the NCP’s employer in July 2016 (a webmail will be sent to inform counties when they are mailed out)
- 66% of IV-D ASFE monies collected are due to the federal government as program income based on the information displayed on the ISETS Report, Annual Support Fee Monthly Distributions. This report is sent to the Clerk’s REPORTSQ on the last physical business day of the month. Checks must be mailed to DCS AO (Rob Conrad) by 15th of the following month.
- Clerks can only collect for ASFE charges still owing from the beginning of the court order through year 2011. ***ASFE charges from 2012 to present are due to the State.***
- Based on 6-year statute of limitations (SOL), Clerks would only be able to collect fees still owing for 2011. *This is at the Clerk’s discretion whether they want to collect the total amount or only collect what is due based on SOL.*
- The ASFE Balance Report on the ISETS Data Warehouse has been changed to add an additional column titled ‘County Portion of ASFE Balance Accrued 2011’. You can request a copy of this report through your regional field consultant or the ISETS Help Desk.

IX. ISETS Monthly Bank Reconciliation

- Reminder that Cooperative Agreement requires bank reconciliation to be performed monthly and in a timely manner, and should never be more than 3 months behind.
- Reminder that the ISETS Help Desk is available to help with your adjustment questions (since incorrect adjustments can lead to reconciliation issues)
- Contact ISETS Help Desk with questions on bank reconciliation (1-800-876-4515 or #isetshelpdesk@dcs.in.gov)

X. Credit/Debit Cards Statewide Service for Non-Custodial Parents

- State Website
 - Visa, Master Card, American Express, Discover
 - 2.25% convenience fee
 - Accessible via IVR or Web (1-855-972-9427 or ChildSupportBillPay.com/Indiana)
- Advantages
 - Less Bank Reconciliation for Clerks
 - State responsible for recoupment on any fraudulent charges
 - E-disbursement for CPs
 - Typically cheaper for NCPs
- Total amount processed on State website from December 2012 to April 30, 2016 - \$101.2 million
- In 2015, \$38.2 million processed (\$15.8 million on IVD cases)
- Average monthly numbers processed on the State website in 2015
 - Transactions – 19,584
 - Amount processed - \$3.1 million
- Contact your regional field consultant to obtain business cards containing the credit/debit card state website information

XI. INSCCU (State Disbursement)

- INSCCU address information (P.O. Boxes) where payments are mailed to:
 - NCP Payments: INSCCU, P.O. Box 7130, Indianapolis, IN 46207-7130
 - Employer Payments: INSCCU, P.O. Box 6219, Indianapolis, IN 46206-6219
 - Annual Support Fee (ASFE) Payments: INSCCU, P.O. Box 6271, Indianapolis, IN 46206-6271
- Contact INSCCU vendor, Informatix at 1-844-298-3138 with payment processing questions for payments posted by INSCCU (user ID-SDUVNDR1)
- Interim State Contract Manager over INSCCU – Jamie Kencke.
Jamie.Kencke@dcs.in.gov or 317-789-8515 or 317-439-1213 (cell)
- Contact Jamie to obtain business cards with INSCCU NCP Payment P.O. Box address

XII. Financial Updates – New Information and Reminders

- Available Guidance on the Child Support Resources Website (CSR) under ‘IV-D Claims – Incentives’ link
 - Administrative Claiming Guide
 - Claim Training Documents

- Links to Federal Guidelines
- Most Recent County Quarterly Incentive Balances
- Guidelines for Meetings and Conference Expenditures
- Updated Federal Rules Regarding Use of Vehicles as a Fringe Benefit
- Personnel Expenditures Documentation Requirements Power Point and Guidance
- Paying Bonuses and Other Fringe Benefits Guidance
- Construction/Major Renovation Costs Guidance
- Inventory Listing Guidance
- Financial Quality Assurance (QA) Reviews
 - These have begun statewide. If your county is selected, you will be contacted with information needed and scheduling information. **NOTE:** See county webmail dated 03/09/2016 titled “CSB Financial Quality Assurance Reviews” for more information.
- Reminders about forms sent to DCS Accounting Operations (DCS AO)
 - The MEC and QIE forms require a separate preparer and certifier. This is required by the State Board of Accounts to improve internal controls.
 - Monthly Expenditure Claim (MEC) – submit through the IV-D Expenditure Online Forms Tool by the 10th day after the end of each month. Signed copy due by the 17th day after the end of each month.
 - Quarterly Incentive Expenditure Report (QIE) – submit through the IV-D Expenditure Online Forms Tool by the 10th day after the end of each quarter. Signed copy due by the 17th day after the end of each quarter.
- Cash Basis
 - Monthly expenditures reported on the MEC and incentive expenditures reported on the QIE need to be done on a *cash basis* (item has already been paid by the County Auditor).
 - Example: Invoice for a monthly expenditure is sent to the Auditor for payment on 2/26/16. Auditor does not pay the invoice until 3/7/16. The expenditure should not be included on your February MEC but on the March MEC because that is when funds were actually expended by the County Auditor’s Office.
- Funding Streams
 - Federal Financial Participation (FFP) reimbursement at 66%
 - Performance Based Incentives (Funds 8895 and 8899)
- Incentive Rules/Guidelines
 - May only be used for IV-D expenditures
 - Purpose is to improve the IV-D program
 - Must be used to supplement **not** supplant Title IV-D child support budgets (See 45 CFR 305.35 Reinvestment)
 - Types of costs eligible to be paid with FFP and incentives are basically the same (See 45 CFR 304 and 45 CFR 75)
 - Expenditures must be appropriate and reasonable; only relatively few items are specifically prohibited
 - Expenditures of incentives are not reimbursable
 - CSB encourages county officials to collaborate on spending from all incentive accounts
 - Expenditures do not require appropriation by county fiscal body (*unless increasing \$ for an elected official*) See IC 31-25-4-23(b)
 - Expenditures must meet county rules for spending
- Use your Clerk ARRA Incentive funds prior to your Clerk Regular Incentive funds (half of the Clerks have already spent all their ARRA funds)