

Handout 5: Compliance Schedule

Authorized Probation Child Support Enforcement (PCSE) Unit staff use the **Compliance Schedule** page to view current and historical payment plans. Requirements set for non-custodial parents (NCPs) by a court order are also viewable from the **Compliance Schedule** page. A compliance schedule can be ordered as the disposition of an enforcement hearing, or it can be negotiated with the case member and put into a Probation Prepared Child Support Order (PPCSO).

New compliance schedules can be created, and existing compliance schedules can be modified. NJKiDS monitors compliance with the recorded schedule and/or triggers a task to appropriate staff to review a case for compliance.

Table 1: Compliance Schedule Pages

| Page Names | Function |
|----------------------------|---|
| Compliance Schedule | View current and past compliance schedules ordered for a member by case ID. |
| Add Compliance Schedule | Record a new compliance schedule for a case ID/member combination |
| Update Compliance Schedule | Update an existing compliance schedule by modifying the value of the Status and/or End Date fields. |

Compliance Schedule Page

Table 2: Unique Data Fields

| Field Name | Description |
|---------------------------|---|
| Ordered Party | Member for whom the compliance schedule is ordered, CP or NCP |
| Type | Compliance schedule classification |
| Status | Current condition of the compliance schedule |
| Amount | Amount to be paid in accordance with the compliance schedule |
| Frequency | Ordered interval of due dates for payments or other compliance requirements |
| Miss Payments | Number of payments the ordered party fails to remit for noncompliance Note: Should the ordered party miss a certain number of payments as defined by the court order compliance schedule, NJKiDS identifies noncompliance |
| Bench Warrant Stipulation | Indicates automatic eligibility for a bench warrant |
| Effective Date | Date when the compliance schedule becomes effective |
| End Date | Date that monitoring of the compliance schedule is to cease |
| Entry Date | Date that the compliance schedule was manually recorded in NJKiDS |

The screenshot shows the NJKIDS Compliance Schedule page. The top navigation bar includes the NJKIDS logo, the title 'Compliance Schedule', and user information for YOLANDA GLOVER. A search bar is located at the top left, and a 'Find' button is at the top right. Below the search bar, there are filters for 'Case ID', 'Docket', 'Ordered Party', 'Type', 'Status', and 'Bench Warrant Stipulation'. The main area displays a table of compliance schedules with columns for 'Ordered Party', 'Docket', 'Type', 'Effective Date', 'End Date', 'Status', and 'Bench Warrant Stipulation'. The table contains three rows of data, with the second row highlighted in green.

| Ordered Party | Docket | Type | Effective Date | End Date | Status | Bench Warrant Stipulation |
|--------------------------|--------|-------------------|----------------|------------|---------------------|---------------------------|
| A - NON CUSTODIAL PARENT | | MP - MISS PAYMENT | 02/01/2017 | | NC - NON-COMPLIANCE | Y - YES |
| A - NON CUSTODIAL PARENT | | LS - LUMP SUM | 12/19/2016 | 12/23/2016 | NC - NON-COMPLIANCE | Y - YES |
| A - NON CUSTODIAL PARENT | | LS - LUMP SUM | 10/13/2010 | 10/22/2010 | NC - NON-COMPLIANCE | Y - YES |

Figure 1: Compliance Schedule Page

1. Navigate to the **Compliance Schedule** page (figure 1).
2. Enter the case number in the **Case ID** field.
3. Click the **Find** button.
 - The DCN and the name of the NCP and the CP associated with the case ID display in the header area. The docket number associated with the case ID also displays.
 - If no compliance schedules are retrieved using the selected filters, a message indicating “**No matching records found**” displays.
4. Enter a date in the **From Date** and **To Date** fields.
5. Click the **Find** button to initiate the search.

Users can filter display results using the drop-down lists in the **Type**, **Status**, **Ordered Party**, and **Bench Warrant Stipulation** fields.

Search results can also be filtered by date range, based on the effective date of the compliance schedule. The value of the **To Date** field is set to the current NJKiDS date. NJKiDS displays the compliance schedules with an effective date within 24 hours of the current NJKiDS date, if a date range is not specified by the user. If a date range is not entered, NJKiDS displays up to 10 compliance schedules sorted in descending effective date order (from conversion forward). If additional compliance schedules exist based on the values entered in the **Select Filters** section, NJKiDS enables page navigation with up to 10 records displayed per page.

| Ordered Party | Docket | Type | Effective Date | End Date | Status | Bench Warrant Stipulation |
|--------------------------|------------------------------|-------------------|----------------------|------------|---------------------|---------------------------|
| A - NON CUSTODIAL PARENT | | MP - MISS PAYMENT | 02/01/2017 | | NC - NON-COMPLIANCE | Y - YES |
| Worker BATCH | Entry Date 12/19/2016 | | Amount 0.00 | | Frequency | Miss Payments 2 |
| A - NON CUSTODIAL PARENT | | LS - LUMP SUM | 12/19/2016 | 12/23/2016 | NC - NON-COMPLIANCE | Y - YES |
| Worker BATCH | Entry Date 12/19/2016 | | Amount 100.00 | | Frequency | Miss Payments |
| A - NON CUSTODIAL PARENT | | LS - LUMP SUM | 10/13/2010 | 10/22/2010 | NC - NON-COMPLIANCE | Y - YES |
| Worker BATCH | Entry Date 10/14/2010 | | Amount 50.00 | | Frequency | Miss Payments |

Figure 2: Compliance Schedule display grid

Users can view a history of modifications to an existing compliance schedule. Double-click on a record in the display grid (figure 2) to access a history pop-up (figure 3) for that specific record.

| Ordered Party | Docket | Type | Effective Date | End Date | Status | Bench Warrant Stipulation |
|------------------|------------|-------------------|----------------|------------|-------------|---------------------------|
| A - NON CUSTODIA | [redacted] | MP - MISS PAYMENT | 02/01/2017 | [redacted] | AC - ACTIVE | Y - YES |
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Figure 3: Compliance Schedule History pop-up

Add Compliance Schedule Page

The screenshot displays the 'Add Compliance Schedule' page in the NJKiDS system. The page includes a search bar with 'Case ID' and a docket number 'FD-03-000642-05'. Below the search bar, there are fields for 'Type', 'Ordered Party', 'Bench Warrant Stipulation', 'Effective Date', 'End Date', 'Status', 'Frequency', and 'Amount'. A table below these fields lists compliance schedules with columns for 'Ordered Party', 'Docket', 'Type', 'Effective Date', 'End Date', 'Status', and 'Bench Warrant Stipulation'. The table contains three rows of data.

| Ordered Party | Docket | Type | Effective Date | End Date | Status | Bench Warrant Stipulation |
|--------------------------|--------|-------------------|----------------|------------|---------------------|---------------------------|
| A - NON CUSTODIAL PARENT | | MP - MISS PAYMENT | 02/01/2017 | | NC - NON-COMPLIANCE | Y - YES |
| A - NON CUSTODIAL PARENT | | LS - LUMP SUM | 12/19/2016 | 12/23/2016 | NC - NON-COMPLIANCE | Y - YES |
| A - NON CUSTODIAL PARENT | | LS - LUMP SUM | 10/13/2010 | 10/22/2010 | NC - NON-COMPLIANCE | Y - YES |

Figure 4: Add Compliance Schedule Page

1. Navigate to the **Add Compliance Schedule** page (figure 4).
2. Enter a case number in the **Case ID** field and click the **Find** button.
 - The DCN and name of the NCP and CP associated with the Case ID display in the appropriate fields in the header. The docket number associated with the case ID also displays.
 - NJKiDS enables drop-down lists for the following required fields:
 - Type
 - Ordered Party

- Bench Warrant Stipulation
 - Effective Date
3. Select the appropriate value from the drop-down list in the **Type** field.
 4. Select values from the drop-down lists in the **Ordered Party** and **Bench Warrant Stipulation** fields, and select the effective date of the compliance schedule chosen.
 5. Complete any additional required fields based on the type of compliance schedule selected (see compliance schedule types in table 3).
 6. Click the **Add** button.
 - The data entered is added and saved to NJKiDS.

Table 3: Compliance Schedule Types

| Compliance Schedule Type | Enabled Fields | Description/Result in NJKiDS When Selected |
|---------------------------------|---|---|
| Bond | Effective Date, End Date, Amount | Similar to remanded, would be used to track bond payments; not being used right now |
| Lump Sum | Effective Date, End Date, Amount | Same as Miss Payment; produces a Task to review case for a warrant |
| Medical | Effective Date, End Date | System will request an effective date and an end date. System will also ask if the user wants to apply a bench warrant stipulation to the compliance schedule |
| Miss Payments | Effective Date, End Date, Miss Payments | Produces a Task to review for a warrant |
| Other | Effective Date, End Date | Produces a Notification to review COMP entry (a reminder) |
| Periodic Amount | Effective Date, End Date, Amount, Frequency | This allows for the amount of the obligation to be changed for a period of time on a primary and only source of income. Requires previous discussion with and approval by a supervisor. |
| Remanded | Effective Date, Amount | This entry is not currently in use |

The following guidelines apply to the enabled fields shown for each compliance schedule type in table 3:

- The **Effective Date** can be a future date.
- The **Effective Date** cannot be earlier than the current NJKiDS date.
- The **Effective Date** must be earlier than the **End Date**.
- The **End Date** must be later than the date entered in the **Effective Date** field.
- The **End Date** field value can be null (blank) if the compliance schedule type is **Miss Payments**. (Child support staff should not end-date missed payment stipulations unless ordered to do so by the court. The **End Date** field is not required when a missed payment compliance schedule is ordered. Adding end

dates, even if they are decades away, may prevent NJKiDS from selecting the case and sending tasks.)

- The **End Date** cannot be earlier than the current NJKiDS date.
- The value entered in the **Amount** field must be greater than zero. (An amount is needed for lump sums and periodic amounts.)
- The **Miss Payments** field value must be greater than zero.

The newly created compliance schedule moves to the top of the display grid as the most recent record on **the Compliance Schedule display grid** (figure 5)

Figure 5: Compliance Schedule display grid

| Ordered Party | Docket | Type | Effective Date | End Date | Status | Bench Warrant Stipulation |
|--------------------------|--------|-------------------|----------------|------------|---------------------|---------------------------|
| A - NON CUSTODIAL PARENT | | LS - LUMP SUM | 05/15/2019 | 05/31/2019 | AC - ACTIVE | Y - YES |
| A - NON CUSTODIAL PARENT | | MP - MISS PAYMENT | 02/01/2017 | | NC - NON-COMPLIANCE | Y - YES |
| A - NON CUSTODIAL PARENT | | LS - LUMP SUM | 12/19/2016 | 12/23/2016 | NC - NON-COMPLIANCE | Y - YES |
| A - NON CUSTODIAL PARENT | | LS - LUMP SUM | 10/13/2010 | 10/22/2010 | NC - NON-COMPLIANCE | Y - YES |

NJKiDS displays compliance schedules in **Active** status in descending order, based on the **Effective Date**. NJKiDS also populates the **Worker** field with the name of the user who entered the compliance schedule and the **Entry Date** field with the current NJKiDS date. Once the NJKiDS date becomes the same as the effective date of the compliance schedule, NJKiDS monitors compliance for all compliance schedule types in **Active** status, except for **Other** and **Remanded**. For the compliance schedule type **Other**, NJKiDS triggers a task to the assigned staff member and/or bench warrant coordinator to review the case for compliance.

Update Compliance Schedule Page

This page is used to make modifications to an existing compliance schedule. Authorized users can modify such things as the status of the compliance schedule as well as the dates.

| Ordered Party | Docket | Type | Effective Date | End Date | Status | Bench Warrant Stipulation |
|--------------------------|--------|-------------------|----------------|------------|---------------------|---------------------------|
| A - NON CUSTODIAL PARENT | | LS - LUMP SUM | 05/15/2019 | 05/31/2019 | AC - ACTIVE | Y - YES |
| A - NON CUSTODIAL PARENT | | MP - MISS PAYMENT | 02/01/2017 | | NC - NON-COMPLIANCE | Y - YES |
| A - NON CUSTODIAL PARENT | | LS - LUMP SUM | 12/19/2016 | 12/23/2016 | NC - NON-COMPLIANCE | Y - YES |
| A - NON CUSTODIAL PARENT | | LS - LUMP SUM | 10/13/2010 | 10/22/2010 | NC - NON-COMPLIANCE | Y - YES |

Figure 6: Update Compliance Schedule page

1. Navigate the **Update Compliance Schedule** page (figure 6).
2. Enter a case number in the **Case ID** field and click the **Find** button.
 - The DCN and the name of the NCP and CP associated with the case ID display. The docket number associated with the case ID also displays.
3. Select the appropriate values from the drop-down lists in the **Type**, **Status**, **Ordered Party**, and **Bench Warrant Stipulation** fields.

4. Select or enter dates in the **From Date** and/or **To Date** fields.
5. Click the **Find** button.
 - A “**No matching records found**” message displays if no compliance schedules match the selected search filters. If a compliance schedule exists, the data is retrieved and displayed in the grid section of the **COMP** page.
6. Click on a record row in the display grid to populate the fields above the grid.
7. Select a value from the drop-down list in the **Status** field. (**Note:** The **Status** field cannot be empty.)
8. Enter a date in the **End Date** field. (**Note:** The **End Date** field value cannot be blank if the **Status** field value is **Ended** or **Non-compliance**.)
9. Click the **Update** button.
 - The information is updated and saved in NJKiDS.

The system moves overridden or modified compliance schedule records to the compliance schedule history, and those records are viewable on the **History** pop-up. As mentioned in the **Compliance Schedule** section, users access the **History** pop-up by double-clicking on a record row within the display grid. Users can access the compliance schedule history from any of the three **Compliance Schedule** pages.