


Handout 6: Child Support Lien Network (CSLN)

Each month, an NJKiDS batch process prepares and transmits an electronic file of all eligible non-custodial parents (NCPs) and cases to the state's Child Support Lien Network (CSLN) vendor. The information is matched against the CSLN insurance claims database.

A daily electronic file from the vendor is processed and CSLN liens are loaded into NJKiDS through an automated process. Insurance settlement information is recorded in NJKiDS at the member level.

The CSLN activity chain can be initiated by NJKiDS or manually by Administrative Enforcement Unit (AEU) staff. Once a lien has been approved by the holder of assets, the Notice to Obligor of Withholding Insurance Assets (CS600) is sent. The notice is sent to the NCP and explains what action is being taken and how the NCP can resolve or contest the matter.

<p>NJKiDS</p> 	<p>Pages associated with CSLN:</p> <ul style="list-style-type: none"> • Enforcement Processes page • Update Member Assets page • Financial Events on a Case page • View / Update Notes page • Record Obligation page • Arrears Balance page • Create New Case page • Arrears Balance History by Case ID or NCP pages • Member Assets pages <ul style="list-style-type: none"> ○ Update Member Assets ○ Add Financial Asset ○ Add Insurance Settlement Asset ○ Add Real Property Asset ○ Add Registered Vehicle Asset ○ Add Settlement Asset
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Case Criteria

- Open IV-D case
- Member has a verified primary Social Security Number (SSN)
- If case is initiating interstate, referral type must be **Request Registration of a Foreign Support Order for Enforcement; Request Registration of Foreign Support Order for Modification; or Request Registration of Foreign Support Order for Modification and Enforcement**
- On charging cases, arrears are equal to or greater than the sum of the support obligation for three months
- In arrears-only cases, arrears are equal to or greater than \$1,000

- NJKiDS system date is the same as or later than the initial court order issue date plus 45 calendar days; that is, 45 calendar days have passed since initial court order issue date reflected in NJKiDS
- No active Enforcement Exemptions (**Note:** If a case is exempt from enforcement, the system will not allow the remedies to be initiated.)
- No active CSLN Exemption
- NCP is not in active Chapter 13 bankruptcy
- Case is not pending closure
- No **Means Tested Income** indicator

When insurance settlement information is available, NJKiDS opens a **CSLN** activity chain for each of the NCP's cases. An alert is sent to the assigned AEU staff member, who has 10 business days to select those cases that are not approved for the remedy. If the remedy is rejected, the activity chain closes. If the AEU staff member does not enter a value to reject the remedy, the workflow advances by default, and NJKiDS sets an indicator on the insurance settlement to indicate initiation of the lien process.

Processing the Insurance File from the CSLN Vendor

NJKiDS receives and processes the matched insurance claims file received from CSLN. The insurance data is loaded using the **Add Insurance Settlement Asset** page as an insurance settlement asset.

Updating Member Assets

The **Add Insurance Settlement Asset** page receives information from the CSLN interface that may impact case eligibility. All child support staff are required to contact the assigned AEU caseworker using **Action Note to File** regarding any updates to this page. The note should contain the insurance company name, address, account number or claim number, and phone number.

The updated list of contacts for DFD AEU staff is maintained in the child support professionals section of www.njchildsupport.org.

The **Add Insurance Settlement Asset** page can be manually updated by child support staff. This information may assist in the determination of an NCP's ability to pay his or her child support obligation. All known information should be entered.

Identifying Cases Eligible for Closure of CSLN Remedy

A batch process identifies cases eligible for closure of the CSLN remedy. The CSLN remedy is closed when the case meets the following criteria:

- Arrears reduced to zero
- Incremental payments received with the receipt source, **Workers' Compensation/Insurance**

For cases where the CSLN lien is canceled as a result of the administrative review process or by court order, the staff member manually records the outcome in the activity chain, and NJKiDS generates the Notice of Release of Lien (CS605) to the insurance company and closes the chain.

Listed below are actions that should be taken if the Call Center or Probation Child Support Enforcement (PCSE) Unit is notified of a lien that should be released:

- An NCP contacts the call center saying that an insurance settlement check was taken and the arrears are paid in full. The lien should be released and the Call Center representative, after investigating the NCP's claim will send **An Action Note to File** to alert AEU staff.
- An NCP visits the PCSE office, and reports that the lien was closed but the settlement check was taken. The PCSE Unit would send an Action Note to File to alert the AEU.

If an NCP disagrees with the results of the Administrative review by the AEU, he or she is instructed to file an appeal with the Appellate court.

When arrears are paid in full, the lien must be released. The PCSE staff must send an **Action Note to File** to alert AEU staff.