



New Jersey Judiciary
Office of Probation Services
Intergovernmental Eligibility Checklist

Non-Custodial Parent/Obligor

Custodial Parent/Obligee

CS Number

Docket Number

Family Violence Indicator

Case Type

☐ Yes ☐ No

☐ IV-D ☐ Alimony Only

Eligibility Criteria

- ☐ Confirm IV-D Application is in file or in NJKiDS
 - If child support exists and no IV-D Application is on file, do not proceed. Does not apply to alimony-only cases.
- ☐ Review Address and Employment Verification Status for the NCP/Obligor
- ☐ Companion cases _____
 - Search the NCPs/obligors DCN for case monitored by Probation in other counties and send an action note to the RP075 role or case owner advising that a UIFSA petition is being sent.
- ☐ Generate the *Notice of Delinquency* (CS022) and *Letter Requesting Current Employment Status* (CS059)
- ☐ Conduct a review through the Office of Child Support Enforcement (OCSE) Portal for locate and income information and Jail Prison Searches
- ☐ All enforcement remedies should be exhausted

Supporting Documents

- ☐ Address any Active Bench Warrants and Monies on Hold
- ☐ Confirmed Good Postal Verification for the NCP/Obligor
- ☐ All support orders are in file (It is recommended staff refer to the Intergovernmental Reference Guide (IRG) for document requirements that can be found under Program Category B, UIFSA, B2)
 - Signed orders establishing an obligation and/or paternity (also includes FV orders), any modification to the outgoing obligation or medical support, termination/continuation (CS740T/C), and cost of living adjustments (COLAs) (CS154).
 - If the arrears payback amount was created administratively, staff must prepare a Probation Prepared Child Support Order (PPCSO) to identify the support obligations, arrears payback, and arrears.
- ☐ Proof of Paternity/Parentage for Dependents

Additional Documents

☐ Documentation of income and assets and information from social media posts. Provide document description: _____

Submitted by:

Date Submitted

Reviewed by:

☐ Approved

☐ Disapproved

Date Reviewed

A case note must be completed and state why the Intergovernmental Eligibility Checklist was disapproved.



New Jersey Judiciary
Office of Probation Services
Checklist for Outgoing Registrations

Verify Coding in NJKiDS

- ☐ Verify case type is coded correctly.
- ☐ Review Court Order Date on Court Order/SORD
 - This date should correspond with the active support/medical obligation, including COLA, termination/continuation, and any administrative orders for arrears payback amount, if applicable.
- ☐ Confirm fields in Member Demographics/DEMO such as Paternity Status, Establishment Method, and Establishment Date.
- ☐ Review Address and Employment Verification Status for the NCP/Obligor
 - Any address or employer not end-dated will auto populate on the forms.

Required UIFSA Forms

- ☐ If the case is coded with a Family Violence Indicator include a Certification in Support of Non-Disclosure of Identifying Information (CS748) or restraining order.
 - Staff must confirm if the “Non-Disclosure” box is checked on the Interstate Information/ISIN page.
- ☐ Child Support Enforcement Transmittal #1 – Initial Request (CS677)
 - In header, staff must verify the “Nondisclosure Finding/Affidavit Attached” check box is selected, if case is coded with a Family Violence Indicator.
 - In Section II., staff must select the appropriate check box for current support or arrears only.
 - In Section III., Obligor Information, staff must manually check parent or caretaker, add the relationship to the child(ren), and manually check the “Legal Custody/Guardianship of the Children” box.
 - In Section VI., arrears payback amount must be typed in this section.
 - In Section VII., staff must check off the boxes that apply.
 - In Section VIII., staff must complete contact information.
- ☐ Letter of Transmittal Requesting Registration (Registration Statement) (CS676)
 - Staff must check the appropriate “Action” box.
 - In Section I. Case Summary, staff must manually write in the arrears payback amount and frequency under “Type of Arrears, Other” or go to Section IV., Comments, to type in the arrears payback amount.

Required UIFSA Forms (continued)

- In Section V., staff must check off the boxes that apply.
- In Section VI., staff must manually sign and check off the “IV-D Representative/Title”.

☐ Child Support Agency Confidential Information Form (CS745)

- When generating the form on View and Print Documents/NPRO, staff must select View Recipients and uncheck the Central Office/ICR, Family Division Unit and County Welfare Agency (CWA). This will prevent generating unnecessary copies.
- Under Section III., staff should enter the date of marriage if paternity indicates born of marriage.

☐ One (1) certified and two (2) copies of any and all support orders (It is recommended staff refer to the IRG for document requirements that can be found under Program Category B, UIFSA, B2)

☐ A certified copy of payment history (SLOG Audit Report)

☐ A Civil Action Certification of Arrears (CS028)

Submitted by:

Date Submitted



New Jersey Judiciary
Office of Probation Services

Instructions for Eligibility and Outgoing Registration Checklists

Case Type	PCSE staff must select the appropriate case type. If the case is alimony-only, be advised the following confirmed states accept this case type: Pennsylvania, Ohio, West Virginia, Oregon, and Wisconsin. Refer to the Intergovernmental Reference Guide (IRG) for further information.
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Eligibility Criteria

Review Address and Employment Verification Status for the NCP/Obligor	Staff must review if order is not being paid by wage attachment and current employer is unknown. If there is a new employer, ensure that 6 weeks have passed without payments.
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Generate the Notice of Delinquency (CS022) and Letter Requesting Current Employment Status (CS059)	When generating the CS059, staff must allow 10 days for a response.
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Conduct a review through the Office of Child Support Enforcement (OCSE) Portal for locate and income information and Jail Prison Searches	Staff should garnish any eligible income. If SSI, staff should schedule the case for Status Review. If NCP/obligor is incarcerated, registration should not be pursued, a direct income withholding, or closure may be appropriate.
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Supporting Documents

Address any Active Bench Warrants and Monies on Hold	<p>Staff should recall the bench warrant and ensure that all monies on hold are resolved before proceeding with registration.</p> <p>Staff should try to identify the source of income (e.g., Income and Expenses/INEX page, research joint taxpayers address, and search NDNH on OCSE Portal).</p>
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Confirmed Good Postal Verification for the NCP/Obligor	We are required to have locate information for the NCP/obligor. It is also helpful to confirm the location of the CP/obligee; however, the absence of a confirmed good address should not disqualify a case from registration. If the only address available for the NCP/obligor is a P.O. Box, staff must refer to the Office of Child Support Enforcement (OCSE) Portal, IRG for contact information to inquire about address requirements.
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Supporting Documents (continued)

Proof of Paternity/Parentage for Dependents	The Certificate of Parentage (COP) can be found on the Paternity Opportunity Program (POP) database, which is located on the NJKiDS login page or under Tools in NJKiDS. If not found, reach out to POP Customer Service at 1-800-767-6607. Proof of parentage can consist of dependent being born of marriage or addressed by court order. Staff must review file for date of marriage or contact the parties. If no proof of parentage is found, contact the appropriate Family Division.
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Additional Documents

Documentation of Income and Assets and Information from Social Media Posts	Staff can conduct/request property searches to be run through CLEAR. Examples of social media posts include Facebook, Instagram, YouTube, etc.
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Verify Coding in NJKiDS

Review Address and Employment Verification Status for the NCP/Obligor	Staff must update as needed prior to generating forms.
Review Court Order Date on Court Order/SORD	If there is a pending action that could modify the order, PCSE staff must postpone the UIFSA petition until the pending action is completed.

Required UIFSA Forms

Child Support Enforcement Transmittal #1 – Initial Request (CS677)	<p>In Section VI., staff are encouraged to use this section to further support their request for registration. Enforcement efforts, Employment History, Professional Licenses, etc.</p> <p>In Section VIII., at a minimum, staff must provide the fax number and Call Center's phone number, 877-655-4371.</p>
Letter of Transmittal Requesting Registration (Registration Statement) (CS676)	<p>Probation can request the following actions: Registration for Enforcement, Register for Enforcement of Arrears Only.</p> <p>TANF time periods can be confirmed on Program History By IV-D Member/MHIS.</p>
Child Support Agency Confidential Information Form (CS745)	Staff can obtain the date of marriage from the judgment of divorce, IV-D Application, case notes or contact the CP/obligee.

Required UIFSA Forms (continued)

One (1) Certified and two (2) Copies of Any and All Support Orders	Refer to pages Reprint Previously Generated Documents/NRRQ, USSO, Enforcement Processes/CPRO; however, orders prior to 2009 or FM cases, may be in the case file, contact your local Family Division, or Central Records (scco.mbx@njcourts.gov) (only for FM cases). Orders are also available on eCourts.
Certified Copy of Payment History (SLOG Audit Report)	<p>Payment histories from 1993 to 2009 are available through NJKiDS Business Intelligence (BI) Portal. The payment records may contain Federal Tax Information (FTI). The report will be labeled and must be handled in accordance with data security protocols.</p> <p>Records prior to 1993 may be found on microfiche.</p>
Civil Action Certification of Arrears (CS028)	Staff must uncheck the additional recipients when generating the document from View and Print Documents/NPRO. It will prevent generating the document via Central Print, which would cause confusion to the Central Registry in the other state.