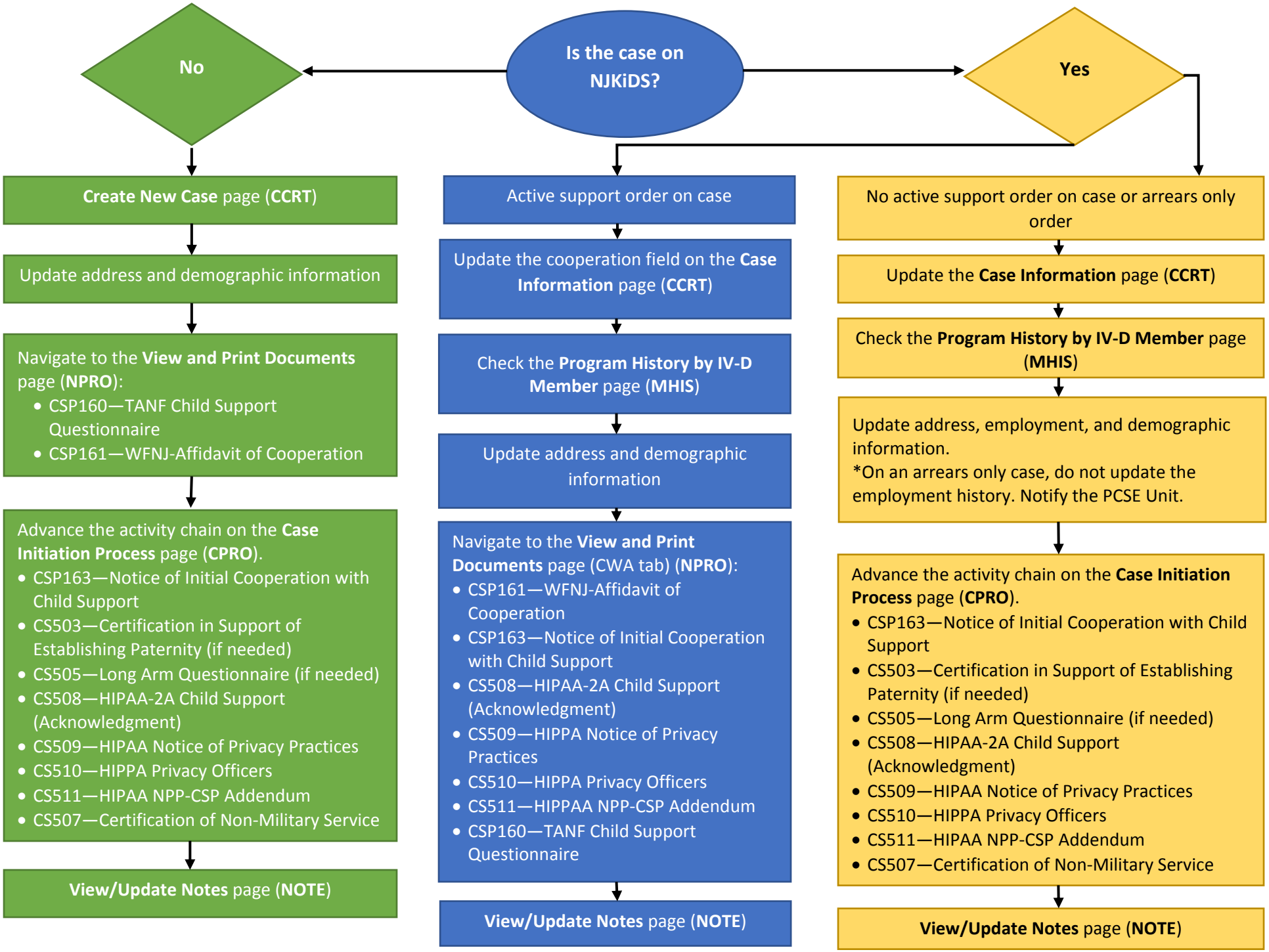
Handout 1—Case Initiation Flowchart


Is the case on NJKiDS?
No
Yes
Create New Case page (CCRT)
Update address and demographic information
Navigate to the View and Print Documents page (NPRO):
• CSP160—TANF Child Support Questionnaire
• CSP161—WFNJ-Affidavit of Cooperation
Advance the activity chain on the Case Initiation Process page (CPRO).
• CSP163—Notice of Initial Cooperation with Child Support
• CS503—Certification in Support of Establishing Paternity (if needed)
• CS505—Long Arm Questionnaire (if needed)
• CS508—HIPAA-2A Child Support (Acknowledgment)
• CS509—HIPAA Notice of Privacy Practices
• CS510—HIPPA Privacy Officers
• CS511—HIPAA NPP-CSP Addendum
• CS507—Certification of Non-Military Service
View/Update Notes page (NOTE)
Active support order on case
Update the cooperation field on the Case Information page (CCRT)
Check the Program History by IV-D Member page (MHIS)
Update address and demographic information
Navigate to the View and Print Documents page (CWA tab) (NPRO):
• CSP161—WFNJ-Affidavit of Cooperation
• CSP163—Notice of Initial Cooperation with Child Support
• CS508—HIPAA-2A Child Support (Acknowledgment)
• CS509—HIPPA Notice of Privacy Practices
• CS510—HIPPA Privacy Officers
• CS511—HIPPAA NPP-CSP Addendum
• CSP160—TANF Child Support Questionnaire
View/Update Notes page (NOTE)
No active support order on case or arrears only order
Update the Case Information page (CCRT)
Check the Program History by IV-D Member page (MHIS)
Update address, employment, and demographic information.
*On an arrears only case, do not update the employment history. Notify the PCSE Unit.
Advance the activity chain on the Case Initiation Process page (CPRO).
• CSP163—Notice of Initial Cooperation with Child Support
• CS503—Certification in Support of Establishing Paternity (if needed)
• CS505—Long Arm Questionnaire (if needed)
• CS508—HIPAA-2A Child Support (Acknowledgment)
• CS509—HIPAA Notice of Privacy Practices
• CS510—HIPPA Privacy Officers
• CS511—HIPAA NPP-CSP Addendum
• CS507—Certification of Non-Military Service
View/Update Notes page (NOTE)