

## Handout 3: Procedures for Entering a New Division of Child Protection and Permanency Case

Federal and state law requires a child support case to be established within twenty calendar days of receipt of referral of a case to the County Welfare Agency (CWA). Although a IV-E referral packet is not required for a court filing, it is required at the time the hearing is scheduled. If the referral packet has not been received by the CWA at the time the hearing is scheduling, CWA staff members must contact the IV-E agency to obtain the necessary documentation (AT 15-13).

### How to View IV-E Pending Applications

Delete	Application ID	IV-D Service Requested	Date Submitted	Name	Date of Birth	SSN	County	Status
<input type="checkbox"/>	1001107709	F - FULL CHILD SUPPORT	09/19/2018	DEPENDENT'S NAME	02/10/1980		013 - MONMOUTH COUNTY	F - IVE PENDING
<input type="checkbox"/>	1001107063	F - FULL CHILD SUPPORT	09/19/2017	DEPENDENT'S NAME	03/19/1993		013 - MONMOUTH COUNTY	F - IVE PENDING

Figure 1: Applications page

1. Navigate to the **Applications** page (figure 1).
2. Click on the drop-down arrow in the **County** field, and select the appropriate county from the list.
3. Click on the drop-down arrow in the **Status** field, and select **F—IVE Pending** from the list.
4. Click on the drop-down arrow in the **Date Range** field and select a time period.
5. Click on the **Find** button.
  - All pending IV-E applications will appear for the time period selected.

6. Highlight a case, and then double-click.

- The system will advance to the **Create New Case** page (figure 2).

<p><b>CAUTION</b></p> 	<p>Note, that not every pending IV-E applications need a new case built. Some referrals are for children that already have DCP&amp;P cases; these cases will require an update only. In other instances, a new child may need to be added to an existing IV-D case.</p> <p>Parties must be researched. Always perform a thorough search on NJKiDS before building a new case.</p>
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## Custodial Parent (CP) Tab

The screenshot displays the 'Create New Case' page for the 'CP' (Custodial Parent) tab. The page is titled 'Custodial Party Information (CPI)' and includes a 'Search' button. The form contains the following fields and options:

- Application ID:** CP Last Name, First Name, MI Suffix
- CP Tab:** CP (selected), NCP, Dependent, Case
- Using DCN (New):** FACTS Party ID (New)
- Information about Custodial Party's Support arrangements. Please provide all available details.**
  - Has the CP ever made a private agreement with the absent parent for Child Support?  Yes  No
  - Are there any court actions pending in any state to establish or enforce support for the children?  Yes  No
  - Does the CP have an existing court order for child support?  Yes  No
- CP Basic Information:**
  - Name (Last, First, Middle, Suffix): DCF - CENTRAL OFFICE TRENTON
  - Ethnicity: -- SELECT --
  - Race: X - OTHER
  - Gender: M - MALE
  - Social Security Number
  - Date of Birth: 02/18/1985
- CP Other Information:**
  - Other Name Used
  - Maiden Name
  - In what county does the CP live? -- SELECT --
  - Marital Status: -- SELECT --
  - Family Violence: -- SELECT --
  - Date

Figure 2: Create New Case page, CP tab

7. Click on the **CP** (custodial parent) tab.
8. Click on the **Search** button (figure 2).
  - The SRCH-NJKiDS Member search pop-up will display (figure 3).

SELECT FILTERS

Last Name, First Name, MI: DCF - CENTRAL OFFICE    Suffix:    SSN:    Date of Birth: [calendar icon]

Search Within:  Names  Maiden Names  Other Names Used    DCN: **F9999999**    Race: --SELECT--    Gender: --SELECT--

Docket:    Party ID:    County: --SELECT--    **Find**

SEARCH - NJKiDS MEMBER SEARCH

**NJiKIDS**    FACTS    **Results**

Select to add: (CP in Application) as New Member on NJiKIDS

**Create New DCN**    DCF - CENTRAL OFFICE TRENTON    02/19/1985    M - MALE  
X - OTHER    US - UNITED STATES

Select from NJiKIDS Member Matches for JDRIS (CP in Application)

Cases in ACSES	Name	Name Type	Reliability	SSN	DOB	Gender	Party ID	Address
<b>No</b>	DCF - CENTRAL OFFICE TRENTON	DCN	100%		01/01/1950	M - MALE	F9999999 D0256092	519 MONROE ST APT 2B TRENTON, NJ 08625-5

**Link to Case**    **Link to Case**    **Link to Case**    **Link to Case**    **Link to Case**

**Review FACTS**

Done    **Link to Case**

Figure 3: NJKiDS Member Search

9. Enter **F9999999** in the **DCN** field (figure 3).
10. Click on the **Find** button.
  - The Foster Care CP created by the DCP&P agency will be listed.
11. Click on the **Link to Case** button.
  - The status in the lower left-hand corner of the screen will update to **Done** after the Foster Care CP is linked to the case.
12. Click on the **Results** tab to advance.

**SELECT FILTERS**

Last Name, First Name, MI: DCF - CENTRAL OFFICE, TRENTON      Suffix:      SSN:      Date of Birth: 02/19/1985

Search Within:  Names  Maiden Names  Other Names Used      DCN: F9999999      Race: - SELECT -      Gender: - SELECT -

Docket:      Party ID:      County: - SELECT -     

**SRCH - NJKIDS MEMBER SEARCH**

NJKIDS      FACTS      **Results**

This page shows information that is different between your selections on NJKIDS / FACTS Search results and the information provided by the applicant.

**You Selected**

	From NJKIDS	From FACTS	From Application
DCN	<input checked="" type="checkbox"/> F9999999	<input type="checkbox"/>	<input type="checkbox"/> Create New DCN
Party	<input checked="" type="checkbox"/> D0256092	<input type="checkbox"/>	<input type="checkbox"/> Create New Party
Name	<input checked="" type="checkbox"/> DCF - CENTRAL OFFICE TRENTON	<input type="checkbox"/>	<input type="checkbox"/> DCF - CENTRAL OFFICE TRENTON
SSN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of Birth	<input checked="" type="checkbox"/> 01/01/1950	<input type="checkbox"/>	<input type="checkbox"/> 02/19/1985
Race	<input checked="" type="checkbox"/> X - OTHER	<input type="checkbox"/>	<input type="checkbox"/> X - OTHER
Gender	<input checked="" type="checkbox"/> M - MALE	<input type="checkbox"/>	<input type="checkbox"/> M - MALE
Address	<input checked="" type="checkbox"/> PO BOX 717, TRENTON, NJ 08625	<input type="checkbox"/>	<input type="checkbox"/> PO BOX 717, TRENTON, NJ 08625

Figure 4: NJKiDS Member Search, Results tab

- Review the information displayed on the **Results** tab, and then click the **Complete Member Clearance** button (figure 4).
  - The system will return to the **CP** tab on the **Create New Case** page. This action confirms that the DCP&P is the CP on the case (figure 5).

The screenshot displays a web application interface for creating a new case. At the top, there are navigation buttons: 'New', 'Add' (highlighted with a red box), 'Cancel', 'Save', and 'Clear'. Below this is a breadcrumb trail: 'Case Initiation > Case Processing > Case Creation > Create New Case'. The main header area contains fields for 'Application ID: 123456788', 'CP Last Name, First Name, MI: DCF - CENTRAL OFFICE', 'TRENTON', and 'Suffix'. Below the header are tabs for 'CP', 'NCP', 'Dependent', and 'Case', with 'CP' selected. A 'Print' button is visible on the right. The main content area is titled 'Custodial Party Information (CP):' and includes a sub-section 'Information about Custodial Party's Support arrangements. Please provide all available details.' with three questions and radio button options for 'Yes' and 'No':  
1. 'Has the CP ever made a private agreement with the absent parent for Child Support?' (No selected)  
2. 'Are there any court actions pending in any state to establish or enforce support for the children?' (No selected)  
3. 'Does the CP have an existing court order for child support?' (No selected)  
Below these are two sections: 'CP Basic Information' and 'CP Other Information'. 'CP Basic Information' includes fields for 'Name (Last, First, Middle, Suffix) DCF - CENTRAL OFFICE', 'TRENTON', 'Ethnicity --SELECT--', 'Race \* X - OTHER', 'Gender \* M - MALE', 'Social Security Number', and 'Date of Birth \* 01/01/1950'. 'CP Other Information' includes fields for 'Other Name Used', 'Maiden Name', 'In what county does the CP live? --SELECT--', 'Marital Status --SELECT--', 'Family Violence \* N - NO', and 'Date'. A 'Search' button is located to the right of the 'CP Basic Information' section, and an 'NCP info >' button is at the bottom right.

Figure 5: Create New Case page, CP tab

14. Click the **Add** icon to save the data (figure 5).

## Non-Custodial Parent (NCP) Tab

15. Click on the **NCP** tab (figure 6).

The screenshot displays the 'Create New Case' page for a Non-Custodial Parent (NCP). The interface includes a navigation bar with 'Case Initiation', 'Case Processing', 'Case Creation', and 'Create New Case'. Below the navigation bar, there are fields for 'Application ID: 129456789', 'CP Last Name, First Name, MI: DCF - CENTRAL OFFICE', 'TRBKT0N', and 'Suffix'. A tabbed interface shows 'CP', 'NCP', 'Dependent', and 'Case' tabs, with 'NCP' selected and highlighted by a red box. The main content area is titled 'Non-Custodial Party Information (NCP):' and includes a 'Search' button. The form contains various fields: 'Name (Last, First, Middle, Suffix) LAST', 'Race' (with 'X - OTHER' selected), 'Gender' (with 'F - FEMALE' selected), 'Ethnicity', 'Social Security Number', 'Date of Birth', 'Refer NCP to Locate' checkbox, 'NCP Other Information' section with 'Other Name Used', 'Maiden Name', 'Mental Status', 'Distinguishing Features', 'Problem Type', 'Is the NCP a US Citizen' (with 'Yes' selected), 'Institution(OTHP, Name)', 'In what county does the NCP live?', 'Family Violence', 'FV Reason', 'Primary Language Spoken', 'Interpreter Required', 'Organization', 'Alien Reg. No.', and 'Date of Death'. A 'Download Info' button is at the bottom right.

**Figure 6: Create New Case page, NCP Tab**

16. Use the information provided on the paper referral to complete the fields located on the **NCP** tab (figure 6).
17. Scroll to the bottom of the screen (figure 7).

The screenshot displays the 'Create New Case' interface with the 'NCP' tab active. At the top, there are navigation buttons: 'New', 'Update', and 'Clear'. Below this is a breadcrumb trail: 'Case Initiation > Case Processing > Case Creation > Create New Case'. The header area contains 'Application ID: 123456789', 'CP Last Name, First Name, MI: DCP - CENTRAL OFFICE', 'TRENTON', and 'Suffix'. A tabbed interface shows 'CP', 'NCP', 'Dependent', and 'Case', with 'NCP' selected. A 'Print' button is on the right. The main form area includes fields for 'Zip', 'Country', 'Phone', 'Fax', and 'Email'. Below this is the 'NCP Attorney Information' section with fields for 'OTHP', 'Name', 'Address', 'City', 'State', 'Zip', 'Country', 'Phone', and 'Fax'. A dropdown menu 'Complaint filed by Attorney?' is set to 'SELECT'. The 'NCP Relationships' section contains the text 'NCP Relationship to the CP? NOR - NO RELATION' and a dropdown arrow highlighted with a red box. A 'Dependent Info 3' button is at the bottom right.

**Figure 7: Create New Case page, NCP tab, bottom of screen**

18. Click the drop-down arrow located in the **NCP Relationship to the CP?** field, and select **NOR-No Relation** from the list (figure 7).
19. Scroll to the top of the screen, and click on the **Search** button to locate possible matches.
  - A pop-up will appear (figure 8).

**SELECT FILTERS**

Last Name, First Name, MI: LAST FIRST Suffix: SSN: [redacted] Date of Birth: [redacted]

Search Within:  Names  Maiden Names  Other Names Used DCH: Race: -- SELECT -- Gender: -- SELECT --

Docket: Party ID: County: -- SELECT -- **Find**

**SEARCH - NJKIDS MEMBER SEARCH** THENTON

**NJKIDS** FACTS Results

Select to add: (NCP in Application) as New Member on NJKIDS

**Create New DCH** LAST FIRST F - FEMALE X - OTHER

Select from NJKIDS Member Matches for JONES (NCP in Application)

Cases in ACSIS	Name	Name Type	Reliability	SSN	DOB	Gender	DCH	Party ID	Address
<a href="#">Link to Case</a>	LAST FIRST	NAME	100%	123-45-6789	12/04/1983		62543721	80196027	ADDRESS 1
<a href="#">Link to Case</a>	LAST FIRST	NAME	73%	635-28-0564	12/05/1978	M - MALE	62532108	3720 99TH ST APT 01	LAKEWOOD, NJ 08701-13564
<a href="#">Link to Case</a>	LAST FIRST	NAME	73%	148-34-7849	06/03/1949	M - MALE	61336717	300 S STATE ST FL 5	BAVILVILLE, NJ 08721-12632
<a href="#">Link to Case</a>	LAST FIRST	NAME	73%	136-68-5634	03/01/1962	M - MALE	62551900	501 W 2ND ST	JACKSON, NJ 08527-74058
<a href="#">Link to Case</a>	LAST FIRST	NAME	73%	155-23-2615	04/10/2000	M - MALE	63414149		

**Review FACTS**

**Figure 8: NJKiDS Member Search**

20. Remove data from the **SSN** and **Date of Birth** fields (figure 8).
21. Click on the **Find** button.
22. Examine the results in the list and confirm that there is a matching **NJKiDS Member**.
  - Compare the Social Security Number (SSN) and date of birth with the information on the paper referral.
  - Click on the **Create New DCH** button if a match does not appear in the list.
23. Click on the **Link to Case** button.
  - The status message at the bottom left-hand corner of the screen will change to **Done** after the case is linked.
24. Click on the **Review FACTS** button or click the **FACTS** tab to advance.

**SELECT FILTERS**

Last Name, First Name, MI: LAST  FIRST  Suffix  SSN  Date of Birth

Search Within  Names  Maiden Names  Other Names Used DCH  Race --SELECT-- Gender --SELECT--

Docket  Party ID  County --SELECT--

**SRCH - NJKiDS MEMBER SEARCH**

Select to add:

LAST FIRST F - FEMALE  
X - OTHER

Select from FACTS Party Matches for JONES (NCP in Application)

	Name	SSN DOB	Gender	DCH Party ID	Address
<input type="button" value="Link to Case"/>	LAST FIRST	123-45-6789 12/04/1983	F - FEMALE	9006234 J0146545	ADDRESS 2
<input type="button" value="Link to Case"/>	LAST FIRST	000-00-0000 07/06/1996	M - MALE	J0062770	479 MARKET STREET, APT. B PATERSON NJ 075010000
<input type="button" value="Link to Case"/>	LAST FIRST	999-03-3796 07/18/1994	F - FEMALE	J0053374	16 A PHILADELPHIA VILLAGE EGG HARBOR NJ 0821500
<input type="button" value="Link to Case"/>	LAST FIRST	999-45-4271 10/04/1994	F - FEMALE	J0081794	1234 SALEM ROAD PLAINFIELD NJ 070600000
<input type="button" value="Link to Case"/>	LAST FIRST	999-11-4958 08/21/2018	F - FEMALE	E3576945 J0108480	DIVISION OF YOUTH & FAMILY SERVICES ATLANTIC CIT

Figure 9: NJKiDS Member Search, FACTS tab

25. Remove data from the **SSN** and **Date of Birth** fields (figure 9).
26. Click on the **Find** button.
27. Examine the results in the list and confirm there is a matching **FACTS Party ID**.
  - Click on the **Create New Party** button if a match does not appear in the list.
28. Click on the **Link to Case** button.
  - The status message at the bottom left-hand corner of the screen will change to **Done** after the case is linked.
29. Click on the **Review Results** button or the **Results** tab to advance.

**SELECT FILTERS**

Last Name \* First Name, MI **LAST** **FIRST** Suffix: SSN: Date of Birth:

Search Within:  Names  Maiden Names  Other Names Used DCN: Race: --SELECT-- Gender: --SELECT--

Docket: Party ID: County: --SELECT-- **Q Find**

**SRICH - NJKIDS MEMBER SEARCH**

**NJKIDS** **FACTS** **Results**

This page shows information that is different between your selections on NJKIDS / FACTS Search results and the information provided by the applicant.

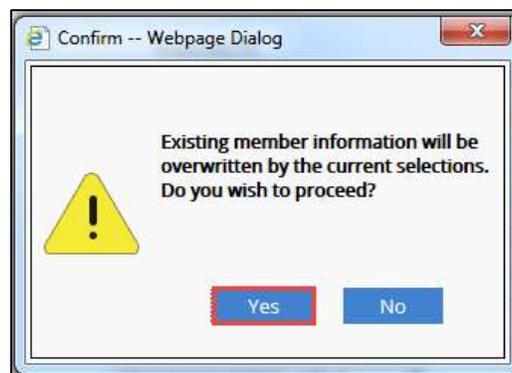
**You Selected**

	From NJKIDS	From FACTS	From Application
DCN	<input checked="" type="checkbox"/> XXXXXXXX	<input type="checkbox"/> XXXXXXXX	<input type="checkbox"/> XXX-XX-XXXX
Party	<input type="checkbox"/> XXXXXXXX	<input checked="" type="checkbox"/> XXXXXXXX	<input type="checkbox"/> XXX-XX-XXXX
			<input type="checkbox"/> X - OTHER
			<input type="checkbox"/> F - FEMALE
			<input type="checkbox"/> ADDRESS 3

**Complete Member Clearance** **Cancel**

**Figure 10: NJKiDS Member Search, Results tab**

30. Review the information on the **Results** tab and compare it with the data s provided on the referral (figure 10).
31. Click on the **Complete Member Clearance** button.
  - A pop-up message asks to confirm the action of overwriting the existing member information (figure 11). This pop-up will appear only if the member was previously linked to a **DCN** or **Party ID**.



**Figure 11: Confirm pop-up**

32. Click on the **Yes** button (figure 11).

- The system will return to the **NCP** tab of the **CCRT** screen (figure 12).

Figure 12: Create New Case, NCP tab

- Review the information displayed on the **NCP** tab, and confirm that the data matches the information on the referral (figure 12).
  - If the **NCP Address Information** does not match the address on the referral, the change must be made on the **Address History** page.
- Click the **Update** icon to save the data.

## Dependent Tab

If there are multiple dependents on the case, first complete this tab with the oldest child's information.

- Click the **Dependent** tab (figure 13).

<p><b>NOTE</b></p> 	<p>If there are multiple dependents on the case, begin with the oldest child's information and then repeat the steps for each subsequent dependent.</p>
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Figure 13: Create New Case, Dependent tab

36. Click the drop-down arrow located at the end of the row to expand the dependent's information.
37. Click on the **Search** button.
  - A search pop-up window opens (figure 14).

Cases in ACSES	Name	Name Type	Reliability	SSN OOB	Gender	DCN Party ID	Address
<a href="#">Link to Case</a>	LAST FIRST	NAME	100%	011-86-8314 02/11/1998	M - MALE	62543121 80196027	ADDRESS 1
<a href="#">Link to Case</a>	LAST FIRST	NAME	73%	635-28-0564 12/05/1978	M - MALE	62532108 P0137916	3720 99TH ST APT D1 LAKEWOOD, NJ 08701-1364
<a href="#">Link to Case</a>	LAST FIRST	NAME	73%	148-34-7849 06/03/1949	M - MALE	61336717 P0014520	300 S STATE ST FL 5 BAYVILLE, NJ 08721-12632
<a href="#">Link to Case</a>	LAST FIRST	NAME	73%	136-68-5634 03/01/1962	M - MALE	62551900 L0120555	501 W 2ND ST JACKSON, NJ 08527-78058
<a href="#">Link to Case</a>	LAST FIRST	NAME	73%	155-23-2615 04/10/2008	M - MALE	63414149	

Figure 14: CCRT screen, search pop-up, NJKIDS tab

38. Remove data from the **SSN** and **Date of Birth** fields (figure 14).
39. Click on the **Find** button.
40. Examine the results in the list and confirm that there is a matching **NJKiDS Member**.
  - Compare the SSN and date of birth with the information provided on the paper referral.
  - Click the **Create New DCN** button if a match does not appear in the list.
41. Click on the **Link to Case** button.
  - The status message at the bottom left-hand corner of the screen will change to **Done** after the case is linked.
42. Click on the **Review FACTS** button or the **FACTS** tab to advance.

**SELECT FILTERS**

Last Name, First Name, MI:  Suffix:  SSN:  Date of Birth:

Search Within:  Names  Maiden Names  Other Names Used

DCN:  Race:  Gender:

Docket:  Party ID:  County:

**SRCH - NJKiDS MEMBER SEARCH**

Select to add:

**LAST FIRST**

Select from FACTS Party Matches for JONES (Dependent in Application)

	Name	SSN	DOB	Gender	DCN	Party ID	Address
<input type="button" value="Link to Case"/>	LAST FIRST	000 00 0000	12/27/2006	M - MALE	90006234	J0146545	ADDRESS 1
<input type="button" value="Link to Case"/>	LAST FIRST	000 00 0000	07/06/1996	M - MALE	J0062770		479 MARKET STREET, APT. B PATERSON NJ 075010000
<input type="button" value="Link to Case"/>	LAST FIRST	999 03 3796	07/18/1994	F - FEMALE	J0053374		16 A PHILADELPHIA VILLAGE EGG HARBOR NJ 0821500
<input type="button" value="Link to Case"/>	LAST FIRST	999 45 4271	10/04/1994	F - FEMALE	J0081794		1234 SALEM ROAD PLAINFIELD NJ 070600000
<input type="button" value="Link to Case"/>	LAST FIRST	999 11 4958	08/21/2018	F - FEMALE	J3576945	J0108480	DIVISION OF YOUTH & FAMILY SERVICES ATLANTIC CIT

Figure 15: NJKiDS Member Search, FACTS tab

43. Remove data from the **SSN** and **Date of Birth** fields (figure 15).
44. Click on the **Find** button.
45. Examine the results in the list and confirm that there is a matching **FACTS Party ID**.

- In this example, a match does not exist. When there is no match in the list, click on the **Create New Party** button.
  - If a match does exist, click on the **Link to Case** button.
46. Click on the **Review Results** button or the **Results** tab to advance.

The screenshot shows the 'Results' tab of the NJKiDS Member Search interface. It features a comparison table with three columns: 'From NJKiDS', 'From FACTS', and 'From Application'. The 'From NJKiDS' column has a checkmark next to the Party ID 'R019602?'. The 'From Application' column has a checkmark next to 'M- MALE'. At the bottom of the interface, there are two buttons: 'Complete Member Clearance' and 'Cancel'.

Figure 16: NJKiDS Member Search, Results tab

47. Review the information displayed on the **Results** tab and confirm that the data matches the referral (figure 16).
- In the previous step of this example, a matching **FACTS Party ID** did not appear in the list of results. On the **Results** tab, a **Party ID** is displayed in the **From NJKiDS** column. If this is the correct **Party ID**, click the box next to the field to add a check mark.
48. Click on the **Complete Member Clearance** button.
- The system will return to the **Dependent** tab of the **Create New Case** screen (figure 17).

Figure 17: Create New Case, Dependent tab

49. Review the information displayed on the **Dependent** tab and confirm that the data matches the information provided on the paper referral (figure 17).
50. In the **Other Information** section, make the following selections:
  - a. In the field titled **What is CP's relationship with this Dependent?\***, select **NOR-No Relation** from the list of values.
  - b. In the field titled **What is the NCP's relationship with this Dependent?\***, select the appropriate response from the list of values.
51. Click on the drop-down arrow in the **PA Type** field, and select the appropriate type of foster care from the list.
  - The **PA Type** is located on the paper referral from the DCP&P.
52. Enter the NJSPIRITS case ID number in the **PA Number** field.
  - This number should consist of eight digits. If the case ID number is less than eight digits, pre-fill the number with a "0." If the pre-filled number is rejected, contact the DCP&P to obtain a valid eight-digit number.
53. Enter the **Date of Placement** from the referral in the **Start Date** field.
54. Click the **Modify** icon to save the date (figure 17).
  - The system will return to the **Dependent** tab of the **CCRT** screen.
  - Steps 35-53 must be completed for each dependent.

## Case Tab

55. Click on the **Case** tab.

The screenshot shows the CCRT Case tab interface. At the top, there are navigation buttons: New, Update, and Clear. Below that, the breadcrumb trail is: Case Initiation > Case Processing > Case Creation > Create New Case. The form includes fields for Application ID (1001108158), CP Last Name, First Name, MI (DCF - CENTRAL OFFICE), and TRENTON. A tabbed interface at the top has 'Case' selected and highlighted with a red box. Below the tabs, there are fields for Cooperation (SELECT), Referral Source (D - DCF), Referral Date (2/19/2019), Cooperation Date, and Med Ent Only (checkbox). A table lists existing cases with columns: DCN, Name, Case Relationship, Dependent Relationship CP, Dependent Relationship NCP, Member Status, and Family Violence. The table contains three rows: 62543121 (LAST FIRST, A - NON CUSTODIAL PERSO, ACTIVE, Y - YES), 99999999 (DCF - CENTRAL OFFICE, C - CUSTODIAL PERSON, ACTIVE, N - NO), and 83451004 (LAST FIRST, D - DEPENDENT, NOR - NO RELATION, MNR - BIOLOGICAL MOTHER, ACTIVE, N - NO). Below the table, there are fields for Applicant (C - CUSTODIAL PERSON), App Requested Date, App Sent Date, App Returned Date, App Signed Date (2/19/2019), Service Requested (F - FULL CHILD SUPPORT SERVICES), Application Fee (SELECT), and Application Fee Date. At the bottom, there is an 'Update Worker' field (TRAINER003) and a 'Date Updated' field (02/19/2019). A 'CREATE NJKiDS CASE' button is located at the bottom right.

Figure 18: CCRT screen, Case tab

56. Click the drop-down arrow in the **Case Type** field and select the appropriate type of foster care (figure 18).
57. Click the drop-down arrow in the **Client Litigant Relationship** field and select **IP-Interested Party**.
58. Click the drop-down arrow in the **Referral Source** field and select **D-DCF**.
59. Enter the date the referral was received from the DCP&P in the **Referral Date** field.
60. Click the drop-down arrow in the **Applicant** field and select **C-Custodial Person**.
61. Click the calendar icon in the **App Signed Date** field and select the date of placement for the child.
62. Click the drop-down arrow in the **Service Requested** field and select **F-Full Child Support Services**.
63. Click the **Modify** icon to save the data.
64. Click on the **Create NJKiDS Case** button (figure 18).

- A **Confirm** pop-up window opens and displays the message shown in figure 19.

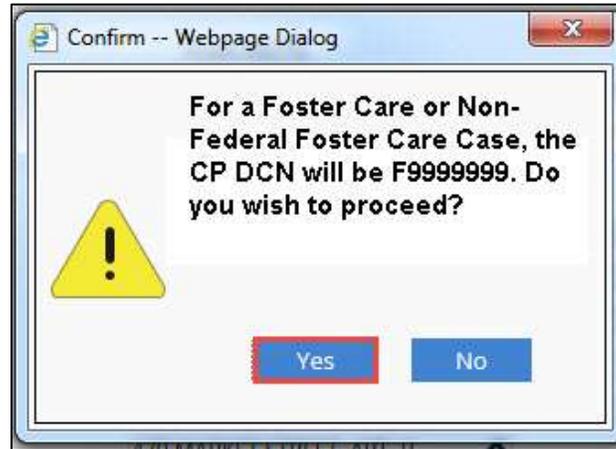


Figure 19: Confirm pop-up window

65. Click on the **Yes** button (figure 19).
- The system will display an **NJKiDS Case Created** pop-up box (figure 20). The CP, NCP, and Dependent's **Name** and **DCN** will be listed.
  - If the County Welfare Agency maintains a log book of the referrals received from DCP&P, record the information from the **NJKiDS Case Created** pop-up box.
  - An **Application ID** number will be assigned by the system.

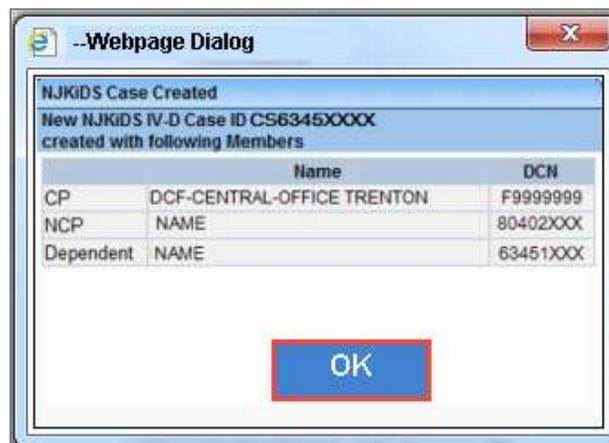


Figure 20: NJKiDS Case Created pop-up

66. Click on the **OK** button.
  - The **NJKiDS Case Created** pop-window will close, and the system will return to the **CCRT** screen.
67. Navigate to the **Update IV-D Member Program History** page (figure 21).

## Update IV-D Member Program History Page

Begin Date	End Date	Program Type	Reason	CF Name	IV-A / IV-E Case ID	IV-A / IV-E Member ID	IV-D Case ID	Worker	Date Updated
09/13/2018		J - NON FEDERAL	PA - ADDED	DCF - CENTRAL	1348600X	1519300X	C591403150A	TRAINER005	09/13/2018
		--SELECT--							
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Figure 21: MHS screen, Modify Member Program History

68. Enter the oldest dependent's DCN in the **DCN** field.
69. Click on the **Find** button.
  - If data in the grid is not end-dated, update the **End Date** column and click the **Update** icon.
70. Enter the **Date of Placement** from the referral in the **Begin Date** column.
71. Click the drop-down arrow in the **Program Type** field and select the appropriate foster care value.
  - The selection should correspond with the previous selections made on the **Dependent** and **Case** tabs.

72. Click the drop-down arrow in the **Reason** field and select **PA-Added Participant**.
73. Enter the foster care member number in the **IV-A/IV-E Member ID** column.
74. Click the **update** icon to save the data.
  - **Update successful** will appear at the bottom left-hand corner of the screen.
  - Modify the member program history for each member on the case.

<p><b>HINT</b></p> 	<ul style="list-style-type: none"><li>• Navigate to the <b>Member Demographics</b> page. Review and, if necessary, update the information for each member listed.</li><li>• Navigate to the <b>Address History page</b> and review the NCP's information. Confirm that no address is listed for the child. This section should remain blank because the child is in the custody of the DCP&amp;P.</li></ul>
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