

SELECT FILTERS

Case ID * CS709083334 [Print Court Summary Report](#) [Find](#)

Case Initiation > Case Processing > General > Case Initiation Processes

CP: 70908333 SEALE NICHOLE Case Type: NPN - FORMER ASSISTANCE Office: 071 - CARDEN PROBATION Confidential: N - NO
NCP: 02948726 LOZADA JERMAINE Case Status: D - OPEN Interstate: N - INSTATE Family Violence: N - NO
Case Title: PLAINTIFF VS DEFENDANT N/A / N/E Case ID: C191050004 * Docket: FD-04-002956-02 *

Home > Case Initiation Process(Active)

Source Type	Source Name	Reference Type	Reference ID	Update Status	Update Reason	Last Post	View
<input type="checkbox"/> C - CUSTODIAL RIGHTS	SEALE NICHOLE			START - START	WV - WORKER RUT	Remedy started on 02/21/2019 Initial Order view By TRANEE1005 on 02/21/2019 12:14:48 PM	

Figure 2: Case Initiation Processes (Active)

3. Click the **magnifying glass** icon in the **View** column (on the right side of the screen) to open the **Activity List View** (figure 3).

The screenshot displays a web application interface for Case Initiation Processes. At the top, there are navigation buttons (New, Home, Search, Clear) and a warning message: "This system may contain Federal Tax Information". Below this is a "SELECT FILTERS" section with a Case ID field containing "CS7998553A" and a "Print Court Summary Report" button. The main content area shows case details: CP: J0608333 SEALE, NICHOLE; NCP: 02048725 LOZADA, JERMAINE; Case Title: PLAINTIFF VS DEFENDANT. Case Type: NPN - FORMER ASSISTANCE; Case Status: O - OPEN; Office: 071 - CAMDEN-PROBATION; Interest: N - INSTATE; Confidential: N - NO; Family Violence: N - NO. Below the details are tabs for "List View", "Process History", "Graphic View", and "Plan View". A table titled "Displaying All Activities" lists various case activities with columns for Group, Action, Status, Started On, Due On, Updated On, and Days Elapsed. The "INITIAL INTERVIEW" activity is highlighted in blue and has a status of "IN PROGRESS". Other activities include "CASE DOCUMENTS", "RECORD RELIEFS", "AWAIT CP RESPONSE", "NON-COOPERATION / GOOD CAUSE EXEMPTION", and "LITIGATION VERIFICATION". A legend at the bottom indicates "In Progress" (blue), "Completed" (green), and "Remedy Closed" (red).

Group	Action	Status	Started On	Due On	Updated On	Days Elapsed
INITIAL INTERVIEW	Initial Interview	IN PROGRESS	02/21/2019	02/22/2019		0
CASE DOCUMENTS	Generate Specialized Case Documents					0
RECORD RELIEFS	Record Reliefs					0
AWAIT CP RESPONSE	Await CP's 1st Response to WFM - Notice of Cooperation					0
NON-COOPERATION / GOOD CAUSE EXEMPTION	Evaluate for Non-Cooperation / Good Cause Exemption					0
LITIGATION VERIFICATION	Await Litigation Verification					0

Figure 3: Case Initiation Processes

4. Double-click on the blue **In Progress** line for Initial Interview (figure 3).
 - **Update Activity View** opens.

The screenshot displays the 'Update Activity View' for Case ID C370901334. The case involves CP 70908333 (SEALE NICHOLE) and NCP 03049725 (LOZADA JERMAINE). The case type is NPN - FORMER ASSISTANCE, and the status is OPEN. The 'Update Activity' section shows a list of activities with radio buttons. The activity 'CP DID NOT PROVIDE MINIMUM NUMBER OF PIECES OF INFORMATION ABOUT NCP' is selected. A 'Documents' section is visible, showing two generated documents: 'WFNJ - Notice of Initial Cooperation with Child Support - CSP163' and 'WFNJ - Notice of Non-Cooperation Initial Interview - CSP162'.

Figure 4: Update Activity View

5. Based on the discussion with the client, click the radio button next to the appropriate activity from the list in the **Update Activity** section.
 - In the example shown in figure 4, the custodial parent (CP) did not provide the minimum number of pieces of information about the non-custodial parent (NCP). The staff member has clicked the radio button next to **CP Did Not Provide Minimum Number of Pieces of Information**.
6. Click the **Update** icon.
 - Two forms can be generated: WFNJ-Notice of Initial Cooperation with Child Support (CSP163) and WFNJ-Notice of Non-Cooperation Initial IV-D Interview (CSP 162).

CSP163 - WFNJ - NOTICE OF INITIAL COOPERATION WITH CHILD SUPPORT

Generate Document

WFNJ/TANF CSP 163
Rev. 7/07 (Page 1)

WORK FIRST NEW JERSEY CHILD SUPPORT COOPERATION REQUIREMENT
NOTICE OF INITIAL COOPERATION WITH CHILD SUPPORT

MARY WHITE _____ Date: 02/21/2019

_____ WFNJ/IV-A Case Number: C193907004

RR 29 BOX 111E _____ IV-D Case ID: CS00006868A

CLEMENTON, NJ 08021-4927 US _____ Non-Custodial Parent's Name: JOSE TOWNSEND

DEAR **MARY WHITE** _____

State and Federal law require all applicants and recipients of Work First New Jersey (WFNJ) cash assistance and/or Medicaid, to cooperate with the child support agency's efforts to establish parentage and to establish, modify and/or enforce support orders and/or health care coverage , unless there is good cause for not doing so .

This notice is being sent to you to inform you that a determination of initial cooperation with the child support program has been made. Although you provided information when it was requested, it may be necessary for you to provide more information about the non-custodial parent and/or the possible parent of the child(ren) for whom services are being sought. Please see the appropriate section checked below.

IV-D INITIAL COOPERATION STATUS

1. INITIAL COOPERATION SATISFIED AT IV-D INTERVIEW [SEE SECTION 1 BELOW](#)

2. GOOD CAUSE CLAIMED [SEE SECTION 2 BELOW](#)

3. INITIAL COOPERATION SATISFIED, PENDING NEW OR ADDITIONAL INFORMATION AS REQUESTED [SEE SECTION 3 BELOW](#)

Figure 5: CSP 163—WFNJ-Notice of Initial Cooperation with Child Support

7. Review the **WFNJ-Notice of Initial Cooperation with Child Support (CSP 163)** with the CP during the initial interview.
 - This document helps the CWA staff member determine the level of the CP's cooperation.

CSP162 - WFNJ - NOTICE OF NON-COOPERATION INITIAL IVD INTERVIEW Generate Document

WFNJ/TANF CSP 162
Rev.7/07 (Page 1)

WORK FIRST NEW JERSEY CHILD SUPPORT COOPERATION REQUIREMENT

NOTICE OF NON-COOPERATION STATUS

INITIAL IV-D INTERVIEW

_____ Date: 02/21/2019

_____ WFNJ/TANF/IV-A Case Number: C193907004

_____ IV-D Case ID: CS00006868A

_____ Non-Custodial Parent's Name: JOSE TOWNSEND

DEAR MARY WHITE

State and Federal law require all applicants and recipients of Work First New Jersey (WFNJ) cash assistance and/or Medicaid, to cooperate with the child support agency's efforts to establish parentage and to establish, modify and/or enforce support orders and/or health care coverage, unless there is good cause for not doing so.

This notice is being sent to inform you that, you and your family may not be eligible for WFNJ cash assistance and you may also be ineligible for Medicaid, if you fail to cooperate with the child support requirement in accordance with N.J.A.C. 16.4.

IV-D NON-COOPERATION STATUS

YOU DID NOT COOPERATE WITH CHILD SUPPORT REQUIREMENTS AT THE TIME OF THE IV-D INTERVIEW WITH THE CHILD SUPPORT WORKER. AS A RESULT OF YOUR DECISION, YOU AND YOUR FAMILY MEMBERS MAY BE INELIGIBLE FOR WFNJ CASH ASSISTANCE AND YOU MAY ALSO BE INELIGIBLE FOR MEDICAID IN ACCORDANCE WITH N.J.A.C. 10:90-16.4.

Figure 6: CSP 162–WFNJ–Notice of Non-Cooperation Initial IVD Interview

8. If the CP did not provide all of the necessary information regarding the NCP as in this example), generate the **WFNJ-Notice of Non-Cooperation Initial IV-D** (CSP162). (figure 6)
- This document helps the CP understand that he or she must make every effort to cooperate or become ineligible for cash assistance and/or Medicaid.
 - The CP will have 30 days from the receipt of the notice to respond with the necessary information.

SELECT FILTERS

Case ID * C500048884 Print Court Summary Report Find

Case Initiation > Case Processing > General > Case Initiation Processes

CP: 0000888 WHITE MARY Case Type: NPA - FORMER ASSISTANCE Office: 075 - CAMDEN-PROBATION Confidential: N - NO
 NCP: 50219738 TOWNSEND JOSE Case Status: O - OPEN Interstate: N - INSTATE Family Violence: N - NO
 Case Title: PLAINTIFF VS DEFENDANT I/A / V-E Case ID: C19907004 * Docket: FD-04-003077-06 *

Home > Case Initiation Process > Activity List View

List View Process History Graphic View Plan View

Displaying All Activities

Group	Action	Status	Start Date	Due Date	Updated On	Days Elapsed
INITIAL INTERVIEW	Vital Interview	COMPLETED	02/21/2019	02/22/2019	02/21/2019	0
CASE DOCUMENTS	Generate Specialized Case Documents					0
RECORD RELIEFS	Record Reliefs					0
AWAIT CP RESPONSE	Await CP's 1st Response to WFNJ - Notice of Cooperation	IN PROGRESS	02/21/2019	02/28/2019		0

Legend: In Progress (blue), Completed (green), Remedy Closed (red)

Figure 7: Activity List View, Await 1st response to Notice of Cooperation

- The activity chain moves to **Await CPs 1st Response to WFNJ-Notice of Cooperation**.
9. If the CP responds within the thirty days, go to the **Activity List View** on the **Case Initiation Processes** page (figure 7).
 10. Double click the blue **In Progress** line for **Await CP's 1st Response**.
 - The **Update Activity View** opens.

Figure 8: Update Activity View, CP Responded with Partial Information

11. In this example, the CP responded with partial information. Click the radio button next to **CP Responded with Partial Information~Await 2nd Response** (figure 8).
12. Click the **Update** icon.
 - The time allotted for the CP to respond with the required information is displayed in the **Time Frames** section in the **Next Activity** fields. In the example displayed in figure 8, the Allotted Time field shows 30 days, and the **Due Date** for the CP's response is 11/16/14.
 - The Notice to Meet Ongoing Child Support Requirements (CSP 164) is generated by the staff member and sent to the CP. This document reminds the CP that important information regarding the NCP is still missing and that he or she has 30 days to provide the information (figure 9).

The screenshot shows a web browser window titled "New Jersey Child Support System - Training -- Webpage Dialog". The main content area is titled "CSP164 - WFNJ - Notice to Meet Ongoing Child Support Requirements". In the top right corner, it says "WFNJ/TANF CSP 164 Rev. 7/07 (Page 1)".

The form is titled "WORK FIRST NEW JERSEY CHILD SUPPORT COOPERATION REQUIREMENT NOTICE TO MEET ONGOING CHILD SUPPORT REQUIREMENTS".

There are several input fields for personal information, including a date field, "WFNJ/IV-A Case Number:", "IV-D Case ID:", and "Non-custodial Parent's Name:". There are also several empty text input fields on the left side.

A paragraph of text states: "State and federal law require all applicants and recipients of Work First New Jersey (WFNJ) cash assistance and/or Medicaid, to cooperate with the child support agency's efforts to establish parentage and to establish, modify and/or enforce support orders and/or health care coverage, unless there is good cause for not doing so."

A red-bordered box contains the following text: "This notice is being sent to you to inform that you and your family may not be eligible for WFNJ cash assistance and you may also be ineligible for Medicaid if you fail to cooperate with child support requirements in accordance with N.J.A.C. 10:90-16.4."

At the bottom, there is a checkbox and the following text: "1. YOU DID NOT RESPOND TO THE FIRST REQUEST FOR INFORMATION CONCERNING THE POSSIBLE PARENT OF THE CHILD(REN) FOR WHOM SERVICES WERE REQUESTED. A REQUEST WAS MADE OF YOU TO PROVIDE ADDITIONAL INFORMATION WITHIN THE 30 CALENDAR DAY PERIOD FOLLOWING YOUR IV-D INTERVIEW HELD ON [calendar icon] ."

Figure 9: CSP 164, WFNJ–Notice to Meet Ongoing Child Support Requirements

SELECT FILTERS

Case ID * CS0006884 Print Court Summary Report Filter

Case Initiation > Case Processing > General > Case Initiation Processes

CP: 0006888 WHITE MARY Case Type: NFA - FORMER ASSISTANCE Office: 071 - CAMDEN PROBATION Confidential: N - NO
 INCP: 5021K718 TOWNSEND JOSE Case Status: O - OPEN Interstate: N - INSTATE Family Violence: N - NO
 Case Title: PLAINTIFF VS DEFENDANT IV-A / IV-E Case ID: C183907004 * District: FD-04-003077-06 *

Home > Case Initiation Process > Activity List View

List View Process History Graphic View Plan View

Displaying All Activities

Group	Action	Status	Started On	Due On	Updated On	Days Elapsed
AWAIT CP RESPONSE	Await CP's 1st Response to WFA - Notice of Cooperation	COMPLETED - CP RESPONDED WITH PARTIAL INFORMATION - Await CP's 2nd Response - 30 days from the CSP-164	02/21/2019	03/23/2019	02/21/2019	0
NON-COOPERATION / GOOD CAUSE EXEMPTION	Evaluate for Non-Cooperation / Good Cause Exemption					0
LOCATION VERIFICATION	Await Location Verification					0
AWAIT CP RESPONSE	Await CP's 2nd Response - 30 days from the CSP-164	IN PROGRESS	02/21/2019	03/23/2019		0
CP'S APPOINTMENT	Await CP's Appointment					0

In Progress Completed Remedy Closed

Figure 10: Case Initiation Processes page, Activity List View, Await CP's 2nd Response

13. The activity chain advances to **Await CP's response~30 days from the CSP 164**. When the CP responds, double-click the blue **In Progress** line
 - The **Update Activity List View** opens (figure 11).

The screenshot displays the 'Update Activity View' for Case ID C30000688A. The case details include CP 00006868 WHITE MARY, Case Type NFA - FORMER ASSISTANCE, Office 071 - CAMDEN-PROBATION, and Case Status O - OPEN. The 'Update Activity' section is active, showing a list of radio buttons for selecting an activity to update. The selected activity is 'CP RESPONDED WITH THE NECESSARY ADDITIONAL INFORMATION - Generate Specialized Case Documents'. Below this, there are 'Time Frames' for 'Current Activity' and 'Next Activity', each with fields for Allotted Time, Start Date, Due Date, Alert Date, and Action Date.

Figure 11: Case Initiation Processes page, Update Activity View, CP Responded

14. Click the radio button next to **CP Responded with the Necessary Additional Information~Generate Specialized Case Documents**.
15. Click the **Update** icon.
 - The **Activity List View** opens (figure 12).

Case ID: CS0006864

Print Court Summary Report

Case Initiation > Case Processing > General > Case Initiation Processes

CP: 0006868 WHITE MARY Case Type: NPA - FORMER ASSISTANCE Office: 071 - CAMDEN-PROBATION Confidential: N - NO
 NCP: 90219718 TOWNSEND JOSE Case Status: 0 - OPEN Interstate: N - INSTATE Family Violence: N - NO
 Case Title: PLAINTIFF VS DEFENDANT N/A / N/E Case ID: C19390704 Docket: FD-04-003077-06

Home > Case Initiation Process > Activity List View

List View Process History Graphic View Plan View

Displaying All Activities

Group	Action	Status	Started On	Due On	Updated On	Days Elapsed
INITIAL INTERVIEW	Initial Interview	COMPLETED: CP DID NOT PROVIDE ADEQUATE NUMBER OF PAGES OF INFORMATION ABOUT NCP - Await CP's 1st Response to WFFig - Notice of Cooperation	02/21/2019	02/22/2019	02/21/2019	0
CASE DOCUMENTS	Generate Specialized Case Documents	IN PROGRESS	02/21/2019	02/22/2019		0
RECORD RELIEFS	Record Reliefs					0
AVOID CP'S 1st RESPONSE	Avoid CP's 1st Response to WFFig - Notice of	COMPLETED: CP RESPONDED WITH PARTIAL INFORMATION	02/21/2019	02/21/2019	02/21/2019	0

Figure 12: Case Initiation Processes page, Activity List View, Generate Specialized Case Documents

16. Double-click the blue In Progress line, **Generate Specialized Case Documents**.

- The Update **Activity View** appears (figure 13).

Figure 13: Case Initiation Processes, Update Activity View, Generate Specialized Case Documents

17. Click on the radio button next to **Generate TANF Case Documents~Await Location Verification** (figure 13).
18. Click the **Update** icon.
 - Five documents are generated and the staff member distributes them appropriately.

NOTE



The number and type of documents displayed on the **Update Activity View** depends on the selection made in the **Update Activity** section.

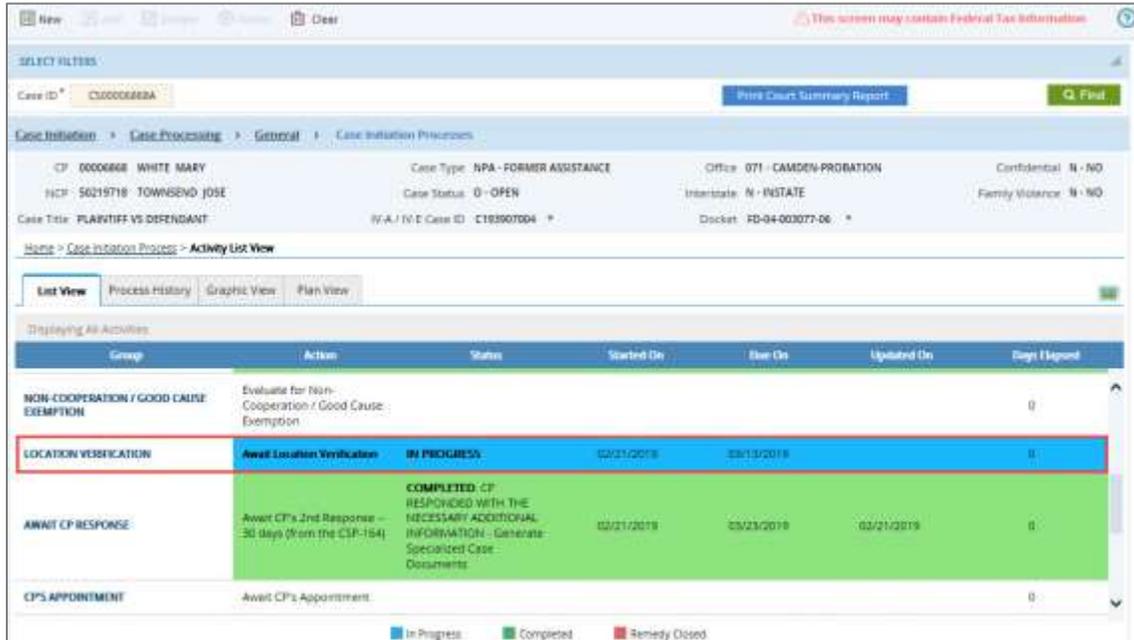


Figure 14: Activity List View, Await Location Verification

- The activity chain moves to **Await Location Verification**.