

Handout 5: Processing Payment Forwarding

Payment Forwarding is a one state process (unless requested in conjunction with another service). In order to complete the required Transmittal #3 form, you will need to know how to locate certain information on NJKiDS.

Updating the Transmittal #3 – Request For Assist/Discovery

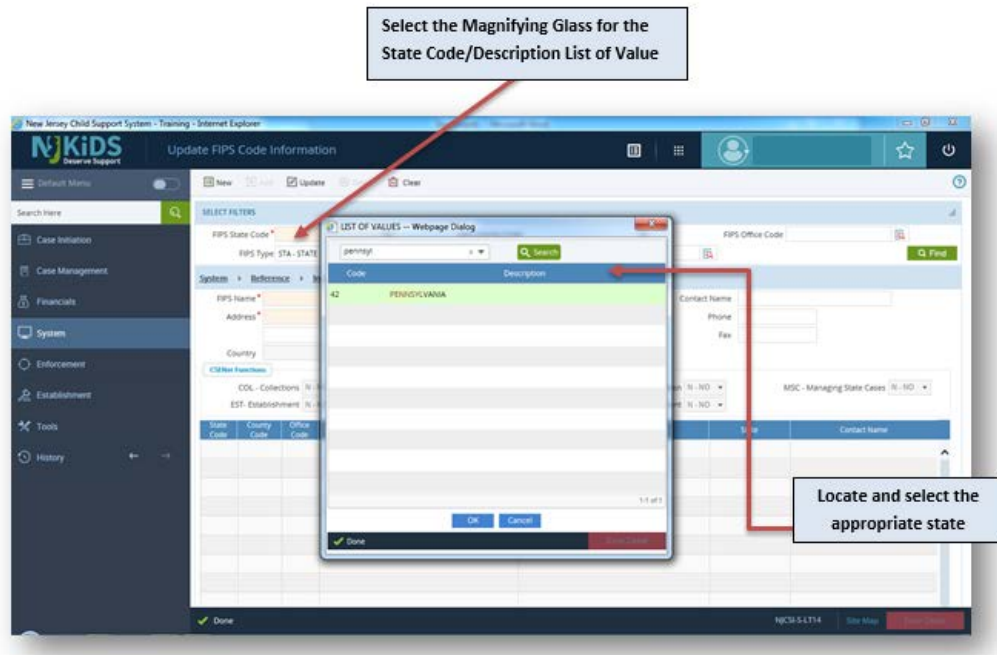
The diagram illustrates the components of the CHILD SUPPORT ENFORCEMENT TRANSMITTAL #3 - REQUEST FOR ASSISTANCE/DISCOVERY form. Red boxes with arrows point to specific fields on the form:

- FIPS of the State Assisting with Payment Forwarding**: Points to the **Assisting State** field.
- Case Type**: Points to the **IV-D Case** section, which includes checkboxes for TANF, IV-E Foster Care, Medicaid Only, Former Assistance, and Never Assistance.
- Other State Central Registry**: Points to the **To: (Agency Name and Address)** field.
- Assisting State**: Points to the **Assisting State** field.
- County Office**: Points to the **From: (Agency Name and Address)** field.
- Indicate the method of communication to the other state and any nondisclosure findings**: Points to the **NOTE** section, which includes checkboxes for Nondisclosure Finding/Affidavit attached, This form sent through EDE, and This request or information sent through CSENet.
- FIPS of the State Requesting Payment Forwarding**: Points to the **Requesting State** field.
- Requesting State**: Points to the **Requesting State** field.

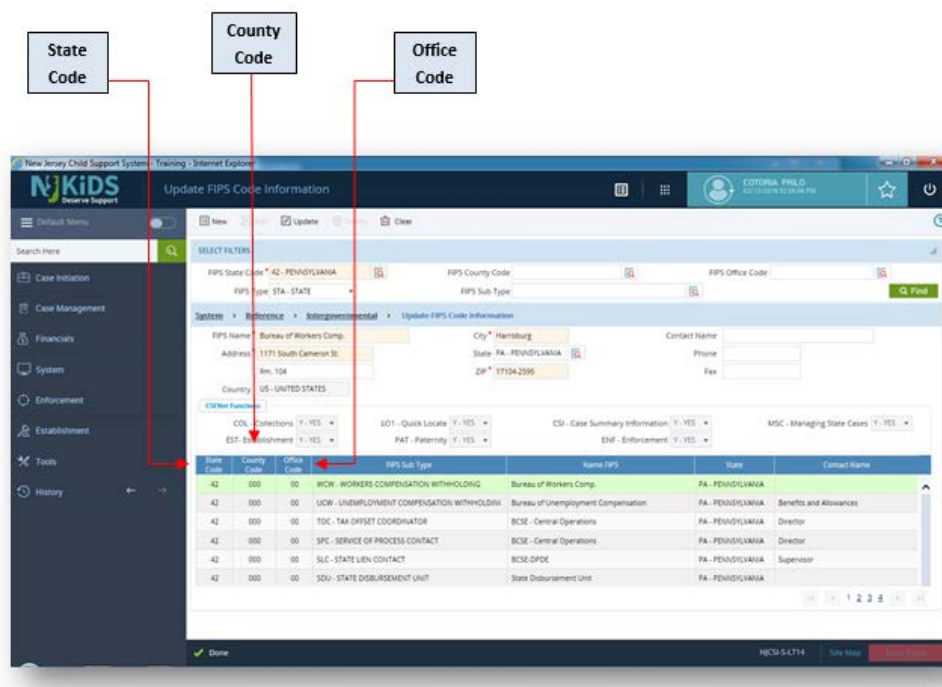
The form itself contains the following sections:

- CHILD SUPPORT ENFORCEMENT TRANSMITTAL #3 – REQUEST FOR ASSISTANCE/DISCOVERY**
- The information on this form may be disclosed as authorized by law.**
- If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.**
- Child Support Agency Confidential Information Form Attached**
- Petitioner: Legal Name (first, middle, last, suffix)**
- Tribal Affiliation (if applicable)**
- Respondent: Legal Name (first, middle, last, suffix)**
- Tribal Affiliation (if applicable)**
- To: (Agency Name and Address)**
- From: (Agency Name and Address)**
- NOTE:**
 - ☐ Nondisclosure Finding/Affidavit attached
 - ☐ This form sent through EDE
 - ☐ This request or information sent through CSENet
- Assisting Locator Code:** [] State []
- Assisting Case Identifier:** []
- Assisting Tribunal Number:** []
- Requesting Locator Code:** [] State []
- Requesting IV-D Case Identifier:** []
- Requesting Tribunal Number:** []
- File Stamp**

When initiating a payment forwarding request, the **Assisting Locator Code** will be the FIPS code of the other state. The **Requesting Locator Code** will be New Jersey's FIPS code (3400000). This information can be found on the Federal Information Processing Standards (FIPS) screen, **View FIPS Code Information** Screen Function in NJKiDS.



The FIPS information for the selected state will populate on the screen. The 2-digit **State Code**, 3-digit **County Code** and 2-digit **Office Code** will make up the FIPS/Locator Code for the state.



The remaining fields on the Transmittal #3 pertain to the services being requested by the initiating agency. You must select option 11 on the Transmittal 3 to request payment forwarding. On outgoing requests, this will notify the other state to forward payments to the New Jersey Family Support Payment Center (**NJFSPC**). The Payment Locator Code for New Jersey (3400) must be entered along with the state.

The image shows a screenshot of a form titled "Section I. Action:". The form contains several sections with checkboxes and text input fields. Red arrows point from three callout boxes to specific parts of the form:

- Indicate the required supporting documents**: Points to the "Copy of:" section where "Support order(s)", "Must be certified", "Payment record(s)", and "Must be certified" are checked.
- For Payment Forwarding you must select Option #11 on the Transmittal #3**: Points to option 11, "Forward payments received by your agency's SDU to the requesting agency's SDU for disbursement."
- New Jersey's Payment Locator Code is 3400**: Points to the "Payment Locator Code" field, which contains the value "3400".

The form also includes other options (2-7) for limited services and options (8-10) for payment processing actions. The "Send payments to:" field is filled with "NJFSPC, PO Box 4880, Trenton, NJ 08650-4880".