

**AUGUST RELEASE**  
**CHILD SUPPORT ENFORCEMENT MANUAL**  
 TRANSMITTAL LETTER 4/18

August 01, 2018

TO: CUSTODIANS OF CHILD SUPPORT ENFORCEMENT MANUAL  
 FROM: STEVE H. FISHER, ADMINISTRATOR  
 SUBJECT: CHILD SUPPORT ENFORCEMENT MANUAL CHANGES

<b>Material Transmitted</b>	<b>Material Superseded</b>
<b>Chapter 200 – Table of Contents – 2 pages</b>	<b>Chapter 200 – Table of Contents – 2 pages</b>
<b>Chapter 200 - Case Processing – 29 pages</b>	<b>Chapter 200 - Case Processing – 28 pages</b>
<b>Exhibit 200-10 - Federal Requirement Time Frames – Locate – 1 page</b>	<b>Exhibit 200-10 - Federal Requirement Time Frames – Locate – 1 pages</b>
<b>Exhibit 200-11 - Case Closure Matrix – 1 page</b>	<b>Exhibit 200-11 - Case Closure Matrix – 1 page</b>
<b>Chapter 600 – Table of Contents – 3 pages</b>	<b>Chapter 600 – Table of Contents – 3 pages</b>
<b>Chapter 600 – Enforcement of Obligations Section 602.2(C) – 1 page</b>	<b>Chapter 600 – Enforcement of Obligations Section 602.2(C) – 1 page</b>
<b>Exhibit 500-2 – 1 page</b>	<b>Exhibit 500-2 – 1 page</b>
<b>Exhibit 600-23 – 1 page</b>	<b>Exhibit 600-23 – 0 pages</b>

Manual Section	BACKGROUND & EXPLANATION of policy changes/clarifications/updates for January 2018	Obsolete PT, P&P, PUT or IM
<b>Chapter 200 Table of Contents</b>	Document updated to reflect section title changes throughout chapter.	
<b>SEM200 Case Processing</b>	Code of Federal Regulation references updated to match new 45 CFR requirements and grammatical corrections made throughout chapter.	
<b>200.1(C) – Required Documentation</b>	Updates language to remove requirement for hard copies of documents if the case record is stored electronically.	
<b>202 NA Cases</b>	Statement regarding limited services removed.	
<b>203 Public Assistance Cases</b>	Name and Exhibit number added for NCP Form.	
<b>203.2 Exchange of Information</b>	Obsolete form reference deleted.	
<b>205(B) CST Non-cooperation</b>	CFR reference updated.	
<b>206 Medical Support</b>	Minor labguage additions for clarification purposes, and references update.	
<b>210 Continued Support Enforcement Services</b>	Form name added for clarification.	
<b>211 Reciprocity With Foreign Countries</b>	Updated to International Child Support. Outlines criteria for identifying cases for referral to or acceptance from countries with which reciprocity exists or are signatories to the Hague Convention. Link to federal reference materials and international forms provided.	
<b>211(A)New Hague Convention</b>	New subsection 211(A) added to provide information on the Hague Convention. Link to The Hague Conference on Private International Law added to provide additional reference for case managers.	
<b>211(B)New Foreign Reciprocating Countries</b>	New subsection 211(B) added defining foreign reciprocity.	
<b>211(A) Old 211(C)New Countries In Which Reciprocity Exists</b>	Section moved from 200(A) to 200 (C).	
<b>211(B) Old 211(D) New Reciprocal Country Procedures</b>	Section moved from 200(B) to 200 (D). New language added to clarify that Mexican citizenship must be verified and documented.	
<b>211(C) Old</b>	Deleted - obsolete.	
<b>212(B) Old Interstate Case Processing</b>	Subsection renamed to Intergovernmental Case Processing to mirror federal language. Link to the approved UIFSA forms updated.	
<b>213 Review and Adjustment</b>	State Regulation updated to reflect changes adopted 12/5/17	
<b>213.3 Review and Adjustment Procedures</b>	Language is added providing clarification that either party may pursue a modification on their own when it is determined the order does not meet CSEP standard for adiustment.	

213.4(B)(I)(a)	Language removed requiring order to be enforced in Nevada.	
213.6(E)	Subsection added to provide definition for incarceration.	
214.1 Case Closure Criteria	CFR references renumbered throughout section to coincide with federal changes.	
214(A)(I)	New language providing latitude to provide IVD services in certain case circumstances that otherwise meet closure criteria.	
214(B)	Incorporates revised federal regulations mandating that documentation supporting the closure decision must be maintained in the case record. Clarification added that closed IVD cases must be kept for at least three years.	
214.I(A) No Current Support Obligation and No Continued Services	Requirement added that a case may be closed when the criteria for NCA closure are met and no payments have been received in the last 60 days as outlined in CSEP IM # 08-17.	<b>CSEP IM 08-17</b>
214.I(D)(3)	Incorporates minor federal technical change.	
214.I(E) Unable to Locate	Language added to clarify that a case that was previously closed under the Unable To Locate criteria does not need to be reopened if an investigation completed within 20 calendar days of application or referral reveals no new information. Cases are required to be reopened if the assessment does not take place within the 20-day timeframe.	
214.I(E)(I)	Closure requirement changed from a three-year period to a two-year period when there is sufficient information to initiate locate efforts. Change reflects updated federal requirements.	
214.I(E)(2)	Closure requirement changed from a one-year period to a six-month period when there is insufficient information to initiate locate efforts. Change reflects updated federal requirements.	
214.I(E)(3)	Option added to allow closure when there is sufficient information to initiate locate efforts but the Social Security is unverifiable.	
214.I(F) NCP is Institutionalized, Incarcerated, Disabled, or in Long-Term Care	Language removed regarding NCP assets. New text incorporating revised federal regulations and state policy: <ul style="list-style-type: none"> <li>• Removes the possibility of parole as a condition for closing a case when the NCP is incarcerated for duration of the child's minority.</li> <li>• Clarifies a case may be closed when the NCP's incarceration extends past the child's emancipation.</li> </ul> Adds requirement that a NCP must have no income or assets above the "subsistence level" for a case to be eligible for closure. <ul style="list-style-type: none"> <li>• New policy defining "subsistence level" as the federal poverty guideline for the purposes of case closure.</li> <li>• Authorizes case closure when the children are emancipated, and the NCP has entered long-term care and has no income or assets subject to seizure.</li> <li>• New policy mandating case closure when the NCP's sole source of income is Supplemental Security Income (SSI) payment or concurrent SSI and Social Security Disability Insurance (SSDI) benefits.</li> </ul>	
214.I(F)(2) New	Long-term case added as a qualifier for INC closure when NCP has no income or assets available. (Subsequent elements re-numbered)	
214. I(F)( 4)	Language added to reflect a case may close when an NCP is receiving only SSI benefits or SSI in conjunction with SSDI benefits and this is their sole source of income.	
214.I(G)(4)	Language added to clarify that locate actions must be taken and at least one interview with the CST must be completed prior to FOR closure.	

<b>214.I(I) Recipient of Services Requests Case Closure</b>	Language added reiterating that when an NCP submits an application for child support services, they are considered the recipient of services and may request closure. The CST must be notified of the pending closure and given the opportunity to request continued services.	
<b>214. I(K)(I)</b>	New federal requirement added that at least two different methods must be used to attempt to contact a non-assistance recipient of services prior to LOC case closure.	
<b>214.I(L)(I)</b>	Subsection updated to reflect changes in requirements for obtaining medical support information from a recipient of services.	
<b>214.I(N)</b>	Clarifies that a responding jurisdiction must advise the initiating jurisdiction when a case has been closed at the initiating jurisdiction's request even though a 60-day case closure notice is not required.	
<b>214.6(1)</b>	Requirement for closure documentation reworded for clarification.	
<b>216(B)</b>	Definitions related to Intergovernmental case processing added or updated.	
<b>Exhibit 200-10 Federal Requirement Time Frames - Locate</b>	Updated "interstate" to intergovernmental to mirror new federal language.	
<b>Exhibit 200-11 Case Closure Matrix</b>	5 CFR references updated throughout document. Unable to Locate closure codes updated. Long Term Care option added to INC closure criteria.	
<b>602.2(C)</b>	New clarifying and explanatory language regarding the Consumer Credit Protection Act (CCPA) with respect to income withholding.	
<b>602.2(C)(4)</b>	New language explaining what types of lump-sum payments are subject to CCPA limitations.	
<b>Exhibit 500-2</b>	Annual update of Presumptive Maximum Amounts of Child Support to reflect changes made pursuant to NRS 125B.070	
<b>Exhibit 600-23</b>	New exhibit listing examples of lump-sum payments and which types are subject to CCPA limits.	
<b>TOC 600</b>	Conforming changes.	

Effective Date – August 1, 2018

Instructions for Manual Maintenance -- Replace superseded pages (37) with transmitted pages (39).