

Guidelines for  
Child Support Incentive Fund (CSIF) Grant Recipients

Department of Family Administration  
Administrative Office of the Courts  
Maryland Judiciary

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Department of Family Administration  
Administrative Office of the Courts  
Maryland Judicial Center  
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## Child Support Incentive Fund (CSIF) Grants

The Department of Family Administration (DFA) at the Administrative Office of the Courts (AOC) offers Child Support Incentive (CSIF) Grants to support programs that enhance the Maryland Judiciary's effectiveness in establishing and enforcing child support orders.

### **A. Source of Funds**

#### **1. Authority**

As an entity that has a Cooperative Reimbursement Agreement with the Maryland Child Support Enforcement Administration (CSEA) and pursuant to Title IV-D (Section 458) of the Social Security Act, the Maryland Judiciary receives Child Support Incentive Funds to support its enforcement efforts. These funds are provided to the state CSEA by the federal Office of Child Support Enforcement as mandated by 42 U.S.C. §358a. The Maryland CSEA passes those funds through to the Maryland Judiciary and other state subdivisions pursuant to 45 CFR 303.52 and COMAR 07.07.11.01.

#### **2. Use of Funds**

All incentive funds are to be used exclusively for enforcement activities approved by the Secretary of Health and Human Services and in accordance with regulations contained in COMAR 07.07.11.05 and OSCE-AT-01-04. (Contained in Appendix A)

Those activities include:

- a. Privatizing and outsourcing of child support enforcement services;
- b. Improving automation capabilities;
- c. Creating public awareness projects;
- d. Developing programs and special projects;
- e. Establishing a performance incentive program to provide incentives for employees;
- f. Assisting in staff development; and
- g. Establishing community outreach programs and activities.

Pursuant to OSCE-AT-01-04, incentive funds can be used for other activities upon approval of the federal Office of Child Support Enforcement, these include but are not limited to:

- a. Fatherhood programs
- b. Education and job programs for non-custodial parents
- c. Programs targeting incarcerated or putative fathers
- d. Teen pregnancy programs

- e. Parenting programs
- f. Mediation or couples counseling
- g. Visitation issue resolution when linked to non-payment of support

## ***B. Application Process***

### **1. Application, Review and Award**

#### **1.1 Notice of Funding Availability (NOFA)**

The NOFA and grant application will be published in the Maryland Registry and posted to the DFA's website. This document will outline the requirements for funding, define the funding term and provide instructions for submitting an application.

#### **1.2 Eligibility**

- a. To be eligible to receive a CSIF Grant, an applicant must be a:
  - 1. Maryland State or local government entity, or
  - 2. Non-profit organization, or
  - 3. Institution of higher education within the state of Maryland.

- b. "Pass-Through" Prohibited

The DFA only awards funds directly to the eligible grantees listed in subsection (a) of this section. Grantees are not permitted to pass through or sub-award funds to another organization (even if the second organization would be eligible to apply for funds under subsection a.).

#### **1.3 Funding Decisions**

- a. Priorities

For best consideration, applicants should demonstrate a need within the community that is to be served and that the program's services will be complimentary to those provided by the court. Incentive Funds must be used to supplement, not supplant funds used by the State to carry out IV-D (child support) program activities.

- 1. Incentive Funds may be used for the following activities:
  - (a) Privatizing and outsourcing of child support enforcement services;
  - (b) Improving automation capabilities;
  - (c) Creating public awareness projects;
  - (d) Developing programs and special projects;

- (e) Establishing a performance incentive program to provide incentives for employees;
- (f) Assisting in staff development; and
- (g) Establishing community outreach programs and activities.

2. Other categories of programs that are considered “non-Title IV-D” that may still be eligible for funding upon the receipt of a written exception by the federal Office of Child Support Enforcement are set forth in OCSE-AT-01-04 and include, but are not limited to:

- (a) Fatherhood programs;
- (b) Education and job programs for non-custodial parents;
- (c) Programs targeting incarcerated or putative fathers;
- (d) Teen pregnancy programs;
- (e) Parenting programs;
- (f) Mediation or couples counseling, and
- (g) Visitation issue resolution when linked to nonpayment of support.

b. Grant Review

Grant applications will be reviewed by a committee of DFA staff members and members of the Child Support Incentive Fund Committee of the Conference of Circuit Court Clerks.

For applicants previously funded by the AOC, the following factors will be considered in addition to the grant application:

- program performance during previous and current funded years,
- progress towards meeting performance measures,
- compliance with financial and program reporting requirements, and
- compliance with reporting deadlines.

c. Award Determination

i. The DFA’s ability to award funds is contingent upon the provision of funds to the Maryland Judiciary as allocated by the Maryland Child Support Enforcement Association.

ii. Final award determinations will be made based on the recommendations of the review committee and, in the case of

“non-IV-D programs,” the approval of the federal Office of Child Support Enforcement.

iii. Programs that require the approval of the federal Office of Child Support Enforcement will be asked to submit a supplemental written statement. Pursuant to OCSE-AT-01-04, that statement must:

- (a) provide specific, detailed information on the activity the incentive payments will fund,
- (b) state what portion of the payment will be spent on the activity,
- (c) explain how this activity will improve the effectiveness or efficiency of the State’s Child Support Enforcement program,
- (d) show a clear connection to and collaboration with the State Child Support Enforcement program,
- (e) give the time period for this activity (is this a one year or an ongoing request), and
- (f) provide the name and telephone number of a contact person who can provide additional information on the request, if needed.

#### **1.4. Award Notification**

a. Applicants with projects that are considered to be “IV-D” and do not require federal approval will be notified of their grant award through an Award Letter issued prior to the start of the funding period.

b. To fund projects that are considered to be “non-IV-D” the DFA is required to obtain approval from the federal Office of Child Support Enforcement. These applicants will receive notice that indicating that their project has been chosen for funding. An official award letter will issue after the federal approval has been received.

## **C. Grantee Requirements**

### **1. Finalizing the Award**

To accept and finalize the grant award, applicants are required to complete the following documentation and submit it to the DFA before the start of the funding period:

a. A Signed Grant Agreement

Each applicant will be required to sign a Grant Agreement signed by the DFA's Executive Director and provided with their Award Letter. That Agreement will indicate that the grantee agrees to abide by the terms of funding outlined in the DFA's Grant Guidelines and to strive to meet the Performance Measures described in the Agreement.

b. A Signed Adjusted Budget

Upon the request of the DFA, applicants will be required to submit an Adjusted Budget reflecting a spending plan based on the actual grant award. This revised budget must be signed by the program's authorizing official. A signed copy of the Adjusted Budget will be returned to the grantee upon approval of the DFA's Executive Director.

c. A Completed & Signed Financial Information Form

The grantee is required to designate a fiscal authority; the fiscal contact who will receive payments for the grant. Grantees will be provided a form to complete and submit prior to the start of the funding period designating the project's fiscal authority. This form will need to be signed by the fiscal authority and will include the address to which payments will be sent and other financial information needed for the processing of payments.

New Grantees must provide the following additional documentation:

a. Proof of non-profit status

b. Completed W-9 form

## **2. Reporting**

### **2.1 Program & Statistical Reporting**

- a. Programs are required to report on progress toward specific project goals and to provide statistical information, on a quarterly basis.
  
- b. Specific program and statistical reporting requirements, including required reporting forms, will be provided to grantees by email prior to the start of the funding period. Reporting forms will be cumulative Excel Workbooks.

### **2.2 Financial Reporting**

- a. Programs are required to provide signed expenditure reports and requests for payment on a quarterly basis. These documents must be submitted by the due dates outlined in the award letter, even if the grantee did not expend any funds during the quarter.
  
- b. Specific reporting requirements, including required reporting forms, will be provided to the grantee by email early in the funding period. Reporting forms will be cumulative Excel Workbooks personalized for each grantee.

### **2.3 Submission Requirements**

All reports (financial and program/statistical) must be submitted electronically to the DFA, emailed to [Jennifer.White@mdcourts.gov](mailto:Jennifer.White@mdcourts.gov) by the due dates outlined in the Award Letter. Hard copies with original signatures must also be submitted, postmarked by the due dates specified in the Award Letter. Partial or incomplete reports will not be accepted. Reports submitted on forms other than those provided by the DFA for FY12, will not be accepted.

### **2.4 Use of Information**

Information collected from the reports will be used to monitor funded programs and assist the DFA in determining if the program is meeting its stated goals and objectives. Additionally, the AOC reserves the right to use this data in statistical reports, annual reports, and other publications for general distribution.

### **3. Funds**

#### **3.1 Fiscal Authority**

The grantee is required to designate a fiscal authority, the fiscal contact who will receive payments, for the grant. Grantees will be provided a form to complete and submit prior to the start of the funding period designating the project's fiscal authority as described above in section C.1.c.

#### **3.2 Funding Cycle**

The DFA awards CSIF grants on a variable schedule based on the availability of funds. Grants may be awarded on the state's fiscal year cycle or the federal fiscal year cycle. Grants awarded on the state fiscal year cycle supports program needs from July 1<sup>st</sup> through June 30<sup>th</sup>. Grants awarded on the federal fiscal year cycle supports program needs from October 1<sup>st</sup> through September 30<sup>th</sup>. All funds must be expended within this time period.

#### **3.3 Distribution of Funds**

- a. All funds will be paid on a *reimbursement basis* only. Grantees must submit a timely financial expenditure report, program report and request for payment form each quarter reflecting funds actually expended during the quarter for which the program is seeking reimbursement. The DFA may request documentation of expenditures if deemed necessary.
- b. The DFA will withhold payments in the event that the grantee has failed to comply with the grant requirements.
- c. The DFA may change funding amounts at any point in the funding period if the funds available to the DFA are reduced.

#### **3.4 Matching Fund Requirement**

CSIF grantees are not required to provide matching funds for their grant award.

#### **3.5 Direct vs. Indirect Costs**

- a. CSIF grantees may request funding for direct costs associated with their project.

Direct Costs are defined as those readily assignable to a particular project.

Travel is an allowable direct cost where such travel will provide a direct benefit to the project and the traveler is an employee of the grantee.

b. Non-court CSIF grantees may request funds to support indirect costs with appropriate justification and when those indirect costs total no more than 10% of the total direct costs of the project.

Indirect costs are those costs of an organization that are not readily assignable to a particular project, but may be necessary to the operation of the organization and the performance of the funded project.

Please Note:

i. Court grantees may *not* request funds to support indirect costs.

ii. Government grantees may *not* request administrative costs associated with administering the grant funds.

### 3.6 Mid-Year Modifications

By Grantee:

a. Grantees may make minor budget adjustments between existing line items during the course of the fiscal year. Any budget modifications must be submitted for review by the DFA using the Budget Modification spreadsheet contained in each grantee's financial workbook.

b. Projects seeking a modification that would result in a deviation of 10% of the overall budget or \$25,000, whichever is lower, or any commitments such as a new position or contract which is likely to impact future fiscal years, must be approved in advance of spending the funds. Grantees must submit modification requests in writing using the Budget Modification spreadsheet contained in their financial workbook. Expenditures that do not comply with the adjusted or approved budget will not be authorized until the DFA staff signs and returns a copy of the approved budget modification form to the grantee.

c. Any grantee requesting a modification of the purpose of the grant must submitted a written request providing an explanation for the

change. The grantee may not expend grant funds for activities related to the change of purpose until the grantee receives written approval from the Executive Director of the DFA authorizing the change.

d. Budget Modification Requests will not be accepted within two months of the close of the grant period (May 1<sup>st</sup> for grants on the state fiscal year cycle, August 1<sup>st</sup> for grants on the federal fiscal year cycle). Any request to modify after that date will require an exception from the Executive Director of the DFA.

By the DFA:

When an adjustment to a grantee's award is made by the DFA after the funding period has started, the grantee will be required to submit a signed adjusted budget reflecting the allocation of the funds. An adjusted budget must be submitted even if the change is not more than 10% of the overall budget.

### **3.7 Mid-Year Grant Modification Requests**

The DFA may make mid-year grants upon request, dependent upon availability of funds. Requests may be submitted in response to a Notice of Funding Availability (NOFA) or upon consultation with DFA staff. Grantees may request funding for positions or programs which were not anticipated in their original budget request.

## **4. Accounting and Business Requirements**

### **4.1 Personnel and Payroll Records**

All grantees must follow their organization's payroll, personnel, and time and attendance policies for each position provided for by these grants. These policies must be in writing. Upon request, grantees must provide a copy of those policies to the DFA.

### **4.2 Procurement**

a. All grantees must abide by their organization's procurement and financial policies in expending grant funds. These policies must be in writing. Grantees must provide a copy of these policies to the DFA upon request.

b. Grantees that do not have an established written procurement policy must develop one as a condition of their award. The

Department of Family Administration will provide technical assistance to grantees as requested.

c. Goods and/or services purchased with grant funds shall remain in the ownership and liability of the grantee, and the grantee shall assume responsibility for all routine equipment maintenance and/or replacement costs.

d. Grantees that use grant funds for contractual services must notify potential contractors that funds for the project originated from a Maryland Judiciary grant and that the terms and conditions which accompany that grant award are part of the contract.

e. Grantees may not use grant funds to contract with any individual or entity that has been “debarred” by the Judiciary’s Department of Procurement and Contract Administration or by any federal department or agency, appearing on the federal, “Excluded Parties List.”

#### **4.3 Financial Accounting Requirements**

a. Programs are required to establish and maintain financial accounting systems and records to accurately account for funds.

b. Programs are required to have an independent audit conducted annually. Grant funds are subject to any additional terms and conditions issued by the Administrative Office of the Courts upon award of grants, and may be terminated if any terms or conditions are violated, or if adequate progress toward project goals is not demonstrated.

c. Grantees must maintain full and accurate records of all financial transactions and accounts related to the grant-funded project for a minimum of three years after the grant period ends, and until audited, including request for payment and receipts for expenses incurred, and timesheets for any salaries paid for with grant funds. These are subject to review by the DFA, the Judiciary Grants Coordinator, and/or the Judiciary Internal Audit Department, at any time.

## **5. Grantee Monitoring and Review**

### **5.1 Program Monitoring & Site Visits**

DFA staff will review submitted reports to evaluate the grantee's progress towards meeting their stated goals and objectives and assigned performance measures. Staff will follow-up with grantees regularly to gather additional information and assess performance. Follow-up will be made by phone and in person through site visits. The site visits will be designed to ensure compliance with the grant guidelines and review progress toward the project's stated goals and objectives and performance measure. Site visits may also include a fiscal review of grantee/project expenditures.

### **5.2 New Positions or Programs**

- a. All new positions and/or programs supported by a DFA CSIF grant award must commence within 90 days of the beginning of the funding period or other projected start date as indicated in the grantee's budget. If the project is not operational within that time frame, the grantee must report the steps taken to initiate the project, the reason for the delay, and the expected start date.
- b. Grantees can request an extension of this 90 days period by submitting a written explanation for the need for the cause for delay and need for extension. All requests must be received prior to the expiration of the 90 day period.
- c. Failure to implement new positions or projects within this 90 day period or to obtain an extension from the DFA may result in a cancellation or delay of fund distribution.

### **5.3. Advisement of Audits**

- a. In addition to monitoring by DFA staff, grant recipients may be subject to periodic audits by the Judiciary's Internal Audit Department. Upon accepting a grant award, grantees agree to provide any authorized representative of the Judiciary's Internal Audit Department access to and the right to examine all records, papers, books, and documents related to the Judiciary grant.

b. Because CSIF funds originate with the federal OSCE, grant recipients may be subject to review by federal auditors. Upon accepting a grant award, grantees agree to provide any authorized federal representative access to and the right to examine all records, papers, books, and documents related to the Judiciary grant.

## **6. Acknowledgement of Support & Notice Requirement**

a. All CSIF Grantees agree that any publication (written, visual or sound) issued by the Grantee describing projects funded in whole or in part with Maryland Judiciary Grant Program funds shall contain the following statement: “This project is supported by a Child Support Incentive Fund Grant from the Maryland Judiciary, Administrative Office of the Courts, Department of Family Administration.”

b. The DFA also requests notification from grantees of any events (e.g. trainings, outreach events, volunteer appreciation events, etc.) that occur as a result of DFA grant funds received.

## **7. Contact Information**

a. Grantees are responsible for ensuring that the DFA is provided with accurate contact information for their program. This includes an email address as the DFA sends many important grant announcements by email.

b. Unless otherwise indicated, all communications with the DFA, should be directed to:

Connie Kratovil-Lavelle, Executive Director  
Department of Family Administration  
Administrative Office of the Courts  
580 Taylor Avenue, 2<sup>nd</sup> Floor  
Annapolis, Maryland 21401  
Phone: 410-260-1580  
Fax: 410-974-5577

or by email to: [Kelly.Franks@mdcourts.gov](mailto:Kelly.Franks@mdcourts.gov)

## **APPENDIX A**

## Code of Maryland Regulations

### COMAR 07.07.11.05

.05 Use of Incentives.

A. A support enforcement agency shall expend incentives only for activities that contribute to the efficiency and effectiveness of the Statewide child support enforcement program, including:

- (1) Privatizing and outsourcing of child support enforcement services;
- (2) Improving automation capabilities;
- (3) Creating public awareness projects;
- (4) Developing programs and CSIFs;
- (5) Establishing a performance incentive program to provide incentives for employees;
- (6) Assisting in staff development and training;
- (7) Establishing community outreach programs and activities; and
- (8) Other activities approved by the Secretary of the U.S. Department of Health and Human Services.

B. A support enforcement agency's request for approval of expending incentives on beneficial activities not currently eligible for funding under the federal child support enforcement program shall be submitted to the Administration in accordance with instructions issued by OCSE.

C. A support enforcement agency may not use incentives to supplant its budget.

D. The Administration shall require support enforcement agencies to periodically report or provide other documentation regarding the activities for which incentive funds were expended.

U.S. Department of Health and Human Services  
Administration for Children & Families  
Office of Child Support Enforcement

**ACTION TRANSMITTAL**

OCSE-AT-01-04

**DATE:** February 2, 2001

**TO:** STATE AGENCIES ADMINISTERING CHILD SUPPORT ENFORCEMENT PLANS UNDER TITLE IV-D OF THE SOCIAL SECURITY ACT AND OTHER INTERESTED INDIVIDUALS

**SUBJECT:** Reinvestment of Child Support Incentive Payments

**CONTENT:** Section 458A(f) of the Social Security Act (the Act), to be renumbered section 458(f) in fiscal year 2002, says: "A State to which a payment is made under this section shall expend the full amount of the payment to supplement, and not supplant, other funds used by the State-- (1) to carry out the State plan approved under this part; or (2) for any activity (including cost-effective contracts with local agencies) approved by the Secretary, whether or not the expenditures for the activity are eligible for reimbursement under this part, which may contribute to improving the effectiveness or efficiency of the State program operated under this part."

In other words, a State must reinvest incentives earned under the new incentive system, in the State's Child Support Enforcement (CSE) program or may use the funds for other activities, approved by the Secretary of the Department of Health and Human Services (HHS), that will improve the State's CSE program. In addition, State CSE expenditures may not be reduced as a result of the receipt and reinvestment of incentive payments.

On December 27, 2000, final regulations on the incentives and penalties requirements were published in the Federal Register at 65 FR 82178 and subsequently sent to the States in OCSE-AT-01-01. Those regulations provide in section 305.35 for the reinvestment of incentives. Those regulations state:

(a) A State must expend the full amount of incentive payments received under this part to supplement, and not supplant, other funds used by the State to carry out IV-D program activities or funds for other activities approved by the Secretary which may contribute to improving the effectiveness or efficiency of the State's IV-D program, including cost-effective contracts with local agencies, whether or not the expenditures for the activity are eligible for reimbursement under this part.

(b) In those States in which incentive payments are passed through to political subdivisions or localities, such payments must be used in accordance with this section.

(c) State IV-D expenditures may not be reduced as a result of the receipt and reinvestment of incentive payments.

(d) A base amount will be determined by subtracting the amount of incentive funds received and reinvested in the State IV-D program for fiscal year 1998 from the total amount expended by the State in the IV-D program during the same period. Alternatively, States have an option of using the average amount of the previous three fiscal years (1996, 1997, and 1998) as a base amount. This base amount of State spending must be maintained in future years. Incentive payments under this part must be used in addition to, and not in lieu of, the base amount.

(e) Requests for approval to expend incentive payments on activities not currently eligible for funding under the IV-D program, but which would benefit the IV-D program, must be submitted to HHS in accordance with instructions issued by the Commissioner of the Office of Child Support Enforcement.

The purpose of this Action Transmittal is to provide specific information on:

1. how the reinvestment requirement will be phased-in,
2. the impact of the requirement on political subdivisions,
3. how a base level of spending will be determined for each State,
4. how States are to request permission to use incentive funds for other activities,
5. when States must apply for this exception, and
6. the consequences of non-compliance with reinvestment requirements.

In addition, this Action Transmittal gives some examples of non-reimbursable activities that may qualify for funding with incentive payments.

**Phase-in.** The reinvestment requirement will be phased-in along with the remainder of the incentive system at section 458A of the Act. Therefore, the reinvestment requirement will apply to one-third of incentives earned for fiscal year 2000, two-thirds of the incentives earned for fiscal year 2001, and will apply to all incentives earned for fiscal year 2002 and thereafter.

**Political subdivisions.** State officials should also be aware that in those States in which incentive payments are passed through to political subdivisions or localities, those payments must also be used in accordance with this notice. States are responsible for ensuring that all components of their CSE programs comply with these requirements, including local or county programs and vendors or other entities that perform child support services under contract or cooperative agreement with the State.

**Determining the base amount.** In order to determine if incentive payments are used to supplement rather than supplant other amounts used by the State to fund the CSE program, a base-year level of program expenditures is necessary. Therefore, per 45 CFR Section 305.35(d), a base amount of spending will be determined by subtracting the amount of incentive funds received by the State CSE program for fiscal year 1998 from the total amount expended by the State in the program during the same period. Alternatively, States have an option of using the average amount of the previous three fiscal years (1996, 1997, and 1998) for determining the base amount. This base amount of State spending must be maintained in future years. Incentive payments earned under section 458A of the Act must be used in addition to, and not in lieu of, the base amount.

OCSE will calculate the base amount of spending for each State using 1998 expenditure data unless the State notifies OCSE that the State prefers the base amount to be established as an average of the 1996, 1997, and 1998 expenditures.

**Requesting permission to use incentive payments for other activities.** Legislation allows for State incentive payments to be used for other activities, if these activities will contribute to improving the effectiveness or efficiency of the State's CSE program and are approved by the Secretary of HHS. States wanting to use incentive funds for activities not eligible for reimbursement under the IV-D program must use the following procedures:

1. Forward a letter requesting the right to use incentive payments for activities not eligible for reimbursement under Title IV-D of the Act to the Commissioner of Child Support

2. The letter must:
  - a. give specific, detailed information on the activity the incentive payment will fund,
  - b. state what portion of the payment will be spent on this activity,
  - c. explain how this activity will improve the effectiveness or efficiency of the State's CSE program,
  - d. show a clear connection to and collaboration with the State CSE program,
  - e. give the time period for this activity (is this a one year or ongoing request), and
  - f. provide the name and telephone number of a contact person who can provide additional information on the request, if needed.
3. The State's letter will be evaluated and the State will receive notice from OCSE stating whether or not the request has been approved.

**When to apply to use incentive funds for other activities.** States may apply to OCSE to use incentive funds for other activities at any time *before* the funds are actually used for the activity. With approval, States may use some or all of the incentive money for these activities.

If the State intends to use incentives to fund the approved activity for more than one year, the State must submit an annual request for approval, including the amount to be expended in the upcoming year and the amount expended on this activity in the preceding year. The follow-up request must be sent to OCSE at the above address.

**Examples of other activities on which incentive funds may be used.** The type of non-reimbursable activities that may qualify for funding with incentive payments include, but are not limited to:

- fatherhood programs,
- education and job programs for non-custodial parents,
- programs targeting incarcerated or putative fathers,
- teen pregnancy programs,
- parenting programs,
- mediation or couples counseling, and
- visitation issue resolution when linked to nonpayment of support.

*The requested activity must show a clear connection to and collaboration with the State CSE program.*

**Consequences of non-compliance.** Federal auditors and central and regional office staff will have a role in monitoring State compliance with the reinvestment requirement. Non-compliance could result in disallowances of incentive amounts equal to the amount of funds supplanted.

The approval to use incentive funds for non-IV-D activities, as with other exemptions, is subject to review at any time. If circumstances change, or the activity funded by the State under the exemption proves in practice to be less effective or efficient than claimed, the approval for the alternative use of incentive funds may be revoked by the Commissioner of OCSE. If the approval is revoked, the State must begin using the incentive funds in support of IV-D activities.

**RELATED MATERIAL:** AT-99-12 AT-01-01

**EFFECTIVE DATES:** Immediately

**INQUIRIES TO:** ACF Regional Administrators

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Frank Fuentes  
Acting Commissioner  
Office of Child Support Enforcement