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*Revised November 23, 2004*

## Chapter 14: Continuation of Services

### Section 14.000: Continuation of Services When Public Assistance Ends

This section discusses continuation of DCS collection services after public assistance ends.

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Laws	<a href="#">45 CFR 302.32</a> distribution of payments <a href="#">45 CFR 302.33</a> services to non-IV-A/IV-E recipients <a href="#">45 CFR 302.33 (a)(4)</a> sending notice of continuation of services <a href="#">WAC 388-14A-2005, 2025</a> services after public assistance ends <a href="#">WAC 388-14A-2030, 2035, 2036</a> assignment of rights
Policy	<p>DCS will continue to provide the CP the same level of services after public assistance ends without requiring a nonassistance application.</p> <p>DCS will stop continuation of services if the CP requests in writing that DCS stop services or if the minor child is no longer in the CP's household.</p>
Procedure	<p>Review the reason for termination of public assistance to determine if you need to take any other action.</p> <p>Continue DCS services at the same level unless the CP requests in writing that DCS discontinue services.</p>
Visual Aids	<a href="#">Chart: Case Closure Criteria and Codes</a>
Automated Actions	SEMS automatically generates a DSHS 18-228 when the IV-A/IV-D interface indicates that public assistance (TANF) terminated. The system automatically posts a CC <a href="#">code 14</a> .
SEMS Screens	<a href="#">BC</a> , <a href="#">CC</a> , <a href="#">CF</a> , <a href="#">4A</a>
Forms Used	<a href="#">18-228</a> , <a href="#">16-072</a>
Hearing and Conference Board Rights	No hearing rights on the DSHS 18-228 or DSHS 16-072.
Personal Notes <a href="#">[Add a note]</a>	You have not added any notes to this handbook section.
See Also	<a href="#">4.000 Foster Care</a> <a href="#">5.000 Determining CP Cooperation</a> <a href="#">24.005 Enforcing Medical Coverage</a> <a href="#">18.000 Identifying a Case for Closure</a> <a href="#">19.030 Separating DSHS and Post-TANF Arrears</a> <a href="#">Eligibility A-Z Manual IV-A termination reason codes - 500 series</a>

## Procedures

### 1. How do I know when public assistance (TANF) stops?

- SEMS will post a **CC code 14** and change the case type from assistance to nonassistance when the system finds that a particular IV-A case did not receive public assistance funds. SEMS automatically sends a **Termination of Assistance - Continuation of Support Enforcement Services**, DSHS [18-228](#) to the CP.

### 2. What actions do I take when public assistance (TANF) ends?

1. Check ACES and the 4A screen termination reason to determine the reason assistance ended. See [Eligibility A-Z Manual - ACES termination reason codes](#).
2. Continue to provide the same level of services unless the CP requests in writing that DCS close the case. See D. below.
3. If the case is good cause level B, continue services if it does not require the CP's cooperation. If you are unable to work the case without contacting the CP, you may close the case. See Section [18.000](#).

### 3. What if the child is no longer in the CP household?

1. If a minor child is no longer in the CP's household, DCS stops collection of current support for the child.
2. Adjust the case as follows:
  1. Remove current support from the **CF** screen.
  2. Adjust the arrears balance on the **CF** screen if appropriate.
  3. Make the child's status "moved out "on the **BC** screen.
3. If the child is now in foster care determine if you should reopen a foster care case or open a new foster care case. See Section [4.000](#)
4. Notify the CP if DCS will stop collection of current CP support and no nonassistance arrears are due. See Section [18.005](#)

### 4. What if the CP does not want DCS services after public assistance (TANF) stops?

1. If TANF ends, the CP must notify DCS in writing if he or she no longer wants any services.
2. If the NCP owes DSHS arrears, continue collection of the debt. See Section [18.000](#) for case closure procedures.

**Note:** If the case has a WSSR court-order see Section [18.035](#) for PSO procedures.

### 5. What if the CP stops receiving medical assistance only (MAO)?

- If TANF ends and the CP receives medical assistance (Medicaid), continue to provide medical enforcement services until medical assistance ends. See Section [2.055](#)
  1. ACES does not inform SEMS automatically when Medicaid ends on a Medicaid-only case.

SEMS will not send a DSHS 18-228 as it does when a CP goes off TANF.

2. The RSEO should send the DSHS [18-228](#) to the CP and continue services unless there is a written response from the CP to close the case. If a request to close is received, begin case closure procedures. See Section [18.000](#).

## **6. How does a CP start DCS services again after discontinuing them?**

- Once a nonassistance CP has requested in writing that DCS discontinue collection, he or she must complete an application in order to resume services.

## **7. What does DCS do when a child in foster care moves from a foster care home to "relative placement"?**

- If the relative has not applied for TANF or medical assistance, send the relative an application for nonassistance services. DCS must have a referral and assignment of rights for assistance or a nonassistance application to continue collection.

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*Revised March 14, 2005*

## Chapter 14: Continuation of Services

### Section 14.005: Continuation of Services After Current Child Support Stops on a Combination Child Support and Spousal Support Case

This section discusses continuation of DCS collection services after current child support stops on a combination child support and spousal support case.

### Contents

Laws	<p><a href="#">42 USC 654(4)(B) (ii)</a> program requirements  <a href="#">45 CFR 301.1</a> definitions  <a href="#">45 CFR 302.33 (a) (1) (iii)</a> availability of services  <a href="#">RCW 26.21.205</a> UIFSA</p>
Policy	<p>DCS continues to collect spousal support after the last child in a support order emancipates if requested when there is a valid non-Washington court order for spousal support and the applicant does not live in Washington. DCS will close the case when the applicant or other state requests termination of services.</p> <p>DCS will request confirmation from the other state or out-of-state applicant to verify if continued spousal support is requested. If no response is received, DCS will close the case.</p> <p>DCS continues to collect spousal support arrears that accrued during the same period that child support was owed until paid in full.</p> <p>DCS honors prior agreements made between DCS and the parties to an order regarding the duration of spousal maintenance collection.</p>
Procedure	<p>If the NCP still owes arrears when the last child to an order emancipates, continue to collect past due child support and spousal support that accrued during the period current child support was owed.</p> <p>When the order is a Washington State court order, stop collection of current child support and current spousal support when the last child to an order emancipates.</p> <p>When enforcing an out of state order but all parties live in Washington, treat it the same as you would a Washington State order and stop collection of current child support and current spousal support when the last child to an order emancipates.</p> <p>When DCS is the responding jurisdiction and the last child to an order emancipates, contact the other state to determine if DCS should continue to enforce spousal support only.</p> <p>Contact the initiating jurisdiction to verify the total spousal support arrears.</p> <p>If DCS will continue to collect spousal support only, send the Spousal Support Letter DSHS <a href="#">18-623</a> to the NCP and CP. Use <b>PC</b> forms (<b>PF</b>) to complete the <a href="#">18-623</a>.</p>
Visual Aids	

Automated Actions	
SEMS Screens	<a href="#">BC</a> , <a href="#">CC</a> , <a href="#">OR</a> , <a href="#">CF</a>
Forms Used	<a href="#">18-011</a> , <a href="#">18-623</a> , <a href="#">18-571</a>
Hearing and Conference Board Rights	A party may request a Conference Board on the DSHS <a href="#">18-623</a> . The non-requesting party may participate in the conference board.
Personal Notes <a href="#">[Add a note]</a>	You have not added any notes to this handbook section.
See Also	<a href="#">7.005</a> Documenting a Request for Hearing <a href="#">9.080</a> Limitations to Spousal Support <a href="#">18.010</a> Closing other types of cases (SSO cases) <a href="#">OCSE Intergovernmental Referral Guide</a>

## Procedures

### 1. How does DCS enforce spousal support in combination with a child support obligation?

1. No matter which state entered the orders, DCS enforces a spousal support obligation for a CP when there is also a child support order to enforce for the same period.
2. DCS combines the child support obligation with the spousal support obligation to get the monthly support obligation on the **CF** screen.
3. DCS does not distinguish between child support and spousal support in applying or distributing payments on these combination cases.
4. The child support order does not need to include the spousal support obligation, so long as the obligations are for the same period.

### 2. What do I do when the child support obligation ends on a combination child support and spousal support case?

- o Review the case to determine which state entered the order and whether the case is an interstate case.

### 3. I am working an interstate case where we have been enforcing both spousal and child support for the initiating jurisdiction (IJ), and now child support has terminated. How should I proceed?

1. If the order is a non-Washington court order, contact the other state via CSENet or send a **Child Support Enforcement Transmittal #2 - Subsequent Actions** DSHS 18-571 to determine if they want DCS to continue enforcing spousal support and to verify the amount of spousal support only arrears.
2. Zero out the monthly order amount and current due field on the **CF**.
3. Continue to collect any past due child support and spousal support that accrued during the period that child support was owed.
4. Close the **IJ** case if no arrears are owed on the case and:
  1. The other state tells you to stop collecting spousal support; or
  2. The other state does not respond to your request within thirty (30) days. Close the case for **IJ** noncooperation. See Section 18.010.
  3. The order was entered in Washington.
5. If the initiating jurisdiction (IJ) wants DCS to continue to collect spousal support only:
  1. Open a new spousal support only (SSO) case. See Section 2.075.

**Note:** Include medical enforcement only if the requirement to provide insurance coverage for the payee is specifically mentioned in the order and the other state requests medical enforcement.

2. [Adjust the CF to reflect the amount of current spousal support and the amount of any unpaid spousal support arrears reported by the IJ, including any support that accrued during the thirty \(30\) day response period.](#)
3. [Ask the other state to verify the amount of past-due spousal support owed using CSENet or by sending them the \*\*Child Support Enforcement Transmittal #2 - Subsequent Actions\*\* DSHS 18-571.](#)

**Note:** [The other state's distribution laws may impact the calculation of the spousal support arrears owed.](#)

4. [Send the \*\*Spousal Support Letter\*\* DSHS 18-623 to the NCP and CP by regular mail. Enter the amount of the spousal support only debt reported by the IJ. You must change the case to Type 2 \(non-TANF\) to generate the form. After you generate the form, change the case back to Type 5 \(non IV-D\).](#)

**Note:** [The 18-623 is only available from the \*\*PC Forms\*\* program \(PF\).](#)

5. [If either party objects to the DSHS 18-623, either orally or in writing, consider the objection to be a request for a conference board. The other party may participate in the conference board. See Section 7.005](#)

#### 4. [\*\*What if we are enforcing a case for an out-of-state applicant for both spousal support and child support and the last child to the support order emancipates?\*\*](#)

1. [Stop accruing both child support and spousal support.](#)
2. [Continue to collect any past due child and/or spousal support that accrued during the period that child support was owed.](#)
3. [If the court order was entered in Washington, close the case when the past due debt is paid in full. See Section 18.000.](#)
4. [If the court order was not entered in Washington, send the out-of-state applicant the \*\*Information Request\*\* DSHS 18-011 and explain that he or she must ask DCS to continue enforcement of spousal support within thirty \(30\) days.](#)
5. [If the out-of-state applicant does not respond within thirty \(30\) days and no arrears are due, begin case closure. See Section 18.000.](#)

#### 5. [\*\*What should I do if the last child to a support order emancipates on an existing non-interstate case where DCS is enforcing both spousal support and child support?\*\*](#)

1. [Stop accruing both child support and spousal support when the child support obligation ends.](#)
2. [Continue to collect any past due child and/or spousal support that accrued during the period the child support was owed.](#)
3. [Do not try to distinguish between child support arrears and spousal support arrears.](#)

4. Close the case if no arrears are due or when all arrears are paid. Exception: If the case is TANF or former TANF, send a service request to State Office Cash unit to review the case for Total vs. Total computation.

## 6. How do I notify the parties of the continuation of spousal support?

1. Send the **Spousal Support Letter**, DSHS 18-623 to the NCP and CP.
2. If the NCP or CP objects to the continuation of spousal support, tell them that they may request a conference board. See Section 7.000.

## 7. What collection actions can I use to enforce Spousal Support Only Services?

1. You may take most common collection actions including withhold wages, unemployment or L&I benefits and file liens.
2. You can not take the following actions on SSO debts cases:
  1. Certify to the Internal Revenue Service;
  2. Report to the credit bureaus;
  3. Suspend a license; or
  4. Pursue contempt.
3. See Section 9.080 for limitations on SSO cases.

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