

Chapter 26: Glossary

(OCSE maintains an ["Acronyms and Glossary" list](#))

(For a list of DCS approved abbreviations and acronyms, see ["Appendix 1"](#))

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451 - Nonassistance case, based on the bill (Substitute House Bill) passed by the 1971 Washington State Legislature authorizing nonassistance services. You will see this term used on SEMS screens to refer to nonassistance arrears. See Section [2.000](#).

IV-A (pronounced "four-A") - The title (section) of the Social Security Act that contains the laws for the Temporary Assistance for Needy Families (TANF) program and the Aid to Families with Dependent Children (AFDC) program when it existed. [42 USC § 601 - 619](#) and [Chapter 74.12 RCW](#).

IV-A agency - means the part of the Department of Social and Health Services which carries out the state's responsibilities under the temporary assistance for needy families (TANF) program (and the aid for dependent children (AFDC) program when it existed).

IV-A interface - The process in which SEMS matches individuals with the IV-A data base. SEMS retrieves from the IV-A data base AR (SEMS uses the term CP) address changes, public assistance case status, and case number changes. The interface runs at least monthly.

IV-A number - The number assigned by the CSO (Community Service Office) to a public assistance case. See Sections [2.030](#), [21.000](#).

IV-D (pronounced "four-D") - The title (section) of the Social Security Act that contains laws regarding child support enforcement and collection. Title IV-D of the Social Security Act established under Title XX of the Social Security amendments as incorporated in [42 USC § 651 - 669 B](#).

IV-D agency means the Division of Child Support, which is the agency responsible for carrying out the Title IV-D plan in the state of Washington. Also refers to the Washington State Support Registry (WSSR).

IV-D case is a case in which the Division of Child Support provides services which qualifies for funding under the Title IV-D plan. See Section [2.000](#), [2.005](#), [2.030](#)

IV-D number - The unique number assigned by the SEMS system to identify a single case; also called the case number or D number.

IV-D state plan - the plan established under the conditions of Title IV-D and approved by the secretary, Department of Health and Human Services. [WAC 388-14A-1005](#)

IV-D services are the full range of establishment and collection services authorized by Title IV-D of the Social Security Act and state law. The federal government may provide matching funds for IV-D services. [WAC 388-14A-1030](#)

IV-E (pronounced "four-E") - The title (section) of the Social Security Act that contains the laws for the federally funded foster care program. Title IV-E of the Social Security Act established under Title XX of the Social Security amendments and as incorporated in [42 USC § 622 - 679 A](#).

IV-E case means a foster care case. There are three types of foster care programs: See Section [4.000](#)

1. State only funded (**BC** case type 4).
2. Federally (IV-E) funded (**BC** case type 3).
3. Relative placement that is not funded.

Absence of a court order - There is no court order setting a support obligation for the noncustodial parent (NCP), or specifically relieving the NCP of a support obligation, for a particular child. See [WAC 388-14A-1020](#), [RCW 74.20A.55](#), [Section 6.000](#)

Absent Parent (AP) - The parent who does not live in the home with the child and has a responsibility to pay support. APs are also referred to as nonresidential parents, noncustodial parents, and responsible parents. DCS uses the term noncustodial parent (NCP). [WAC 388-14A-1020](#)

Accessible Coverage - Health insurance coverage which provides primary care services to the children with reasonable effort by the custodian. [WAC 388-14A-1020](#)

Account number - The number used in automated case processing to identify the individual to be credited with making a payment. Synonymous with [BI](#) number.

Accrued debt - The past-due child support which has not been paid. Also referred to as arrearage and past-due support. See Sections [19.005](#), [19.020](#)

ACES (Automated Client Eligibility System) - is a computer system/program used by IV-A staff to determine public assistance eligibility and ongoing public assistance, issuance of benefits and management support. The ACES system is administered by DSHS, Economic Services Administration. DCS staff can access ACES screens from SEMS.

Acknowledged father - A man who has established a father-child relationship by signing an acknowledgement of paternity as outlined in [RCW 26.26.300](#) through [26.26.375](#).

Acknowledgment of Paternity - Previously known as the Paternity Affidavit. This is a notarized legal document signed by the mother of the child and the possible father. This document allows the possible father to acknowledge that he is the natural father. See RCW [RCW 26.26.300](#) and Sections [3.020](#), [6.085](#).

Address Confidentiality Program (ACP) - A Washington State program that allows victims of domestic violence to conceal their addresses when dealing with state and local government agencies. The Secretary of State's Office is responsible for the program and acts as an agent for service of process. See Section [5.015](#).

Adjudicated father - A man who has been judged by a court to be the father of a child. [RCW 26.26.011](#) and [26.26.101](#).

Adjudicative proceeding - The Administrative Procedure Act ([Chapter 34.05 RCW](#)) requires that hearings be recorded and allows the parties to seek judicial review. An adjudicative proceeding is a formal process by which an Administrative Law Judge decides contested issues. Also known as administrative hearing or hearing. See WAC [388-02-0010](#) and Section [7.000](#).

Adjustment Voucher (AV) - The computer process by which authorized DCS staff applies, reapplies, or refunds payments. See Section [19.050](#)

Administration for Children and Families (ACF) - The federal umbrella agency that contains [OCSE](#). ACF is responsible for federal programs that promote the economic and social well-being of families, children, individuals, and communities. ACF does not directly deliver services to the customer or end user but rather awards grants to state and local governments, not-for-profit organizations and Indian Tribes who have responsibility for direct delivery services.

Administrative debt - The support arrears established and accruing under an administrative order: an Agreed Settlement, Consent Order, Decision and Order, or default Notice and Finding of Financial or Parental Responsibility. See Sections [6.085](#), [19.005](#)

Administrative hearing (AH) - An adjudicative proceeding under the Administrative Procedure Act ([Chapter 34.05 RCW](#)). The law requires that hearings be recorded and allows the parties to seek judicial review. An administrative hearing is a formal process by which an Administrative Law Judge decides contested issues. Also known as adjudicative proceeding or hearing. See WAC [388-02-0010](#) and Section [7.000](#).

Administrative Law Judge (ALJ) - An impartial decision maker who is an attorney authorized by Washington State to hear and settle certain administrative issues. As the presiding officer in an adjudicative proceeding, the ALJ conducts the hearing and enters the initial decision and order. ALJs are not DSHS employees or DSHS representatives.

Administrative order - A determination, finding, decree or order for support issued under [RCW 74.20A.055](#), [74.20A.056](#), or [74.20A.059](#) or by another state's agency under an administrative process, establishing the existence of a support obligation (including medical support) and ordering the payment of a set or determinable amount of money for current support and/or a support debt. Administrative orders have the same legal effect as court orders, but are established in a nonjudicial system. An administrative order can be established by agreement with DCS, or in a hearing held before an Administrative Law Judge, or by default on an administrative notice or hearing. DCS establishes an administrative order for payment of child support. See Section [6.085](#).

Administrative process - Procedures that allow a state agency to administer a program without court action. DCS uses the administrative process to establish and enforce a support order without court action. See Section [6.000](#), [6.085](#)

AFDC-FC - Acronym for a foster care program funded by the Aid to Families with Dependent Children program. Children must be categorically needy according to the federal definition. Eligibility for Title IV-E funded foster care is still based upon AFDC eligibility criteria as it existed on July 16, 1996. See

Section [4.000](#).

Affidavit - A written statement made under oath before a notary public or other person authorized to administer oaths. For information on affidavits acknowledging paternity see paternity affidavit. See [Section 3.020](#).

Age of majority - Except as otherwise specifically provided by law, all persons are taken to be of full age for all purposes at the age of eighteen years. See [RCW 26.28.010](#) and [Section 6.155](#).

Agreed Settlement - An administrative order that reflects the agreement of the noncustodial parent, the custodial parent, or all parties to the proceeding and the DCS. An agreed settlement does not require the approval of an administrative law judge. DCS uses the agreed settlement in various situations including those in [Sections 6.110, 6.120, 6.165, and 7.035](#).

Aid or public assistance - Cash assistance under the temporary assistance for needy families (TANF) program, the aid for families with dependent children (AFDC) program, federally-funded or state-funded foster care, and includes day care benefits and medical benefits provided to families as an alternative or supplement to TANF. See [Section 2.000](#).

Aid to Families with Dependent Children (AFDC) - A category of public assistance paid on behalf of children who are deprived of the support of one or both parents by reason of death, disability, unemployment, or continued absence from the home. It is funded through a federal matching program authorized under [Title IV-A of the Social Security Act](#). The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 replaced the AFDC program with the temporary assistance for need families (TANF) program.

Alaska Permanent Fund Dividend (PFD) - Money collected by the State of Alaska from the sale of North Slope oil rights. The money collected is divided annually among eligible Alaska residents who have applied for the dividend. Washington State submits a tape annually to match the PFD recipient list. Alaska certifies matches for PFD intercept. This is an annual payment from the state of Alaska to certain persons who are residents. See [Section 15.065](#).

Algorithm - The mathematical formula by which DCS distributes payments to current and arrears. The algorithm applies money first to current support. It distributes the payment proportionately if the NCP has multiple current obligations and the payment is not large enough to pay current support on all the NCP's cases. Next the algorithm distributes proportionately between all arrears in all cases associated with the payer. It distributes to nonassistance arrears within each case before any subrogated debt within that same case. See [45 CFR 302.51 \(a\) \(1\)](#) and [Section 19.030](#).

Alleged father - A person whose parent-child relationship has not been terminated, who is not a presumed father under [chapter RCW 26.26.116](#), and who alleges himself or whom a party alleges to be the father of the child. It includes a person who was married to the mother of the child and the child was born within 300 days after the marriage terminated by death, dissolution or declaration of invalidity. See [Section 3.000](#).

Alternate arrangement - A court order approving an alternate arrangement authorizes the noncustodial parent to make payments directly to the physical custodian or another party. See [Section 6.010](#).

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Alternate payment plan - A court order that authorized the **noncustodial** parent to make payments directly to the physical custodian or another party. In 1994 the "alternate payment plan" was removed from Washington State law. But the new legislation provided for "alternate arrangements" (see above). See Section [6.010](#).

Alternative Residential Placement (ARP) - An order entered in juvenile court temporarily placing a child in residential care (foster home, group home, etc.).

All Payment History (AH) screen - This SEMS screen records transactions processed for a specific **noncustodial parent's (NCP's)** Basic Individual (**BI**) number, including refunds and overpayments. It displays how DCS distributed the payments to each of the NCP's cases. Formerly, called the AP Payment History screen.

Annualizing payments - Multiplying the monthly payment obligation by 12, then dividing by the number of pay periods in a year. See Section [6.050](#)

Applicant - is the person who applied for DCS services. **Non-applicant** - is the other person who did not apply for services. In most situations the applicant is the custodial parent (CP) and the non-applicant is the noncustodial parent (NCP). See Section [2.015](#) and [ACES](#).

Applicant Custodian (AC) - The person who lives in the home with the child and receives either full collection or [PSO](#) services from DCS. ACs are also referred to as physical custodians, residential parents, and custodial parents. A medical assistance only (MAO) recipient is also an AC (CP). DCS uses the term CP. The term AR is used often in ACES' narratives and remarks. See [WAC 388-14A-1020](#) and Section [2.015](#).

Applicant Recipient (AR) - The person who lives in the home with the child and **currently** receives public assistance on behalf of the child. ARs are also referred to as physical custodians, residential parents, and custodial parents (CP). DCS uses the term CP. The term AR is used often in ACES' narratives and remarks. See [WAC 388-14A-1020](#) and Section [2.000](#).

Application (full collection services) - Any one of the following: a written and signed request for IV-D services; receipt of public assistance payments or medical assistance only (statutory application); receipt by WSSR of an order from January 1, 1988, through August 31, 1991 **receipt of an electronic application from a Community Service Office**. See Section [2.005](#).

Archiving - The process of transferring case records to state office for proper retention and disposition. See section [17.030](#).

Arrears - Support debt; past due support or a judgment amount as stated in a court order or administrative order. **The debt amount owed for a period of time before the current month**. See Section [19.020](#).

- **DSHS Arrears (also known as Permanently Assigned Arrears):**

- (1) The arrears which accrued under an assignment of support rights in effect prior to October 1, 1997, which does not exceed the cumulative amount of unreimbursed assistance paid to the family. And

- (2) All arrears which accrued while a family is receiving assistance without regard to date, which do not exceed the cumulative amount of unreimbursed assistance paid to the family.

DSHS arrears are permanently assigned to the state, even after the family leaves the assistance program.

- **Temporarily-Assigned Arrears:**

Those arrears which accrued prior to the family receiving assistance and which were assigned to the state on or after October 1, 1997. These arrears are not permanently assigned, but are temporarily assigned to the state until October 1, 2000, or the date the family leaves the assistance program, whichever date is later.

- **Non-Assistance Arrears:**

- (1) All arrears that accrue in non-assistance cases. And
- (2) Arrears that accrue after the family's most recent period of assistance ends.

Assets - All sources of income as well as all personal and real property owned by an individual. See Section [10.000](#).

Assignment - When the CP gives DSHS all rights to support owed for the children who receive public assistance in order to offset the public assistance. Receipt of public assistance benefits, such as TANF, foster care, and FIP is an assignment by operation of law. A recipient of medical assistance only (Medicaid) assigns all rights to medical support by operation of law. See [RCW 74.20.330](#), [WAC 388-14A-2005](#)

Assistant Attorney General (AAG) - An attorney in the Attorney General's Office.

Attorney General's Office - The statutory legal entity that represents Washington State agencies in legal actions.

Assistance Unit (AU) is the group of people who live together and whose income or resources the CSO count to determine the unit eligibility for benefits and the amount of benefits. Under some circumstances, one person may be an assistance unit even though living in the same household with other individuals. This often occurs when the child lives with a non-needier relative who receives TANF only for the child's needs, not for themselves. See [WAC 388-408-0005](#) and [Eligibility A-Z Manual](#).

Auto-Locate program - A SEMS program that processes data from other agencies and updates the SEMS Individual Address (IA) screen data. See Section 20.010. When new locate information is added to IA, the program will set a review on the case if:

- the Auto Locate has been set on the BI screen or,
- the Event status (EV) warrants a review.

Automated Credit Bureau Reporting program - A SEMS computer process that automatically reports certain support debts to all major credit bureaus. The program reports total debt balance, current support due, and delinquency status of selected cases. See Section [10.130](#)

Automatic enforcement language - Part of a support order that requires payments through WSSR and warns the responsible parent that enforcement action may occur without further notice. It provides due process to the noncustodial parent so no further notice is needed. See section [6.010](#)

Automatic medical enforcement language - Part of a support order telling the **noncustodial parent (NCP)** that DCS will enforce medical enrollment directly with an employer/union without further notice to the NCP if the NCP fails to provide insurance within 20 days of its availability. It provides due process to the NCP so no further notice is needed. See section [6.010](#)

Automatic Payment Monitoring Program (APMP) - A SEMS program that staff can set to monitor whether timely payments are received on a case. It reviews all cases associated with the NCP, and uses the monthly obligation amount (MOA) on the BI screen. The program triggers a review code for the responsible support enforcement officer (RSEO) when a payment is missed or less than the MOA or monthly arrears payment (MAP) on a subro case.

Auto-Suspense - A SEMS program that automatically applies payments from suspense to a case per the algorithm.

BAQ (Basic Allowance for Quarters) - Supplemental income paid when a military member or the member's family lives outside of military housing.

Bankruptcy - DCS deals with two types of bankruptcy, Chapter 7 and Chapter 13. **Chapter 7** issues a court order relieving the debtor of dischargeable debts. It does not determine how much money, if any, the trustee will pay to creditors. Child support is not a dischargeable debt. **Chapter 13** is designed for individuals with regular income who desire to pay their debts but are currently unable to do so. It establishes a payment which allows the debtor to repay creditors over an extended period of time. See Sections [9.020](#), [9.025](#).

Basic Case (BC) screen - This SEMS screen defines an DCS case. It identifies the person responsible for paying support (NCP), the person who the support is owed to (CP/Payee) and children for whom the support is owed, the type of case, and the legal basis for case actions. It provides access to legal referral codes, medical codes, and support orders.

Basic child support obligation - The initial monthly support amount determined using the Washington State Child Support Schedule worksheet. The basic support obligation does not include medical, day care, other special expenses, or deviations considered in arriving at the final support amount. See Washington State Child Support Schedule ([WSCSS](#))

Basic Individual (BI) screen - Displays information on each individual in the SEMS database. It provides access to SSNs, other cases associated with the person, and physical characteristics. It also allows for [Auto-Locate](#) coding and language identification codes.

Benefit Credit - the amount of the monthly benefit from SSA or L&I paid to the child and used to offset the NCP's monthly child support obligation for the child. Also called dependent benefit. See Section [19.031](#)

Benefit payer - An entity that pays benefits to an NCP and dependents, such as Labor & Industries, Employment Security, Social Security, the Veteran's Administration. See Sections [10.025](#), [10.030](#), [10.040](#)

Basic Individual (BI) number - A unique number assigned by SEMS to identify each individual

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associated with a case. The BI (Basic Individual) number is used as an account number in payment processing. Also called the Individual number. See [Section 17.000 Chart](#)

Birth costs - Medical expenses incurred by the custodial parent or the state for the birth of a child. DCS does not collect TANF (previously AFDC) birth costs on orders entered after 3/01/99. See Sections [3.045](#), [9.060](#)

Birth parent - The biological mother or biological or alleged father of a child, including a presumed father under [RCW 26.26.116](#), whether or not any such person's parent-child relationship has been terminated by a court of competent jurisdiction.

Board of Appeals (BOA) DSHS - The section of DSHS that first schedules the hearings for the Office of Administrative Hearings. The DSHS Board of Appeals conducts the review when a party to the hearing contests the decision made by the Office of Administrative Hearings. See Section [7.000](#)

Business days - All days except Saturdays, Sundays and legal holidays.

Calendar days - All days including Saturdays, Sundays and legal holidays.

CARS (Computer-Assisted Retrieval System) - A unit in DCS state office that purges material from case records and microfilms documents and other case information according to the Records Retention Schedule. CARS also retrieves information at staff request.

Case closure - When DCS closes an open case when it meets federal and state closure criteria. See [45 CFR 303.11](#) and [Section 18.000 Chart](#)

Case comment code - Numbers used on the Case Comment screen to identify the type of case action or information. See [Section 17.010 Chart](#)

Case Comment (CC) screen - This screen serves as the official case narrative. It records case actions taken by staff or programs and provides access to comments stored in the SEMS data base. See [Section 17.000 Chart](#)

Case Disbursement History (DH) screen - Displays a specific case record showing the issuance of each check associated with that case. This includes the check number, date, and check status. The screen also records any disbursements over grant sent to a CP. See [Section 17.000 Chart](#)

"Case dump" (Case Data Report) - A SEMS program that allows staff with SEMS access to select certain case information and print it. It facilitates printing screens for hearings, Conference Boards, Audits or other unique situations involving complex cases.

Case Financial (CF) screen - The screen maintains the NCP's child support debt on a particular case. The upper portion of the screen contains a record of child support payment requirements. The lower portion of the screen contains a record of IRS Intercepts. See [Section 17.000 Chart](#)

Case number - A unique number assigned by SEMS to identify an individual case. This is commonly called a IV-D number or a D number. When DCS staff completes the referral processing screen and

send the transaction to the host, SEMS automatically assigns the next sequential number available.

Case opening or set-up date - The date a referral for IV-D services is added to the DCS case management system (SEMS). See Section [2.005](#)

Case Payment History (CH) screen - This SEMS screen records the individual payments processed to a specific case and the distribution of those payments within a case. Transactions include NCP payments and adjustments. See Section [17.000](#)

Case Review (RC) screen - This SEMS screen displays the DCS staff member's employee number, name, and the total number of past-due and current reviews. Staff can organize and prioritize their case by specific actions required using the appropriate review code (RC). It allows staff to access cases for review from this screen. See Section [17.005](#)

Case type - Categories given to a case to identify the type of services provided. The Cash program uses these codes to determine payment distribution. See Section [2.000](#)

Center for Health Statistics (CHS) - Formerly the Office of Vital Records, CHS is the part of the Department of Health that maintains birth certificates and paternity affidavits. See Section [3.020](#)

Central Locate - Washington's State Parent Locator Service, which can access national data bases to accomplish IV-D locate requirements. See Section [20.035](#)

Central Registry - A unit in DCS's state office that processes court orders from county clerks and requests from other states for enforcement and locate. Central Registry is responsible for three types of cases not managed by field offices: locate-only, [PSO](#), and enforcement of cases where neither the AP nor the AR/AC resides in Washington at the time of application. Central Registry includes [Central Locate](#), [CARS](#), and the Interstate Central Registry. See Section [20.035](#)

Centralized Mail Program (CMP) - In April 2002, DCS initiated a centralized mail processing and imaging program to process mail more efficiently. CMP is located in DCS Headquarters. CMP staff image and index mail daily. Support enforcement officers access mail associated with a case assigned to them daily and take the appropriate action. See [Section 17.025](#) and [DCS Administrative Policy 1.20](#)

Certification of Birth Record Information (CBRI) - A statement provided to DCS by the Center for Health Statistics verifying that the father of the child has signed a Paternity Affidavit, DOH 110-001 or Instructions for Paternity Affidavit DOH/CHS 021. See Section [3.020](#)

CFR - Acronym for Code of Federal Regulations. The compiled rules and regulations adopted by the executive departments and agencies of the federal government.

CHAMPUS (Civilian Health and Medical Program of the Uniformed Services) - A health benefits program for the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service, and National Oceanic and Atmospheric Administration. See Section 6.03 Medical Handbook

Charge-off (also called write-off) - Under RCW 74.20A.220, any support debt owed to the state of Washington by an NCP may be written off if there is no cost-effective means of collecting the debt, or in cases of hardship. DCS may forgive either part or all of a debt, but the rights of the payee/custodial

parent under a support order cannot be affected without CP's consent. See Sections [7.000](#), [11.015](#).

Child Support Internet Payment Site (CSIPS) - Internet site designed by DCS to allow individuals and employers to send DCS child support payments and withholdings using the Electronic Funds Transfer (EFT). See Sections [11.005](#), [11.010](#)

Child support order - A court or administrative support order for a child, including a child who has attained the age of majority under the law of the issuing state. See Section [6.000](#)

Child support schedule - The standards, economic table, worksheets, and instructions, as defined in this chapter. See [WSCSS](#)

Children's Administration (CA) - works with children and families to identify their needs and develop a plan for services which support families and assure safety and well-being for children. Children's Administration administers Washington's foster care program and services.

Client ID Number - Unique number assigned by ACES to identify an individual. See [ACES Manual](#)

Collection action - Any of the administrative or court-ordered collection remedies available to DCS to enforce a support order, such as withholding actions, liens, referral for contempt of court. See Section [10.000](#)

Community Services Office (CSO) - A DSHS field office that establishes eligibility for and administers public assistance programs (IV-A and sometimes IV-E) for a specific region.

Companion case - When an NCP has multiple cases, a case upon which DCS does not document the details of all collection or locate actions. DCS chooses a [Main case](#) to document case actions

Conference Board - A method used by DCS for resolving complaints regarding DCS cases and for granting exceptional or extraordinary relief from debt. DCS schedules an informal meeting to determine facts and attempt to resolve grievances when an individual disagrees with DCS actions. A Conference Board Chairman, who is an attorney from DCS state office (not an Administrative Law Judge) hears and settles the issue. See Section [7.000](#)

Consent Order - A negotiated settlement of current support and arrears that is signed by an Administrative Law Judge. A Consent Order is an administrative order. It reflects the agreement of the noncustodial parent, the custodial parent and DCS. DCS uses the **Agreed Settlement/Consent Order**, DSHS [09-279](#) to establish a support debt or obligation by administrative order and to establish a support payment amount under a variable court order. See Sections [6.070](#), [6.140](#), [7.035](#), and [7.050](#)

Continuation of services - A federal requirement to continue to provide the same level of IV-D services when the CP terminates assistance. See Section [14.000](#)

Cooperation - As a condition of eligibility for financial assistance, the CP must assign child support rights to the state, provide relevant information that the CP either knows or can obtain at no cost, and assist in establishing/enforcing/modifying child support, and paternity. See Section [5.000](#)

Court order - A document signed by a judge or court commissioner in a court of law, another state's

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court of comparable jurisdiction, or a tribal court, and enforceable by the parties to the action. Under [RCW 74.20A.055](#), a court order may supersede an administrative order. See Section [6.035](#)

Credit bureau - A consumer reporting agency engaged in assembling or evaluating consumer information and furnishing credit reports to third parties for a fee, dues, or on a cooperative nonprofit basis. See Section [10.130](#)

Criminal Justice Project (CJP) - In March of 2001, DCS received a federal grant in partnership with the Department of Corrections (DOC), the Employment Security Department (ESD) and Private Industry Councils (also known as Workforce Development Councils) to reach out to noncustodial parents who were incarcerated or reporting to DOC Community Corrections. Between June 2001 and October 2002 DCS worked closely with the other agencies to encourage the participation of NCPs in the child support and Welfare-to-Work process. DCS informed interested NCP's of a variety of options in dealing with their child support while incarcerated, including modification, reducing accumulation of high child support arrears and connecting them with available employment programs upon their release. See Section [10.075](#) for collecting support from incarcerated NCPs.

Cross-reference - Process of comparing new information against existing case data or other available data bases. DCS cross-references to check for matching information. See Section [2.030](#)

Cross Reference (CR) screen - The Cross Reference Screen displays a list of cases, indicating case status, individuals related to cases, and the responsible field office. It also displays the IV-D case number, social security number, and BI number, as well as other IV-D numbers associated with that name in SEMS.

CSENet (Child Support Enforcement Network) - A telecommunication system designed to receive, validate and transmit standardized child support case transactions among state child support systems. It electronically connects state CSE automated systems and is a component of the Federal Parent Locator Service (FPLS). See Sections [15.010](#), [20.015](#)

CSENet Screen - This SEMS screen is the visual display of an automated process that builds outgoing transactions and processes received transactions using specific data elements. It is used to initiate new interstate cases, and provide information on existing interstate cases. See Sections [15.010](#), [20.015](#)

Current order - The support order that is the basis of current collections by DCS. See Section [6.000](#)

Current support or **current and future support** - The amount of support due each month, but not yet past-due. Also referred to as the monthly order amount (MOA). See Section [19.001](#).

Custodial parent (CP) - The person, whether a parent or not, with whom the child resides most of the time. This parent generally is entitled to support payments on behalf of the child. See [WAC 388-14A-1020](#) and Section [2.005](#).

Custodial payee - The person who has physical custody of the children named in an order and to whom an order directs support payments. See Section [6.055](#)

Custodial stepparent - A stepparent relationship exists when an individual marries the child's parent. The custodial stepparent relationship exists when the stepparent has lived in the home with the child

and the parent during periods when the child was considered a permanent resident of the household. See Section [6.040](#).

Custodian - Prior to January 1, 1988, most orders establish one parent as legal custodian and award the other parent visitation rights only. DCS uses the term custodian to refer to the person (CP) with whom the child resides. See [WAC 388-14A-1020](#).

Customer Service Centers (CSC) or "call centers" provide clients with general information and referral related to programs administered by CSD, access to information about their case and other CSD services by telephone.

Date of application - The date the state assumed responsibility for the child or date of the non-medical assistance only nonassistance (non-MAO NA) application. See [WAC 388-14A-1020](#) and Section [6.095 DebtCalc 2000](#) - is a computer program DCS staff uses to compute complicated child support debts based on the NCP's child support order(s). See Section [19.000](#).

Debt calculation ("debt calc") - A computation to determine the amount of support owed. See Section [19.000](#).

Debt Registry - In September 1999, DCS received a federal grant to create and pilot an Internet Debt Registry. The debt registry allowed both private and public entities prior to making a payment to an individual, to search a child support database to determine if the individual was delinquent in their child support obligation. If the searched produced a match, DCS would be notified automatically and headquarters' staff would issue an Order to Withhold and Deliver. The pilot ran from July 2000 through July 2002. DCS continues to manage the Debt Registry. DCS staff is encouraged to invite state, county and city agencies who pay out money to sign up for the debt registry. See Section [10.070](#).

Declaration - A signed statement under penalty of perjury that the signor declares to be true and correct. See [RCW 9A.72.085](#).

Default Order - is a valid, enforceable child support order. The order results from either a party failing to respond in a timely fashion to an administrative notice, or a party failing to appear at a scheduled hearing on the administrative notice. See Section [7.050](#).

Defense Enrollment Eligibility Reporting System (DEERS) - A federal computer program to track active and retired military sponsors and family members eligible for military health coverage. See Section [24.010](#).

Deficit Reduction Act (DRA) - A federal law (10/84 - 7/97) to reduce public assistance expenditures by providing an incentive payment to CPs for information leading to collection or establishment of child support. The program allowed an AFDC/TANF recipient to receive a portion of the current support collected from the NCP each month in addition to public assistance. The CP could receive a maximum DRA payment of \$50 per month regardless of the number of NCPs who paid support. See Section [6.160](#).

Delinquency - Failure to pay current child support when due. See Section [6.010](#).

Delinquency language - Wording in a court order that indicates how long collection staff must wait

after the NCP misses a payment before collection action may begin. See Section [6.010 - Chart Enforcement Language](#)

Department of Employment Security (ES) - The state agency primarily responsible for administering the unemployment compensation program. DCS can access the ES computer file through SEMS to obtain information on a noncustodial parent's (NCP) unemployment compensation benefits and wages paid by a reporting employer. See Section [10.040](#).

Department of Health (DOH) Birth System - On-line computer interface that provides direct access to official Washington State birth certificates beginning with the year 1957. The complete title is Washington State Department of Health, Center for Health Statistics Birth System. See Section [3.020](#)

Department of Labor and Industries (L & I) - The state agency who administers the Washington's workers' compensation system. L&I provides medical and limited wage-replacement coverage to workers who suffer job-related injuries and illness. L&I also collect worker's compensation taxes from employers. DCS attaches the NCP's time-loss or disability payments paid by the L&I. When DCS is aware that the CP or child receives benefits as a result of the NCP's disability, DCS may offset the NCP's child support obligation by those amounts. See Sections [10.025](#), [19.031](#)

Department of Licensing (DOL) - The state agency responsible for the issuance, maintenance, and enforcement of vehicle, business, and professional licenses. DCS can access the DOL computer file through SEMS to obtain information on vehicle licenses and operator permits. DCS can request that licensing authorities suspend or not renew licenses that belong to NCPs who do not comply with child support orders. See Section [10.100](#).

Department of Revenue (DOR) - A state office that provides information on corporations, registered agents, and self-employed individuals. See Section [10.080](#)

Dependent child - Any child for whom a support order has been established or for whom a duty of support is owed. See Section [2.000](#).

Determination of parentage - The establishment of the parent-child relationship by the signing of a valid acknowledgment of paternity under [RCW 26.26.300](#) through [26.26.375](#) or adjudication by the court. See Section [3.000](#).

Deviation - A child support amount that differs from the standard calculation according to the Washington State Child Support Schedule. A deviation must be supported by a finding of fact of why it differs. See Section [6.090](#)

Disbursement Address History (AD) screen - A SEMS screen, accessed by check number, that displays the address, the date, and the amount of the check disbursed. This screen mirrors the face of the check sent to the CP.

Disbursement Inquiry (DI) screen - A SEMS screen, accessed by check number, that provides case information in addition to the items on the AD screen. This screen mirrors the check stub that the CP retains.

Disposable earnings - The amount of earnings remaining after the deduction of amounts required by law to be withheld. DCS may withhold up to 50% of the NCP disposable earnings. See Section [10.010](#).

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Distribution - The DCS Cash process that applies payments to cases according to the [algorithm](#). See [45 CFR 302.51 \(a\) \(1\)](#) and Section [19.030](#).

Division of Child Support (DCS) - Washington State's child support enforcement program. Under Title IV-D of the federal Social Security Act, each state must administer a program to [to provide child support enforcement services](#). DCS is the IV-D agency for Washington State. In addition to collecting child support to reimburse the state for public assistance, DCS enforces child support and processes support payments for families not receiving public assistance. Formerly the Office of Support Enforcement (OSE), it became a separate division of DSHS in February 1994. The new division was temporarily named Support Enforcement Division, then renamed Division of Child Support on June 14, 1994.

Division of Fraud Investigation -The DSHS division that investigates public assistance fraud and, when appropriate, refers fraud cases to the prosecuting attorney.

Donor - an individual who produces eggs or sperm used for assisted reproduction, whether or not for consideration. The term does not include: (a) A husband who provides sperm, or a wife who provides eggs, to be used for assisted reproduction by the wife; or (b) A woman who gives birth to a child by means of assisted reproduction, except as otherwise provided in [RCW 26.26.210](#) through [26.26.260](#) or [26.26.735](#).

DRA payment - A portion of current support that was forwarded to the AR according to the [Deficit Reduction Act](#) (10/84 - 9/97). See Section [6.160](#).

Due process - An established course of action that protects an individual's legal rights. The amount of legal process required depends on the importance of the right.

Duplicate Case - A case that involves the same NCP and family unit (CP and children) as another IV-D case. This does not include paternity related subros. See Section [18.000 Chart - closure criteria](#).

Duty of support - An obligation imposed or imposable by law to provide support for a child, spouse, or former spouse, including an unsatisfied obligation to provide support. The needs of a dependent child may include necessary food, clothing, shelter, education, and health care. The duty includes obligation to make monetary payments, to pay expenses, including spousal maintenance in cases in which there is a dependent child, or to reimburse another person or an agency for the cost of necessary support for a dependent child. See Section [6.000](#).

Earliest Accrued Arrears (EAA) - The oldest debt collectible under the statute of limitations. See Sections [19.005](#), [19.030](#).

Earliest Accrued Arrears (EAA) calculation - A method used to apply payments received in excess of current support to the oldest arrears still collectible under the statute of limitations. See Sections [19.005](#), [19.030](#).

Earnings - Compensation paid or payable for personal service. Earnings include: (1) Wages or salary; (2) Commissions and bonuses; (3) Periodic payments under pension plans, retirement programs, and insurance policies of any type; (4) Disability payments under [Title 51 RCW](#); (5) Unemployment compensation under RCW [50.40.020](#), [50.40.050](#) and [Title 74 RCW](#); (6) Gains from capital, labor, or a combination of the two; and (7) The fair value of nonmonetary compensation received in exchange for personal services. Earnings include all gain from capital, from labor, or from both combined, not including profit gained through sale or conversion of capital assets. See [WAC 388-14A-1020](#) and Section [10.010](#)

Economic table - The child support table for the basic support obligation provided in [RCW 26.19.020](#). See Section [6.090](#) and [WSCSS](#)

Electronic Birth Certificate (EBC) system - A computer program that allows Washington hospitals to create a birth certificate electronically and transmit the completed birth certificate to the Center for Health Statistics (CHS). See Section [3.020](#).

Electronic Funds Transfer (EFT) - Financial transaction in which payment instructions are transmitted electronically. EFT replaces paper media, such as checks or drafts, with electronic media (e.g., electronic terminals, telecommunications networks, computer systems). EFT is a method of payment in which DCS withdraws funds directly from a bank account or deposits funds to a bank electronically. Receiving payments by EFT does not satisfy federal wage withholding requirements. See Section [10.045](#).

Emancipated child - A child under 18 years of age who is no longer subject to parental control. This emancipation may occur through marriage, military service, or court order. In Washington State emancipation terminates a parent's obligation to pay current support. See Sections [6.175](#), [6.180](#), [9.000](#), [18.000](#).

Employee - a person to whom an employer is paying, owes, or anticipates paying earnings in exchange for services performed for the employer. [RCW 26.23.040](#) requires all Washington state employers to report all newly hired and re-hired employees to the Washington state support registry. See Section [12.010](#).

Employee number - A unique number assigned by DCS to each employee upon hiring, which allows the employee to access certain computer programs. It coincides with the [RSEO](#) number.

Employer - any person or organization having an employment relationship with any person. This includes: (1) Partnerships and associations; (2) Trusts and estates; (3) Joint stock companies and insurance companies; (4) Domestic and foreign corporations; (5) The receiver or trustee in bankruptcy; and (6) The trustee or legal representative of a deceased person. See Sections [10.010](#), [15.025](#).

Employer Initiated Case - As a service to Washington State government payroll departments, DCS

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will process child support payments owed by Washington State employees to other state IV-D agencies. When a Washington State agency receives a UIFSA wage-withholding from another state, the agency can ask DCS to set up a non-IV-D case to process payments to the other state. This process allows an agency to send all child support payments withheld to just one place (WSSR). See Section [2.070](#).

Employee Retirement Income Security Act of 1974 (ERISA) - Federal statute generally exempting self-insured benefit plans from garnishment or attachment. It also limits DCS's ability to enforce dependent coverage in health plans. (See also [QDRO](#).) See Section [9.040](#).

Employment - personal services of whatever nature, including service in interstate commerce, performed for earnings or under any contract for personal services. Such a contract may be written or oral, express or implied.

Enforceable Order is a valid order that contains a kind of support that DCS can enforce and DCS can enforce the order as entered or enforce the order after serving the NCP. See Section [6.000](#) and [6.000 Chart](#).

Equitable Estoppel - Also referred to as Estoppel. A legal doctrine that under certain limited circumstance can operate to bar claims for past due support. Equitable Estoppel requires 1) a statement or act inconsistent with the claim now being made; 2) action by the other party based on the original statement or act, and 3) injury to the other party resulting from allowing the first party to contradict or repudiate their original statement or act. The law does not favor granting Equitable Estoppel and it is difficult to prove. It is even more difficult to prove when a party attempts to apply it against the state. See [WAC 388-14A-3370](#) and [6500](#), Section [9.075](#), [19.000](#).

ESA State Tribal Relations Unit (STRU) - Works with DCS and Indian tribes to develop informal processes and cooperative agreements to provide culturally relevant child support services.

Escalation clause - A formula in a court order by which a support amount is increased. See Section [6.050](#).

Event Tracking (ET) screen - A case review system for federally mandated case actions. The ET screen displays the status of a case according to federal time frames for required actions. See Section [17.000](#).

Extraordinary health care expenses - Monthly health care expenses that exceed five percent of the basic child support obligation. See Section [6.080](#) and [WSCSS](#).

Family - The person or persons on whose behalf support is sought, which may include a custodial parent and one or more children, or a child or children in foster care placement. The family is sometimes called the assistance unit (AU).

Family Independence Program (FIP) - An experimental Washington State public assistance program (1988-1993) that paid cash incentives for participation in education, training, or work.

Family member - The caretaker relative, the child(ren), and any other person whose needs are considered in determining eligibility for assistance.

Family Support Act of 1988 - A comprehensive federal act, revised in 1989, dealing with child support enforcement. Among other provisions, it requires intrastate uniformity in support orders, periodic review for modification of the support award in court and administrative orders, a distribution algorithm, and initiation of immediate wage withholding.

Federal Case Registry - The purpose of the Federal Case Registry (FCR) is to provide employer and IVD case information to the states on their NCP's. The FCR will match NCP's we submit with employer information and case information from other states. When a match is found the information is transmitted back to the submitting state.

Federal Information Processing Standards (FIPS) codes - A set of five-digit numerical codes that Federal Information Processing Standards use to identify each state and county in the United States. The first two digits identify the state; the last three identify the county/district. See [Everett Interstate Guide](#) and Section [15.000](#).

Federal Parent Locator Service (FPLS) - The federal government's locator service. FPLS has access to such information as Social Security records, limited IRS information, Department of Defense personnel records, Veterans Administration benefit records, Selective Service System records, and National Personnel Records Center records. See Section [20.035](#)

Felony Offender Reporting System (FORS) - Provides felony offender information maintained by Washington State Department of Corrections (WA DOC) to a variety of users outside of WA DOC. Staff must have an ID/Password assigned to them to access FORS. See Section [10.075](#)

Final court order - An order that settles issues such as child support, custody, paternity, and property distribution in a specific court action. See Section [6.000](#) and [6.000 List - Types of Support Orders](#).

Foreign order - An order entered in a jurisdiction other than a Washington state court or administrative forum. [WAC 388-14A-3304](#) A court or administrative order entered by a tribunal other than one in the state of Washington. See Section [15.000](#).

Foreign country support order - Any order issued by a jurisdiction other than a state of the United States, an Indian tribe, the District of Columbia, Puerto Rico, the US Virgin Islands, or any territory or insular possession subject to the jurisdiction of the US. DCS does not consider these orders as an order entered by another US state. See [RCW 26.21.005](#), Section [15.000](#), [15.085](#), and [15.090](#).

Forms Table (FT) - Forms Table forms A SEMS screen that lists the forms generated on a case and the forms results. SEMS event tracking (EV) uses this information to determine whether other actions or forms should be generated on the case.

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Foster care case - A case referred to the Title IV-D agency by the Title IV-E agency, which is the state division of child and family services which is the DSHS Children's Administration. See Sections [4.000](#), [4.005](#).

Foster Care federal definition - Twenty-four hour substitute care for children placed away from their parents or guardians and for whom the state agency has placement and care responsibility. Washington state agency is administered by DSHS Children's Administration (CA). This includes, but is not limited to foster homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes regardless of whether the foster care facility is licensed and whether payments are made by the State or local agency for the care of the child or whether there is federal matching of any payments that are made. See Section [4.000](#).

Fraud - For the purposes of vacating an agreed settlement or consent order fraud is (1) The representation of the existence or the nonexistence of a fact; (2) The representation's importance to the case; (3) The representation's falseness; (4) The speaker's knowledge that the representation is false; (5) The speaker's intent that the representation should be acted on by the person to whom it is made; (6) Ignorance of the falseness on the part of the person to whom it is made; (7) How much the person to whom the misrepresentation is made: (a) Relies on the truth of the representation; (b) Has a right to rely on it; and (c) Is subsequently damaged.

Fraud - For the purposes of reporting to the Community Service Office, means obtaining cash, medical, or food assistance by intentional misstatement or by withholding information that affects eligibility for these benefits, resulting in overpayment. See Section [21.005](#).

Full credit profile report - A listing by the credit bureau of an individual's current name and address, employer, credit and trade lines (open or closed), public record information, and previous inquiries. See Section [10.130](#)

Full Faith and Credit for Child Support Orders Act (FFCCSOA) - is a federal law that requires all courts in the US and its territories to accord full faith and credit to child support orders issued by other states as long as the other state properly exercised jurisdiction over the parties and the subject matter. See [28 USC § 115.1738B](#).

Full support enforcement services (also referred to as full collection services) - the entire range of services available in a Title IV-D case, including the establishment of child support orders, paternity establishment, enforcement of child support and spousal support orders, establishment and enforcement of medical support, modification of support orders and distribution of child support and spousal support payments. See Section [2.005](#)

GA-H Program - A state-funded assistance program which ended 6/30/00.

Garnishment - A Washington State superior court order for seizing wages to pay a debt. See Section [10.000](#)

Genetic testing - an analysis of genetic markers only to exclude or identify a man as the father or a woman as the mother of a child. The NCP or CP may request genetic within a specified time frame when DCS serves the NCP a Notice and Finding of Parental Responsibility, DSHS 09-710. See Section [3.065](#)

Good cause - CSO determination, based upon potential harm to the CP or children that the CP does not have to cooperate with DCS. There are two kinds of good cause granted by the CSO. Good cause level A is when DCS cannot proceed at all in the establishment or enforcement of child support. Good cause level B is when DCS can proceed without the CP's input. See Section [5.010](#)

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Good cause for late hearing request - Circumstances that would make it extremely difficult to respond within established time frames to any DCS notice or action giving hearing rights. See Section [7.050](#)

Grace period - Specified time period in a court or administrative order after the due date and before collection action may be taken. See Sections [6.010](#), [6.060](#).

Grievant - An individual who has filed a complaint or grievance, usually by requesting a Conference Board. See Section [7.000](#).

Guardian ad litem (GAL) - An independent party appointed by a court to represent the interests of a dependent child or adult. DCS does not collect GAL fees awarded to a nonassistance custodian (CP). See Section [9.060](#)

Head of household - the parent or parents with whom the dependent child or children were residing at the time of placement in foster care. See Section [4.000](#).

Health care costs - Medical, dental and optometrical expenses established in the support obligations or stated as a fixed dollar amount by a support order. See Sections [9.045](#), [10.015](#).

Health insurance - insurance coverage for all medical services related to an individual's general health and well-being. These services include, but are not limited to: Medical/surgical (inpatient, outpatient, and physician) care, medical equipment (crutches, wheel chairs, prosthesis, etc.), pharmacy products, optometric care, dental care, orthodontic care, mental health care and physical therapy. See Section [10.015](#).

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Health insurance language - Wording in an order or notice establishing the NCP's responsibility to provide health insurance for dependents. See Section [10.015](#).

Hearing - a proceeding before an administrative law judge at Office of Administrative Hearings (OAH) that gives a party an opportunity to be heard in disputes about DSHS programs. See also adjudicative proceedings or administrative hearing. See [WAC 388-02-0010](#) and Section [7.000](#).

Home state - The state in which a child lived with a parent (or a person acting as parent) for at least six consecutive months immediately before the time of filing of a petition or pleading for support. If a child is less than six months old, the state in which the child lived from birth. A period of temporary absence is counted as part of the six-month or other period. See Section [15.015](#).

Immediate Wage Withholding (IWW) - refers to a requirement of the federal Family Support Act that state IV-D agencies initiate wage withholding actions immediately after a support order is issued. See Section [6.010 - Chart Enforcement Language](#).

Immediate Wage Withholding (IWW) Order - is a support order entered on or after July 1, 1990 that has automatic notice and enforcement language that says wage or income withholding may be taken at any time after the entry of the order. See Section [6.010](#).

In rem - A legal theory that allows jurisdiction to be asserted over property. For DCS purposes, in rem jurisdiction is the legal principle that gives DCS jurisdiction over assets located in Washington State belonging to a responsible parent residing outside of Washington State. See Sections [6.025](#), [10.060](#), [15.075](#).

Income - Earnings or other periodic payments of money from any source and any other property subject to withholding for support under the law of this state. See Sections [6.090](#), [9.005 Chart - funds exempt from attachment](#), [10.010](#), and [19.010](#).

Income withholding action - includes all withholding actions which DCS is authorized to take, and includes but is not limited to the following actions: (1) Asserting liens under [RCW 74.20A.060](#); (2) Serving and enforcing liens under [Chapter 74.20A RCW](#); (3) Issuing orders to withhold and deliver under [Chapter 74.20A RCW](#); (4) Issuing notices of payroll deduction under [Chapter 26.23 RCW](#); and (5) Obtaining wage assignment orders under [RCW 26.18.080](#). See Sections [10.010](#) and [10.055](#).

Income-withholding order - An order directed to an NCP's employer to withhold support money from the income of the NCP. See Section [10.010](#).

Indian Health Services - A federally funded program providing direct and contract health care to Native Americans. See Sections [10.015](#), [13.055](#).

Individual Address (IA) screen - Provides access to personal addresses and telephone numbers for the NCP, CP, child and other individuals stored in the SEMS data base. The IA supports CSENet and automated forms.

Individual Development Account (IDA) - Savings account that is held in trust by a community based organization which has agreed to provide some level of matching funds for TANF recipients. The resource is intended for: post-secondary education, first home purchase, or business capitalization. See [RCW 74.08A.220](#) and Section [9.005](#).

Individual Merge Screen - SEMS assigns individual numbers to each new person added to SEMS. The same person may have multiple individual numbers. The Individual Merge Process combines duplicate individual numbers on cases and merges individual numbers.

Initial order - a hearing decision made by an ALJ that may be reviewed by a DSHS Board of Appeals review judge. Most DCS administrative orders are no longer mutual orders. See Section [7.000](#).

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Initiating Jurisdiction (IJ) - Also called Initiating State (IS). In an interstate case, the state or jurisdiction that requests enforcement or establishment of a support obligation by the state where the NCP resides or has resources. See Sections [15.000](#) and [15.010](#).

Insurer - a commercial insurance company providing disability insurance, a health care service contractor providing health care coverage, a health maintenance organization providing comprehensive health care services, or any employer or union that is providing health insurance coverage on a self-insured basis. See Section [10.015](#).

Interstate case - A case in which an IV-D agency, another jurisdiction or a foreign country requests support enforcement services from another IV-D agency, jurisdiction, or a foreign country. See Section [15.000](#).

Intra-Office Transfer (IT) screen - The SEMS screen used to transfer cases between DCS and [PROS/AAG](#) offices for appropriate collection or legal actions.

Intrastate URESA - A proceeding under a former uniform law (see URESA) in which the request for establishment or enforcement of a support obligation was between counties instead of between states. This process was rarely used. See Section [15.000](#).

IRS (Internal Revenue Service) - A federal agency whose duties include collecting income tax. See Section [8.000](#).

IRS certification - The process of referring a support debt to the Internal Revenue Service in order to intercept an individual's federal income tax refund. See Section [8.000](#).

IRS full collection process - At a IV-D agency's request, the IRS could take collection actions against an NCP's income or assets as if collecting against back taxes. The IRS may negotiate a payment plan, garnish income or accounts, seize assets, or take any other collection actions. The IRS only takes these actions once, then returns the case to the IV-D agency with a report of the results. As of June 1, 1995, DCS will no longer request these services. See Section [8.000](#).

IRS intercept - Seizure of an absent parent's federal income tax refund to satisfy a support debt. See Section [8.000](#).

IRS offset - An action in which the Internal Revenue Service reduces an Absent Parent's federal income tax refund by the amount of child support arrears. The IRS offsets (or "sets off") the support debt from the NCP's income tax refund. IRS offset is a federal requirement. See Section [8.000](#).

IRS Negative Register - The notification from IRS that they have reduced the NCP's intercepted tax refund. The IRS deducts the amount of the reduction from the remittance they send to DCS. Common reasons for reductions of intercept are audits by the IRS and Injured Spouse Claims. See [CN-151](#).

Issuing state - The state in which a tribunal issues a support order or renders a judgment determining parentage. See Sections [15.100 Chart - CEJ Analysis](#), [15.085](#).

ITIS screens - IV-A screens that can be accessed through SEMS. The screens provide information on

public assistance grants and eligibility periods. ITIS has been replaced by ACES. See Section [2.030](#).

Job Corps - A no-cost education and vocational training program administered by the U. S. Department of Labor that helps young people ages 16 through 24 get a better job, make more money and take control of their lives. A student who desires to make support payments for dependents can initiate an allotment through the Job Corps Center. The student must provide proof of dependency. Benefits and monthly stipends paid to the students are exempt from collection. See Section [9.005](#).

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Judgment - A court order to pay a certain sum. This may be a specific sum established by the court for costs, fees, etc. Monthly child support becomes a judgment by operation of law when not paid. See Sections [9.060](#), [11.030](#), [10.030](#), [18.015](#), and [19.005](#).

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Judgment lien - A lien created by the entry of a court-ordered sum certain judgment. It does not include the judgment created by operation of law when the NCP does not pay monthly support when due. See Sections [9.060](#), [10.030](#), [11.030](#), [18.015](#), and [19.005](#).

Jurisdiction - The authority of a court, agency, or government to decide a case or legal issue, or to take action against a person or that person's assets. See Section [15.100 Chart - CEJ](#).

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Laches - A legal doctrine that under certain limited circumstance can operate to bar claims for past due support. Laches requires a party to have knowledge of the facts constituting a cause of action, an unreasonable delay in commencing the action, and damage to the other party resulting from the delay. The law does not favor granting Laches and it is difficult to prove. It is even more difficult to prove when a party attempts to apply it against the state.

Language code - A number used by DSHS to identify the NCP's or CP's primary language. In addition, DCS must ensure that the primary language for all customers who need and request interpretation/translation services is identified and interpretation/translation is provided. See Section [23.020 - Primary Language Codes](#).

Legal guardian - A department, an agency, or a person, other than a parent or stepparent, appointed by the court to promote the child's general welfare, with the authority and duty to make decisions affecting the child's development. See [WAC 388-400-0005 TANF eligible](#) and [WAC 388-408-0030 children in AU](#).

Legal referral - The process of referring a case to the AAG or prosecuting attorney. See Sections [3.000](#), [6.020](#), [7.000](#).

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Lien - An encumbrance on property that gives the right to take and sell or hold the property of a debtor as security for payment of a debt. See Sections [10.065](#), [11.030](#).

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Limited English Proficient (LEP) or Limited English Speaking (LES) Persons - Any persons applying for or receiving services from the department or its contractors who have difficulty understanding what an English-speaking employee says or who have trouble being understood by the English-speaking employee. [DSHS Administrative Policies [7.020](#) and [7.021](#).] Also see Section [23.020](#).

Locate - Efforts to find an NCP in order to serve a support establishment notice on him or her. See Section [20.020](#).

Locate-only - A federally mandated service option to automatically search IV-D data base resources for a noncustodial parent's location. It is not an application for full collection services. No SEMS case exists. Locate-only requests come from physical custodians, legal custodians if wrongfully deprived of custody, and IV-D agencies. (Custodians can apply through their local IV- D agency.) State office staff perform locate-only services for DCS. Once state office staff complete the data base search, DCS staff report their findings. This terminates the locate-only request. See [WAC 388-14A-1035](#) and Section [18.000 Chart - closure criteria and codes](#).

Long-arm statute - ([RCW 4.28.185](#)) Allows Washington to assert personal jurisdiction or authority (taking establishment actions) over someone who lives in another state. In specific circumstances the statute allows the establishment of paternity, setting of support in court proceedings, and taking collection actions when one party lives in another state, without using the interstate process. See Section [15.000](#).

Main case - When the NCP has multiple cases, the case selected by the SEO to document the details of all collection and locate actions taken against a NCP. The other case(s) are called a [Companion case](#).

Medical assistance only (MAO) - DCS's term for the public assistance program offered to individuals requesting medical coverage only (Medicaid); recipients receive no cash payments. See Sections [2.055](#), [6.105](#), [18.010](#).

Medical Child Support Order (MCSO) - An order issued by a court of competent jurisdiction or an administrative agency authorized to issue child support orders under State law that provides for medical support of a child. See [OCSE DCL-03-40](#) and Section [24.015](#), [24.025](#), [24.030](#).

Medical enforcement only (MEO) - A support enforcement option offered to recipients of medical assistance only (MAO). Under this option DCS enforces the health insurance requirement only. DCS receives a referral directly from the CSO. Under continuation of services, an AC can choose to keep MEO services at the time MAO stops. See Sections [2.055](#), [6.105](#), [18.010](#).

Medical Insurance (MI) screen - A SEMS screen that contains detailed information on the NCP's insurance company and the individuals that are covered. See Section [24.040](#).

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Medical support - Either health care costs stated as a fixed dollar amount in a support order, or health insurance coverage for a dependent child, or both. **Microfiche** - A sheet of film that stores information in a reduced size.

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Minimum contacts - Sufficient connection to give a state jurisdiction over a party or that party's resources located within that state; that is, contacts that allow enforcement. Examples include the NCP's employment in Washington, or an employer doing business or maintaining a registered agent in

Washington State, or a nonresident NCP's receipt of unemployment compensation or L&I payments from Washington State. See Section [15.000](#) and [CN-230](#).

Modification conference - An informal meeting where some or all of the affected persons appear before an SEO or Claims Officer. The conference provides a forum in which the NCP and the CP may contest the review or negotiate a modification of a support order. See Sections [16.005](#), [16.020](#)

Modification review - An SEO evaluation of all available DCS records and information from the parties to a support order. A review will determine whether DCS will proceed with modification to adjust the support award and/or to include medical support in an order.

Monthly Arrears Payment (MAP) - The NCP's minimum monthly payment due on the Arrears Total. See Section [19.010](#).

Monthly Order Amount (MOA) - The total amount of current child support and spousal support established by a support order. See Section [19.010](#).

National Law Enforcement Telecommunications System (NLETS) - NLETS accesses Department of Licensing Records in all 50 states. In addition, NLETS accesses Washington State Department of Corrections records. DOL provides address, physical description and driver's license information. DOC provides the same, but in addition provides the DOC # and current location of the party. See Section [20.035](#) and [20.035 Chart - NLETS](#)

NCP - Non-custodial Parent

National Medical Support Notice (NMSN) - A federally-mandated form that DCS uses to enforce a health insurance support obligation; the NMSN is a notice of enrollment as described in [RCW 26.18.170](#). See [WAC 388-14A-4120 - 4175](#) and Section [24.015](#), [24.025](#), and [24.030](#).

Negative order - An order which specifically states that the NCP owes no child support or has no obligation to provide health insurance. See section [6.005](#).

Negative Payment - The notification that funds previously processed by DCS are not available. In some instances, such as an NSF payment, the funds are not deposited into DCS's account. In other instances, such as an employer credit or IRS Negative Register, the payment is taken from future disbursements to DCS. The notification can come several months after the original payment processed, as in the case of an IRS Negative Register. See [CN-151](#).

Negotiate a settlement - To resolve a dispute by mutual agreement of the parties; for example, to establish a support debt and current support by mutual agreement of the parties. DCS staffs will always try to negotiate a settlement before referring a case for a hearing or conference board. See Sections [3.075](#), [6.130](#), [6.150](#), [6.155](#), [7.020](#), [12.015](#).

Net income - For DCS's purposes, income (disposable earnings) remaining after deductions required by law (not voluntary deductions). See Sections [6.080](#), [6.090](#), and [WSCSS](#).

Nonassistance (NA) case/services - Full collection (IV-D) case/services when the family is not receiving a public assistance grant. See Sections [2.000](#), [2.015](#).

Noncompliance - When an employer or union fails to answer DCS's **withholding** notice, fails to remit money, or fails to enroll an NCP's children in medical insurance after accepting legal service of DCS's collection action or enrollment notice. See Section [12.000](#).

Noncooperation - The term used to describe the status of the CP when he or she fails to provide relevant information to DCS that the CP either knows or could obtain at no cost and is necessary to the next case action. See Section [5.000](#)

Noncustodial parent - NCP - The natural parent, adoptive parent, responsible stepparent, or person who signed and filed an acknowledgment of paternity who is not the physical custodian and is responsible for the support of the child. At one time DCS referred to the noncustodial parent as the Absent Parent (AP).

Noncustodial payee - The party to whom a court order directs support payments but who does not have physical custody of the children. Sections [2.015](#), [6.135](#), [6.140](#), [7.045](#).

Non-IV-D case - are Payment Service Only (PSO) [2.050](#) and [18.005](#), Federal Case Registry (FCR), Unborn Child cases [2.046](#), Employer Initiated [2.070](#), Noncompliance Fine [12.025](#), and Spousal Support Only [2.075](#), cases.

Nonresidential parent - The person who is not designated as the primary custodian. The nonresidential parent is usually obligated to pay support. DCS refers to the nonresidential parent as the noncustodial parent (NCP).

Nonwage Enforcement Program (NWEPP) - DCS program that locates and seizes an NCP's property for nonpayment of child support. It is administered by a unit in state office. See [RCW 74.20A.130](#) and Section [10.140](#).

Obligee - The custodian of a dependent child, the spouse or former spouse, or person or agency, to whom a duty of support or duty of spousal maintenance is owed, or the person or agency to whom the right to receive or collect support or spousal maintenance has been assigned. Also referred to as the custodial parent (CP).

Obligor - The person owing a duty of support or duty of spousal maintenance. Also referred to as the noncustodial parent (NCP).

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Office of Administrative Hearings - An independent office separate from any state administrative agency. This office conducts adjudicative proceedings and issues initial decisions, or final decisions and orders for most state agencies, including DCS. See Section [7.000](#).

Office of Child Support Enforcement (OCSE) - A division of the U.S. Department of Health and Human Services that monitors state IV-D agencies for compliance with federal regulations. OCSE also facilitates access to other federal programs and databases.

Office of Support Enforcement (OSE) - The name of Washington State's child support enforcement agency from 1974 to 1994. In February 1994 OSE became the Support Enforcement Division (SED) and in June 1994 was renamed the Division of Child Support (DCS).

Parent - An individual who has established a parent-child relationship under [RCW 26.26.101](#), which includes birth, adoption, voluntary acknowledgment of paternity.

Parent-child relationship - The legal relationship between a child and a parent of the child. The term includes the mother-child relationship and the father-child relationship. See [RCW 26.26.101](#).

Participant - For medical insurance purposes this means an employee or retiree who is eligible for coverage under an employer group health plan. See [WAC 388-14A-1020](#) and Section [10.015](#).

Parties - Persons who are named in an order and are subject to the action. Parties may be parents, guardians, children, assignee, or DCS. See Section [6.000](#).

Past due - When a payment required by a court or administrative order is not paid by the specified due date. For purposes of referral for Federal income tax refund offset past-due support means support owed to or on behalf of a qualified child, or a qualified child and the parent with whom the child is living if the same support order includes support for the child and the parent. See [45 CFR 301.1](#) and Sections [19.005](#), [19.020](#).

Past support - Support arrears. See past due above.

Paternity Acknowledgement Program - A Washington State program that allows a possible father and mother to voluntarily sign a paternity acknowledgment which creates a presumption of paternity. The program allows DCS to use the acknowledgment of paternity and the administrative process to establish a child support order. See Sections [6.075](#), [6.080](#)

Paternity Affidavit - Now known as an acknowledgement of paternity. This is a notarized legal document signed by the mother of the child and the possible father. This document allows the possible father to acknowledge that he is the natural father. See Sections [3.025](#), [6.070](#)

Paternity case - A case where the identity of the father is at issue for one or more children on the IV-D case. See Section [3.005](#)

Paternity Establishment Case is a case set up for referral to the Prosecutor to establish paternity. When paternity is established or disestablished the case is closed under case closure code 62, any order would be added to the main case. See Section [18.000 Chart - case closure criteria and codes](#).

Paternity index - The likelihood of paternity calculated by computing the ratio between the likelihood that the tested man is the father and the likelihood that the tested man is not the father of the child but that the father is from the same ethnic or racial group as the tested man. See Section [3.105](#).

Paternity order - A court order entered to establish legal fatherhood. See Sections [3.085](#), [6.000](#).

Paternity testing - Blood testing or genetic tests of blood, tissue or bodily fluids to exclude or identify a man as the father of a child. This is also called genetic testing. See Sections [3.065](#), [3.070](#), [3.095](#), [3.105](#).

Payee - Either the person named in the court order to whom support is to be paid (court-ordered payee of support money) or the custodian who receives a public assistance grant on behalf of the children

(payee of an assistance grant). Also referred to as the custodial parent (CP). See Sections [6.000](#).

Payment Services Only (PSO) - Cases in which DCS provides only payment processing and record keeping services. DCS deposits the NCP's child support payment and issues a check to the CP. DCS provides no enforcement services on PSO cases. See Sections [2.050](#), [18.005](#).

Permanent parenting plan - A plan for parenting the child, including allocation of parenting functions, which is incorporated in any final divorce decree or modification in an action for dissolution of marriage, declaration of invalidity, or legal separation.

Permanently assigned arrearages - Those arrears which the state may collect and retain up to the amount of unreimbursed assistance. See Section [19.020](#).

Physical custodian - the person who has physical custody of the child, the custodial parent (CP). See Section [2.000](#).

Plan Administrator - the person or entity which performs those duties specified under [29 USC § 1002 \(16\) \(A\)](#) for a health plan. If no plan administrator is specifically so designated by the plan's organizational documents, the plan's sponsor is the administrator of the plan. Sometimes an employer acts as its own plan administrator. See Section [10.015](#).

Postdated check - DCS uses this term to designate a check received before the date written on the check.

Prehearing conference - A proceeding scheduled and conducted by an ALJ in preparation for a hearing. See [WAC 388-02-0195](#) and [Section 7.000](#)

Prehearing meeting - an informal voluntary meeting that may be held before any prehearing conference or hearing. See [WAC 388-02-0175](#) and [Section 7.025](#)

Prepaid support - A payment made voluntarily to pay future support on a case when no current support or arrears are due. See Section [19.050](#)

Presumed father - A man who is recognized to be the father of a child until that status is rebutted or confirmed in a judicial proceeding. See [RCW 26.26.011](#) and Section [3.000](#)

Primary language - The language identified by the service recipient as the language in which they wish to communicate with DSHS. See [DSHS Administrative Policy 7.020](#) and Section [23.020 - Chart Language Codes](#).

Probability of paternity - The measure, based on the ethnic or racial group, to which the alleged father belongs, of the probability that the individual in question is the father of the child, compared with a random, unrelated man of the same ethnic or racial group. See Sections [3.065](#), [3.070](#), [3.095](#).

Probate - A court procedure to decide the correct distribution of the assets of a deceased person. See Section [10.155](#).

Project 1099 - A federal program that state IV-D agencies use as a locate tool. It accesses IRS

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records when a social security number is provided. See Section [20.035](#).

Pro Se - Term describing an individual representing himself or herself in a legal action. See Section [11.015 B.2.d](#)

Prosecutors/Attorney General Office (PROS/AAG) - Refers to the prosecuting attorney or assistant attorney general who performs legal functions for DCS according to local contract, including the areas listed in Sections [3.000](#), [9.025](#), [9.040](#), [10.010](#), [10.085](#), [10.140](#), [11.015](#), [16.000](#), [16.005](#), and [16.020](#) of the Handbook.

Public assistance - Government-funded assistance programs based on need; for example, TANF, AFDC, [FIP](#), Medicaid, food stamps. The Department of Social and Health Services (DSHS) has responsibility for these programs.

Public Disclosure Coordinator (PDC) - The local authority in each DCS office who makes decisions regarding public disclosure. The PDC is responsible for responding in writing to requests for disclosure. See Section [22.000](#).

Public Records - Includes any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business, and legislative records as described in [RCW 40.14.100](#). See [DCS Administrative Policy 7.00](#) and Section [22.000](#).

Public Records Officer - One person in each department who issues the final decision regarding public disclosure. This decision can be taken to court. The DSHS Public Records Officer is the Public Disclosure Manager chief of the Office of Appeals. See [DCS Administrative Policy 7.00](#).

Putative father - All men who may possibly be the father of the child or children on whose behalf the application for assistance or support enforcement services is made. The man believed to be the father unless proven otherwise. See Section [3.000](#).

Qualified Child - [45 CFR 301.1](#) defines a qualified child as a child who is a minor or who, while a minor, was determined to be disabled under title II or XVI of the Act, and for whom a support order is in effect.

Qualified Domestic Relations Order (QDRO) - A court order that allows the [ERISA](#) plan administrator to make benefit payments to someone other than the retiree. See Section [9.040](#).

Qualified Medical Child Support Order (QMCSO) - A medical child support order that contains: the name and last known mailing address of the participant (NCP) and each alternate recipient (child), or the name and mailing address of a State or local official may be substituted for the child's address; a reasonable description of the type of health care coverage to be provided to each child; and the period to which the order applies. A properly completed National Medical Support Notice (NMSN) is deemed to be a QMCSO. See [OCSE DCL-03-40](#), and Sections [24.015](#), [24.025](#), [24.030](#).

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RCW - Revised Code of Washington. The compiled state laws (statutes) currently governing Washington State. Laws are passed by both houses of the state legislature and signed by the Governor. Most laws pertaining to child support are located in [Title 26 RCW](#) and [Title 74 RCW](#).

Reasonable efforts to locate - Actions performed by DCS to find the noncustodial parent, including mailing a support establishment notice to the NCP, referring locate activities to a sheriff, other process server, or to a locate service or department; performing tracing activities such as checking local telephone directories and attempts by telephone or mail to contact the custodial parent (CP), relatives of the NCP, past or present employers, or the post office; contacting state agencies, unions, financial institutions or fraternal organizations; searching periodically for identification information recorded by other state agencies, federal agencies, credit bureaus, or other record-keeping agencies or entities; or maintaining a case in DCS's automated locate program, which is a continuous search process. Reasonable efforts to locate can also include referral to the state or federal parent locator service; referral to the attorney general, prosecuting attorney, the IV-D agency of another state, or the Department of the Treasury for specific legal or collection action; attempting to confirm the existence of and to obtain a copy of a paternity acknowledgment; or conducting other actions reasonably calculated to produce information regarding the NCP's whereabouts. See Sections [18.000](#), [20.000](#).

Receivable - An accounting term for what DCS commonly calls a bank account receivable. A receivable occurs when DCS returns funds to the payer, does not collect the funds, or redistributes funds to another debt when the funds have previously been disbursed to a CP or another jurisdiction. Adjusting payments on TANF cases with a legal referral type 2 (Responding Interstate) also creates a receivable because DCS disburses the payments to the initiating jurisdiction. The total receivable on a case is found on the SEMS Case Payment History (**CH**) and Case Financial (**CF**) screens. DCS has two types of receivables:

1. **CP Excess Support Receivable** - A receivable that the CP (formerly AC) or other jurisdiction owes because they received funds in excess of the support that was owed under the support order. Emancipation, custody changes, and court order modifications are common causes of these receivables.
2. **NCP Receivable Debt** - A bank account receivable that is still owed by the NCP. These most often occur when DCS processes and disburses a payment, then learns that the funds are not available or belong to another debt. These receivables can be caused by non-sufficient funds (NSF) checks, misapplied payments, IRS negative registers, or by employer, ES, or L&I overpayments. See [CN 151](#).

Referral - The packet of forms completed by the CP and electronically sent to DCS by the CSO. See Sections [2.005](#).

Register - Record or file a support order or judgment determining parentage in the appropriate location. See [RCW 26.26.130](#).

Registered agent - For DCS purposes, a Washington State business registered with the Secretary of State's Office and listed with the Department of Revenue (DOR) to act as an agent for an out-of-state business. Service on a registered agent in Washington State for an out-of-state employer places the employer under Washington jurisdiction for collection actions. See Section [10.020](#).

Registering tribunal - a tribunal in which a support order is registered. See Section [15.000](#).

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Registration of court orders - Filing a court order in another state's court system, in a court other than the one where the order originated pursuant to the Uniform Interstate Family Support Act (UIFSA). See Section [15.055](#).

Relative placement- When a child is placed with a relative who does not receive foster care payments. The relative may apply for and receive TANF or Medicaid as a non-needy payee for the child. The relative may also apply for nonassistance IV-D services. See Sections [4.000](#), [4.010](#) and [4.015](#).

Relinquish or relinquishment - the voluntary surrender of custody of a child to the department, an agency, or prospective adoptive parents. See Sections [4.015](#), [6.180](#), [19.005](#).

Residential care - foster care, either state or federally funded. See Section [4.000](#).

Residential custodian - The individual with whom the child currently lives. Also called the physical custodian or **custodial parent (CP)**. See Section [6.080](#) Arvey example.

Residential parent - The parent with whom the children live the majority of the time; the **custodial parent (CP)**. See Sections [2.000](#), [2.015](#).

Responding Jurisdiction (RJ) - Also called Responding State (RS). The state or jurisdiction in which a proceeding is filed or to which a proceeding is forwarded for filing from an initiating state under the Uniform Interstate Family Support Act (UIFSA) for establishment, enforcement or modification of support or establishment of paternity against a noncustodial parent (NCP) or the NCP's resources. See Section [15.020](#).

Responsible parent - A term sometimes used for a noncustodial parent (NCP). See Section [2.005](#).

Responsible Support Enforcement Officer (RSEO) - the current support enforcement officer assigned the responsibility for handling a case.

Responsible Support Enforcement Officer (RSEO) number - The employee number of the support enforcement officer (SEO) or the generic number of the office currently assigned responsibility for a case.

Retained Support - A debt owed to the division of child support by anyone other than a noncustodial parent. Retained support is payments credited against an NCP's support debt which the NCP or DCS sent directly to a custodian receiving TANF payments. Retained support also includes medical reimbursements sent directly to the custodian for medical cost covered by medical assistance benefits. A retained support debt would only be established if the custodian failed to forward to DCS any payments owed to the state. See Section [6.160](#) and [CN-156](#).

Revenue Division - A division of DSHS (1984-1994), which included the Office of Financial Recovery (OFR) and the Office of Support Enforcement (OSE).

Rule - A state regulation. Rules are found in the Washington Administrative Code (WAC). Child support enforcement rules are found in [Chapter 388-14A WAC](#).

Satisfaction of judgment - Payment in full of a court-ordered support obligation or a determination that such an obligation is no longer enforceable. See Section [18.015](#).

Silent order - A court order that does not address child support. See Sections [6.000](#), [6.005](#).

Sixty-day rule - A legally established time frame in which DCS must establish a debt in public assistance cases. See [RCW 74.20A.055](#) and Section [6.095](#).

SO-FC - Acronym for a foster care program funded by state money. See Section [4.000](#).

Spousal support order - A support order for a spouse or former spouse of the obligor. See Section [6.000](#) and [CN-230](#).

Standard calculation - The amount of child support owed determined from the Washington State Child Support Schedule before the court considers any reasons for deviation. The standard calculation includes day care, special expenses, and extraordinary health care. See [WSCSS](#).

State Distribution Unit (SDU) - is the DCS Headquarters staff that process incoming payments and resolve payment application issues. The SDU is part of Central Services. The Special Applications Unit (SAU) was the team that does the Total vs. Total (TvT) calculations and the retained support and receivable caseloads. This team has also been incorporated into Central Services. (So it no longer exists separately as SAU).

State Parent Locator Service (SPLS) - The centralized locate unit within each IV-D agency. [Central Locate](#) is Washington State's Parent Locator Service. See Section [20.035](#) and [20.035 Appendix 2](#).

Statute of Limitations (SOL) - For DCS purposes, the law that specifies the period of time in which DCS can collect a child support debt. See [RCW 4.16.020 \(2\) \(3\)](#) and Sections [9.075](#).

Stay - An order temporarily halting a court decision or action. See Section [6.010](#).

Stepparent - The present spouse of the person who is either the mother, father, or adoptive parent of a dependent child, and such status shall exist until terminated as provided for in [RCW 26.16.205](#). Also see [RCW 74.20A.020 \(8\)](#).

Stepparent liability - Obligation to pay child support incurred by a stepparent who has resided with the child.

Stipulate - for DCS purposes it means that the NCP, CP and DCS all agree that there is good cause for either a late hearing or for vacating a default support order, and will tell the ALJ on record, if the case proceeds to hearings. See Section [7.050](#).

Subro - DCS's term for DSHS arrears. Subrogation is the substitution of one person in place of another regarding a lawful claim. Subrogated cases are support cases maintained for the collection of support arrears assigned to DSHS. See Sections [2.065](#), [18.010](#), [19.020](#), [19.025](#).

Subro only - A case where no current support is due and the only debt is owed to the state. See

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Sections [2.065](#), [18.010](#), [19.020](#), [19.025](#).

Sum-certain - A specific dollar amount. See Sections [6.005](#), [6.040](#), [19.040](#).

Support debt - Past-due support, arrears. See Sections [19.005](#), [19.020](#).

Support enforcement agency - A public official or agency authorized to seek enforcement of support orders or laws relating to the duty of support, establishment or modification of child support, determination of parentage or location of obligors or their assets. The Washington state agency is the Division of Child Support (DCS).

Support Enforcement Division (SED) - The temporary name given when the Office of Support Enforcement first became a division in February 1994. It was renamed the Division of Child Support in June 1994.

Support Enforcement Management System (SEMS) - The computer system designed for the management of DCS cases. It maintains the official record of IV-D cases.

Support Enforcement Officer (SEO) - The staff person in DCS primarily responsible for the establishment and enforcement of child support.

Support obligation - The obligation to provide for the necessary care, support and maintenance including health insurance coverage, health care costs, birth costs, and child care or special child rearing expenses of a dependent child or other person as required by law. See Section [6.000](#).

Support order - A legal document that establishes a child support amount either by a court order or administrative process. See Section [6.000](#).

Support transfer payment - The amount of money the court orders one parent to pay to another parent or custodian for child support, including transfer payments in an administrative order. See [WSCSS](#).

Suspense - An account used to record transactions temporarily when there is a question about how to apply a payment. See Section [19.003](#).

TANF - Temporary assistance for needy families - Money payments, services, and remedial care for a dependent child or dependent children and the needy parent or relative with whom the child lives. See [RCW 74.12.010](#) and Sections [2.005](#), [21.000](#).

Temporary court order - A legal document entered pending the final order. A temporary order may set a child support amount. See Section [6.015](#)

Temporary parenting plan - A plan for parenting of the child pending final resolution of dissolution of marriage. DCS does not establish or enforce a parenting plan.

Termination of services - When DCS is no longer providing enforcement services to an applicant. See Sections [18.000](#), [18.005](#).

Third Party Administrator (TPA) - Receives premiums, processes claims, and administers health insurance benefits provided through a union. TPA may represent more than one union. See Section [10.015](#).

Title IV-A - Title IV-A of the Social Security Act established under Title XX of the Social Security amendments and as incorporated in [42 USC § 601 - 619](#).

Title IV-A agency - The part of DSHS which carries out the state's responsibilities under the temporary assistance for needy families (TANF) program (and the aid for dependent children (AFDC) program when it existed). The Community Service Division (CSD) administers the cash, medical and food assistance programs in Washington state.

Title IV-D - Title IV-D of the Social Security Act established under Title XX of the Social Security amendments and as incorporated in [42 USC § Section 651 - 669B](#).

Title IV-D agency or IV-D agency - DCS is the agency responsible for carrying out the Title IV-D plan in the state of Washington. Also refers to the Washington state support registry (WSSR).

Title IV-D case - A case in which DCS provides services which qualifies for funding under the Title IV-D plan. Also called IV-D case. See Sections [2.000](#), [2.005](#), [17.000](#), and [18.000](#).

Title IV-D plan - The plan established under the conditions of Title IV-D and approved by the secretary of the Department of Health and Human Services. See [42 USC § 651 - 669B](#).

Title IV-E - Title IV-E of the Social Security Act established under Title XX of the Social Security amendments and as incorporated in [42 USC § 622 - 679J](#).

Title IV-E case - A foster care case. See Section [4.000](#)

Toll - A legal term meaning to suspend the effect of or to stop temporarily. In the absence of a child support order, DCS must serve a support notice to establish a support obligation on the NCP within 60 days from the date the state assumes responsibility for the support of a dependent child. If DCS exercises reasonable efforts to locate the NCP and is unable to do so during the entire 60-day period is tolled. See Section [6.085](#)

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Total obligation - The total support amount ordered and owed on the case before adjusting for credits or applying payment credits. It excludes periods when support was not due or was suspended on the case. See Section [19.025](#)

Total versus Total (TVT) - the process DCS uses to compare the amount of assistance a family has received against the amount of child support they have assigned to the state. See Section [19.020](#) and [PCM 01-012](#)

Tribunal - A state court, tribal court, administrative agency, or quasi-judicial entity authorized to establish, enforce or modify support orders or to determine parentage. See Section [15.100 Chart - CEJ Analysis](#)

Trolling - Automatic computer scanning of certain state databases.

Uniform Interstate Family Support Act (UIFSA) - A federally mandated uniform act which all states were required to adopt verbatim. This act replaced URESA and RURESA. It is intended to address the problems created by the multiple support orders entered under URESA by creating a system where there is one controlling support order. This act provides for both administrative and judicial establishment, enforcement and collection. It also provides that a state may take direct wage withholding in another state. See [Chapter 26.21 RCW](#) and Section [15.000](#)

Undifferentiated Support - When the order requires child support for more than one child and does not specifically state the amount for each child individually. It states support as a whole amount for "all the children" named in the order. See Section [19.010](#)

Unreimbursed assistance - The cumulative amount of assistance which was paid to the family and which has not been reimbursed by assigned support collections.

URESA (Uniform Reciprocal Enforcement of Support Act) (URES) - The former uniform law that established a process of interstate collection, paternity, and debt establishment through the courts when a direct administrative referral from one IV-D agency to another was not possible. The Revised uniform act was known as RURES. When enforcing a support order from another state the responding state would enter its own support order. See Section [15.000](#)

Vacate - When a court or administrative body cancels an order. See Section [9.000](#)

Variable order - A court order that sets forth a method to establish and adjust a monthly support amount. The adjustment can be an increase or decrease. See Section [6.050](#).

Venue - The place, particular county or geographical area in which a court with jurisdiction may hear and determine a case. See Section [7.000](#)

Voluntary payments - Child support payments that have not resulted from a collection action. See Section [19.030](#)

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WAC - Washington Administrative Code. The compiled rules and regulations adopted by state agencies to implement the laws of Washington State. The Division of Child Support rules are in [Chapter 388-14A WAC](#).

Wage assignment - Also called Assignment of Earnings. A deduction from earnings to pay child support. DCS uses when an NCP voluntarily assign earnings, income or unemployment compensation to DCS for payment of child support. A wage assignment initiated by DCS requires the authorizing signature of the wage earner. See Section [10.045](#)

Washington State Child Support Schedule (WSCSS) - The basic standard that must be used to set child support amounts in Washington State. It was implemented in 1988. The Administrative Office of the Courts (AOC) publishes forms and instructions to apply the Schedule.

Washington State Child Support Worksheets (WCSW) - The forms developed by the Administrative Office of the Courts (AOC) for the parties and courts for use in determining the appropriate amount of child support and the apportionment of support in child support orders. See [RCW 26.19.050](#), Section [6.080](#), and [WSCSS](#)

Washington State Support Registry (WSSR) - [RCW 26.23](#) created WSSR within the Division of Child Support (DCS), previously known as the Office of Support Enforcement and the Support Enforcement Division, effective January 1988. DCS, acting as WSSR, receives and distributes child support payments, maintains centralized records, administers the IV-D child support program in Washington State, and serves as the central registry for processing interstate cases.

Western Interstate Clearinghouse Program (WICP) - A computerized system of electronic transfer of information and interstate referrals between five states (Alaska, Idaho, Oregon, Utah, Washington). The creation of CSENet eliminated the need for a separate western interstate program.

WSSR language - Wording in an order that directs the NCP to make support payments to the Washington State Support Registry. (WSSR). See Section [6.010](#) - Chart enforcement language

WSSR order - A court or administrative support order requiring payments to the Washington State Support Registry. See Sections [6.000](#), [6.010](#)

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