



December 6, 2021

**Child Support Program Manual Transmittal Letter (CSPMTL) No. 176**

**TO:** All Child Support Program Manual Holders

**FROM:** Matt Damschroder, Director

**SUBJECT:** OCS Rule Review – Support Enforcement Program, Program Funding, and the JFS 07736.

These rules have been reviewed in accordance with sections 106.03 and 119.04 of the Revised Code, which requires the review of all state agency rules within a five-year period.

The Office of Child Support (OCS) has **no changed** the following rules. The effective date of these rules will remain the same as the existing rules:

Rule Number	Rule Title	Effective Date of Rule
5101:12-1-01	The Support Enforcement Program	02/11/2019
	<p>This rule describes the responsibilities the child support enforcement agency (CSEA) has for the establishment and administration of a support enforcement program. It describes the requirements of the child support enforcement program.</p> <p>This rule is authorized under ORC sections 3125.05 and 3125.25 of the Revised Code, and amplifies, sections 3125.02, 3125.03, 3125.05, 3125.10, 3125.11, 3125.12, 3125.24 and 5101.24 of the Revised Code.</p>	
5101:12-1-50	Program Funding	12/01/2016
	<p>This rule describes the funding for allowable IV-D expenditures and funding for expenditures in which Federal Financial Participation (FFP) is not allowable.</p> <p>This rule is authorized by ORC section 3125.25 of the Revised Code, and amplifies sections 3125.19, 3125.21 and 3125.22 of the Revised Code.</p>	
5101:12-1-54.1	Incentive Payment: Performance-Based Measure	04/14/2011
	<p>This rule describes the calculation of the child support enforcement agency (CSEA) incentive payment and corrective action plan.</p> <p>This rule is authorized under ORC section 3125.25 and amplifies sections 3125.03 and 5101.23 of the Revised Code.</p>	
5101:12-1-54.2	Incentive Payment: County Self-Assessment	04/14/2011
	<p>This rule describes the process for the child support enforcement agency (CSEA) to receive 25% of the CSEA incentive payment by completing a county self-assessment. The rule includes a definition for "self-assessment category," a</p>	

Rule Number	Rule Title	Effective Date of Rule
	<p>description of the sampling methodology for the quality assurance (QA) sample, and timeframes and instructions for the CSEA to complete and submit the county self-assessment.</p> <p>This rule is authorized under ORC section 3125.25 and amplifies sections 3125.03 and 5101.23 of the Revised Code.</p>	

The Office of Child Support (OCS) has **amended** the following rules:

Amended Rule	Amended Rule Title	Prior Effective Date of Rule	Effective Date of Amendment
5101:12-1-15	<p>Support Enforcement Tracking System</p> <p>This rule describes the statewide automated data processing and information retrieval system known as the support enforcement program system (SETS).</p> <p>Changes to the rule include removed language in paragraph (F)(1) about the JFS 07700, "SETS User Application" since it is no longer needed due to digital provisioning and added a reference to rule 5101:9-9-26 of the Administrative Code.</p> <p>This rule is authorized by ORC sections 3125.08 and 3125.25 and amplifies sections 3125.07, 3125.08, 3125.38 and 3125.39 of the Revised Code.</p>	04/01/2018	12/15/2021
5101:12-1-51	<p>Mandatory CSEA Fiscal Reports</p> <p>This rule describes the requirements for child support enforcement agencies (CSEA) and the office of child support (OCS) to submit required financial reports to the office of fiscal and monitoring services within the Ohio department of job and family services (ODJFS).</p> <p>Changes to the rule include amended the title of the JFS 02750 in paragraph (A)(1) since the form title was changed by JFS Fiscal.</p> <p>This rule is authorized by ORC section 3125.25 and amplifies sections 3125.03 and 3125.25 of the Revised Code.</p>	01/15/2020	12/15/2021
5101:12-1-53	<p>Program Income</p> <p>This rule describes program income and the various forms of it.</p> <p>Changes to this rule include amended the title of the JFS 02750 in paragraph (C) since the form title was changed by JFS Fiscal.</p> <p>This rule is authorized by ORC section 3125.25 and amplifies sections 3119.27, 3121.59, 3123.17 and 3125.37 of the Revised Code.</p>	10/15/2018	12/15/2021
5101:12-1-54	<p>Incentive Payment</p> <p>This rule describes the calculation and distribution of the Ohio incentive payment from the Federal Office of Child Support Enforcement (OCSE) to the Ohio department of job and family services (ODJFS), and the incentive payment from ODJFS to the child support enforcement agency (CSEA).</p>	12/01/2016	12/15/2021

Amended Rule	Amended Rule Title	Prior Effective Date of Rule	Effective Date of Amendment
	<p>Changes to the rule include amended the title of the JFS 02750 in paragraph (E)(3) since the form title was changed by JFS Fiscal.</p> <p>This rule is authorized under ORC section 3125.25 and amplifies sections 3125.03 and 5101.23 of the Revised Code.</p>		
5101:12-1-99	Chapter 5101:12-1 Forms – Ohio Support Enforcement Program	03/28/2019	12/15/2021
	<p>This rule contains a compilation of forms with their effective or revised effective date, referenced within various rules contained within division 5101:12 of the Administrative Code, but first cited within Chapter 5101:12-1 of the Administrative Code.</p> <p>Changes to the rule include; amended the title of the JFS 02750 in paragraph (I) since the form title was changed by JFS Fiscal, removed the JFS 07700 in paragraph (X), and updated the revision dates to the forms in paragraphs (N), (V) and (W).</p> <p>This rule is authorized by ORC section 3125.25 and amplifies sections 3125.03 and 3125.25 of the Revised Code.</p>		
5101:12-80-05.1	Collection at the Child Support Enforcement Agency	02/15/2020	12/15/2021
	<p>This rule describes the requirements of a CSEA that elects to collect support payments, the requirements regarding bonding employees, and following recognized accounting standards.</p> <p>Changes to the rule include amended paragraph (B) by adding that the JFS 07736 be submitted by the end of March each year and removed the word "significant", updated the email address for submitting the JFS 07036 and in paragraph (C) spelling out "child support payment central" the first time it is used in the rule.</p> <p>This rule is authorized by ORC sections 3121.71 and 3125.25, and amplifies ORC sections 117.43, 329.01 and 3125.29.</p>		
5101:12-80-99	Chapter 5101:12-80 Forms – Collection and Disbursement	06/01/2021	12/15/2021
	<p>This rule contains a compilation of forms with their effective or revised effective date, referenced within various rules contained within division 5101:12 of the Administrative Code, but first cited within Chapter 5101:12-80 of the Administrative Code.</p> <p>Changes to the rule include amended the revision date of the JFS 07736 in paragraph (H).</p> <p>This rule is authorized by ORC section 3125.25 and amplifies sections 3125.03 and 3125.25 of the Revised Code.</p>		

OCS has **amended** the following form.

Form Number	Form Title	Prior Effective Date of Form	Revised Effective Date
-------------	------------	------------------------------	------------------------

JFS 07736	Child Support Enforcement Agency Payment Processing Declaration	2/2019	11/2021
<p>This form will be completed by a Child Support Enforcement Agency (CSEA) to notify the Office of Child Support (OCS) of the CSEA's decision to accept or not accept payments.</p> <p>Changes to the form include amended the form to allow a CSEA to provide information for two schedules for accepting payments and added the requirement that the form be submitted to OCS by the end of March each year.</p>			

**INSTRUCTIONS:**

When the CSPMTL is published, the CSPM will be updated as follows:

- A no change rule will continue with the same effective date,
- An amended rule will be inserted, and the previous version will be moved to the OAC Archive section of the eManuals,
- An amended form will replace the current posted form

The rules and forms in the CSPM can be accessed at: <http://emanuals.odjfs.state.oh.us/emanuals>.

**INSTRUCTIONS for CSEA INTERNAL PROCEDURAL HANDBOOK:**

Paragraph (I)(1) of OAC rule 5101:12-1-01 states that, whenever a program change requires modification of local procedures, the CSEA is required to revise its internal procedural handbook and submit the revision to OCS within thirty days of the revision. The CSEA should carefully review the amended rules contained in this CSPMTL to determine whether they require the CSEA to update its internal procedural handbook.

5101:12-1-01

**The support enforcement program.**

- (A) The office of child support (OCS) within the Ohio department of job and family services (ODJFS) has been established in accordance with section 3125.02 of the Revised Code.
- (1) In accordance with section 3125.03 of the Revised Code, OCS is responsible for the establishment and administration of a support enforcement program that meets the requirements of Title IV-D of the Social Security Act, Pub. L. No. 93-647, 88 Stat. 2351 (1975), 42 U.S.C. 651 (8/22/1996), and any rules adopted under Title IV-D. The program of child support enforcement shall include:
- (a) Location of custodial or non-custodial parents or alleged fathers;
  - (b) Establishment of parentage;
  - (c) Establishment and modification of child support orders and medical support orders;
  - (d) Enforcement of support orders;
  - (e) Collection of support obligations; and
  - (f) Any other actions appropriate to child support enforcement.
- (2) In accordance with section 3125.05 of the Revised Code, OCS is responsible for the establishment of a program of spousal support enforcement in conjunction with the program of child support enforcement. The program is required to conform, to the extent practicable, to the program for child support enforcement established pursuant to section 3125.03 of the Revised Code.
- (B) Pursuant to section 3125.10 of the Revised Code each county shall have a child support enforcement agency (CSEA).
- (C) In accordance with section 3125.11 of the Revised Code, the CSEA shall operate a support enforcement program. The CSEA shall perform all administrative duties related to any case for which it has administrative responsibility to provide support enforcement program services pursuant to rule 5101:12-10-03 or 5101:12-10-04 of the Administrative Code.
- (D) In accordance with section 3125.13 of the Revised Code, the CSEA may contract with public agencies and private vendors for assistance in establishing paternity or support obligations or for the performance of other administrative duties of the CSEA.

- (E) In accordance with section 3125.24 of the Revised Code, the CSEA shall be operated under the supervision of OCS in accordance with the program of child support enforcement established pursuant to section 3125.03 of the Revised Code. OCS shall ensure that all child support enforcement agencies comply with all applicable state and federal support regulations, including the affirmative duties of Title IV-D of the Social Security Act.
- (F) ODJFS/OCS may take action in accordance with section 5101.24 of the Revised Code when a CSEA fails to comply with the requirements of all applicable state and federal laws governing the support enforcement program, including the affirmative duties of Title IV-D of the Social Security Act.
- (G) In accordance with section 3125.10 of the Revised Code, the CSEA may be organized as a government entity designated under former section 2301.35 of the Revised Code prior to October 1, 1997, or as a private or government entity designated under section 307.981 of the Revised Code on or after that date.
- (H) In accordance with section 3125.12 of the Revised Code, the CSEA is required to enter into a plan of cooperation with the board of county commissioners under section 307.983 of the Revised Code and to comply with each grant agreement the board enters into under section 307.98 and contracts the board enters into under sections 307.981 and 307.982 of the Revised Code that affect the agency. As used within agency 5101 of the Administrative Code, "board of county commissioners" includes alternative forms of government authorized by Chapter 302. of the Revised Code.
- (I) The CSEA's services and activities are subject to the administrative hearing procedures of division 5101:6 of the Administrative Code.
- (J) Each CSEA shall:
- (1) Develop and maintain a handbook of internal procedures. The CSEA shall revise the handbook whenever a program change requires modification of local procedures. The CSEA shall submit such revisions to the handbook to OCS within thirty days of the revision. The CSEA shall ensure that the handbook contains sufficient detail to be useful in orienting new staff and serves as an up-to-date reference for all staff. At a minimum, the handbook must describe the local procedures in place to ensure that the program is in compliance with the Administrative Code, Revised Code, Code of Federal Regulations, and United States Code. Copies of all local forms used and instructions for completing the forms must be included. Upon request, the handbook must be available to OCS staff for program review.

- (2) Develop and maintain an up-to-date agency table of organization. The table of organization must be submitted to OCS staff for review every year by the thirty-first day of December or within thirty days of any significant change to the CSEA's structure.

Five Year Review (FYR) Dates: 9/23/2021 and 09/23/2026

CERTIFIED ELECTRONICALLY

---

Certification

09/23/2021

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3125.05, 3125.25  
Rule Amplifies: 3125.02, 3125.03, 3125.05, 3125.10, 3125.11,  
3125.12, 3125.24, 5101.24  
Prior Effective Dates: 08/01/1982, 11/11/1982, 07/01/1983, 01/01/1984,  
12/01/1987, 07/15/1988, 06/02/1989, 09/01/1989,  
04/01/1992, 07/01/1996, 01/01/1998, 02/22/2002,  
08/26/2002, 04/18/2003, 06/15/2006, 03/01/2012,  
02/11/2019



5101:12-1-15

**Support enforcement tracking system.**

- (A) In accordance with 42 U.S.C. 654a, as in effect January 5, 2009, and section 3125.07 of the Revised Code, the Ohio department of job and family services (ODJFS) has established and shall maintain a single statewide automated data processing and information retrieval system known as the support enforcement tracking system (SETS).
- (1) This rule describes the general requirement for the child support enforcement agency (CSEA) to interact with SETS and the responsibilities of a user of SETS. The process for an individual or entity to gain access to SETS and authorized use or disclosure of the information contained in SETS is described in rules 5101:12-1-20 to 5101:12-1-20.2 and 5101:12-1-22 of the Administrative Code.
  - (2) For the purposes of this rule use of the term "access to SETS" incorporates any SETS user profile level that grants access to data contained in any SETS database, including those profiles that only have access to the general data screens (GDS).
- (B) ODJFS may deny access to SETS when an individual has been found to have unauthorized access to, or improperly used or disclosed the information contained in SETS.
- (C) The office of child support (OCS) will perform the following functions with regard to access to the information contained in SETS:
- (1) Review requests for access to the information contained in SETS;
  - (2) Determine whether requests for access will be granted; and
  - (3) Monitor the access to and use of the information contained in SETS to prevent and promptly identify unauthorized access to or improper use of the information contained in SETS.
- (D) The CSEA shall interact with the functions of SETS according to applicable rules of the Administrative Code, Ohio law, federal law and regulations, and any written instructions provided by ODJFS. Interaction shall include, but not be limited to, the CSEA providing information or performing an activity that enables a particular SETS function to operate at its full capacity. When the CSEA is directed to perform an act under a mandate contained in an Administrative Code rule, Ohio law, federal law or regulation, or other written instructions provided by ODJFS, the act shall be considered executed when the CSEA has performed the required actions within SETS.

(E) In accordance with sections 3125.38 and 3125.39 of the Revised Code, SETS shall provide the data necessary for the performance measurements outlined in rules 5101:12-1-54 to 5101:12-1-54.2 of the Administrative Code.

(F) An individual or entity may make a request to ODJFS for SETS access. When requesting SETS access, persons will comply with requirements in rule 5101:9-9-26 of the Administrative Code and the following forms shall be completed and returned to ODJFS by the following individuals:

~~(1) The JFS 07700, "SETS User Access Application" (effective or revised effective date as identified in rule 5101:12-1-99 of the Administrative Code) shall be completed by the employee of a CSEA, ODJFS, county department of job and family services (CDJFS), public children services agency (PCSA), county agency, contractor, or a sub-contractor when requesting access to SETS.~~

~~When the profile of an existing SETS user is modified, the employee of the CSEA, ODJFS, CDJFS, PCSA, county agency, contractor, or a sub-contractor shall complete and submit to OCS a new JFS 07700.~~

~~(2)~~(1) The JFS 07078, "Code of Responsibility" (effective or revised effective date as identified in rule 5101:12-1-99 of the Administrative Code) shall be completed by the employee of a CSEA, ODJFS, ~~CDJFS~~county department of job and family services (CDJFS), ~~PCSA~~public children services agency (PCSA), county agency, contractor, or a sub-contractor requesting access to SETS.

~~(3)~~(2) The JFS 07014, "Tax Information Safeguarding Authorization Agreement" (effective or revised effective date as identified in rule 5101:12-1-99 of the Administrative Code) shall be completed by the employee of a CSEA or ODJFS, contractor, or a sub-contractor, when the employee, contractor, or sub-contractor has access to federal tax information (FTI), as defined in rule 5101:12-1-22 of the Administrative Code and its supplemental rules.

The JFS 07014 must be received by OCS no later than the last day of January after an individual's initial employment or re-employment. On an annual basis thereafter, the employee of a CSEA, ODJFS, contractor, or sub-contractor shall complete and submit to OCS a new JFS 07014 no later than the last day of March.

~~(4)~~(3) Each CSEA shall submit a JFS 07072, "Safeguarding of Internal Revenue Service (IRS), Ohio Department Of Taxation (ODT), Federal Parent Locator Service (FPLS), and Unemployment Compensation (UC)

Information" (effective or revised effective date as identified in rule 5101:12-1-99 of the Administrative Code) to the deputy director of OCS within ODJFS no later than the last day of March each year. The JFS 07072 must be signed and dated by the director or administrator of the CSEA.

(G) Any individual without access to SETS but with access to FTI, must complete FTI safeguarding awareness training and a JFS 07014 in accordance with rule 5101:12-1-22 of the Administrative Code.

(H) Responsibilities of an individual or entity with access to SETS.

- (1) The individual or entity shall adhere to the guidelines for electronic data security and use described in rules 5101:9-9-37 and 5101:9-9-38 of the Administrative Code.
- (2) The individual or entity shall use SETS in accordance with the purposes described in rule 5101:12-1-20.1 of the Administrative Code, including:
  - (a) To perform the functions necessary to carry out the child support program, as described in rule 5101:12-1-01 of the Administrative Code; and
  - (b) To obtain information to respond to a request for information about a person from an individual or entity.
- (3) The individual or entity shall disclose the information contained in SETS in accordance with rules 5101:12-1-20 to 5101:12-1-20.2 and 5101:12-1-22 of the Administrative Code.
- (4) The CSEA shall document in its internal procedural handbook the procedures for ensuring confidentiality of the information contained in SETS, including but not limited to, access and use of SETS, disclosure of the information contained in SETS, and the procedures for addressing unauthorized access to or improper use or disclosure of the information contained in SETS.
- (5) All personnel, IV-D contractors, and sub-contractors with access to SETS shall be trained in confidentiality, safeguarding guidelines, security procedures, and the penalties for unauthorized access to or improper use or disclosure of the information contained in SETS.

Effective: 12/15/2021

Five Year Review (FYR) Dates: 4/1/2023

CERTIFIED ELECTRONICALLY

---

Certification

11/30/2021

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3125.08, 3125.25  
Rule Amplifies: 3125.07, 3125.08, 3125.38, 3125.29  
Prior Effective Dates: 01/01/1998, 10/01/1998, 07/15/2002, 06/15/2006,  
03/01/2012, 04/01/2018

5101:12-1-50      **Program funding.**

## (A) Funding for allowable IV-D expenditures.

- (1) Federal financial participation (FFP) at the applicable matching rate is available for reimbursement of allowable expenditures, as described in 45 C.F.R. 304, as in effect on September 1, 2016, incurred in the provision of IV-D services. The FFP matching rate is a variable percentage set by federal law. The child support enforcement agency (CSEA) receives FFP in the administrative advance through the Ohio department of job and family services, as outlined in rule 5101:9-7-02 of the Administrative Code.
- (2) To fund the portion of allowable IV-D expenditures not reimbursed through FFP (hereafter referred to as the non-federal share), the CSEA may use:
  - (a) State appropriated funds known as the state allocation;
  - (b) Funds appropriated by the county commissioners from the county general fund; and
  - (c) Processing charges collected on non-IV-D cases that are not program income.
- (3) The portion of the non-federal share not met by state funds or federal incentives is designated as the county share or county obligation on the quarterly child support administrative fund reconciliation, described in rule 5101:9-7-02 of the Administrative Code. Federal regulations mandate the permissible sources from which the non-federal share can be supplied:
  - (a) Public funds, other than those derived from private resources, used by the CSEA for its IV-D child support enforcement program may be considered as the non-federal share in claiming federal reimbursement under the following conditions:
    - (i) The funds are appropriated directly to the CSEA; or
    - (ii) The funds are of another public agency and are treated as follows:
      - (a) Transferred to the CSEA and are under the CSEA's administrative control; or
      - (b) Certified by the contributing public agency as representing expenditures under the state's IV-D plan, subject to the limitations of this rule.

(b) Public funds used by the CSEA for its IV-D child support enforcement program may not be considered as the non-federal share in claiming federal reimbursement under the following conditions:

- (i) The funds are federal funds, unless authorized by federal law to be used to match other funds; or
- (ii) The funds are used to match other federal funds.

(c) Funds treated as IV-D program income pursuant to rule 5101:12-1-53 of the Administrative Code may not be considered as the non-federal share in claiming federal reimbursement.

(B) Funding for expenditures for which FFP is not allowable.

(1) Expenditures for a IV-D case for which FFP is not allowable are described in 45 C.F.R. 304. In addition, FFP is not allowable for any support enforcement program service provided to a non-IV-D case.

(2) The CSEA is responsible for all expenditures for which FFP is not allowable.

(3) For expenditures for which FFP is not allowable, the CSEA may use:

(a) Funds appropriated by the county commissioners from the county general fund; and

(b) Funds collected on non-IV-D cases for:

- (i) Processing charges;
- (ii) Interest; or
- (iii) Copying charges.

Five Year Review (FYR) Dates: 9/23/2021 and 09/23/2026

CERTIFIED ELECTRONICALLY

---

Certification

09/23/2021

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3125.25  
Rule Amplifies: 3125.19, 3125.21, 3125.22  
Prior Effective Dates: 08/01/1982, 11/11/1982, 07/01/1983, 01/01/1984,  
12/01/1987, 07/15/1988, 06/02/1989, 09/01/1989,  
10/01/1990, 04/01/1992, 05/01/1992, 08/01/1992,  
01/01/1993, 11/02/1995, 07/01/1996, 02/22/2002,  
07/01/2002, 06/15/2006, 03/01/2012, 12/01/2016

5101:12-1-51

**Mandatory CSEA fiscal reports.**

(A) The ~~federal office of child support enforcement (OCSE) in the Ohio department of job and family services (ODJFS) is required to collect certain data from the~~ requires the office of child support (OCS) in the Ohio department of job and family services (ODJFS) to collect and report certain data from child support enforcement agencies (CSEA) ~~and submit it to the federal office of child support enforcement.~~ The CSEA shall complete and submit the following:

- (1) The JFS 02750 "~~CFIS-Local~~Child Support Enforcement Agency Quarterly Financial Statement Certification" (effective or revised effective date as identified in rule 5101:12-1-99 of the Administrative Code);
- (2) The child support random moment sample time study in accordance with rule 5101:9-7-23 of the Administrative Code; and
- (3) The JFS 04234 "Annual Full-Time Equivalent Report" (effective or revised effective date as identified in rule 5101:12-1-99 of the Administrative Code).

(B) Submission process and time frame.

- (1) The CSEA shall submit the JFS 02750 to ODJFS, office of fiscal and monitoring services in accordance with rule 5101:9-7-02.1 of the Administrative Code and shall follow the timeframe and submission instructions described in rules 5101:9-6-83 and 5101:9-7-29 of the Administrative Code; and
- (2) The CSEA shall submit the JFS 04234 to OCS on or before the fifteenth day of October. If October fifteenth is not a business day, the JFS 04234 is due by the next business day.

(C) Failure by the CSEA to timely submit the reports listed in paragraph (A) of this rule may result in the withholding of subsequent funding to the CSEA by ODJFS, ~~office of fiscal and monitoring services~~ until the reports have been submitted.



Effective: 12/15/2021

Five Year Review (FYR) Dates: 1/15/2025

CERTIFIED ELECTRONICALLY

---

Certification

11/30/2021

---

Date

Promulgated Under: 119.03

Statutory Authority: 3125.25

Rule Amplifies: 3125.03, 3125.25

Prior Effective Dates: 08/01/1982, 04/01/1992, 01/01/1993, 07/01/1993,  
07/01/1997, 10/01/1999, 07/01/2002, 02/01/2005,  
01/01/2006, 07/01/2010, 06/01/2014, 01/15/2020

5101:12-1-53      **Program income.**

- (A) Revenues resulting from Title IV-D case activity shall be considered IV-D program income and shall not be used as any portion of the nonfederal share of program funding. Revenues resulting from Title IV-D case activity are deducted from expenditures presented for federal reimbursement. IV-D program income revenue shall be used for the operation of the IV-D child support program.
- (B) Only revenues resulting from Title IV-D case activity shall be considered IV-D program income. Revenues resulting from non-IV-D case activity may be used at the discretion of the child support enforcement agency (CSEA) or the Ohio department of job and family services (ODJFS), including being used to provide the nonfederal share of funds for the child support program.
- (C) The CSEA must report as revenue on the JFS 02750, "~~CFIS-Local~~ Child Support Enforcement Agency Quarterly Financial Statement Certification" (effective or revised effective date as identified in rule 5101:12-1-99 of the Administrative Code) all program income described in this rule that is allocated to the CSEA and income the CSEA collects and retains. The CSEA must complete the JFS 02750 as described in rule 5101:9-7-29 of the Administrative Code.
- (D) Paragraphs (D)(1) to (D)(8) of this rule identify the various forms of program income.
- (1) The processing charge collected on Title IV-D cases shall be considered IV-D program income to the CSEA.
  - (2) Any amount earned through investment of IV-D collections, such as interest earned from collections made on behalf of child support obligees, shall be considered IV-D program income. If a CSEA or ODJFS pays service fees on an income-producing account, only the net amount (investment income less service fees) shall be reported. The CSEA or ODJFS shall maintain a record of investment revenue and service fees relative to the depository account. There is no net investment income to report nor transfer if the service fees exceed investment income.
  - (3) Recovered IV-D allowable payments such as IV-D allowable clerk of court fees, court costs, and genetic testing fees for paternity determination made by the CSEA shall be considered IV-D program income. If any of these items are returned to ODJFS, it is program income to ODJFS. If any is retained at the CSEA, it becomes program income to the CSEA through the administrative fund.
  - (4) When the CSEA does not absorb the IV-D application fee, the fee shall be considered IV-D program income to the CSEA.

- (5) The CSEA may charge miscellaneous fees, such as photocopy charges, provided the fee charged is sufficient to cover costs yet nominal enough not to discourage the right of access to information in the files. The fees charged for services on IV-D cases shall be considered IV-D program income to the CSEA through the administrative fund.
- (6) Unclaimed funds.
  - (a) A IV-D payment that becomes unclaimed pursuant to rule 5101:12-80-25 of the Administrative Code shall be reported as program income. At such time that the payment is claimed by its owner, unclaimed funds collected by the owner shall be reported as a reduction to program income.
  - (b) A IV-D payment that loses unclaimed status pursuant to former rule 5101:1-29-71.2 of the Administrative Code shall be reported as program income.
- (7) Interest paid pursuant to section 3123.17 of the Revised Code on assigned arrears shall be considered IV-D program income to ODJFS.
- (8) Any fine imposed in a IV-D case that the CSEA or ODJFS has retained shall be considered IV-D program income.

Effective: 12/15/2021

Five Year Review (FYR) Dates: 10/15/2023

CERTIFIED ELECTRONICALLY

---

Certification

11/30/2021

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3125.25  
Rule Amplifies: 3119.27, 3121.59, 3123.17, 3125.37  
Prior Effective Dates: 01/01/1991, 04/01/1992, 01/01/1993, 06/01/1996,  
10/30/1997, 01/01/1998, 04/24/2000 (Emer.),  
07/10/2000, 10/15/2001, 01/01/2005, 05/15/2008,  
07/15/2013, 10/15/2018

5101:12-1-54      **Incentive payment.**

(A) This rule and its supplemental rules describe the calculation and distribution of the Ohio incentive payment from the federal office of child support enforcement (OCSE) to the state of Ohio, and the incentive payment from the Ohio department of job and family services (ODJFS) to the child support enforcement agency (CSEA).

(B) The following definitions apply to this rule and its supplemental rules:

(1) "Federal fiscal year" means the twelve-month time period beginning October first and ending September thirtieth.

(2) "Performance category" means the following child support program areas:

- (a) Establishment of paternity;
- (b) Establishment of support orders;
- (c) Collection of current support;
- (d) Collection of past-due support; and
- (e) Cost effectiveness.

(3) "Performance year" means the twelve-month time period ending September thirtieth of each year during which each CSEA's performance is measured. The performance year corresponds to the federal fiscal year, to the period of measurement of Ohio's performance by OCSE, and to the period of review for the annual self-assessment.

(C) Calculation of the Ohio incentive payment.

(1) In accordance with 42 U.S.C. 658a, as in effect January 1, 2009, OCSE determines the amount of the incentive payment for a state. The incentive payment for a federal fiscal year is equal to the incentive payment pool for the federal fiscal year, multiplied by the state incentive payment share for the federal fiscal year.

(a) The incentive payment share is the incentive base amount for a state for the federal fiscal year divided by the sum of the incentive base amounts for all of the states for the federal fiscal year.

(b) The incentive base amount is the sum of the applicable percentages, as determined in 42 U.S.C. 658a, multiplied by the corresponding maximum incentive base amounts for a state for the fiscal year, with respect to the

state's measure of performance in each performance category during the federal fiscal year.

- (2) The state collections base for a federal fiscal year is determined by using the following formula:

$(2 \times (\text{current assistance collections} + \text{former assistance collections} + \text{medicaid collections})) + \text{never assistance collections} + \text{fees retained by other states}.$

- (3) The per cent contributed in each performance category to the total Ohio incentive base amount is determined by using the following formula:

$\text{Maximum incentive base amount in each performance category} \div \text{total Ohio maximum incentive base amount}.$

- (4) The amount of the Ohio incentive payment for each performance category is determined by using the following formula:

$\text{Per cent contributed in each performance category} \times \text{total Ohio incentive payment}.$

- (5) The amount of the federal incentive payment distributed to a state is an estimated amount. The actual amount of the federal incentive payment earned by a state is unknown until the end of the federal fiscal year and completion of calculations for the state data reliability audit. In accordance with the processes described at 45 C.F.R. part 305, as in effect on October 1, 2009, the final, reconciled amount would then include any necessary adjustments as a result of any previous federal incentive payment overpayments or underpayments.

- (6) Payment eligibility requirements.

(a) Payment of the incentive payment is contingent on a state's data being determined complete and reliable by federal auditors in the annual data reliability audit.

(b) State data necessary to calculate a state's performance level for the incentive payment and penalties for each federal fiscal year must be submitted to OCSE by December thirty-first, which is the end of the first quarter of the next federal fiscal year.

- (D) Distribution of the Ohio incentive payment.

- (1) Ten per cent of the total amount of the Ohio incentive payment shall be retained by ODJFS for the provision of statewide IV-D services.

- (2) Ninety per cent of the total amount of the Ohio incentive payment shall be distributed to the CSEAs to administer the local IV-D program.

(E) Payment to the CSEA.

ODJFS shall pay the CSEA through the child support administrative draw, as described in rule 5101:9-7-02 of the Administrative Code. Payments made in accordance with rule 5101:9-7-02 of the Administrative Code shall be calculated in accordance with the terms of this rule beginning January 1, 2011. In accordance with paragraph (C)(5) of this rule, the CSEA incentive payment distributed to each CSEA throughout the calendar year is an estimated amount. The actual amount of the CSEA incentive payment earned by a CSEA is unknown until the annual incentives reconciliation for the federal fiscal year occurs. In accordance with paragraph (C)(5) of this rule, the final amount would include any necessary adjustments as a result of any previous federal incentive payment overpayments or underpayments. At the close of the federal fiscal year, a comparison is made between the estimated federal incentive payment and the actual federal incentive payment earned by the state. When the comparison indicates that the estimated amount exceeds the actual amount earned by the state and a deficiency exists, ODJFS will adjust the county allocation in the succeeding months. When the comparison indicates that the actual amount earned exceeds the estimated amount and a surplus exists, ODJFS will make a one-time payment to the CSEA through the administrative advance process.

(F) Requirements for use of federal incentives.

- (1) In accordance with section 5101.23 of the Revised Code and 45 C.F.R. 305.35, as in effect on October 1, 2009, incentive funds shall only be spent for allowable Title IV-D expenditures unless approval is received from the federal department of health and human services.
- (2) In accordance with 45 C.F.R. 305.35, as in effect on October 1, 2009, state IV-D expenditures may not be reduced as a result of the receipt and reinvestment of incentive payments. A base amount will be determined by subtracting the amount of incentive funds received and reinvested in the state IV-D program for federal fiscal year 1998 from the total amount expended by the state in the IV-D program during the same period. States have an option of using the average amount of the previous three federal fiscal years as a base amount. This base amount of state spending must be maintained in future years. Incentive payments under this paragraph must be used in addition to, and not in lieu of, the base amount.
- (3) In accordance with 45 C.F.R. 305.35(c) and 45 C.F.R. 305.35(d), as in effect on October 1, 2009, a CSEA may not reduce its IV-D expenditures

as a result of receipt and reinvestment of incentive payments. An evaluation of IV-D expenditures reported on the JFS 02750, "Child Support ~~Administrative Fund Monthly~~ Enforcement Agency Quarterly Financial Statement Certification" (effective or revised effective date as identified in rule 5101:12-1-99 of the Administrative Code), will be developed to establish a base period using an average of the three previous federal fiscal years. This average will be the IV-D expenditures level that must be maintained in future years. Incentive payments must be used in addition to, and not in lieu of, the base amount.



Effective: 12/15/2021  
Five Year Review (FYR) Dates: 9/23/2021 and 09/23/2026

CERTIFIED ELECTRONICALLY

---

Certification

11/30/2021

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3125.25  
Rule Amplifies: 3125.03, 5101.23  
Prior Effective Dates: 10/01/1985 (Emer.), 01/01/1986 (Emer.), 04/01/1986,  
10/01/1987 (Emer.), 12/01/1987, 12/01/1987 (Emer.),  
12/24/1987, 02/29/1988, 07/15/1988, 09/01/1989  
(Emer.), 10/01/1989, 11/30/1989, 06/01/1990,  
10/01/1990 (Emer.), 11/01/1991, 01/10/1992,  
04/01/1992, 12/31/1992 (Emer.), 04/01/1993,  
07/01/1993, 02/01/1995, 08/01/1996, 09/20/1996  
(Emer.), 12/15/1996, 01/01/1998, 07/15/2002,  
05/12/2003, 01/01/2004, 11/10/2005, 06/15/2006,  
04/14/2011, 12/01/2016

**5101:12-1-54.1 Incentive payment: performance-based measure.**

(A) The Ohio department of job and family services (ODJFS) shall distribute to the child support enforcement agency (CSEA) the funds identified in paragraph (D)(2) of rule 5101:12-1-54 of the Administrative Code based on each county's collections base percentage.

(B) Calculation of the county collections base percentage.

(1) County collections base =  $(2 \times (\text{current assistance collections} + \text{former assistance collections} + \text{medicaid collections})) + \text{never assistance collections} + \text{fees retained by other states}$ .

(2) Collections base percentage = county collections base divided by the sum of the collections base for all of the Ohio counties.

(C) Corrective action plan.

In accordance with section 5101.24 of the Revised Code, and at the discretion of the office of child support (OCS), the CSEA may be asked to provide to OCS a corrective action plan (CAP) based on declining performance in any performance category.

Five Year Review (FYR) Dates: 9/23/2021 and 09/23/2026

CERTIFIED ELECTRONICALLY

---

Certification

09/23/2021

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3125.25  
Rule Amplifies: 3125.03, 5101.23  
Prior Effective Dates: 10/01/1985 (Emer.), 01/01/1986 (Emer.), 04/01/1986,  
10/01/1987 (Emer.), 12/01/1987, 12/01/1987 (Emer.),  
12/24/1987, 02/29/1988, 07/15/1988, 09/01/1989  
(Emer.), 10/01/1989, 11/30/1989, 06/01/1990,  
10/01/1990 (Emer.), 11/01/1991, 01/10/1992,  
04/01/1992, 12/31/1992 (Emer.), 04/01/1993,  
07/01/1993, 02/01/1995, 08/01/1996, 09/20/1996  
(Emer.), 12/15/1996, 01/01/1998, 07/15/2002,  
05/12/2003, 01/01/2004, 11/10/2005, 06/15/2006,  
04/14/2011

**5101:12-1-54.2 Incentive payment: county self-assessment.**

- (A) Twenty-five per cent of the child support enforcement agency (CSEA) incentive payment, calculated in accordance with rule 5101:12-1-54.1 of the Administrative Code, shall be distributed to the CSEA subject to the limitations described in this rule.
- (B) For the purposes of this rule, "self-assessment category" refers to the following child support program categories:
- (1) Case closure;
  - (2) Establishment of paternity and support orders;
  - (3) Enforcement of support orders;
  - (4) Securing and enforcing medical support orders;
  - (5) Review and adjustment of support orders (public assistance cases); and
  - (6) Review and adjustment of support orders (non-public assistance cases).
- (C) Sampling methodology for the quality assurance (QA) sample.
- (1) For the purposes of this rule, the "quality assurance (QA) sample" refers to the case sample provided by the office of child support (OCS) to the CSEA, and used by the CSEA to complete the county self-assessment. The total statewide QA sample will be approximately one thousand cases per self-assessment category.
  - (2) For the purposes of this rule, the "federal sample" refers to the case sample used by OCS to complete the federal self-assessment, as required by 45 C.F.R. part 308, as in effect on July 21, 2008. The minimum number of cases in the federal sample is five hundred in each self-assessment category. These cases are randomly selected from the statewide caseload.
  - (3) Each county will receive a minimum of eleven cases in each self-assessment category. The federal sample will be distributed to each county in accordance with the process of random sample selection. The federal sample may be more or less than the eleven case minimum. If necessary, the remaining QA sample needed to meet the eleven case minimum will be randomly selected from the county caseload in each self-assessment category.
- (D) Timeframes for the county self-assessment.
- (1) OCS shall provide the QA sample to the CSEA by November fifteenth of each year.

- (2) The CSEA shall complete and return the self-assessment to OCS by February fifteenth of the subsequent year.

(E) Completing and submitting the county self-assessment.

- (1) OCS shall develop the procedures for the CSEA to follow in order for the CSEA to complete a self-assessment. Periodically, OCS will modify the procedures as appropriate.
- (2) The CSEA is required to complete the county self-assessment, using the procedures as set forth by OCS, which includes but is not limited to meeting all of the following criteria:
  - (a) Using the software programs as designated by OCS to facilitate review and reporting procedures;
  - (b) Reviewing and evaluating each case in the QA sample;
  - (c) Applying an appropriate rating to each case in the QA sample; and
  - (d) Submitting the self-assessment to OCS, using the method for submission as designated by OCS, within the timeframe described in paragraph (D) (2) of this rule.
- (3) Failure of the CSEA to submit a completed self-assessment to OCS by February fifteenth shall result in a twenty-five per cent reduction of the final reconciled CSEA incentive payment, as determined in accordance with paragraph (E) of rule 5101:12-1-54 of the Administrative Code.
  - (a) The twenty-five per cent reduction shall be imposed by reducing each monthly allocation during the calendar year following the calendar year in which the CSEA failed to submit the self-assessment to OCS.
  - (b) The amount of funds contained in the twenty-five per cent reduction shall be retained by ODJFS.

Five Year Review (FYR) Dates: 9/23/2021 and 09/23/2026

CERTIFIED ELECTRONICALLY

---

Certification

09/23/2021

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3125.25  
Rule Amplifies: 3125.03, 5101.23  
Prior Effective Dates: 04/14/2011

**5101:12-1-99 Chapter 5101:12-1 forms - Ohio support enforcement program.**

The forms identified in this rule are referenced within various rules contained within division 5101:12 of the Administrative Code. The effective or revised effective dates of the forms are as follows:

- (A) JFS 01709, "Confidentiality of Information Reference Guide" (11/2011);
- (B) JFS 01728, "Daily Time Sheet for Non-Dedicated Principal Staff" (2/2009);
- (C) JFS 01729, "Monthly Time Sheet Summary for Non-Dedicated Principal Staff" (2/2009);
- (D) JFS 01730, "Dedicated Principal Staff Exception Report" (2/2009);
- (E) JFS 01731, "Monthly Time Summary for Governmental Contractor" (2/2009);
- (F) JFS 01772, "IV-D Contract Cover Letter" (rev. 5/2013);
- (G) JFS 02015, "IV-D Contract Time Study" (rev. 2/2009);
- (H) JFS 02151, "IV-D Contract Evaluation" (rev. 5/2013);
- (I) JFS 02750, "~~CFIS Local Agency~~Child Support Enforcement Agency Quarterly Financial ~~Statement~~Certification" (rev. ~~10/2011~~6/2020);
- (J) JFS 04001, "Request for Case Information" (11/2011);
- (K) JFS 04234, "Annual Full-Time Equivalent Report" (rev. 1/2008);
- (L) JFS 07014, "Tax Information Safeguarding Authorization Agreement" (rev. 4/2008);
- (M) JFS 07015, "Certification of Compliance with Competitive Sealed Bid Requirements" (rev. 2/2009);
- (N) JFS 07016, "IV-D Contract Security Addendum" (rev. ~~2/2009~~2/2020);
- (O) JFS 07018; "IV-D Contract" (rev. 12/2013);
- (P) JFS 07019, "Federal Tax Information Item Tracking Log" (4/2008);
- (Q) JFS 07020, "Governmental Contractor IV-D Contract Budget" (rev. 2/2009);
- (R) JFS 07034, "Governmental Contractor Monthly Expense Report" (rev. 2/2009);
- (S) JFS 07035, "IV-D Contract Invoice" (rev. 2/2009);

- (T) JFS 07037, "IV-D Contract Amendment" (rev. 12/2013);
- (U) JFS 07038, "Acknowledgment of Paternity Affidavit" (5/2014);
- (V) JFS 07072, "Safeguarding of Internal Revenue Service (IRS), Ohio Department Of Taxation (ODT), Federal Parent Locator Service (FPLS), and Unemployment Compensation (UC) Information" (rev. ~~3/2019~~12/2019);
- (W) JFS 07078, "Code of Responsibility" (rev. ~~6/2018~~3/2020);
- ~~(X) JFS 07700, "SETS User Access Application" (rev. 3/2019);~~
- ~~(Y)~~(X) JFS 07713, "Child Welfare Agency Locate-Only Request" (rev. 4/2018);
- ~~(Z)~~(Y) JFS 07729, "FTI Safeguarding Workbook" (4/2018);
- ~~(AA)~~(Z) JFS 07766, "Child Support Guideline Manual" (3/2019);
- ~~(BB)~~(AA) JFS 07767, "Ohio Basic Child Support Guideline Schedule" (3/2019);
- ~~(CC)~~(BB) JFS 07768, "Sole/Shared Child Support Computation Worksheet" (3/2019);
- ~~(DD)~~(CC) JFS 07769, "Split Parenting Child Support Computation Worksheet" (3/2019);  
and
- ~~(EE)~~(DD) ODM 06613, "Accident/Injury Insurance Information" (rev. 12/2016).



Effective: 12/15/2021

Five Year Review (FYR) Dates: 3/28/2024

CERTIFIED ELECTRONICALLY

---

Certification

11/30/2021

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3125.25  
Rule Amplifies: 3125.03, 3125.25  
Prior Effective Dates: 05/01/2014, 06/01/2015, 04/01/2018, 03/28/2019

5101:12-80-05.1 **Collection at the child support enforcement agency.**

- (A) The purpose of this rule is to describe the requirements regarding the collection of support payments at the child support enforcement agency (CSEA). Each CSEA is required to elect to accept collections or not to accept collections at the CSEA in accordance with this rule.
- (B) Each CSEA will notify the office of child support (OCS) of the CSEA's decision to accept or not accept payments at the CSEA, and will notify OCS at least ten days prior to any ~~significant~~ changes by the CSEA and by the last day of March each year, regarding payment processing. The notification will be made by completing the JFS 07736, "Child Support Enforcement Agency Payment Processing Declaration" (effective or revised effective date as identified in rule 5101:12-80-99 of the Administrative Code) and submitting the JFS 07736 to ~~child support payment central (CSPC)~~ OCS. The JFS 07736 will be signed by the CSEA director or administrator, and will include:
- (1) The county name;
  - (2) A declaration as to whether the CSEA will accept or not accept payments;
  - (3) A description of the payment types and delivery methods accepted by the CSEA; and
  - (4) A description of satellite location payment processing details.
- (C) When a CSEA elects to accept cash payments at the CSEA, the CSEA will maintain a CSEA depository account. For the purposes of this rule, "CSEA depository account" means the bank, credit union, or savings and loan association account used for the sole purpose of transmitting to child support payment central (CSPC) the payments in person received by the CSEA. A CSEA required to maintain a CSEA depository account will provide the following information to OCS:
- (1) Name and address of the financial institution for the CSEA depository account;
  - (2) CSEA depository account number; and
  - (3) Routing/transit number of the CSEA depository account.
- (D) A CSEA that does not accept payments will treat any payment type received by the CSEA as a misdirected payment and forward the payment, except cash, to CSPC.
- (E) A payment received by the CSEA is a misdirected payment and will be forwarded to CSPC when the payment is:

- (1) Submitted with remittance documentation indicating payment for more than one obligor;
  - (2) From a payor, as defined in paragraph (B)(3) of rule 5101:12-50-10 of the Administrative Code;
  - (3) From a financial institution; or
  - (4) Intended to credit a recollection account.
- (F) A CSEA that submits a JFS 07736 indicating the CSEA accepts payments will post any payment type received by the CSEA that the CSEA has indicated they will accept on the JFS 07736, subject to the remitter providing sufficient information to allow the CSEA to post the payment.
- (1) A CSEA that elects to accept payments will:
    - (a) Maintain a CSEA depository account for cash payments.
    - (b) Collect and post payments using procedures in accordance with this rule and based on generally accepted business and accounting practices as authorized under section 117.43 of the Revised Code;
    - (c) Place a notice in clear view in the area where payments are made that notifies a remitter:
      - (i) That cash payments made at the CSEA may be identified as being made on the next business day.
      - (ii) Unless the payment was made with cash, the obligor will receive conditional credit until the payment clears the financial institution and the payment is reflected in the support enforcement tracking system (SETS). The obligor may not receive relief from any enforcement actions taken by the CSEA until the payment is reflected in SETS;
      - (iii) Of the acceptable payment types listed on the JFS 07736 that are collected at the CSEA or alternate location.
    - (d) Ensure adequate funds are available in the CSEA depository account to cover the previous day cash postings;
    - (e) Accept payment types listed on the JFS 07736 that are collected at the CSEA or satellite location; and

- (f) Treat any payment type a CSEA elected not to accept as a misdirected payment in accordance with paragraph (D) of this rule.
- (2) Any payments submitted by hand, mail, drop-off, or any other means with sufficient posting identifiers and that is not identified as a misdirected payment will be posted within one business day.
- (3) The CSEA employee that collects and posts the payment will not be the CSEA employee that balances and prepares the deposit for release to CSPC, unless a waiver has been granted by the office of child support enforcement (OCSE).

To obtain the waiver, the CSEA will submit a waiver request to OCS. OCS will forward the request to the OCSE regional office and notify the CSEA whether OCSE has granted the waiver.

- (4) Ensure that every CSEA employee that has access to or control of payments collected at the CSEA is covered by a bond against loss of payments from employee dishonesty. In accordance with section 329.01 of the Revised Code, each bond is to be for an amount determined by the board of county commissioners, with a surety or bonding company authorized to do business in this state, and deposited with and retained by the county treasurer.

(G) When the CSEA forwards a payment to CSPC, the CSEA:

- (1) Will forward the payment, including the remittance documentation and original envelope, to CSPC that contained the payment for processing;
- (2) May mark the date received on the envelope, but will not further mark on the envelope or payment instrument;
- (3) May attach a separate document to the misdirected payment that includes any posting identifiers known to the CSEA, when the remitter fails to include posting instructions with a misdirected payment; and
- (4) Will record the payment on a written or electronic log maintained at the CSEA that contains the following information:
  - (a) Remitter name;
  - (b) Payment amount;
  - (c) Instrument number (e.g. check number); and
  - (d) Date of the instrument.

The CSEA will retain the log for thirty days, and subsequently follow the CSEA's record retention requirements described in rule 5101:12-1-25 of the Administrative Code.

Effective: 12/15/2021

Five Year Review (FYR) Dates: 2/15/2025

CERTIFIED ELECTRONICALLY

---

Certification

11/30/2021

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3121.71, 3125.25  
Rule Amplifies: 117.43, 329.01, 3125.29  
Prior Effective Dates: 10/01/1985 (Emer.), 01/01/1986 (Emer.), 04/01/1986,  
11/15/1986, 12/01/1987 (Emer.), 02/29/1988,  
06/10/1988, 12/20/1988, 09/01/1989 (Emer.),  
11/30/1989, 08/01/1990, 01/01/1991, 04/01/1992,  
06/01/1993, 12/01/1994, 06/01/1995, 07/01/1996,  
01/01/1998, 04/24/2000 (Emer.), 07/10/2000,  
10/15/2001, 05/08/2003, 04/03/2005, 01/15/2008,  
09/15/2013, 06/01/2019, 02/15/2020

5101:12-80-99

**Chapter 5101:12-80 forms - collections and disbursements.**

The forms identified in this rule are referenced within various rules contained within division 5101:12 of the Administrative Code. The effective or revised effective dates of the forms are as follows:

- (A) JFS 04021, "Affidavit for stop payment" (rev. 12/2002);
- (B) JFS 04090, "Notice of Erroneous Payment" (rev. 04/2007);
- (C) JFS 07010, "Request for Exception to Electronic Disbursement Enrollment" (rev. 06/2021)
- (D) JFS 07026, "Recoupment Account Maintenance Request" (rev. 02/2020);
- (E) JFS 07027, "Single Order Distribution Record" (rev. 06/1993);
- (F) JFS 07028, "Multiple Order Distribution Record" (rev. 06/1993);
- (G) JFS 07031, "Recoupment Account Creation Request" (rev. 02/2020);
- (H) JFS 07736, "Child Support Enforcement Agency Payment Processing Declaration" (~~02/2020~~rev.11/2021)
- (I) JFS 07741, "Child Support Payment Central (CSPC) Check Void Request (rev. 02/2020); and
- (J) JFS 07749, "Child Support Payment Central (CSPC) Stop Payment Request (rev. 7/2019).

Effective: 12/15/2021

Five Year Review (FYR) Dates: 6/1/2026

CERTIFIED ELECTRONICALLY

---

Certification

11/30/2021

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3125.25  
Rule Amplifies: 3125.03, 3125.25  
Prior Effective Dates: 02/01/2016, 02/15/2020, 06/01/2021



**CHILD SUPPORT ENFORCEMENT AGENCY PAYMENT PROCESSING DECLARATION**

This form is used by a child support enforcement agency (CSEA) to inform the Office of Child Support (OCS) of elections made by the CSEA regarding payments at the CSEA. A list of county walk-in payments-locations and types is available at: <http://jfs.ohio.gov/Ocs/employers/County-Payment-LocationsandTypes-Excel.stm>.

Pursuant to rule 5101:12-80-05.1 of the Administrative Code, this form is required to be signed by the CSEA Director or Administrator and must be submitted to OCS ([OCS\\_General@jfs.ohio.gov](mailto:OCS_General@jfs.ohio.gov)) ten days prior to any changes by the CSEA regarding payment processing and annually no later than the last day of March of each year.

As a condition of accepting payments at the CSEA, the CSEA agrees to comply with the requirements of the "OH County Walk-in Payment Manual" (Rev. 10/2019) and "OH Credit Card Payment Guide" (Rev. 10/2019). If either of the above-mentioned manuals are revised, OCS will notify the CSEA through controlled correspondence. A CSEA that accepts payments agrees to follow any new or amended requirements in these manuals. Account errors caused by CSEA failure to comply with the requirements of the "OH County Walk-in Payment Manual" and/or "OH Credit Card Payment Guide" will result in CSEA responsibility for any fiscal impact.

**I. CSEA Contact Information**

<County Name> County CSEA  
 CSEA Physical Address: <CSEA street address> <City>, <State> <Zip>  
 CSEA Payment Phone Number (if applicable): <CSEA phone number for credit/debit card payments by phone>

**II. Reason for Submission**

- CSEA Change: <Please specify what is changing>  
 Annual – Change: <Please specify what is changing>  
 Annual – No Change

**III. Payment Acceptance**

- The CSEA accepts and posts payments locally (go to section IV. Payments at the CSEA)  
 The CSEA does not accept and post payments locally (go to section V. CSEA Director/Administrator Signature)

**IV. Payments at the CSEA\*(complete both sets if you have different hours for different days)**

1) Days/hours payments accepted:

<Start Time> to <End Time>  Mon.  Tue.  Wed.  Thurs.  Fri.

<Start Time> to <End Time>  Mon.  Tue.  Wed.  Thurs.  Fri.

2. Types of payments accepted: (select all that apply):

Cash  Check  Money Order  Credit/Debit Card (phone)  Credit/Debit Card (walk-in)

3. Delivery methods accepted:  Walk-in  Mail  Drop Box  
 (select all that apply)

4. Number of Equipment On-Hand: Panini Scanners: Franking Rollers: Cleaning Kits:

\* If the CSEA accepts payments at a satellite location, please also complete Appendix - Satellite Payment Locations.

**V. CSEA Director/Administrator Signature**

<CSEA Director/Administrator name>

CSEA Director/Administrator Name

\_\_\_\_\_  
 CSEA Director/Administrator Signature

\_\_\_\_\_  
 Date

Scan and e-mail the entire signed document to [OCS\\_General@jfs.ohio.gov](mailto:OCS_General@jfs.ohio.gov)

**Appendix – Satellite Payment Locations**

Only complete this section if your CSEA processes payments at a satellite location(s).

1. Name of satellite location:	<Name of Location>
Address of satellite location:	<Address 1> <Address 2> <City>, <State> <ZIP>
Days/hours payments accepted:	
<Start Time> to <End Time>	<input type="checkbox"/> Mon. <input type="checkbox"/> Tue. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri.
<Start Time> to <End Time>	<input type="checkbox"/> Mon. <input type="checkbox"/> Tue. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri.
Types of payments accepted:	(select all that apply)
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order	<input type="checkbox"/> Credit/Debit Card (phone) <input type="checkbox"/> Credit/Debit Card (walk-in)
Where will payments be posted?	<input type="checkbox"/> Satellite Location <input type="checkbox"/> CSEA
Delivery Methods: (select all that apply)	<input type="checkbox"/> Walk-in <input type="checkbox"/> Mail <input type="checkbox"/> Drop Box
2. Name of satellite location:	<Name of Location>
Address of satellite location:	<Address 1> <Address 2> <City>, <State> <ZIP>
Days/hours payments accepted:	
<Start Time> to <End Time>	<input type="checkbox"/> Mon. <input type="checkbox"/> Tue. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri.
<Start Time> to <End Time>	<input type="checkbox"/> Mon. <input type="checkbox"/> Tue. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri.
Types of payments accepted:	(select all that apply)
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order	<input type="checkbox"/> Credit/Debit Card (phone) <input type="checkbox"/> Credit/Debit Card (walk-in)
Where will payments be posted?	<input type="checkbox"/> Satellite Location <input type="checkbox"/> CSEA
Delivery Methods: (select all that apply)	<input type="checkbox"/> Walk-in <input type="checkbox"/> Mail <input type="checkbox"/> Drop Box
3. Name of satellite location:	<Name of Location>
Address of satellite location:	<Address 1> <Address 2> <City>, <State> <ZIP>
Days/hours payments accepted:	
<Start Time> to <End Time>	<input type="checkbox"/> Mon. <input type="checkbox"/> Tue. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri.
<Start Time> to <End Time>	<input type="checkbox"/> Mon. <input type="checkbox"/> Tue. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri.
Types of payments accepted:	(select all that apply)
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order	<input type="checkbox"/> Credit/Debit Card (phone) <input type="checkbox"/> Credit/Debit Card (walk-in)
Where will payments be posted?	<input type="checkbox"/> Satellite Location <input type="checkbox"/> CSEA
Delivery Methods: (select all that apply)	<input type="checkbox"/> Walk-in <input type="checkbox"/> Mail <input type="checkbox"/> Drop Box
4. Name of satellite location:	<Name of Location>
Address of satellite location:	<Address 1> <Address 2> <City>, <State> <ZIP>
Days/hours payments accepted:	
<Start Time> to <End Time>	<input type="checkbox"/> Mon. <input type="checkbox"/> Tue. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri.
<Start Time> to <End Time>	<input type="checkbox"/> Mon. <input type="checkbox"/> Tue. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri.
Types of payments accepted:	(select all that apply)
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order	<input type="checkbox"/> Credit/Debit Card (phone) <input type="checkbox"/> Credit/Debit Card (walk-in)
Where will payments be posted?	<input type="checkbox"/> Satellite Location <input type="checkbox"/> CSEA
Delivery Methods: (select all that apply)	<input type="checkbox"/> Walk-in <input type="checkbox"/> Mail <input type="checkbox"/> Drop Box