



December 6, 2023

**Child Support Program Manual Transmittal Letter (CSPMTL) No. 190**

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

**FROM:** Matt Damschroder, Director

**SUBJECT:** Five Year Rule Review – Support Enforcement Tracking, Confidentiality of Information, and Lump Sum Rules

These rules have been reviewed in accordance with section 106.03 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 filed the following rules as **No Change**. The effective dates of the "no change" rules will remain the same as the existing rule:

Rule	Rule Title	Effective Date
5101:12-1-20.1	Request for Information contained in a Person's Case Record	04/01/2018
	<p>This rule describes the requirements for the use, protection, and disclosure of information that is collected and maintained by an agency dependent upon collection source and disclosure purpose.</p> <p>This rule is authorized under ORC sections 3125.08, 3125.25 and 3125.51 and amplifies ORC sections 3125.03, 3125.08, 3125.49 and 3125.50.</p>	
5101:12-1-20.2	Information from the Unemployment Compensation Program and Ohio Department of Taxation	04/01/2018
	<p>This rule describes the procedures an agency is required to follow in order to safeguard information received from Unemployment Compensation (UC) and the Ohio department of taxation.</p> <p>This rule is authorized under ORC sections 3125.08, 3125.25 and 3125.51 and amplifies ORC sections 3125.43, 3125.50, 4141.21, 4141.22, 4141.99 and 5747.18.</p>	
5101:12-50-12	Lump Sum Payments	02/11/2019
	<p>This rule describes the responsibilities of a payor and a child support enforcement agency (CSEA) regarding lump sum payments to be made to an obligor by a payor when the obligor is subject to income withholding pursuant to section 3121.03 of the Revised Code.</p> <p>This rule is authorized by ORC section 3125.25 and amplifies ORC sections 3121.03, 3121.037, 3121.0311, 3121.12, and 3125.03.</p>	

OCS has **Amended** the following rules.

Amended Rule	Amended Rule Title	Prior Effective Date of Rule	Effective Date of Amendment
5101:12-1-15	Support Enforcement Tracking System	12/15/2021	01/01/2024
	<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 this rule include removed the 3125.29 ORC reference from the amplify rules section and replaced it with ORC 3125.39.</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>		
5101:12-1-20	Confidentiality of Information	04/01/2018	01/01/2024
	<p>This rule describes the requirements for authorized access to, disclosure, and safeguarding of information contained in a person's case record.</p> <p>Changes to the rule include removed the requirement of the JFS 07713 in paragraph (F) as the information is now collected electronically through an interface.</p> <p>This rule is authorized under ORC sections 3125.08, 3125.25 and 3125.51 and amplifies ORC sections 3125.03, 3125.08, 3125.49 and 3125.50.</p>		
5101:12-50-99	Chapter 5101:12-1 Forms – Enforcement of the Support Order	08/01/2023	01/01/2024
	<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 5101:12-50 of the Administrative Code.</p> <p>Changes to the rule include amended the revision date for the JFS 07726 and JFS 04047.</p> <p>This rule is authorized by ORC section 3125.25; and amplifies ORC sections 3125.03 and 3125.25.</p>		

OCS has **Amended** the following forms.

Form Number	Form Title	Prior Effective Date of Form	Revised Effective Date
JFS 07726	Administrative Order for Release or Transmittal of Lump Sum Payment	02/2019	01/2024
	<p>The purpose of this form is to allow a child support enforcement agency (CSEA) to either release a lump sum payment or to intercept the lump sum payment from an obligor.</p> <p>Changes to this form include updated or added the web addresses and language for clarity.</p>		
JFS 04047	Income Withholding for Support	03/2021	10/2023
	<p>This form is used by a child support enforcement agency (CSEA) to implement income withholding to collect current support and arrears from a payor.</p> <p>Changes to this form include updated the expiration date to match the Federal version of the form and the revision date of the form.</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.jfs.ohio.gov/>

### 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.

5101:12-1-20.1 **Requests for information contained in a person's case record.**

(A) A child support enforcement agency (CSEA), the office of child support (OCS), or contractor shall only disclose information contained in a person's case record upon the request of an individual or entity when:

- (1) The disclosure is in accordance with the provisions of this rule, or
- (2) The disclosure is in accordance with written permission from the person. "Written permission" means a document signed by a person or a person's legal guardian that permits an individual or entity to disclose information contained in that person's case record. Written permission shall include:
  - (a) The person's full name;
  - (b) The name and title, if any, of the individual or entity to whom the person or the person's legal guardian is permitting disclosure of information;
  - (c) A description of the type of information that the individual or entity is permitted to disclose;
  - (d) The duration of time that the person or person's legal guardian is permitting the disclosure of information; and
  - (e) The person's or legal guardian's signature and the date on which the written permission is signed.

(B) The CSEA, OCS, or a contractor shall disclose information that the CSEA, OCS, or contractor obtains from the state or federal parent locator service (PLS) upon the requests described in this paragraph.

- (1) Request for location from a representative of a child when the child is not receiving Ohio works first (OWF) benefits.
  - (a) The CSEA, OCS, or contractor shall disclose information about a non-custodial parent or alleged father when the request is for the purposes of locating:
    - (i) An individual against whom a child support order is sought;
    - (ii) An individual who has or may have parental rights with respect to a child;
    - (iii) An obligee of a child support order; or

- (iv) A parent or child involved in a non-IV-D child support case.
- (b) The following is the information that the CSEA, OCS, or contractor may disclose about the non-custodial parent or alleged father to the representative of the child:
- (i) Name;
  - (ii) Social security number;
  - (iii) Address;
  - (iv) Employer's name;
  - (v) Employer's address;
  - (vi) Employer identification number;
  - (vii) Wages;
  - (viii) Income;
  - (ix) Employment-related benefits, including health care coverage; and
  - (x) Type, status, location, and amount of assets or debts owed by or to the person.
- (c) Restrictions on information disclosure:
- (i) Information shall not be disclosed unless the representative of a child:
    - (a) Attests that the request is being made to obtain information on, or to facilitate the discovery of, any individual for the purpose of establishing parentage, or establishing, modifying, or enforcing a child support order;
    - (b) Attests that any information obtained through the state or federal PLS shall be used solely for the purposes described in paragraph (B)(1)(a) of this rule, and shall be otherwise treated as confidential; and
    - (c) Pays the fee required for federal PLS services, in accordance with 45 C.F.R. 303.70(f)(2)(i), as in effect December 30, 2010, if the state does not pay the fee itself.

- (ii) Information regarding multistate financial institution data match (MSFIDM) or state financial institution data match (SFIDM) shall not be disclosed.
  - (iii) Information regarding federal tax information (FTI), as defined in rules 5101:12-1-22 and 5101:12-1-22.1 of the Administrative Code shall not be disclosed.
  - (iv) Information shall not be disclosed when the CSEA, OCS, or contractor has reasonable evidence of domestic violence or child abuse and the CSEA, OCS or contractor has determined that the disclosure of such information could be harmful to the custodial parent or child.
  - (v) Information shall not be disclosed when the disclosure of such information would contravene the national policy or security interests of the United States or the confidentiality of census data.
- (2) Request for location from a court or agent of a court that is seeking to issue an order, or to serve as the initiating court in an action to seek an order, for the support and maintenance of a child.
- (a) The CSEA, OCS, or contractor shall disclose information about a non-custodial parent, alleged father, custodial parent, or child when the request is for the purposes of locating:
    - (i) A parent;
    - (ii) An obligor of a child support order;
    - (iii) An individual against whom a child support order is sought;
    - (iv) An obligee of a child support order; or
    - (v) A parent or child involved in a non-IV-D child support case.
  - (b) The following is the information that the CSEA, OCS, or contractor may disclose about the non-custodial parent, alleged father, custodial parent, or child:
    - (i) Name;
    - (ii) Social security number;

- (iii) Address;
  - (iv) Employer's name;
  - (v) Employer's address;
  - (vi) Employer identification number;
  - (vii) Wages;
  - (viii) Income;
  - (ix) Employment-related benefits, including health care coverage; and
  - (x) Type, status, location, and amount of assets or debts owed by or to the person.
- (c) Restrictions on information access, use, and disclosure:
- (i) Information regarding FTI shall not be disclosed unless the information is independently verified.
  - (ii) Information regarding MSFIDM or SFIDM shall not be disclosed.
  - (iii) Information shall not be disclosed when the CSEA, OCS, or contractor has reasonable evidence of domestic violence or child abuse and the CSEA, OCS or contractor has determined that the disclosure of such information could be harmful to the custodial parent or child.
- (3) Request for location from a county department of job and family services (CDJFS), public children services agency (PCSA), or county agency that is administering a Title IV-B or Title IV-E program, in accordance with the state plan for those programs.
- (a) The CSEA, OCS, or contractor shall disclose information about a non-custodial parent, alleged father, custodial parent, child, or relative of a child involved in a Title IV-B or Title IV-E case, when the purpose of the request is to locate:
    - (i) An individual who has or may have parental rights with respect to a child; or
    - (ii) A parent, child, or relative of a child in order to carry out Title IV-B or Title IV-E program responsibilities, which include potential

placement of a child removed from parental custody, placing siblings in groups, and permanency planning.

(b) The following is the information that the CSEA, OCS, or contractor may disclose about the non-custodial parent, alleged father, custodial parent, or child:

(i) Name;

(ii) Social security number;

(iii) Address;

(iv) Employer's name;

(v) Employer's address;

(vi) Employer identification number;

(vii) Wages;

(viii) Income;

(ix) Employment-related benefits, including health care coverage; and

(x) Type, status, location, and amount of assets or debts owed by or to the person.

(c) The following is the information that the CSEA, OCS, or contractor may disclose about a relative of a child involved in a Title IV-B or Title IV-E case:

(i) Name;

(ii) Social security number;

(iii) Address;

(iv) Employer's name;

(v) Employer's address; and

(vi) Employer identification number.

(d) Restrictions on information disclosure:



- (i) Information regarding FTI shall not be disclosed unless the information is independently verified.
  - (ii) Information regarding MSFIDM or SFIDM shall not be disclosed.
  - (iii) When the information will be used to locate an individual who has or may have parental rights with respect to a child, national directory of new hires (NDNH) and federal case registry (FCR) information may be disclosed without independent verification.
  - (iv) When the information will be used for any purpose other than to locate an individual who has or may have parental rights with respect to a child, NDNH and FCR information shall not be disclosed unless the information is independently verified.
  - (v) Information shall not be disclosed when the CSEA, OCS, or contractor has reasonable evidence of domestic violence or child abuse and the CSEA, OCS or contractor has determined that the disclosure of such information could be harmful to the custodial parent or child.
- (4) Request for information from an agency administering Title IV (aid and services to needy families with children and for child-welfare services), Title XIX (medical assistance programs), Title XXI (state children's health insurance program), and SNAP (supplemental nutrition assistance program).
- (a) The CSEA, OCS, or contractor may disclose information about a person contained in SETS to an agency administering Titles IV, XIX, and XXI, and SNAP to perform its responsibilities as it relates to its program.
  - (b) Restrictions on information disclosure:
    - (i) Information regarding FTI shall not be disclosed unless the information is independently verified.
    - (ii) Information regarding MSFIDM or SFIDM shall not be disclosed.
    - (iii) When the information will be used by the Title IV-B or Title IV-E program for purpose other than to establishing parentage or establishing, modifying, or enforcing child support obligations, the information shall not be disclosed unless the information is independently verified.

- (iv) When the information will be used by the medicaid program, NDNH and FCR information shall not be disclosed unless the information is independently verified.
  - (v) Information shall not be disclosed when the CSEA, OCS, or contractor has reasonable evidence of domestic violence or child abuse and the CSEA, OCS or contractor has determined that the disclosure of such information could be harmful to the custodial parent or child.
  - (vi) Information shall not be disclosed when the disclosure of such information would contravene the national policy or security interests of the United States or the confidentiality of census data.
- (5) Request for state directory of new hires (SDNH) information from a CDJFS or county agency that is administering the food assistance, medicaid, or OWF programs, a state agency that is administering the unemployment compensation program, or a state agency that is administering a Title I (assistance for the aged), Title X (aid to the blind), Title XIV (aid to the permanently and totally disabled), or Title XVI (supplemental security income for the aged, blind and disabled) program, in accordance with the state plan for those programs.
- (a) The CSEA, OCS, or contractor shall disclose SDNH information about a person when the purpose of the request is to verify income and eligibility for the programs of food assistance, medicaid, OWF, unemployment compensation, Title I, Title X, Title XIV, and Title XVI.
  - (b) The following is the SDNH information that the CSEA, OCS, or contractor may disclose about the person:
    - (i) Name;
    - (ii) Social security number;
    - (iii) Address;
    - (iv) Employer's name;
    - (v) Employer's address; and
    - (vi) Federal employer identification number.
  - (c) Restrictions on information disclosure:

- (i) Information regarding FTI shall not be disclosed unless the information is independently verified.
  - (ii) Information regarding MSFIDM or SFIDM shall not be disclosed.
  - (iii) Information shall not be disclosed when the CSEA, OCS, or contractor has reasonable evidence of domestic violence or child abuse and the CSEA, OCS or contractor has determined that the disclosure of such information could be harmful to the custodial parent or child.
- (C) The CSEA, OCS, or a contractor shall disclose information that the CSEA, OCS, or contractor obtains from a source other than the state or federal PLS upon the request of an individual or entity in the following manner:
- (1) Request for information about a representative of a child or a child (regardless of whether the child is receiving OWF benefits).
    - (a) The CSEA, OCS, or contractor may disclose information about a representative of a child or a child when the request is for a purpose directly connected to any of the following:
      - (i) The support enforcement program.
      - (ii) The food assistance, medicaid, OWF, Title IV-B, or Title IV-E programs.
      - (iii) Any investigation, criminal prosecution, or civil or administrative proceeding conducted in connection with the administration of the support enforcement program or food assistance, medicaid, OWF, Title IV-B, or Title IV-E programs.
      - (iv) To report suspected or known instances of child abuse, exploitation, or the negligent treatment of a child who is the subject of a child support case to the appropriate agency or official.
      - (v) A federal, state, or local audit.
    - (b) The following is the information that the CSEA, OCS, or contractor may disclose about the representative of a child or a child:
      - (i) Information that pertains to the support order; and
      - (ii) Information that pertains to the representative of a child or the child.

(c) Restrictions on information disclosure:

- (i) Information obtained from the state or federal PLS shall not be disclosed.
  - (ii) Information about any person in the child support case other than the representative of a child or the child shall not be disclosed and must be redacted from any document that will be disclosed, unless the representative of a child obtains written permission from the other person, in accordance with rule 5101:12-1-20 of the Administrative Code.
  - (iii) Information shall not be disclosed when the CSEA, OCS, or contractor has reasonable evidence of domestic violence or child abuse and the CSEA, OCS or contractor has determined that the disclosure of such information could be harmful to the representative of a child or child, unless the request for information is from the representative of a child or the child.
  - (iv) Information shall not be disclosed when the disclosure of such information would contravene the national policy or security interests of the United States or the confidentiality of census data.
- (2) Request for information about a non-custodial parent or attorney of a non-custodial parent.
- (a) The CSEA, OCS, or contractor may disclose information about a non-custodial parent or attorney of a non-custodial parent when the request is for a purpose directly connected to any of the following:
    - (i) The support enforcement program.
    - (ii) Any investigation, criminal prosecution, or civil or administrative proceeding conducted in connection with the administration of the support enforcement program or food assistance, medicaid, OWF, Title IV-B, or Title IV-E programs.
    - (iii) A federal, state, or local audit.
  - (b) The following is the information that the CSEA, OCS, or contractor may disclose about a non-custodial parent or attorney of a non-custodial parent:
    - (i) Information that pertains to the support order; and

- (ii) Information that pertains to the non-custodial parent or attorney of the non-custodial parent.

(c) Restrictions on information disclosure:

- (i) Information about any person in the child support case other than the non-custodial parent or attorney of the non-custodial parent shall not be disclosed and must be redacted from any document that will be disclosed, unless the non-custodial parent obtains written permission from the other person, in accordance with rule 5101:12-1-20 of the Administrative Code.
- (ii) Information shall not be disclosed when the CSEA, OCS, or contractor has reasonable evidence of domestic violence or child abuse and the CSEA, OCS or contractor has determined that the disclosure of such information could be harmful to the representative of a child or child.
- (iii) Information obtained from the state or federal PLS shall not be disclosed.
- (iv) Information shall not be disclosed when the disclosure of such information would contravene the national policy or security interests of the United States or the confidentiality of census data.

Five Year Review (FYR) Dates: 9/22/2023 and 09/22/2028

CERTIFIED ELECTRONICALLY

---

Certification

09/22/2023

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3125.08, 3125.25, 3125.51  
Rule Amplifies: 3125.03, 3125.08, 3125.49, 3125.50  
Prior Effective Dates: 11/11/1988, 10/01/1990, 11/15/1995 (Emer.),  
01/30/1996, 01/01/1998, 04/18/2003, 06/15/2006,  
03/01/2012, 09/01/2012, 04/01/2018

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 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, county department of job and family services (CDJFS), public children services agency (PCSA), county agency, contractor, or a sub-contractor requesting access to SETS.
  - (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.
  - (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: 1/1/2024  
Five Year Review (FYR) Dates: 9/25/2023 and 01/01/2029

CERTIFIED ELECTRONICALLY

---

Certification

12/04/2023

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3125.08, 3125.25  
Rule Amplifies: 3125.07, 3125.08, 3125.38, 3125.39  
Prior Effective Dates: 01/01/1998, 10/01/1998, 07/15/2002, 06/15/2006,  
03/01/2012, 04/01/2018, 12/15/2021

5101:12-1-20.2      **Information from the unemployment compensation program and Ohio department of taxation.**

(A) This rule describes the procedures an agency is required to follow in order to safeguard information received from unemployment compensation (UC) and the Ohio department of taxation.

(B) Information received from UC:

The child support enforcement agency (CSEA) shall certify that, in accordance with sections 4141.21, 4141.22, and 4141.99 of the Revised Code and rule 4141-43-02 of the Administrative Code, all information and records received from UC shall be used only for the purposes of establishing and collecting child support obligations from and locating individuals owing such obligations. The CSEA shall establish and maintain security safeguards for location, wage, and benefit information.

(C) Information received from the Ohio department of taxation:

(1) In order to comply with the confidentiality requirements of section 5747.18 of the Revised Code, each CSEA shall certify that taxpayer information concerning the residential address and income of taxpayers received by the CSEA is needed for the purpose of, and will be used only for, the following:

(a) Locating obligors and establishing, enforcing, modifying and collecting child support obligations pursuant to Title IV-D of the Social Security Act; or

(b) Collecting overpaid child support from the state income tax refund of an obligee in accordance with section 5747.123 of the Revised Code.

(2) None of the information so obtained will be disclosed to anyone except for official purposes as described in section 3125.43 of the Revised Code or in compliance with a court order.

Five Year Review (FYR) Dates: 9/22/2023 and 09/22/2028

CERTIFIED ELECTRONICALLY

---

Certification

09/22/2023

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3125.08, 3125.25, 3125.51  
Rule Amplifies: 3125.43, 3125.50, 4141.21, 4141.22, 4141.99, 5747.18  
Prior Effective Dates: 08/01/1982, 12/16/1989, 10/01/1990, 04/01/1991,  
01/01/1992, 02/11/1993, 09/01/1994, 06/02/2001,  
07/01/2002, 01/01/2006, 06/15/2006, 03/01/2012,  
04/01/2018

5101:12-1-20

**Confidentiality of information.**

- (A) This rule and its supplemental rules describe the requirements for authorized access to, use, disclosure, and safeguarding of information contained in a person's case record.
- (B) A reference guide for this rule and its supplemental rules are contained in the JFS 01709, "Confidentiality of Information Reference Guide" (effective or revised effective date as identified in rule 5101:12-1-99 of the Administrative Code.)
- (C) The following definitions apply to this rule and its supplemental rules:
- (1) "Agent of a court" means a person authorized to act for and under the direction of a court with the authority to issue an order for the support and maintenance of child, or to serve as the initiating court in an action to seek a child support order.
  - (2) "Alleged father" means a man who is believed to be or believes himself to be the natural father (also known as putative father).
  - (3) "Attorney of a child" means a licensed lawyer who has entered into an attorney-client relationship with either the child or the child's resident parent to provide legal representation to the child or resident parent related to the establishment of paternity, or the establishment, modification, or enforcement of child support. An attorney-client relationship imposes an ethical and fiduciary duty upon the attorney to represent the client's best interests under applicable rules of professional responsibility.
  - (4) "Case record" has the same meaning as in rule 5101:12-10-05 of the Administrative Code.
  - (5) "Case participant" means any person who is identified by a participant number in the support enforcement tracking system (SETS).
  - (6) "Confidential information" means any personal information, as defined in this rule, relating to a specified person or a person who can be identified by reference to one or more factors specific to him or her, including but not limited to the person's social security number, residential and mailing addresses, employment information, and financial information.
  - (7) "Custodial parent" means a parent of a minor child who lives in the same household as the child.
  - (8) "Federal parent locator service (federal PLS)" means the parent locator service established and operated by the federal office of child support enforcement.

- (9) "Independent verification" or "independently verified" means the process of acquiring and confirming confidential information through the use of a second source.
  - (10) "IV-D case" has the same meaning as in rule 5101:12-1-10 of the Administrative Code.
  - (11) "Non-custodial parent (NCP)" means a parent of a minor child who does not live in the same household as the child.
  - (12) "Non-IV-D case" has the same meaning as in rule 5101:12-1-10 of the Administrative Code
  - (13) "Person" means an applicant or recipient of IV-D services or an individual or entity who is a case participant in a IV-D or non-IV-D case.
  - (14) "Personal information" means any information that describes anything about a person, or indicates action done by or to a person, or indicates that a person possesses certain personal characteristics, and that contains, and can be retrieved from a system by a name, identifying number, symbol, or other identifier assigned to a person.
  - (15) "Representative of a child" means a custodial parent, legal guardian, attorney of a child, guardian ad litem, or a caretaker relative having custody of, or responsibility for the child.
  - (16) "Requestor" means any individual or entity who has requested information.
  - (17) "State parent locator service (state PLS)" means the parent locator service established and operated by the office of child support (OCS) within the Ohio department of job and family services (ODJFS).
  - (18) "Support enforcement program services" has the same meaning as in rule 5101:12-1-10 of the Administrative Code.
- (D) Use of the term "information" throughout this rule and its supplemental rules refers to confidential and personal information as defined in this rule, unless indicated otherwise.
- (E) A request for information from a case participant may be made in person with proper identification. The child support enforcement agency (CSEA) at its discretion may require that the case participant complete the JFS 04001 "Request for Case Information" (effective or revised effective date as identified in rule 5101:12-1-99 of

the Administrative Code) to affirm that the information being released is utilized for a valid purpose in accordance with this rule and its supplemental rules.

- (F) A request for information from an individual or entity other than the case participant shall be made in writing via the JFS 04001. ~~A public children services agency (PCSA) requests for location shall be made using the JFS 07713, "Child Welfare Agency Locate-Only Request" (effective or revised effective date as identified in rule 5101:12-1-99 of the Administrative Code.)~~
- (G) The following individuals or entities have the responsibility to maintain the confidentiality of and to safeguard all information contained in a person's case record, whether the information is contained on paper, film, computer, or any other electronic medium:
- (1) Any individual with authorized access to the information contained in SETS or any other information contained in a person's case record, including a requestor who has been provided information in accordance with this chapter;
  - (2) A court or agent of a court who has the authority to issue an order against an NCP for the support and maintenance of child, or to serve as the initiating court in an action to seek a child support order; or
  - (3) An agent or attorney of the United States.
- (H) No individual or entity described in paragraph (G) of this rule shall disclose any information concerning a person except for an authorized purpose in accordance with this rule and its supplemental rules.
- (I) Information requests related to parental kidnapping, child custody, or visitation purposes shall be handled in accordance with rule 5101:12-20-10 of the Administrative Code.
- (J) In accordance with section 3125.99 of the Revised Code, anyone who discloses information to any person or for any purpose not specifically permitted by this rule or its supplemental rules is subject to a fine of up to five hundred dollars or a prison term of up to six months or both.
- (K) A CSEA, OCS, or contractor may disclose information about a person subject to the provisions and limitations described in this rule and its supplemental rules in the following manner:
- (1) Disclosure of information that the CSEA, OCS, or contractor obtains from the state or federal parent locator service (PLS).

The CSEA, OCS, or contractor may use and disclose the following information about a non-custodial parent, alleged father, custodial parent, or child when the CSEA, OCS, or contractor obtains the information from the state or federal PLS in order to perform the functions necessary to carry out the child support program:

- (a) Name;
  - (b) Social security number;
  - (c) Address;
  - (d) Employer's name;
  - (e) Employer's address;
  - (f) Employer identification number;
  - (g) Wages;
  - (h) Income;
  - (i) Employment-related benefits, including health care coverage; and
  - (j) Type, status, location, and amount of assets or debts owed by or to the person.
- (2) The CSEA, OCS, or contractor may disclose any information obtained from a source other than the state or federal PLS in order to perform the functions necessary to carry out the child support program.



Effective: 1/1/2024  
Five Year Review (FYR) Dates: 9/22/2023 and 01/01/2029

CERTIFIED ELECTRONICALLY

---

Certification

12/04/2023

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3125.08, 3125.25, 3125.51  
Rule Amplifies: 3125.03, 3125.08, 3125.49, 3125.50  
Prior Effective Dates: 11/11/1988, 10/01/1990, 11/15/1995 (Emer.),  
01/30/1996, 01/01/1998, 04/18/2003, 06/15/2006,  
03/01/2012, 04/01/2018

5101:12-50-12      **Lump sum payments.**

(A) This rule describes the responsibilities of a payor and a child support enforcement agency (CSEA) regarding lump sum payments to be made to an obligor by a payor when the obligor is subject to income withholding pursuant to section 3121.03 of the Revised Code.

(B) The following definitions are applicable to this rule:

- (1) "Cash out of vacation pay" means income disbursed to an employee in lieu of actual vacation or leave taken. When a payor notifies a CSEA of a lump sum payment that is for a cash out of vacation pay, the CSEA shall proceed in accordance with this rule.
- (2) "Lump sum payment" means a supplemental payment that an obligor is receiving or is eligible to receive from a payor who has received an income withholding notice regarding the obligor.
- (3) "Obligor" has the same meaning as in rule 5101:12-10-30 of the Administrative Code.
- (4) "Payor" has the same meaning as in rule 5101:12-50-10 of the Administrative Code.

(C) In accordance with division (A)(11) of section 3121.037 of the Revised Code, a payor is required to do all of the following:

- (1) Notify the CSEA of any lump sum payment of any kind of one hundred fifty dollars or more that is to be made to an obligor for whom the payor has received an income withholding notice regarding the obligor. The payor must notify the CSEA of the lump sum payment:
  - (a) No later than forty-five days before the lump sum payment is to be made; or
  - (b) On the date that the payor determines the lump sum payment is due the obligor when that date is less than forty-five days before the payment is to be made.
- (2) Hold the lump sum payment for thirty days after the date on which the lump sum payment would otherwise have been paid to the obligor.
- (3) Upon receipt of an order from the court or CSEA that issued the support order, pay all or a specified amount of the lump sum payment to the child support payment central (CSPC) within the office of child support.

- (a) If the lump sum payment is earnings as defined in section 302(a) of the "Consumer Credit Protection Act," (CCPA), 15 U.S.C. 1672(a)(5/1968), the sum of the amount to be withheld and any fee withheld by the payor as a charge for its services may not exceed the maximum amounts permitted under section 303(b) of the CCPA, 15 U.S.C. 1673(b)(11/1978).
  - (b) If the lump sum payment is other than earnings, the amount to be withheld is not subject to these limits.
- (D) The CSEA shall, upon notification by a payor that a lump sum payment of one hundred fifty dollars or more is to be made to the obligor, determine whether the obligor has any arrears or is in default under the support order.

When an obligor had no existing arrears before the issuance of an income withholding or deduction notice and collections are received as a result of the income withholding or deduction notice in the amount required, the CSEA shall not consider the obligor as having arrears for the purpose of lump sum attachment when periodic temporary arrears are created due to a discrepancy between the payment schedule and the monthly obligation.

- (1) When the CSEA determines that the obligor is not in default or has no arrears, the CSEA shall issue the JFS 07726, "Administrative Order for Release or Transmittal of Lump Sum Payment" (effective or revised effective date as identified in rule 5101:12-50-99 of the Administrative Code) or JFS 07727, "Administrative Order For Release Of Lump Sum Payment" (effective or revised effective date as identified in rule 5101:12-50-99 of the Administrative Code) requiring the immediate release of the full amount of the lump sum payment to the obligor.
  - (2) When the CSEA determines that the obligor has arrears or is in default, the CSEA shall issue the JFS 07726 to the payor and issue a copy of the JFS 07726 to the obligor. The CSEA shall require the payor to transmit the least of:
    - (a) The total arrears;
    - (b) The amounts allowed by section 303(b) of the CCPA, 15 U.S.C. 1673(b), if applicable; or
    - (c) The amounts allowed by applicable state or tribal law.
- (E) Should the CSEA receive a notice from a payor that a lump sum payment of less than one hundred fifty dollars is to be paid to an obligor who is subject to a court or administrative child support order, the CSEA may take action pursuant to paragraph (D) of this rule.

The CSEA shall document in its handbook of internal procedures when the CSEA will use the optional enforcement technique pertaining to lump sum payments of less than one hundred fifty dollars.

- (F) In accordance with section 3121.0311 of the Revised Code, for workers' compensation claims pending or filed on or after June 30, 2006, the administrator of the bureau of workers' compensation or a self-insuring employer is responsible for the deduction of attorney's fees and necessary expenses before notifying the CSEA of the lump sum.

The administrator of the bureau or self-insuring employer is not required to notify the CSEA of the lump sum when, following the deduction of attorney's fees and necessary expenses, the balance is less than one hundred fifty dollars.

Five Year Review (FYR) Dates: 9/22/2023 and 09/22/2028

CERTIFIED ELECTRONICALLY

---

Certification

09/22/2023

---

Date

Promulgated Under: 119.03  
Statutory Authority: 3125.25  
Rule Amplifies: 3121.03, 3125.03, 3121.12, 3121.0311, 3121.037  
Prior Effective Dates: 04/01/1989, 06/01/1990, 07/15/1992, 01/01/1998,  
12/01/2002, 09/01/2005, 08/15/2007, 02/01/2013,  
02/01/2016, 04/01/2018, 02/11/2019

**5101:12-50-99 Chapter 5101:12-50 forms - enforcement of the support order.**

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 01834, "Notice of Ohio Income Tax Refund Offset for Child Support Overpayment" (12/2004);
- (B) JFS 01835, "Notice of Ohio Income Tax Refund Offset for Overdue Support" (rev. 8/2005);
- (C) JFS 01850, "Notice of Scheduled Income Tax Refund Offset Review" (rev. 1/2016);
- (D) JFS 01851, "Notice of Denial of Request for Income Tax Refund Offset Review" (rev. 2/2019);
- (E) JFS 01852, "Decision on Request for Collection of Child Support Overpayment" (12/2004);
- (F) JFS 01853, "Notice Regarding Request to Reschedule Income Tax Refund Offset Review" (rev. 2/2019);
- (G) JFS 01854, "Request for Collection of a Child Support Overpayment" (rev. 12/2004);
- (H) JFS 04017, "Notice to Deduct Funds for Child and Spousal Support" (11/2021);
- (I) JFS 04043, "Notice to Payor/Office of Unemployment Compensation/Financial Institution to Terminate the Withholding from Obligor's Income/Assets" (rev. 12/2005);
- (J) JFS 04047, "Income Withholding for Support" (rev. ~~3/2021~~10/2023);
- (K) JFS 04048, "Addendum to a Withholding Order" (rev. 11/2009);
- (L) JFS 07017 "Update of IRS Tax Refund Offset Submittal" (rev. 6/2021);
- (M) JFS 07021, "Authorization to Include Delinquent Obligor on Poster" (04/92);
- (N) JFS 07022, "Notice to Obligor: Inclusion on Poster" (04/92);
- (O) JFS 07023, "Selection for 'Most Wanted List'" (04/92);
- (P) JFS 07024, "'Most Wanted List' Fact Sheet" (04/92);

- (Q) JFS 07544, "Administrative Review for Income Tax Refund Offset Review Results" (rev. 1/2016);
- (R) JFS 07650, "Scheduling Notice for Administrative Review of Income Tax Refund Offset" (rev. 7/2005);
- (S) JFS 07726, "Administrative Order for Release or Transmittal of Lump Sum Payment" (rev. ~~2/2019~~1/2024); and
- (T) JFS 07727, "Administrative Order for Release of Lump Sum Payment" (2/2019).

Effective: 1/1/2024

Five Year Review (FYR) Dates: 8/1/2028

CERTIFIED ELECTRONICALLY

---

Certification

12/04/2023

---

Date

Promulgated Under: 119.03

Statutory Authority: 3125.25

Rule Amplifies: 3125.03, 3125.25

Prior Effective Dates: 02/01/2014, 01/01/2016, 04/01/2018, 02/11/2019,  
06/01/2021, 10/01/2021, 08/01/2023



<County\_Name> County CSEA  
<CSEA\_Address\_1>  
<CSEA\_Address\_2>  
<CSEA\_City>, <CSEA\_State> <CSEA\_ZIP>

Telephone Number: <CSEA\_Local\_Phone\_No>  
Toll Free Number: <CSEA\_800\_No>  
Fax Number: <CSEA\_Fax\_No>

<TPN Name>  
<TPN\_Address\_1> <TPN\_Suite>  
<TPN\_Address\_2>  
<TPN\_City>, <TPN\_State> <TPN\_ZIP>  
<TPN\_Country>

Attention Employers: An employer resource guide is available that outlines employer responsibilities and provides answers to commonly asked employer questions. Please visit the Ohio Office of Child Support website at [jfs.ohio.gov/ocs](https://jfs.ohio.gov/ocs) and click on the Employer Information link to download a copy.

INCOME WITHHOLDING FOR SUPPORT

OMB 0970-0154
Expiration Date: 09/30/2024

I. Sender Information: (Completed by the Sender)

Date: <Print\_Date>

- INCOME WITHHOLDING ORDER/NOTICE FOR SUPPORT
AMENDED IWO
(IWO) ONE-TIME ORDER/NOTICE FOR LUMP SUM PAYMENT
TERMINATION OF IWO

Child Support Enforcement (CSE) Agency
Court
Attorney
Private Individual/Entity (Check One)

NOTE: This IWO must be regular on its face. Under certain circumstances you must reject this IWO and return it to the sender...

State/Tribe/Territory Ohio
Remittance ID (incl w/pymt) <Case\_No>
City/County/Dist./Tribe <County\_Name>
Order ID <Order\_No>
Private Individual/Entity
Case ID <Case ID>

II. Employer and Case Information: (Completed by the Sender)

Form with fields for Employer/Income Withholder's Name, Address, FEIN, and Child(ren)'s Name(s) and Birth Date(s).

III. Order Information: (Completed by the Sender)

This document is based on the support order from Ohio (State/Tribe). You are required by law to deduct these amounts from the employee/obligor's income until further notice.

\$ <Current\_CS> Per MONTH current child support
\$ <Past-Due\_CS> Per MONTH past-due child support - Arrears greater than 12 weeks?
\$ <Current\_MS> Per MONTH current cash medical support
\$ <Past-Due\_MS> Per MONTH past-due cash medical support
\$ <Current\_Spl\_Support> Per MONTH current spousal support
\$ <Past-Due\_Spl\_Support> Per MONTH past-due spousal support
\$ <Other\_Obligation(s)> Per MONTH other (must specify) <Other\_Obligation(s)>

for a Total Amount to Withhold of \$ <Total Monthly Obligation> per MONTH.

IV: Amounts to Withhold: (Completed by the Sender)

You do not have to vary your pay cycle to be in compliance with the Order Information. If your pay cycle does not match the ordered payment cycle, withhold one of the following amounts:

\$ <Weekly\_Amt> per weekly pay period
\$ <BW\_Amt> per biweekly pay period (every two weeks)
\$ <SM\_Amt> per semimonthly pay period (twice a month)
\$ <Total\_Monthly> per monthly pay period
Lump Sum Payment: Do not stop any existing IWO unless you receive a termination order.

Withholder's Name: <TPN Name> Withholder's FEIN: <TPN FEIN>  
Employee/Obligor's Name: <Obligor\_Name> SSN: <Obligor\_SSN>  
Case ID: <Case ID> Order ID: <Order\_No>

**V. Remittance Information: (Completed by the Sender except for the "Return to Sender" checkbox.)**

If the employee/obligor's principal place of employment is **Ohio**, you must begin withholding no later than the first pay period that occurs **14** days after the date of mailing of the order/notice. Send payment within **7** business days of the pay date. If you cannot withhold the full amount of support for any or all orders for this employee/obligor, withhold **50%** of disposable income for all orders. If the employee/obligor's principal place of employment is not **Ohio**, obtain withholding limitations, time requirements, the appropriate method to allocate among multiple child support cases/orders and any allowable employer fees from the jurisdiction of the employee/obligor's principal place of employment.

State-specific withholding limit information is available at [www.acf.hhs.gov/css/resource/state-income-withholding-contacts-and-program-requirements](http://www.acf.hhs.gov/css/resource/state-income-withholding-contacts-and-program-requirements). For tribe-specific contacts, payment addresses, and withholding limitations, please contact the tribe at [www.acf.hhs.gov/sites/default/files/programs/css/tribal\\_agency\\_contacts\\_printable\\_pdf.pdf](http://www.acf.hhs.gov/sites/default/files/programs/css/tribal_agency_contacts_printable_pdf.pdf) or [https://www.bia.gov/tribalmap/DataDotGovSamples/tld\\_map.html](https://www.bia.gov/tribalmap/DataDotGovSamples/tld_map.html).

You may not withhold more than the lesser of: 1) the amounts allowed by the Federal Consumer Credit Protection Act (CCPA) [15 USC §1673 (b)]; or 2) the amounts allowed by the law of the state of the employee/obligor's principal place of employment if the place of employment is in a state; or tribal law of the employee/obligor's principal place of employment if the place of employment is under tribal jurisdiction. The CCPA is available at [www.dol.gov/sites/dolgov/files/WHD/legacy/files/garn01.pdf](http://www.dol.gov/sites/dolgov/files/WHD/legacy/files/garn01.pdf). If the **Order Information** section does not indicate that the arrears are greater than 12 weeks, then the employer should calculate the CCPA limit using the lower percentage.

If there is more than one IWO against this employee/obligor and you are unable to fully honor all IWOs due to federal, state, or tribal withholding limits, you must honor all IWOs to the greatest extent possible, giving priority to current support before payment of any past-due support.

If the obligor is a nonemployee, obtain withholding limits from the Supplemental Information section in this IWO. This information is also available at <http://www.acf.hhs.gov/css/resource/state-income-withholding-contacts-and-program-requirements>.

**Remit payment to OHIO CHILD SUPPORT PAYMENT CENTRAL (CSPC)  
at P.O. BOX 182394, COLUMBUS, OHIO 43218-2394**

Include the Remittance ID with the payment and if necessary this locator code of the SDU/Tribal order payee **<CSEA\_LOCATOR\_Code>** on the payment

To set up electronic payments or to learn state requirements for checks, contact the State Disbursement Unit (SDU). Contacts and information are found at <http://www.acf.hhs.gov/css/resource/sdu-eft-contacts-and-program-requirements>.

**Return to Sender (Completed by Employer/Income Withholder).** Payment must be directed to an SDU in accordance with sections 466 (b)(5) and (6) of the Social Security Act or Tribal Payee (see Payments in Section VI). If payment is not directed to an SDU/Tribal Payee or this IWO is not regular on its face, you *must* check this box and return the IWO to the sender.

**If Required by State or Tribal Law:**

Signature of Judge/Issuing Official: **Not required by Ohio law**  
Print Name of Judge/Issuing Official: <Primary\_Worker\_Name>  
Title of Judge/Issuing Official: **Authorized Representative**  
Date of Signature: <Print\_Date>

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to provide uniformity and standardization. Public reporting burden for this collection of information is estimated to average two to five minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information in accordance with 45 CFR 303.100 of the Child Support Enforcement Program. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. If you have any comments on this collection of information, please contact the Employer Services Team by email at [employerservices@acf.hhs.gov](mailto:employerservices@acf.hhs.gov).

Withholder's Name: <TPN Name> Withholder's FEIN: <TPN\_FEIN>  
Employee/Obligor's Name: <Obligor\_Name> SSN <Obligor\_SSN>  
Case ID: <Case ID> Order ID: <Order\_No>

If the employee/obligor works in a state or for a tribe that is different from the state or tribe that issued this order, a copy of this IWO must be provided to the employee/obligor.

If checked, the employer/income withholder must provide a copy of this form to the employee/obligor.

**VI. Additional Information for Employers/Income Withholders: (Completed by the Sender)**

**Priority:** Withholding for support has priority over any other legal process under State law against the same income (section 466(b)(7) of the Social Security Act). If a federal tax levy is in effect, please notify the sender.

**Payments:** You must send child support payments payable by income withholding to the appropriate State Disbursement Unit or to a tribal CSE agency within 7 business days after the date the income would have been paid to the employee/obligor and include the date you withheld the support from his or her income. You may combine withheld amounts from more than one employee/obligor's income in a single payment as long as you separately identify each employee/obligor's portion of the payment.

**Lump Sum Payments:** You may be required to notify a state or tribal CSE agency of upcoming lump sum payments to this employee/obligor such as bonuses, commissions, or severance pay. Contact the sender to determine if you are required to report and/or withhold lump sum payments. Employers/income withholders may use OCSE's Child Support Portal ([ocsp.acf.hhs.gov/csp/](http://ocsp.acf.hhs.gov/csp/)) to provide information about employees who are eligible to receive lump sum payments and to provide contacts, addresses, and other information about their companies. Child support payments may not be made through the federal OCSE Child Support Portal.

**Liability:** If you have any doubts about the validity of this IWO, contact the sender. If you fail to withhold income from the employee/obligor's income as the IWO directs, you are liable for both the accumulated amount you should have withheld and any penalties set by state or tribal law/procedure.

**Anti-discrimination:** You are subject to a fine determined under state or tribal law for discharging an employee/obligor from employment, refusing to employ, or taking disciplinary action against an employee/obligor because of this IWO.

**Supplemental Information:**

**Ohio's supplemental information is contained in this section.**

**STOP PAYMENT:** You must confirm that the payment has not already been processed by CSPC prior to stopping payment on a check remitted to CSPC. In addition, you must submit a stop payment affidavit within two business days to [OHSDU.finance@SMLmail.net](mailto:OHSDU.finance@SMLmail.net), indicating that the check was lost or stolen.

**ORDER INFORMATION:** In accordance with Ohio Revised Code (ORC) section 3121.03, you are required to: Implement the withholding no later than the first pay period that occurs after 14 business days following the date the notice was mailed or transmitted, and are required to continue the withholding at the intervals specified in the notice until further notice from the court or child support enforcement agency (CSEA); and send the amount withheld immediately but not later than 7 business days after the date the obligor is paid. Withholding under this order is binding until further notice from the court or CSEA.

**PRIORITY:** In accordance with ORC section 3121.034, except for deductions from lump sum payments made in accordance with section 3121.0311 of the Revised Code, withholding in accordance with this notice has priority over any other legal process under the law of this state against the same income.

**EMPLOYERS WITH 50 OR MORE EMPLOYEES:** In accordance with ORC section 3121.19, if you are an employer that employs more than 50 employees, you are required to submit withholding amounts to the state via electronic transfer and combine all of the payments to be forwarded in one payment. The payment shall clearly identify: each employee/obligor covered by the payment; each child support case number covered by the payment; and the portion of the payment attributable to each employee/obligor and case number.

**COMBINING PAYMENTS:** In accordance with ORC section 3121.20, a payor required to withhold a specified amount from the income of more than one obligor under a withholding notice and to forward the amounts withheld or deducted to the office of child support may combine all of the amounts to be forwarded in one payment if the payment is accompanied by a list that clearly identifies all of the following: Each obligor covered by the payment; each child support case, numbered as provided on the withholding or deduction notice, that is covered by the payment; and the portion of the payment attributable to each obligor and each case number.

Withholder's Name: <TPN Name> Withholder's FEIN: <TPN FEIN>

Employee/Obligor's Name: <Obligor\_Name> SSN: <Obligor\_SSN>

Case ID: <Case ID> Order ID: <Order\_No>

**LUMP SUM PAYMENTS:** In accordance with ORC section 3121.037, no later than the earlier of 45 days before a lump sum payment is to be made or, if the obligor's right to the lump sum payment is determined less than 45 days before it is to be made, the date on which that determination is made, you are required to notify the child support enforcement agency administering the support order of any lump sum payment of any kind of \$150 or more that is to be paid to the obligor, hold each lump sum payment of \$150 or more for 30 days after the date on which it would otherwise be paid to the obligor and, on order of the court or agency that issued the support order, pay all or a specified amount of the lump sum payment to the office of child support.

**EMPLOYEE/OBLIGOR WITH MULTIPLE SUPPORT WITHHOLDINGS:** In accordance with ORC section 3121.034, when two or more withholding notices are received by a payor, the payor shall comply with all of the requirements contained in the notices to the extent that the total amount withheld from the obligor's income does not exceed the maximum amount permitted under section 303(b) of the "Consumer Credit Protection Act," 1673(b), withhold amounts in accordance with the allocation set forth below, notify each court or CSEA that issued one of the notices of the allocation, and give priority to amounts designated in each notice as current support in the following manner:

- If the total of the amounts designated in the notices as current support exceeds the amount available for withholding under section 303(b) of the "Consumer Credit Protection Act," 1673(b), the payor shall allocate to each notice an amount for current support equal to the amount designated in that notice as current support multiplied by a fraction in which the numerator is the amount of income available for withholding and the denominator is the total amount designated in all of the notices as current support.
- If the total of the amounts designated in the notices as current support does not exceed the amount available for withholding under section 303(b) of the "Consumer Credit Protection Act," 1673(b), the payor shall pay all of the amounts designated as current support in the notices and shall allocate to each notice an amount for past-due support equal to the amount designated in that notice as past-due support multiplied by a fraction in which the numerator is the amount of income remaining available for withholding after the payment of current support and the denominator is the total amount designated in all of the notices as past-due support.

**NOTIFICATION OF TERMINATION OF EMPLOYMENT:** In accordance with ORC section 3121.037, you must promptly notify the CSEA administering the support order, in writing, within 10 business days after the date of any situation that occurs in which the payor ceases to pay income to the obligor in an amount sufficient to comply with the order, including termination of employment, layoff of the obligor from employment, any leave of absence of the obligor from employment without pay, termination of workers' compensation benefits, or termination of any pension, annuity, allowance, or retirement benefit. Include with the notification:

- The obligor's last known address and telephone number; the obligor's date of birth, social security number, and case number; if known, the name, telephone number, and business address of any new employer or income source.
- Identify any types of benefits other than personal earnings the obligor is receiving or is eligible to receive as a benefit of employment or as a result of the obligor's termination of employment, including, but not limited to, unemployment compensation, workers' compensation benefits, severance pay, sick leave, lump sum payments of retirement benefits or contributions, and bonuses or profit-sharing payments or distributions, and the amount of the benefits.

**FEE:** In accordance with ORC section 3121.18, a payor ordered to withhold a specified amount from the income of an employee under a withholding notice may deduct from the income of the person, in addition to the amount withheld for purposes of support, a fee of the greater of \$2 or an amount not exceeding 1% of the amount withheld as a charge for its services in complying with the withholding notice.

**EFT:** For EFT/EDI instructions, contact CSPC at 1-888-965-2676 or go to:

<http://jfs.ohio.gov/Ocs/employers/Employerinformation.stm>

**Bureau of Workers' Compensation Claim Number:** <Data\_Entry\_1>

Withholder's Name: <TPN Name> Withholder's FEIN: <TPN FEIN>  
Employee/Obligor's Name: <Obligor Name> SSN: <Obligor SSN>  
Case ID: <Case ID> Order ID: <Order No>

**VII. Notification of Employment Termination or Income Status: (Completed by the Employer/Income Withholder)**

If this employee/obligor never worked for you or you are no longer withholding income for this employee/obligor, you must promptly notify the CSE agency and/or the sender by returning this form to the address listed in the **Contact Information** section below or using OCSE's Child Support Portal (<https://ocsp.acf.hhs.gov/csp/>). If the employee/obligor is receiving workers' compensation, you may report the new income withholder, if known.

- This person has never worked for this employer nor received periodic income.
- This person no longer works for this employer nor receives periodic income.

Please provide the following information for the employee/obligor:

Termination date: \_\_\_\_\_ Last known telephone number: \_\_\_\_\_

Last known address: \_\_\_\_\_  
\_\_\_\_\_

Final payment date to SDU/Tribal Payee: \_\_\_\_\_ Final payment amount: \_\_\_\_\_

New employer's name: \_\_\_\_\_

New employer's address: \_\_\_\_\_  
\_\_\_\_\_

**VIII. CONTACT INFORMATION: (Completed by the Sender)**

**To Employer/Income Withholder:** If you have questions, contact <Primary Worker Name> by telephone: <CSEA\_800\_No>, by fax: <CSEA\_Fax\_No>, by email or website: <CSEA\_email\_or\_website>.

Send termination/income status notice and other correspondence to: <County Name> County CSEA, <CSEA\_Address\_1>, <CSEA\_Address\_2>, <CSEA\_City>, <CSEA\_State><CSEA\_ZIP>.

**To Employee/Obligor:** If the employee/obligor has questions, contact <Primary Worker Name> by telephone: <CSEA\_800\_No>, by fax: <CSEA\_Fax\_No>, by email or website: <CSEA\_email\_or\_website>.

IMPORTANT: The person completing this form is advised that the information may be shared with the employee/obligor.

**Encryption Requirements:**

When communicating this form through electronic transmission, precautions must be taken to ensure the security of the data. Child support agencies are encouraged to use the electronic applications provided by the federal Office of Child Support Enforcement. Other electronic means, such as encrypted attachments to emails, may be used if the encryption method is compliant with Federal Information Processing Standard (FIPS) Publication 140-2 (FIPS PUB 140-2).





<County Name> County CSEA  
<CSEA Address 1>  
<CSEA Address 2>  
<CSEA City>, <CSEA State> <CSEA ZIP>

Telephone Number: <CSEA Local Phone #>  
Toll Free Number: <CSEA 800\_No>  
Fax Number: <CSEA Fax\_No>  
CSEA Website: <County Website>

<Payor Name>  
<Payor Address 1>  
<Payor Address 2>  
<Payor City, State, Zip>  
<Payor Country>

Obligor:	<Obligor First, MI, and Last Name>	Date:	<Print Date>
Obligor's SSN:	<Obligor SSN>	Case Number:	<Case_No>
Obligor's Date of Birth:	<Obligor DOB>	Order Number:	<Order_No>
		Obligee:	<Obligee First, MI, Last Name>

Ohio Department of Job and Family Services  
**ADMINISTRATIVE ORDER FOR RELEASE OR TRANSMITTAL OF LUMP SUM PAYMENT**

**Select the checkbox that applies:**

The <County Name> County Child Support Enforcement Agency (CSEA) has been notified that you are holding a lump sum payment for the obligor named above. The CSEA has conducted an investigation in accordance with section 3121.12 of the Ohio Revised Code (ORC) and determined that the obligor **is not in default and does not have any arrearages under the support order. Pursuant to section 3121.12 (A)(2) of the Revised Code, you are instructed to release the full amount to the obligor.**

**OR**

The <County Name> CSEA has been notified that you are holding a lump sum payment for the obligor named above. The CSEA has conducted an investigation in accordance with section 3121.12 of the Ohio Revised Code (ORC) and determined that the obligor **is in default or has arrearages under the support order.**

**Arrears greater than 12 weeks?**  Yes  No

Pursuant to section 3121.12 of the ORC, you are instructed to immediately forward the least of:

- 1) \$<amount of arrears>;
- 2) The amounts allowed by the Consumer Credit Protection Act (CCPA) (15 U.S.C. 1673(b)), if applicable; or
- 3) The amounts allowed by applicable State or Tribal law, to the office of child support at the address below.

If the lump sum payment is earnings as defined in section 302(a) of the "Consumer Credit Protection Act," (CCPA), 15 U.S.C. 1672(a), the sum of the amount to be withheld and any fee withheld by the payor as a charge for its services may not exceed the maximum amounts permitted under section 303(b) of the CCPA, 15 U.S.C. 1673(b). If the lump sum payment is other than earnings, the amount to be withheld is not subject to these limits.

For more information regarding the application of CCPA limits to lump sum payments, please see the Fact Sheet #30 from the U.S. Department of Labor, Wage and Hour Division, available at: <https://www.dol.gov/agencies/whd/fact-sheets/30-cppa>.

When remitting payment, you must identify it as a lump sum payment. Also include the obligor's: name, social security number, SETS case number, and order number.

**Mail the payment to:**  
**Ohio Child Support Payment Central**  
**P.O. Box 182394**  
**Columbus, OH 43218**

For EFT/EDI instructions please visit:  
<https://oh.smartchildsupport.com/>

\_\_\_\_\_  
<Name of Worker>  
CSEA Representative  
<County Name> County CSEA