



CSSD Policy			
Subject:	<b>Non-IV-D to IV-D Case Policy &amp; Procedures</b>	Number:	<b>2008-20</b>
Approval Date:	<b>August 15, 2008</b>	Pages:	
Approved by:	<b>Benidia A. Rice, Director</b>	Revision	<b>FINAL</b>

- I. **PURPOSE:** To outline what services are provided to non-IV-D customers by CSSD and to explain how a non-IV-D customer can convert his or her case to a IV-D one.
  
- II. **REFERENCES:** Social Security Act, 42 USC § 666, Requirement of statutorily prescribed procedures to improve effectiveness of child support enforcement; Orders/Notices to Withhold Income for Child Support and Medical Support Policy (2005-10); 45 C.F.R. § 302.33, Services to individuals not receiving title IV-A of title IV-E foster care assistance; 45 C.F.R. § 302, State plan requirements; 45 C.F.R. § 303, Standards for program operations; D.C. Official Code § 46, Child Support Enforcement; D.C. Official Code § 46-200 et seq., Child Support Enforcement.
  
- III. **POLICY:**

Pursuant to the Social Security Act, case management for non-IV-D cases will reside with the D.C. Superior Court. In general, any inquiries received regarding the enforcement of non-IV-D cases should be referred to:

Paternity and Child Support Branch  
Carl H. Moultrie Courthouse  
500 Indiana Avenue, N.W.  
Room 4335  
Washington, D. C. 20001  
(202) 879-4856

However, non-IV-D customers may receive assistance from CSSD if they are inquiring about any of the following: 1) whether a payment has been disbursed; 2) if they are requesting a certified copy of a payment history only; 3) if they would like to convert their non-IV-D case to a IV-D case.

D.C. Superior Court is responsible for inputting and updating the monetary obligations in DCCSES. Once this is done, the system will automatically generate an Income Withholding Order (IWO), and CSSD will be responsible for mailing the IWO to the employer.