



CSSD Policy			
Subject:	Payment History – Certified and Non-Certified	Number:	2004-03
Approval Date:	December 29, 2004	Pages:	
Approved By:	Benidia A. Rice, Director	Revision	FINAL

I. PURPOSE: To advise CSSD personnel on the procedures for requesting and printing both certified and non-certified payment history. This policy applies to both custodial and non-custodial parents in IV-D and non IV-D cases.

II. REFERENCES: N/A.

III. POLICY:

Certified Payment History: CSSD is solely responsible for issuing certified payment histories in all CSSD cases, including non IV-D cases. Upon request by the Court, a custodial or non-custodial parent, attorney or attorney's representative, either the Enforcement or the Interstate Unit will issue a certified payment history. If it is an interstate case, the request shall be forwarded and payment history shall be issued by the Interstate Unit. All local case requests shall be issued by the Enforcement Unit.

Non-Certified Payment History: CSSD will be solely responsible for issuing non-certified payment histories only in IV-D cases. The D.C. Superior Court will remain responsible for issuing payment histories in non IV-D cases. The D.C. Superior Court will remain responsible for issuing payment histories when requested by a Judge, no matter what kind of case. Non-certified payment histories shall be printed by any CSSD worker with access to the payment history screen.