



CSSD Policy			
Subject:	<b>Documenting that Paternity Has Been Established</b>	Number:	<b>2009-34</b>
Approval Date:		Pages:	<b>1 of 3</b>
Approved By:	<b>Benidia A. Rice, Director</b>	Revision	<b>FINAL</b>

- I. **PURPOSE:** To determine whether paternity has been established.
  
- II. **AGENCY IMPACT:** This policy particularly impacts Intake Units 1 and 2, the Interstate Unit, the Legal Services Section, the Enforcement Unit, and the Systems and Automation Section.
  
- III. **REFERENCES:** 45 C.F.R. § 303.2, Establishment of cases and maintenance of case records, Federal 20-day case processing guidelines; 45 C.F.R. § 303.4, Establishment of support obligations; 45 C.F.R. § 303.5, Establishment of paternity; D.C. Official Code § 16-909.01, Establishment of paternity by voluntary acknowledgement and based on genetic test results.
  
- IV. **DEFINITIONS:**  
  
**Vital Records Liaison**—CSSD staff member from Paternity and Community Outreach Section who spends part of the week at the Vital Records Division office. The liaison responds to inquiries about paternity establishment from the Intake Units 1 and 2.
  
- V. **INQUIRIES:** Direct all inquiries to the Intake Units 1 and 2, (202) 724-5192; or the Policy, Outreach, and Training Section, (202) 724-2131.
  
- VI. **POLICY:**  
  
A. CSSD staff must check to make sure that paternity has not already been established before filing a petition to establish paternity. If upon checking it is determined that paternity has not been established, then CSSD should file a petition for paternity.
  
- VII. **PROCEDURE:**  
  
A. Staff must assess whether paternity has been established. (Staff should not assume that paternity of the child is established even if both the custodial parent and the non-custodial parents have the same last name.) In all cases, the court must be presented with evidence that paternity has been established. (Genetic testing by itself does not establish or disestablish paternity. It must be accompanied by a court order.)  
  
B. If paternity has been established for a dependent, a support case should be filed. The specialist must **obtain documentation that paternity has been established.**

1. **If the custodial parent is not receiving TANF or Medicaid**, the custodial parent is responsible for providing the necessary documentation:
  - a. Custodial parent must provide copy of child's birth certificate, Acknowledgement of Paternity form, court order establishing paternity, marriage certificate, or divorce decree.
  - b. If the custodial parent does not provide the documentation, the Specialist should send a 60-day closure letter to the custodial parent for failure to cooperate. This action must be taken within 20 days of opening the case so that the agency meets federal case processing timeframes.
2. **If the custodial parent is receiving TANF or Medicaid**, CSSD is responsible for obtaining the necessary documentation. The Specialist should follow these steps:
  - a. The Specialist will cross-reference DCCSES by the child's name to see if paternity has been established in other cases. If so, specialist will get a copy of the documentation from the related folder and use that for supporting documentation. The Specialist does not need to take additional steps.

**If there is not a record on DCCSES or the Specialist can not obtain the documentation, he or she must follow the additional steps below.**

- b. The Specialist will check the UBS (Unwed Birth System) website to see if there is documentation showing that paternity is established for the child. The Specialist will print out the documentation and process the cases as normal. The Specialist will not need to take additional steps.

**If there is no record on UBS, the Specialist must follow the additional steps below.**

- c. The Specialist will e-mail his or her unit manager with the IV-D number, name of the mother, name of the father, name of the child, and the child's date of birth. The Specialist will update cases notes on DCCSES that the request was made to the unit manager. The Specialist will also place a copy of the e-mail sent to the unit manager in the case.

These steps must be done for each case where the child was born in D.C. where the Specialist does not have supporting documentation, even if it does not appear that paternity has been established.

- d. The Intake 1 Manager, Intake 2 Manager, the Interstate Manager, the Legal Services Section Chief, or the Enforcement Manager will send a daily (or as needed) request to the Vital Records Liaison listing the cases the unit needs copies of AOP or birth certificate. The Vital Records Liaison has two (2) business days to respond.

If the Specialist sends an e-mail to his or her manager on Monday, he or she should wait until Thursday to do any further case processing. The Specialist must still meet the 20-day timeframe for case processing.

- e. The Vital Records Liaison matches the information provided by the manager against Vital Records database. If there is any discrepancy (e.g., name, date of birth, father, duplicate record, etc.) the Vital Records Liaison alerts the requesting manager.

The Vital Records Liaison checks the UBS data bases to see if the information is already available to CSSD through those sources. If it is, then the Vital Records Liaison informs the manager and performs no additional research on that person.

The Vital Records Liaison then pulls both the AOP and birth certificate record and makes a copy of both documents and enters the IV-D case number at the top. The Vital Records Division office then affixes a stamp on the document "For Administrative Purposes Only." The Vital Records Liaison then scans or faxes the document to the requesting unit manager. For future reference, the Vital Records Liaison should retain all copies of scanned or faxed documents.

The Vital Records Liaison also alerts the requesting unit manager if there is proof that another individual (beside the person listed on the case) is the father of the child. (In responding to the request from the unit manager, the Vital Records Liaison may find that another man is on the birth certificate or has signed an AOP.) The Vital Records Liaison will submit proof of paternity of the other individual (i.e., birth certificate, AOP, or other) to the unit manager.

- f. If the Vital Records Liaison returns an AOP to the Intake 1 or 2 (or other) manager, the Intake 1 or 2 (or other manager) will provide the document to the Specialist so that he or she can update DCCSES to indicate paternity is established and a support case can be processed.
- g. If the Specialist does not receive an AOP within two (2) business days, then the Specialist should update case notes state that a response was not received from Vital Records and the Specialist should process the case to establish paternity.
- h. If documentation is received to indicate that paternity is established after the case has been filed with the Court, the Intake manager will send the documentation to the Legal Services Section so that they can update their case folder with the documentation and show the Court the information. The receptionist in the Legal Services Section will sign that they have received the documentation.