



CSSD Policy			
Subject:	<b>Executed AOP Recording Process</b>	Number:	<b>2014-14</b>
Approval Date:		Pages:	
Approved by:	<b>Benidia A. Rice, Director</b>	Revision	<b>FINAL</b>

- I. **PURPOSE:** To establish a uniform procedure dictating the steps followed after an Acknowledgement of Paternity (AOP) is executed at a hospital, outside of a hospital, or at court. This policy will also dictate the steps that must be followed after a Applications and Paternity Development Unit employee is notified of rescission.
- II. **AGENCY IMPACT:** This policy affects the Applications and Paternity Development Unit.
- III. **REFERENCE:** 42 U.S.C. § 651 et seq. Authorization of appropriations; 42 U.S.C. § 652 Duties of Secretary; 42 U.S.C. § 658a Incentive payments to States; 42 U.S.C. § 666 Requirement of statutorily prescribed procedures to improve effectiveness of child support enforcement; 42 U.S.C. § 668 Encouragement of States to adopt simple civil process for voluntarily acknowledging paternity and a civil procedure for establishing paternity in contested cases; 45 C.F.R. Part 301 State Plan Approval and Grant Procedures; 45 C.F.R. § 302.31 Establishing paternity and securing support; 45 C.F.R. § 302.70 Establishing paternity and securing support; 45 C.F.R. § 303.5 Establishment of paternity; D.C. Official Code § 16-909.01 Establishment of Paternity Through the Acknowledgement of Paternity and Based on Genetic Test Results; 16-909.02. Full faith and credit to paternity determinations by other states; 16-909.03. Voluntary paternity acknowledgment program for birthing hospitals; 16-909.04. Voluntary paternity acknowledgment program for birth records agency; D.C. Official Code § 16-909.05 Mayor authorized to designate other sites for paternity acknowledgment program; D.C. Official Code § 1-1201 et seq. Appointment; representation of clients before government departments; license fee; rules; 17 DCMR § 2400 et seq. Notaries Public; Superior Court Rule 40J; 29 DCMR §§ 2900-2908 Vital Records D.C. Official Code §§ 7-204 – 7-211. Vital Records; Policy 2013-1 Paternity Establishment
- IV. **DEFINITIONS:**
- A. Acknowledgement of Paternity (AOP): Voluntary Acknowledgement of Paternity is a document that establishes a legal relationship between the father and a minor child without going to court if the parents are not married or in a domestic partnership.
- B. Court Paternity Judgments (CPJ): The Court establishes the paternity through an adjudication of parentage in case of a dispute or consent and then certifies the order into a CPJ.

- C. Unwed Births System (UBS): application which allows the Child Support Services Division (CSSD) to add, update and track paternity information. It eases the exchange of paternity information between CSSD and the Vital Records Division, and the data collected is used for the OCSE annual 157 Audit.
- D. District of Columbia Notary Public and Authentication Handbook (Handbook): A document issued by the District Office of the Secretary, Office of Notary Commissions and Authentications, which sets out information concerning notaries public in the District. The *Handbook* can be accessed at [http://os.dc.gov/os/frames.asp?doc=/os/lib/os/services/notary/dc\\_notary\\_handbook2007.pdf](http://os.dc.gov/os/frames.asp?doc=/os/lib/os/services/notary/dc_notary_handbook2007.pdf).
- E. Government notary: A notary employed by either the District or federal government agency that is physically located in the District. The government notary public must resign his/her commission on leaving government service. Government commissions may not be transferred to an employee outside of government.
- F. Guide to Acknowledgement of Paternity (AOP): guide gives directions for completing the AOP.
- G. Notary public (notary): A public officer whose function is to notarize documents by administering oaths and attestations and witnessing the signature of the person(s) personally appearing before him or her. A District notary public is appointed for a term of five years in accordance with (Title 1 Section 1201) (Appointment) of the Code of the District of Columbia. Official acts of the notary public are recognized inside and outside the District. As District officials, notaries public must hold to the same high standard of public trust as other appointed and elected officials in the exercise of their duties.
- H. Paternity: The legal determination of the father of a child.
- I. Paternity Establishment Percentage: The PEP is one of the federally mandated performance measures. It is obtained by dividing the total number of children in the caseload in the fiscal year who were born out of wedlock and for whom paternity has been established or acknowledged by the total number of children in the caseload at the end of the preceding fiscal year that are born out of wedlock.
- J. Putative Father: A man who is alleged to be a child's father, but who was not married to the child's mother before the child was born and has not established that he is the father in a court proceeding.
- K. EBRS: Electronic Birth Registration System; the data base in which Vital Records employees enter new birth information.

IV. **INQUIRIES**: Applications & Paternity Development Unit (202) 724-3649, Policy, Training Section at (202) 724-2131.

V. **POLICY**: After an AOP is executed the steps in the policy must be followed to ensure that: 1) If applicable, an existing Birth Certificate is updated. 2) UBS is

updated 3) CSSD is only billed once by either Vital Records or the Hospital at which the AOP is executed.