

Chapter 3

Child Support Services Division: CSSD

User Guide for Eligibility Workers

Child Support Services Division

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Friday, February 24, 2006

Broadcast to All DPA Staff
from Field Services, Systems Operations, and the Policy &
Program Development Team

As we informed you last week, access to CSSD screens has been limited effective February 21, 2006. Attached is the revised procedure for navigating the screens available to DPA. This procedure will assist you in getting child support information such as disbursements and payments.

Although DPA no longer has access to information about a client's non-cooperation status with CSSD, you will continue to receive alerts from CSSD when clients fail to cooperate. When you receive these alerts, follow the policy at MS 717-4E in the Alaska Temporary Assistance Manual or MS 5106-4D in the Family Medicaid Manual. A notice is required to impose a penalty and determine if there is good cause for not cooperating. When sending the non-cooperation notice, inform the client to contact CSSD regarding the activity they must complete. An example of what you might write in the W709 and W060 notice might be:

“CSSD has informed us that you have not completed an activity they requested. You must contact CSSD and complete the activity they have requested.”

If you are unable to get the information you need from the CSSD screens available to DPA, or if any of the information on the CSSD screens is unclear, you may email CSSD at [mail to: dor.cssd.dpa@alaska.gov](mailto:dor.cssd.dpa@alaska.gov). Please note that it may take CSSD 48 hours to respond to your inquiry. If you have not heard from CSSD after 48 hours, forward a copy of your original email to Systems Operations at [mail to: EISHelp@alaska.gov](mailto:EISHelp@alaska.gov) and they will pursue getting the information for you.

We also would like to remind you to continue reporting Temporary Assistance cases that close and reopen within the same month to the CSSD mailbox: dor.cssd.dpastatus@alaska.gov

For questions about the procedure, please email Field Services <mailto:dpafield@alaska.gov>. Please send all policy questions to the Policy & Program Development Team at <mailto:dpapolicy@alaska.gov>.

Introduction

The Child Support Services Division (CSSD) is designed to ensure that Alaska's children get the financial support they deserve from both parents. The CSSD interface is used by eligibility workers to obtain child support information in the following areas:

- Disbursements
- Collections
- Legal obligation

An interface inquiry of household members is completed at application and at each review/renewal/recertification.

During the certification period ET Alerts are generated to inform the eligibility worker about changes in circumstances relating to child support services.

The purpose of this guide is to provide basic reference materials to view commonly used screens to determine public assistance eligibility and benefit levels, and is not intended to replace the program and policy manuals. While the eligibility worker can use the information to verify child support elements for DPA purposes, it does not require the eligibility worker to be a Child Support worker. If there are additional questions, the eligibility worker must contact the client or the CSSD customer service representative via the email address at dor.cssd.dpa@alaska.gov to verify the information.

For example: Screens with information about non-cooperation statements are not available to DPA workers. After discussion with a client, if it is determined necessary to know more about non-cooperation or cooperation information, the eligibility worker may want to contact the CSSD customer service representative at the above email address. Note: This information is located on the **FD55** and **FD52**.

CSSD Sign-On and Sign-Off Instructions

To properly view the child support interface, the screen size of the computer must be configured to 43X80. For more information on how to configure and detailed instructions please go to pages 22 – 24 of this document.

1. From the Main Morning Menu

Key in ID: (HPAXXXX)
Key in Password: (same as your EIS password))
Press: <enter>

2. From the personal menu (secondary menu),

Select 'Production CICS DB193) by pressing the PF key next to it. Another screen will appear.

Key in: **RCSP** Example below
Press: <enter>

RCSP

```
ACF01137 HPAXXXX LAST SYSTEM ACCESS 14.08-06/11/04 FROM X267
ACFAE139 ACF2/CICS X267 Signon OK: User=HPAXXXX NAME=GENERIC HPA
NSTAR
XJUDCICS: SHARED PRODUCTION CICS 6.2 FOR DB193
```

3. You are now at the NSTAR welcome page. Press enter again.

5

WELCOME TO THE STATE OF ALASKA CHILD SUPPORT SYSTEM

```
NN  NN  SSSSSS  TTTTTTTTTT      A      RRRRRRRR
NNN NN  SS      TT      A  A  A  A  RR      RR
NN N NN  SSSSSS  TT      A  A  A  RR  RRRR
NN NNN      SS      TT      A  A  A  RR  RR
NN  NN  SSSSSS  TT      A      A  RR      RR
```

```
*****
* WARNING! THIS SYSTEM CONTAINS GOVERNMENT INFORMATION. BY *
* ACCESSING AND USING THIS COMPUTER SYSTEM YOU ARE CONSENTING *
* TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES.*
* UNAUTHORIZED USE OF, OR ACCESS TO, THIS COMPUTER SYSTEM MAY *
* SUBJECT YOU TO STATE AND FEDERAL CRIMINAL PROSECUTION AND *
* PENALTIES, AS WELL AS CIVIL PENALTIES. *
*****
```

PLEASE PRESS ENTER TO CONTINUE OR TYPE 'END' TO QUIT

4. The screen has now advanced to *Fin/Distribution/Case Balances* (FD50) and the worker is ready to navigate in the system.

Sign Off CSSD

1. In the *Function* field, key in **END** (be sure the 4th position is blank) and press <enter>. It will take you to a NFIN TERM page. Press F12 once and you will return to the Primary or Morning Menu.

Navigation Hints

This is a quick reference to navigate through CSSD to the most common screens to obtain information. Use this sheet once you are familiar with the CSSD interface. More detailed data is listed after this section.

Starting with a Name Inquiry – From the **FD50**, key in **CM6N** and press **<enter>** to advance to the name inquiry.

CM6N – Use to do an alpha search for the person by name (last name, first name). Once the client is located, place an **“S”** to the left of the client’s name and press **<enter>**. This will advance to the **CM08**.

CM08 – Provides information on the number of claims the person is connected to and the status of each case (open or closed). Select the desired case to inquire on, by keying in **FD50** to the left of the case and press **<enter>**.

If you are looking for **CSSD payments** to an applicant/recipient, this information can be found on the **FE4A** (enter payee Member ID, tab and enter ‘1’). Total monthly **Child Support payments** made by a person is found on the **FD52** by pressing (shift F6). To secure the CSSD case number, it may be necessary to **F3** to go back a screen.

Screens with information about non-cooperation statements are not available to DPA workers. After discussing with the client, if it is determined necessary to know more about them, the eligibility worker may want to email the CSSD customer service representative.

Tips for easy navigation

- The **F3** key is a “back” key and every time it is pressed, it will go to the previous screen.
- The **F7** and **F8** keys are used to scroll up and down – just like EIS.

List of Screens

The following CSSD Interface screens are available to DPA. These screens can be used by the eligibility worker to assist them in the determinations of eligibility and benefit level for DPA programs.

CM6N	Member/Inquiry/Browse by Name Alpha name inquiry
CM08	Member/Inquiry/Member/Case Cross Reference Lists the cases assigned to the person selected from the CM6N. This lists all cases where the member is involved.
CM5S	Member/Inquiry/Limited Browse by SSN Client member inquiry by full or last 4 digits of SSN
FD50	Fin/Distribution/Case Balances Demographic, current support/obligation amount, current month of Monthly Support Obligation (MSO), CSSD worker name, credit, current amount of arrears by category and total arrears
FD52	Fin/Distribution/Case History Display Interest and payments (divided by dependents) made by non-custodial parent to case, type of assistance case (C= Current Assistance Recipient, F= Former Assistance Recipient, N= No Assistance). To access amount paid by person in a specific month, F18 (Shift F6)
FD55	Fin/Distribution/Obligation/Payment History Amount of monthly obligation per dependent (does not define who this payment goes to).
FE4A	Fin/Distribution/Check Browse Select Enter the member number, tab forward and enter '1', a listing of CSSD disbursements (by date) to the member is identified.

Inquiry Screen by Name

If you do not have the client member or case number, from the **FD50** (or any CSSD screen) in the field next to **RCSLIBP**, enter **CM6N** and press **<enter>**. The screen will advance to the *Member/Inquiry/Browse by Name* screen. The **CM6N** will allow the user to search for an individual.

CSFD42P1	CSFD42M1	State of Alaska CS&ED/NSTAR	HPAXXXX	02/21/06
RCSLIBP	CM6N	Member/Inquiry/Browse by Name		10:52:42

Search Name Last: SURAN
 First: CUSTODIAL MI:

S	Member Name	Member Id	SSN	Birth Date	S	C	--- Assistance ---	Case Id	Member Id
—	SURAN, XERDEL J	041819XX	5206812XX	12/17/68	N	N			
—	SURAN, XERDELE J	041819XX	5206812XX	12/17/68	N	N			
—	SURAN, CUSTODIAL	042920XX	0758884XX	07/11/66	A	Y	054891XX	06007601XX	
—	SURAN, XIRGINIA M	042509XX	5746820XX	08/21/75	N	N	050573XX	06001461XX	
—	SURAN, XILLIAM L	040988XX			N	N			
—	SURAN, XOLF S	043105XX	5742977XX	02/23/00	N	N	052902XX	06005362XX	
—	SURAN, XAMILETTE	042920XX	1108401XX	09/16/95	A	N	054891XX	06006313XX	
—	SURAN-XYALA, JOSE D	042839XX		07/05/64	N	N			
—	SURAN-XROMETA, ONEL D	041800XX	5414758XX	12/13/70	N	N			
—	SURAN-XENDOZA, ALEXIS	042652XX	5742189XX	03/31/96	N				
—	SURAN-XENDOZA, KEVIN	042652XX	5741354XX	07/18/93	N				
—	SURAN-XAMPSSELL, STEPHA	042161XX	5746821XX	01/23/69	N	Y	050869XX	06001833XX	
—	SURAN-XEGA, JOSE M	042651XX	5848824XX	01/31/56	N				

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Back Flip Bkwd Frwd Nav

Field	Description
S	Selection code: S (select)
Member Name	Corresponding member name
Member ID	Unique member identifier
Birth Date	Member date of birth
St	The assistance status of the dependent member: N – Non-Assistance A – TANF F – Federal Foster Care J – Non Federal Foster Care M – Enforceable Medical Assistance S – SSI Child
Ch	Case Head. Y=yes & N=no - EIS Primary Information Person
Assistance Case ID	Unique assistance case identifier (case number)
Assistance Member ID	Unique Assistance member identifier (client ID)

Select an individual, move the cursor to the space to the left of the individual's name and enter **"S"** for select and press **<enter>**. This advances to the **CM08** screen.

Inquiry Screen by Social Security Number (SSN)

The **CM5S** will allow the user to search for an individual by SSN. From any CSSD, enter **CM5S** in the field next to **RCSLIBP**, and press **<enter>**. The screen will advance to the *Member/Inquiry/Limited Browse by SSN* screen. You may search the client member by entering the full SSN, which will return only that result. Enter full SSN on the **Search By SSN** field.

CSLO29PA CSLO29MA	State of Alaska CSED/NSTAR	HPAXXX	02/03/16
RCSLIBP CM5S	Member/Inquiry/Limited Browse by SSN		14:39:49

Search By SSN: **574XXXXXX** Search By Last 4 digits: _____

S	SSN Number	Member Number	Birth Date	Member Name	IVA Member ID
—	574-XX-XXX	044XXXXX	06/06/77	DOE, JANE X	0601XXXXXX

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Back Flip Bkwd Frwd Nav

You may also search the client member by using the last 4 SSN, which will return a list of members with the matching last 4 SSN. Enter **CM5S** in the field next to **RCSLIBP**, and press **<enter>**. Enter last 4 SSN on the **Search By Last 4 digits** field.

CSLO29PA CSLO29MA	State of Alaska CSED/NSTAR	HPAXXX	02/03/16
RCSLIBP CM5S	Member/Inquiry/Limited Browse by SSN		14:50:05

Search By SSN: _____ Search By Last 4 digits: **601X**

S	SSN Number	Member Number	Birth Date	Member Name	IVA Member ID
—	601X	041XXXXX	03/21/78	MEMBER 1 JANE	0600XXXXXX
—	601X	042XXXXX	06/20/60	MEMBER 2, LILY	
—	601X	043XXXXX	08/21/42	MEMBER 3, JOHN	
—	601X	044XXXXX	06/15/67	MEMBER 4, FRANCIS	
—	601X	045XXXXX	05/06/88	MEMBER 5, PIERRE	0601XXXXXX
—	601X	046XXXXX	12/31/52	MEMBER 6, XOLF	

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Back Flip Bkwd Frwd Nav

Field	Description
S	Selection code: S (select)
Member Name	Corresponding member name
Member ID	Unique member identifier
Birth Date	Member date of birth
SSN Number	Member social security number
Member Number	Unique assistance case identifier (case number)

Selecting a Client's Case Number

The *Member/Inquiry/Member/Case Cross Reference* (**CM08**) screen will display all of the client's cases and the case status (opened or closed). Tab forward to the Nav Code field and key in the appropriate navigational code and press **<enter>** to forward to the desired screen. In the example below, the user has keyed in **FD50** for a basic overview of the case.

CSFD42P2 CSFD42M2		State of Alaska CSFD/NSTAR				HPAXXXX		02/21/06	
RCSLIBP CM08		Member/Inquiry/Member/Case Cross Reference						10:49:03	

Member Id: **042920XX** SURAN, CUSTODIAL M Assistance Status: A
Casehead: Y

Nav Code	Case Id	Rel Code	Memb Stat	Case Stat	Asst Ind	OS Ind	Case Type	Est Type	IVd DO	IVa DO	Worker	Support Order
	0011061XX	A	A	O	C	N	X	O	28	84	2802	
FD50	0011359XX	C	A	O	C	N	A	O	01	84	7148	

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Arr Back Flip Memb Bkwd Frwd Nav

Definitions for this screen are on the following page.

Field	Description
Member ID	Unique member identifier and corresponding member name
Assistance Status	The assistance status of the dependent member: N – Non-Assistance A – TANF F – Federal Foster Care J – Non Federal Foster Care M – Enforceable Medical Assistance S – SSI Child
Casehead	Case Head. Y – Yes or N – No (EIS PI)
Nav Code	The screen ID of the desired screen
Case ID	Unique case identifier
Rel Code	Relationship code of the member to the case: A – Non-Custodial Parent C – Custodial Parent D – Dependent P – Putative Father (potential paternity) S – Second Adult R –Relative
Memb Stat	Member Status: A – Active or I – Inactive
Case Stat	Case Status: O – Open or C - Closed
Asst Ind	Assistance Indicator: N – Never on Assistance C – Currently on Assistance F – Formerly on Assistance
OS Ind	Other State Assistance Indicator: N – Never on Assistance C – Currently on Assistance F – Formerly on Assistance
Case Type	Case Type Code: A – TANF C – Child Abduction F – Foster Care J – Non-Federal Foster Care N – Non-Assistance X – Mixed Case Type
Est Type	Establishment Type
Ivd DO	The team number to which the case is assigned
Worker	Unique worker identifier
Support Order	One of the support orders listed on the case

Case Overview

Once the case has been identified, the best place to begin is at the *Fin/Distribution/Case Balance (FD50)* screen. This provides the eligibility worker with an overview of the CSSD case. The information provided on this screen is demographic, current month of Monthly Support Obligation (MSO), history, arrears, payments, credit, current amount of arrears by category and total arrears.

If you see an **FVI** (Family Violence Indicator) next to either the NCP or CP (towards the end of the right of the screen), this means that CSSD is protecting the address of the person this indicator is next to. **This information is not to be released.**

CSFD50P1	CSFD50M1	State of Alaska CSSED/NSTAR		HPAXXXX	02/21/06
RCSLIBP	FD50	Fin/Distribution/Case Balances			11:08:24
<hr/> Case ID: 0011359XX Type: A Worker ID: 71XX - CSSD L Workername Team: 01 Member ID: _____ Name: _____ Month/Year: 02/06 Hist/Adjust: H History NCP Number: 042920XX Name: NONCUSTODIAL SURAN FVI Dependents : 4 CP Number: 042920XX Name: CUSTODIAL M SURAN Other Members:					
<hr/>					
Current Support:	413.00	Paid:	0.00	Balance:	413.00
				Credit:	0.00
	Debits		Credits		
LTD Support:	5,369.00			0.00	
LTD Interest:	106.84				
LTD Fees:	0.00				
LTD Collections:				1,211.98	
Balance:	5,475.84			1,211.98	
<hr/>					
Assignments	Family	State	Other	Total	
Current:	0.00	413.00	0.00	413.00	
Never:	0.00	0.00	0.00	0.00	
Pre-Assist:	0.00	0.00	0.00	0.00	
Conditional:	0.00	0.00	0.00	0.00	
Temporary:	0.00	565.02	0.00	565.02	
Permanent:	0.00	3,285.84	0.00	3,285.84	
Other State:	0.00	0.00	0.00	0.00	
During Asst:	0.00	0.00	0.00	0.00	
Fees:	0.00	0.00	0.00	0.00	
<hr/>					
Total:	0.00	4,263.86	0.00	4,263.86	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help SORD Back Hold Flip Memb Nav					

Field	Description
Case ID	Unique case identifier
Type	Case Type Code: A – TANF C – Child Abduction F – Foster Care J – Non-Federal Foster Care N – Non-Assistance X – Mixed Case Type
Worker ID	Unique worker identifier
Team	Corresponding worker name
Member ID	Unique member identifier
Name	Corresponding member name
Month/Year	The date of the balances
Hist/Adjust	Balances Flag: H – Historical Balances A – Adjusted Balances
NCP Number	Non-custodial parent member ID
Name	Corresponding Name for NCP
Dependents	The number of dependents in the case
CP Number	Custodial parent member ID
Other Members	Other members on this case other than dependents
Current Support	Current monthly support amount (MSO)
Paid	MSO amount paid this month
Balance	MSO amount owing this month
Credit	Excess MSO this month
LTD Support	Life-to-Date support owed
LTD Interest	Life-to-Date interest amount
LTD Fees	Life-to-Date fees
LTD Collections	Life-to-Date collected amount
Balance	Sum of all debit and credits
Assignments: Family, State, Other, Total	There are three columns of assignment amounts listed
Current	Current support amounts
Never	Never assigned arrears amount
Conditional	Conditional assigned arrears amount
Temporary	Temporarily assigned arrears amount
Pr-Assist	Unassigned Pre-assistance arrears amount – usually owed to the payee
Permanent	Unassigned Permanently assigned arrears amount
During Asst	Unassigned Assigned during assistance arrears amounts
Other State	Other state assigned arrears amount
Fees	Fees amount
Total	The total of all assigned arrears amounts

FD50 Function Keys

Enter- PF1 ---	PF2 ---	PF3 ---	PF4---	PF5---	PF6 ---	PF7---	PF8---	PF9---	PF10---	PF11---	PF12---
Help	SORD	Back	Hold	Flip	Memb						Nav

The Function Keys (F-keys) displayed on the **FD50** provide additional information that the eligibility worker may find helpful.

F1, Help – The HELP screens have limited availability

F2 , SORD – Support Orders for Case

Support Orders for Case 0011359XX								
Support Order	T y p <hr/>	C t p <hr/>	I D t <hr/>	N t L <hr/>	C s g <hr/>	V o l <hr/>	W a r <hr/>	O R D <hr/>
	Effect Date	End Date	Issue Date					
0011359XX	A	Y	N N Y A	06/16/05	12/31/21	04/21/05		

Field	Description
Case	Support order number
Type	Support order type
Ctl	Controlling order
IVD	Was the order established by CSSD Y – Yes or N – No
Nat	N – Potential Native Dividend garnishment; P – Potential PFD garnishment; B – Both Native Dividend and PFD potential garnishments
CoL	Cost of living adjustment: Y – Yes or N – No
Vis	Visitation support credit: Y – Yes or N – No
Wag	Wage withholding: Y – Yes or N – No
Effective Date	The starting date for the support order
End Date	The ending date for the support order
Issue Date	The date that the support was issued
Guideline Amount	The amount by guideline calculation for child support

F3, Back – This function will revert back to the previous screen. **F3** can be used while on other screens too.

F6, Memb – Select Member

This function is available on the **FD50, FD52** and **FD55**.

Members Assigned to Case: 0011359XX						
Sel	Member	Member Name	Rel	RC	DS	OF St Birth Date
	042920XX	NON CUSTODIAL SURAN	A			N 01/23/72
	042920XX	CUSTODIAL M SURAN	C			A 07/11/66
—	042920XX	CHILD ONE SURAN	D			A 09/16/95
—	042920XX	CHILD TWO SURAN	D			A 08/30/96
—	043134XX	CHILD THREE SIRAN	D			A 12/14/01
—	043589XX	CHILD FOUR DURAN	D			A 12/30/03
PF3: Return Enter: Process Selection						

Field	Description
Case ID	Unique case identifier
Sel	Selection: "S"
Member	Unique member identifier
Member Name	Corresponding name and member ID
Rel	Relationship code of the member to the case: A – Non-Custodial Parent C – Custodial Parent D – Dependent P – Putative Father (potential paternity) S – Second Adult R –Relative
RC	A possible receipt is tagged for this member
DS	A possible disbursement is awaiting payment for this member
OF	An possible offset is in place for this member
St	The assistance status of the dependent member: N – Non-Assistance A – TANF F – Federal Foster Care J – Non Federal Foster Care M – Enforceable Medical Assistance S – SSI Child

Monthly Support Obligation Activity

The **FD55** is a screen showing MSO activity. It was created to give a clear picture as to which MSO payments were charged and paid. This can be useful when reviewing the case to determine if a client is due a pass-through payment.

CSFD55P1 CSFD55M1		State of Alaska CSED/NSTAR				HPAXXXX	02/13/06
RCSLIBP FD55		Fin/Distribution/Obligation Payment History					14:24:54
Case ID: 0011359XX Type: A Worker ID: 7148 - CSSD L Workername Team: 01							
Member ID: _____		Name: _____					
Month/Year: 02/06		Detail Summary or Total: D					
NCP Number: 042920XX		Name: NONCUSTODIAL SURAN				FVI Dependents	: 4
CP Number: 042920XX		Name: CUSTODIAL M SURAN				Other Members:	
Mo/Yr	Member	Obl Seq	MSO Day	Debt Type	Accrued	Paid/ Credit	Balance
02/06	042920XX	0002	01	CS	103.25	0.00	103.25
02/06	042920XX	0002	01	CS	103.25	0.00	103.25
02/06	043134XX	0002	01	CS	103.25	0.00	103.25
02/06	043589XX	0002	01	CS	103.25	0.00	103.25
					413.00	0.00	413.00
01/06	042920XX	0002	01	CS	103.25	26.32	76.93
01/06	042920XX	0002	01	CS	103.25	26.32	76.93
01/06	043134XX	0002	01	CS	103.25	26.32	76.93
01/06	043589XX	0002	01	CS	103.25	26.32	76.93
					413.00	105.28	307.72
12/05	042920XX	0002	01	CS	103.25	21.13	82.12
12/05	042920XX	0002	01	CS	103.25	21.13	82.12
12/05	043134XX	0002	01	CS	103.25	21.13	82.12
12/05	043589XX	0002	01	CS	103.25	21.13	82.12
					413.00	84.52	328.48
11/05	042920XX	0002	01	CS	103.25	45.11	58.14
11/05	042920XX	0002	01	CS	103.25	45.11	58.14
11/05	043134XX	0002	01	CS	103.25	45.11	58.14
11/05	043589XX	0002	01	CS	103.25	45.09	58.16
					413.00	180.42	232.58
10/05	042920XX	0002	01	CS	103.25	103.25	0.00
10/05	042920XX	0002	01	CS	103.25	103.25	0.00
10/05	043134XX	0002	01	CS	103.25	103.25	0.00
10/05	043589XX	0002	01	CS	103.25	103.25	0.00
					413.00	413.00	0.00
09/05	042920XX	0002	01	CS	103.25	0.00	103.25
09/05	042920XX	0002	01	CS	103.25	0.00	103.25
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---							
Help		SORD	Back	Hold	Flip	Memb	Bkwd
						Frwd	Nav

Definitions for the fields on the **FD55** are on the following page.

Field	Description
Case ID	Unique case identifier
Type	Case Type Code: A – TANF C – Child Abduction F – Foster Care J – Non-Federal Foster Care N – Non-Assistance X – Mixed Case Type
Worker ID	Unique worker identifier
Team	Corresponding worker name
Member ID	Unique member identifier
Name	Corresponding member name
Month/Year	The date of the balances
Detail Summary or Total	D – Display Transaction Detail S – Display Summary Obligation T – Total for the month
NCP Number	Non-custodial parent member ID
Name	Corresponding Name for NCP
Dependents	The number of dependents in the case
CP Number	Custodial parent member ID
Other Members	Other members on this case other than dependents
Mo/Yr	Date of the balances
Member	Unique member identifier
Obl Seq	Obligation identifier
MSO Day	Day of the month the MSO charges
Accrued	MSO accrual
Paid/Credit	Amount paid or credited on MSO
Balance	Balance remaining on MSO for month

Disbursements

To see disbursements made to the client by CSSD, review the **FE4A** screen. Enter the Member number (will need to be copied from another CSSD screen), tab forward and enter a '1' in the next field. Press <enter> and the disbursements made to the client will show.

While this screen does not tell you where the money came from (one time garnishment, an ongoing payment or a refund), it does give you the indication that some payments are being made. It is then up to the worker to discuss with the client to determine what would be anticipated for future payments.

CSFE40P1 CSFE40M1	State of Alaska CSED/NSTAR	HPAXXXX	02/21/06
RCSLIBP FE4A	Fin/Disbursements/Check Browse Select		13:27:47

Check Recipient Id:	042920XX	1	CUSTODIAL M SURAN	Filter: _
Check Number:				
Check Date:				
Check Status:				

S	Check Nbr	Check Dt	Check Recipient	Ck St	Status Date	Disburse Amount	N
—	002557999	01/11/06	042920XX 1 CUSTODIAL SURAN	CL	01/30/06	48.40	—
—	002545255	12/15/05	042920XX 1 CUSTODIAL SURAN			84.52	
—	002535553	11/28/05	042920XX 1 CUSTODIAL SURAN	CL	12/14/05	75.90	
—	002529027	11/10/05	042920XX 1 CUSTODIAL SURAN	CL	12/01/05	104.52	
—	002512726	10/16/05	042920XX 1 CUSTODIAL SURAN	CL	10/26/05	826.00	
—	002179625	01/09/04	042920XX 1 CUSTODIAL SURAN	CL	01/20/04	224.00	
—	002148352	11/13/03	042920XX 1 CUSTODIAL SURAN	CL	12/08/03	56.77	Y
—	002146303	11/10/03	042920XX 1 CUSTODIAL SURAN	CL	11/21/03	48.72	

Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10---	PF11---	PF12---
Help	Back	Notes	Flip	Bkwd	Frwd	Reset	Left	Right	Nav		

Field	Description
Check DT	The date the check or EFT was disbursed
Ck St	Check Status: CL : Check has cleared VH : Void an hold VR : Void and Reissue Blank : Issued/not cleared/not voided or EFT transaction
Check Nbr	Check number or if the series begins with 'E' it was an EFT
Amount	The amount of the disbursement
N	Y – Note attached, worker may want to email CSSD

Collections

To see payments made by a person to CSSD, review the **FD52** screen by case ID number.

CSFD52P1	CSFD52M1	State of Alaska CSFD/NSTAR		HPAXXXX	02/21/06
RCSLIBP	FD52	Fin/Distribution/Case History Display			14:10:05

Case ID: **0011359XX** Type: A Worker ID: 71XX - CSSD L Workername Team: 01
 Member ID: _____ Name: _____
 Month/Year: 02/06 Display Case or Member: B
 Hist/Adjust: H History
 NCP Number: 042920XX Name: NONCUSTODIAL SURAN FVI Dependents : 4
 CP Number: 042920XX Name: CUSTODIAL M SURAN Other Members:

Mo/Yr	Member	Ast	Life to Date Charges		Fees	Interest	Total
			Obl Amt	Obl Cred			
02/06	042920XX	C	1,342.25			26.71	1,368.96
02/06	042920XX	C	1,342.25			26.71	1,368.96
02/06	043134XX	C	1,342.25			26.71	1,368.96
02/06	043589XX	C	1,342.25			26.71	1,368.96
	Total		5,369.00			106.84	5,475.84
01/06	042920XX	C	1,239.00			26.71	1,265.71
01/06	042920XX	C	1,239.00			26.71	1,265.71
01/06	043134XX	C	1,239.00			26.71	1,265.71
01/06	043589XX	C	1,239.00			26.71	1,265.71
	Total		4,956.00			106.84	5,062.84
12/05	042920XX	F	1,135.75			22.42	1,158.17
12/05	042920XX	F	1,135.75			22.42	1,158.17
12/05	043134XX	F	1,135.75			22.42	1,158.17
12/05	043589XX	F	1,135.75			22.42	1,158.17
	Total		4,543.00			89.68	4,632.68
11/05	042920XX	F	1,032.50			18.54	1,051.04
11/05	042920XX	F	1,032.50			18.54	1,051.04
11/05	043134XX	F	1,032.50			18.54	1,051.04
11/05	043589XX	F	1,032.50			18.54	1,051.04
	Total		4,130.00			74.16	4,204.16

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Asst Back Hold Flip Memb Bkwd Frwd Bals Left Right Nav

To see the **Month To Date Collections**, press **shift+F6**. A copy of the screen is on next page.

CSFD52P1 CSFD52M4 State of Alaska CSFD/NSTAR HPAXXXX 02/21/06
 RCSLIBP FD52 Fin/Distribution/Case History Display 14:16:01

Case ID: 0011359XX Type: A Worker ID: 7148 - Tracy L Bolding Team: 01
 Member ID: _____ Name: _____
 Month/Year: 02/06 Display Case or Member: B
 Hist/Adjust: H History
 NCP Number: 042920XX Name: NONCUSTODIAL SURAN **FVI** Dependents : 4
 CP Number: 042920XX Name: CUSTODIAL M SURAN Other Members:

Month To Date Collections					
Mo/Yr	Member	Ast	Principal	Interest	Total
02/06	042920XX	C			
02/06	042920XX	C			
02/06	043134XX	C			
02/06	043589XX	C			
	Total				
01/06	042920XX	C	26.32		26.32
01/06	042920XX	C	26.32		26.32
01/06	043134XX	C	26.32		26.32
01/06	043589XX	C	26.32		26.32
	Total		105.28		105.28
12/05	042920XX	F	21.13		21.13
12/05	042920XX	F	21.13		21.13
12/05	043134XX	F	21.13		21.13
12/05	043589XX	F	21.13		21.13
	Total		84.52		84.52
11/05	042920XX	F	45.11		45.11
11/05	042920XX	F	45.11		45.11
11/05	043134XX	F	45.11		45.11
11/05	043589XX	F	45.09		45.09
	Total		180.42		180.42
10/05	042920XX	F	210.44		210.44
10/05	042920XX	F	210.44		210.44
10/05	043134XX	F	210.44		210.44
10/05	043589XX	F	210.44		210.44
	Total		841.76		841.76
09/05	042920XX	F			
09/05	042920XX	F			

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Asst Back Hold Flip Memb Bkwd Frwd Bals Left Right Nav

What you see above is the total amount the NCP paid by month (\$105.28, \$84.52, \$180.42 and \$841.76). This will help the eligibility worker determine the appropriate deduction for the person.

These totals will also help you determine the prospective Child Support paid to code CS on the EIS UNIN screen for an ATAP case.

The style of assistance (**Ast**) is identified next to the Principal - C= Current Assistance, F= Former Assistance or N= No Assistance.

Sign-On and Sign-Off Instructions

From the Primary/Morning Menu

Enter your individual ID and password

```
State of Alaska Computer Network via Alaska Data Center      Terminal: X20Z
JDC1 SP6.1.0          TN3270 Menu          Page 1    of 1
Unauthorized use of computing resources punishable under Alaska Criminal Law

Assistance:
Anchorage Service Center  907-868-7174   or    888-565-8680
ITG Help Center          907-465-1818   Labor 907-465-4895

    To obtain your customized menu enter your ID and PASSWORD below.

    To disconnect perform your disconnect procedure.

        _ AKDC Announcements              (PF01)

Id: HPAXXXX PASSWORD: XXXXXXXX                TIME: 16:12:33
Lu: X20Z      NEW PASSWORD:                  VERIFY:      DATE: 02/21/06
```

The secondary menu will appear. Select '*Production CICS DB193*' by pressing the PFkey listed next to it (the appropriate PF key will vary depending on your individual profile).

```
State of Alaska Computer Network via Alaska Data Center      Terminal: X20Z
JDC1 SP6.1.0          Menu for GENERIC HPA NSTAR          Page 1    of 1
Unauthorized use of computing resources punishable under Alaska Criminal Law

Assistance:
Anchorage Service Center  907-868-7174   or    888-565-8680
ITG Help Center          907-465-1818   Labor 907-465-4895

        _ AKDC Announcements              (PF01)
        _ Production CICS DB193          (PF02)

Command: _____
ACF01137 HPAXXXX LAST SYSTEM ACCESS 15.18-06/13/04 FROM X211
Id: XXXXXXXX PASSWORD:                TIME: 16:18:07
Lu: X20Z      NEW PASSWORD:            VERIFY:      DATE: 02/21/06
```

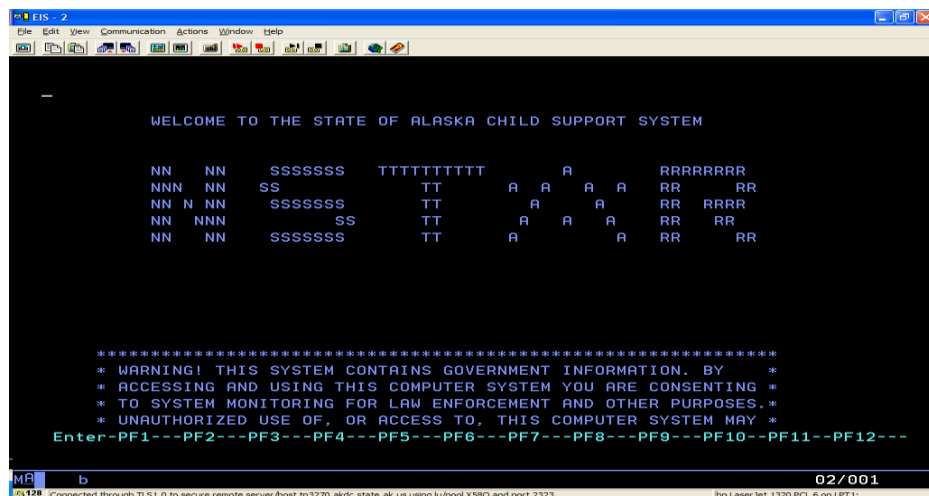
The screen will advance to the next screen below:

Key in: **RCSP**
Press: **<enter>**

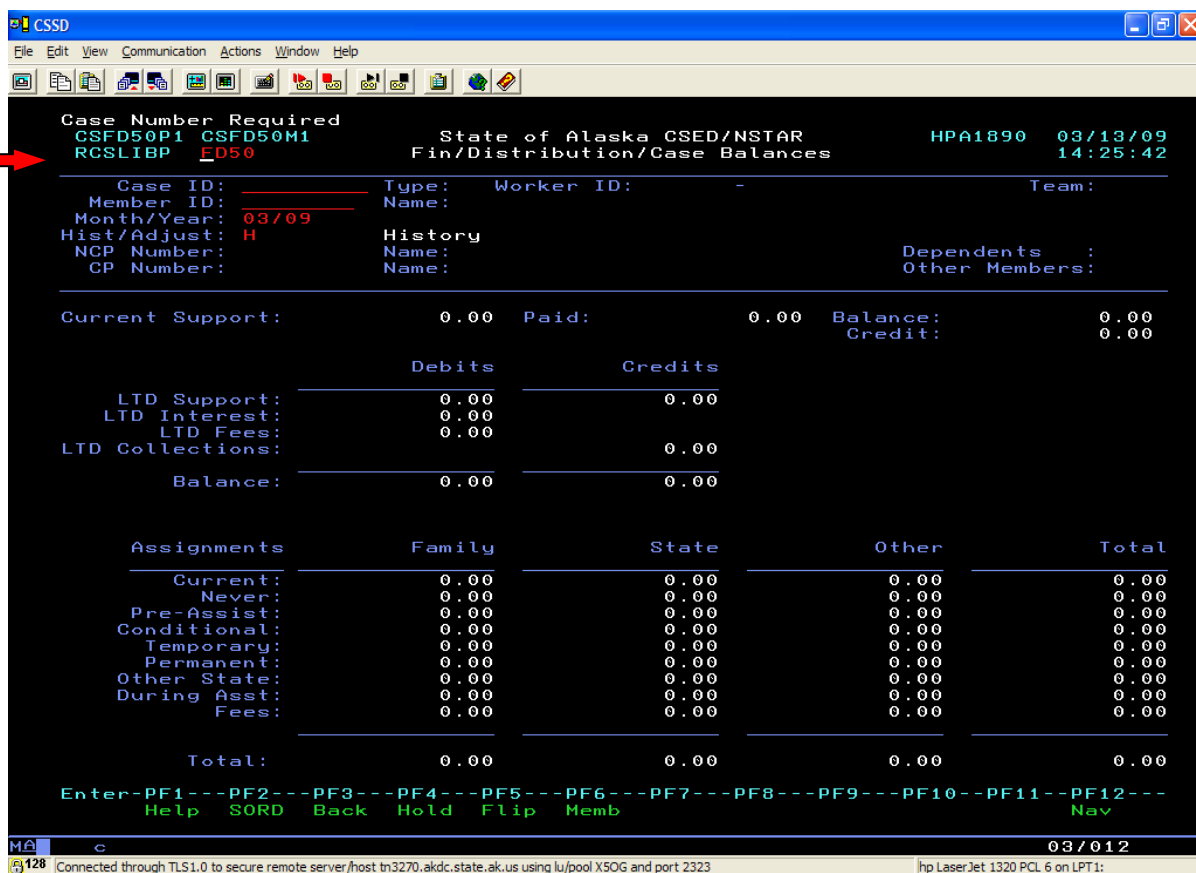
```
RCSP

ACF01137 HPAXXXX LAST SYSTEM ACCESS 14.08-02/21/06 FROM X267
ACFAE139 ACF2/CICS X267 Signon OK: User=HPAXXXX NAME=GENERIC HPA NSTAR
XJUDCICS: SHARED PRODUCTION CICS 6.2 FOR DB193
```

5. You are now at the NSTAR welcome page. Press enter again.



This will take you directly to the **FD50** screen. Type **CM6N** over the FD50 and press enter to get to the member inquiry screen.



Sign-Off Instructions

To exit from CSSD In the *RCSLIBP* field

Key in: **END** (you will need to clear the 4th position of that field)
Press: **<enter>**

CSFE40P1	CSFE40M1	State of Alaska CSSED/NSTAR		HPAXXXX	02/21/06
RCSLIBP	END	Fin/Disbursements/Check Browse Select			13:27:47

Check Recipient Id: 042920XX_ 1 CUSTODIAL M SURAN
Check Number: _____ Filter: _
Check Date: _____
Check Status: _____

S	Check Nbr	Check Dt	Check Recipient	Ck St	Status Date	Disburse Amount	N
—	002557999	01/11/06	042920XX 1 CUSTODIAL SURAN	CL	01/30/06	48.40	—
—	002545255	12/15/05	042920XX 1 CUSTODIAL SURAN			84.52	
—	002535553	11/28/05	042920XX 1 CUSTODIAL SURAN	CL	12/14/05	75.90	
—	002529027	11/10/05	042920XX 1 CUSTODIAL SURAN	CL	12/01/05	104.52	
—	002512726	10/16/05	042920XX 1 CUSTODIAL SURAN	CL	10/26/05	826.00	
—	002179625	01/09/04	042920XX 1 CUSTODIAL SURAN	CL	01/20/04	224.00	
—	002148352	11/13/03	042920XX 1 CUSTODIAL SURAN	CL	12/08/03	56.77	Y
—	002146303	11/10/03	042920XX 1 CUSTODIAL SURAN	CL	11/21/03	48.72	

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Back Notes Flip Bkwd Frwd Reset Left Right Nav

The screen will advance to the TERM screen

Press: **<F12>** one time.

TERM
NFIN Terminated

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

This will bring you to the Primary/Morning Menu.