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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 90 LCM-194

Date: December 3, 1990

Division: Operations

TO: Local District Commissioners

SUBJECT: Maintaining and improving the automated income execution process

ATTACHMENTS: I. Statewide Delinquency Switch 08 Report Active (01) ADC Accounts as of June 30, 1990 (Not Available On-Line)
II. Statewide Delinquency Switch 08 Report Active (01) NADC Accounts as of June 30, 1990 (Not Available On-Line)

We have identified an opportunity for a significant increase in child support collections over the next year through improved maintenance of the automated income execution process by local child support enforcement units. The New York State Office of Child Support Enforcement has determined that a concerted effort to address this critical issue is necessary because, statewide, 40% of the ADC accounts and 35% of the non-ADC accounts are "outside" the income execution process due to the lack of verified employer information on the Child Support Management System (CSMS). It is the responsibility of local district staff to ensure that the non-custodial parent's social security number, address, and employer's name and address are data entered and verified. This, in turn, enables the CSMS automated income execution process to send income executions to respondents and their employer(s).

The delinquency status of child support accounts is tracked by an automated system of 2-digit codes known as "delinquency switches". Accounts which are no longer part of the income execution process, due to the lack of verified employer information on CSMS, are identified by delinquency switch 08 - "Eligible for IEX-Unable to Serve Employer".

Attached, for your information, are two charts based on delinquency switch 08. Caseload represents those ADC or non-ADC accounts for which a child support obligation was in effect June 30, 1990. ADC SW-8 or NADC SW-8 represents the total number of accounts for which an income execution cannot be generated for the reason described above. Caseload % to DSW is the percentage of accounts no longer in the income execution process. ADC Amt. Avg. Annual or NADC Amt. Avg. Annual represents the average annual child support obligation. 10% Increase and 50% Increase represent additional projected annual collections which may result from moving accounts from delinquency switch 08 status to active income execution status.

To assist local districts in the development of an enforcement strategy, we are sending, under separate cover and directly to your child support enforcement units, a package of county-specific reports, instructions for their use, and case management and reporting procedures.

Given the significant payoff of addressing this one category of cases, I encourage you to discuss this issue with your Child Support Coordinator. Questions regarding this LCM and the materials provided directly to your child support enforcement units should be addressed to: Lee Sapienza, Director, Program Operations Unit, New York State Office of Child Support Enforcement, P.O. Box 14, 1 Commerce Plaza, Albany, New York, 12260.

Gregory Kaladjian
Executive Deputy Commissioner