
DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

EIS 4900 - DATA ENTRY APPENDIX C - CHILD SUPPORT
EIS/ACTS INTERFACE, PART TWO
REFERRAL SCREENS
REVISED 09/01/97 - CHANGE NO. 03-98

I. REFERRALS AND UPDATES TO IV-D

Referrals to IV-D are sent automatically by entering data on the IV-D referral screens in EIS. Referrals are sent at application, change in situation affecting deprivation, loss of health insurance or medical support, add-on applications, anytime a new AP is identified for an application/existing case and anytime the client requests child support enforcement services. Refer to the Medicaid Policy Manual for more information on when to do a referral. Enter the referral process at application time by answering the referral questions displayed immediately after entering the data for the DSS-8124. Enter the referral process at any other time through the IV-D Selection Menu which is a sub-menu of the EIS Inquiry Menu. From the EIS Inquiry Menu, key "4D" beside SELECTION to access the IV-D SELECTION MENU.

Updates to information keyed on a previous referral for an application that is still pending or a case still active in EIS are entered using the same screens as the referral process. (Example: change of address for AP, client employment information, change of child's relationship to casehead when casehead changes, support order information reported by client to EIS caseworker.) Access the screens from the IV-D SELECTION MENU. From the EIS Inquiry Menu, key "4D" beside SELECTION to access the IV-D SELECTION MENU. Select one of the options under SEND DATA TO IV-D. **DO NOT SELECT "KEY A REFERRAL"**. When KEY A REFERRAL is selected and data keyed on the referral screens, data is sent to ACTS as if it is a referral. Another IV-D case may be created in error. Updates can be made to client data, AP data and/or child data that is not stored in EIS. Data stored in EIS is sent to IV-D automatically. Refer to Part Four of this Appendix for further information on data sent to IV-D automatically.

Referrals are sent to IV-D at application approval when keyed for a pending application and on-line, in real time when keyed on an active case. If a referral is completed on a pending application and the application is denied, the referral is deleted. EIS sends all other information/updates to IV-D in the overnight batch cycle. After changes/updates process in EIS overnight, appropriate data is sent to IV-D. Timely changes in EIS are sent to IV-D at the time the change processes in EIS.

The following section describes the use of the IV-D screens for referrals and/or information updates.

- A. **KEY A REFERRAL at application**-The application (DSS-8124) must be registered before the referral can be keyed. Refer to EIS 4900, APPENDIX B, for instructions. When the application is successfully registered, EIS displays the MEDICAID APPL REFERRAL QUESTIONS if the aid program/category is MAF, MIC, MAD, MPW, HSF, IAS, MQB, or MAB **AND** there is an individual under age 21 on the application.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REISSUED 09/01/97 - BY CHANGE NO. 03-98

I.A. (CONT'D)

1. Answer Y or N to the left of the MEDICAID APPL REFERRAL QUESTIONS, to be assisted in determining whether or not a referral to IV-D is appropriate for this application. Press PF2 to exit the referral process.
2. When a referral is keyed, an indicator is set on the application/case which creates the link with IV-D for future automatic exchanges of information between EIS and ACTS. If a referral is not keyed, an indicator is set on the application/case to show why a referral was not keyed. This is not displayed in EIS but is used for statistical purposes. No information is sent to IV-D for applications/cases/individuals for which a referral has not been keyed.

B. KEY A REFERRAL FROM THE 4D SELECTION MENU-This function is used to key a referral on a pending application that has previously been entered in EIS and to key a referral on an existing EIS case.

1. From the EIS Inquiry Menu, enter "4D" beside SELECTION. Press ENTER. The 4D Selection Menu will be displayed. Enter "S" beside KEY A REFERRAL. Enter the application number, without the G, of the pending application beside APPL # to key a referral for individual(s) on the application. Press ENTER. The MEDICAID APPL REFERRAL QUESTIONS will be displayed.

OR

Enter the case id of the existing EIS case beside CASE ID to key a referral for individual(s) on an active EIS case. Press ENTER. The MEDICAID CASE REFERRAL QUESTIONS will be displayed.

II. GENERAL INSTRUCTIONS

- A. Press PF2 at any time to get out of the referral/update screens without sending data to IV-D. **Do not clear the screen to get out of the referral process.**
- B. Most screens require the worker to select a response, rather than keying a text answer. To select a response, key "S".
- C. Key "Y" or "N" when a yes or no answer is required. If the yes or no answer is optional, key "Y" or leave blank.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REISSUED 09/01/97 - CHANGE NO. 03-98

II. (CONT'D)

- D. Dates must always be entered in MM DD CCYY format.
- E. Telephone numbers must always be entered with an area code.
Example: XXX XXX XXXX
- F. Social Security numbers must be entered as XXX XX XXXX.
- G. Dollar amounts must have decimal point and cents entered.
- H. Because counties have several different kinds of equipment, the keys on your keyboard may function differently. Press the appropriate key to move left to right on a line. Press the appropriate key to move up or down on the page.

Press ENTER to go to the next page of the referral. Press ENTER to send data to IV-D at the end of a referral or update/change.
- I. Once ENTER is pressed and a referral screen is no longer displayed, you cannot scroll backward to the screen. If an error is made or additional information needs to be added, and the application is still pending, correct the information using the 4D SELECTION MENU. The pending referral data displays and may be corrected, changed or updated as soon as the referral is completed. See EIS 4900, Part Three for instructions.

If the application has been approved, enter additional information using the 4D SELECTION MENU. Data entered on the previous referral does not display.
- J. Race codes:
 - A-Asian
 - B-Black
 - H-Hispanic
 - O-Unknown/other
 - W-White
 - I-American Indian
- K. Sex codes:
 - M-Male
 - F-Female
 - U-Unknown

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

II. (CONT'D)

- L. **Enter as much data as possible on the referral screens.** Even if only partial information is known, enter as much data as possible. For example, if the AP's employer is known, but not the address, enter the business name. Enter state in which AP's car is licensed and driver's license state even if tag number or driver's license numbers are not known. IV-D may be able to use the information to locate the absent parent.
- M. **An EIS Individual ID must be assigned or identified for each absent parent before beginning the referral.** Perform Name/SSN Search in EIS to identify/assign an EIS Individual ID before beginning the referral. See EIS 1056, Common Name Database, for instructions for identifying/assigning an EIS Individual ID.

Make every effort to identify an existing EIS Individual ID for the absent parent before assigning a new ID. It may be helpful to ask the client if the absent parent has other children and if so, who their mother is. You may be able to identify the absent parent and EIS Individual ID in ACTS using this information.

If the absent parent's name is UNKNOWN, and there is an existing ACTS case for this absent parent/child combination, use the EIS Individual ID in ACTS for the absent parent, rather than assigning a new one.

- N. **Inquire into ACTS, before beginning the referral, for each person on the application/case and each absent parent.** You may enter the individual's name, EIS Individual ID, or EIS Case ID on the ACTS INQUIRE CASE/PARTICIPANTS screen. If the person exists in ACTS, note the spelling of the name, date of birth, SSN and EIS Individual ID, if any. The PARTICIPANT DATA screen displays all this information.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REISSUED 08/01/01 - CHANGE NO. 02-02

II.N. (CONT'D)

For the EIS client and children, if the data in ACTS does not match EIS data, have IV-D correct the data before beginning the referral. Ensure the EIS Individual ID displays in ACTS for each person. Follow your county's procedures for contacting IV-D.

For the absent parent, if the data in ACTS does not match data provided by the client, key the referral with the EIS Individual ID found in ACTS for the absent parent. Send other names as aliases or on the NOTEPAD. Send other SSNs or dates of birth on the NOTEPAD.

This procedure ensures the individuals match existing participants in ACTS and allows the referral to process automatically. When ACTS has a participant named Bob Smith, and the referral is entered with Robert Smith, for the same individual, ACTS cannot tell that these are the same individual the way a person can. ACTS may assign duplicate MPI numbers and create duplicate IV-D cases.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 08/01/01 - CHANGE NO. 02-02

III. REFERRAL QUESTION SCREENS

NOTE: The same screens are used for referrals to IV-D and updates/changes to previous referrals. To key a referral, you must see the MEDICAID REFERRAL QUESTIONS displayed.

MEDICAID REFERRAL QUESTIONS FOR APPLICATIONS:

EJA984S2 NC DHR - ELIGIBILITY INFORMATION SYSTEM 08/03/2001
EJA984 MEDICAID APPL REFERRAL QUESTIONS 07:59:30

IS THE CARETAKER A MEDICAID APPLICANT/RECIPIENT OR HAS THE CARETAKER
IN A CHILD ONLY CASE REQUESTED CHILD SUPPORT SERVICES?

IS THE APPLICATION BEING REGISTERED WITHOUT COMPLETING AN INTERVIEW?

IS THERE AT LEAST ONE LIVING PARENT OF ANY CHILD INCLUDED ON THE
APPLICATION ABSENT FROM THE HOME?

IS THE CARETAKER RELATIVE AN MPW APPLICANT/RECIPIENT WHO IS NOT REQUESTING
CHILD SUPPORT SERVICES FOR OTHER CHILDREN?

IS THE CHILD IN ADOPTIVE PLACEMENT?

HAS THE INDIVIDUAL PROVIDED PROOF/VERIFICATION OF GOOD CAUSE FOR EVERY
ABSENT PARENT(S)?

DOES ANY CHILD INCLUDED IN THE APPL HAVE BOTH PARENTS LIVING IN THE HOME?

IS THE EIS CASEHEAD A CHILD RECIPIENT UNDER AGE 21, WHO LIVES WITH A
CARETAKER?

PF2: RETURN TO INQUIRY MENU

MEDICAID REFERRAL QUESTIONS FOR CASES:

EJA984S2 NC DHR - ELIGIBILITY INFORMATION SYSTEM 08/03/2001
EJA984 MEDICAID CASE REFERRAL QUESTIONS 07:59:30

IS THE CARETAKER A MEDICAID APPLICANT/RECIPIENT OR HAS THE CARETAKER
IN A CHILD ONLY CASE REQUESTED CHILD SUPPORT SERVICES?

IS THERE AT LEAST ONE LIVING PARENT OF ANY CHILD INCLUDED IN THE
CASE ABSENT FROM THE HOME?

IS THE CARETAKER RELATIVE AN MPW APPLICANT/RECIPIENT WHO IS NOT REQUESTING
CHILD SUPPORT SERVICES FOR OTHER CHILDREN?

IS THE CHILD IN ADOPTIVE PLACEMENT?

HAS THE INDIVIDUAL PROVIDED PROOF/VERIFICATION OF GOOD CAUSE FOR EVERY
ABSENT PARENT(S)?

DOES ANY CHILD INCLUDED IN THE CASE HAVE BOTH PARENTS LIVING IN THE HOME?

IS THE EIS CASEHEAD A CHILD RECIPIENT UNDER AGE 21, WHO LIVES WITH A
CARETAKER?

IS THIS AN ACTION FOR A NEW CASEHEAD/PAYEE AND THE OLD CASEHEAD PAYEE IS
BEING REFERRED AS AN ABSENT PARENT? IF YES, ENTER NEW CASEHEAD PAYEE
EIS INDIVIDUAL ID#:

PF2: RETURN TO INQUIRY MENU

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 08/01/01 - CHANGE NO. 02-02

III. (CONT'D)

A. The first question on the Application/Case Screens MUST be answered. Enter Y or N beside each question to be assisted in determining whether or not a referral is appropriate. If left blank, the system defaults to N. To exit without doing a referral, press PF2. EIS displays the EIS Inquiry Menu.

1. A Y answer to the following referral questions always causes the referral process to end. The referral screens do not display.

IS THE APPLICATION BEING REGISTERED WITHOUT COMPLETING AN INTERVIEW?

IS THE CARETAKER RELATIVE AN MPW APPLICANT/RECIPIENT WHO IS NOT REQUESTING CHILD SUPPORT SERVICES FOR OTHER CHILDREN?

IS THE CHILD IN ADOPTIVE PLACEMENT?

HAS THE APPLICANT PROVIDED PROOF/VERIFICATION OF GOOD CAUSE FOR EVERY ABSENT PARENT?

2. A N answer to the following referral questions always causes the referral process to end. The referral screens do not display.

IS THE CARETAKER A MEDICAID APPLICANT/RECIPIENT OR HAS THE CARETAKER IN A CHILD ONLY CASE REQUESTED CHILD SUPPORT SERVICES?

IS THERE AT LEAST ONE LIVING PARENT OF ANY CHILD INCLUDED ON THE APPLICATION ABSENT FROM THE HOME?

B. The referral questions are described below:

1. **IS THE CARETAKER A MEDICAID APPLICANT/RECIPIENT OR HAS THE CARETAKER IN A CHILD ONLY CASE REQUESTED CHILD SUPPORT SERVICES?** (This question must be answered.)

Y=The caretaker is a Medicaid Applicant/Recipient or has requested child support services in a child only case. The other questions will be evaluated as before to determine if a referral is to be sent.

N=The caretaker is not a Medicaid Applicant/Recipient or did not request child support services on a child only case. The referral screen is not displayed.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 08/01/01 - CHANGE NO. 02-02

III.B. (CONT'D)

2. **IS THE APPLICATION BEING REGISTERED WITHOUT COMPLETING AN INTERVIEW?** (This question is not displayed when doing a referral for an active case.)

Y=The interview has not been done. This may be because the client arrived in the DSS office too late in the day to be interviewed, application was mailed in to DSS, etc. You will not see the referral screens.

N or space=The client is present for the interview OR the interview was done at an outpost or home visit and the EIS caseworker is entering the referral from the paper form later.

3. **IS THERE AT LEAST ONE LIVING PARENT OF ANY CHILD INCLUDED ON THE APPLICATION/CASE ABSENT FROM THE HOME?**

Y=There is at least one parent absent from the home. Deprivation due to absence of a parent exists.

N or space=Deprivation exists for other reasons, such as death, unemployment or incapacity of the parent. You will not see the referral screens.

4. **IS THE CARETAKER RELATIVE AN MPW APPLICANT/RECIPIENT WHO IS NOT REQUESTING CHILD SUPPORT SERVICES FOR OTHER CHILDREN?**

Y=The MPW applicant/recipient chooses not to cooperate with Child Support Enforcement for other children. You will not see the referral screens.

N or space=The MPW applicant/recipient chooses to cooperate with Child Support Enforcement for other children.

5. **IS THE CHILD IN ADOPTIVE PLACEMENT?**

Y=Child's parents cannot be referred to IV-D. You will not see the referral screens.

N or space=Child's parents can be referred to IV-D, unless exempt for some other reason.

6. **DOES ANY CHILD INCLUDED IN THE APPL/CASE HAVE BOTH PARENTS LIVING IN THE HOME?**

Y=One or more of the children on the case has both parents in the home. The referral process continues after the children have been excluded from the referral because both parents are in the home.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

N or Space=None of the children on the
application/case have both parents in the home.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 08/01/01 - CHANGE NO. 02-02

7. HAS THE APPLICANT PROVIDED PROOF/VERIFICATION OF GOOD CAUSE FOR EVERY ABSENT PARENT?

Y=Good cause exists and has been verified for all AP's. Do not refer to IV-D. If this case has previously been referred to IV-D for this AP and Good Cause is being established for this AP for the first time, notify IV-D. Refer to the Child Support section of the Medicaid Policy Manual. You will not see the referral screens.

N or space=Good cause is not claimed, is not yet verified, or is not verified for all AP's. If good cause is claimed, but not yet verified, notify IV-D that the good cause claim is pending. The REQUIRED CLIENT DATA screen in the referral process allows entry of indicators for good cause.

If good cause exists and has been verified for one or more AP's but there are other AP's to be referred to IV-D, enter "N" or space. Do not refer the AP(s) for which good cause has been verified.

8. IS THE EIS CASEHEAD A CHILD RECIPIENT UNDER AGE 21, WHO LIVES WITH A CARETAKER?

Y=This is an application/case with only one individual on it, who is a child recipient under age 21 and it is NOT an add-on application. (Example: MAD, MQB, MPW, or MAB) The child actually lives with a parent or other caretaker who is not included in EIS on this application/case. The CLIENT DATA SCREEN displays with no client name or demographic data. The caseworker enters the client's (casehead/payee's) name and demographic data on the client screen. Do not answer Y if this is an HSF or IAS case.

N or space=This is an MIC or MAF application/case and the caretaker is casehead/payee, OR an HSF or IAS case, OR this is a child/teenager who does not live with a parent or other caretaker. For an application, the name of the individual on line 1 of the DSS-8124 is brought forward as the CASEHEAD PAYEE NAME on the CLIENT DATA SCREEN. For an existing case, the CASEHEAD PAYEE NAME is brought forward to the CLIENT DATA SCREEN. The child's name displays in appropriate locations for child's name.

DO NOT ENTER another client name for HSF and IAS cases. ACTS automatically enters the county DSS as the client name.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 08/01/01 - CHANGE NO. 02-02

III.B. (CONT'D)

9. IS THIS AN ACTION FOR A NEW CASEHEAD/PAYEE AND THE OLD CASEHEAD/PAYEE IS BEING REFERRED AS AN ABSENT PARENT? IF YES, ENTER NEW CASEHEAD PAYEE EIS INDIVIDUAL ID#. (This question is not displayed when keying a referral for an application.)

Y=The casehead/payee currently on the active EIS case is being replaced by a new casehead/payee. The old casehead/payee is being referred as an absent parent. Enter the EIS Individual ID for the new casehead/payee on the question screen. The new casehead/payee's individual data displays on the client screen.

EXAMPLE: Mother leaves the Medicaid household. Grandmother is now the payee for the children, and Mother is referred as absent parent.

If this referral is done after the new payee is in EIS as the payee for the case, the referral can be done as usual. From the 4D SELECTION MENU, select "KEY A REFERRAL" and enter the case id of the EIS case. Do not answer "Y" to this question on the MEDICAID REFERRAL QUESTIONS screen. EIS displays the new client's information on the CLIENT DATA SCREEN.

N or space=This is not an action to replace the EIS casehead/payee.

When these questions have been answered, press ENTER. EIS displays either the referral screens or the EIS Inquiry Menu, depending on how the questions were answered. Press PF2 at any time to get out of the referral process without sending a referral.

IV. REFERRAL SCREENS

The following screens display in the referral process and the process to send changed/updated data to IV-D. Enter data on these screens to complete the automated referral to IV-D, TO UPDATE DATA ON A PENDING REFERRAL and to update data sent on a previous referral. All screens are not necessarily displayed during the actual process. Certain screens only display when a question on a previous screen is answered a certain way.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 08/01/01 - CHANGE NO. 02-02

IV. A.
982S3-DEPRIVED CHILDREN

EJA982S3	NC DHR - ELIGIBILITY INFORMATION SYSTEM	08/03/2001
EJA982	DEPRIVED CHILDREN	07:59:30
EIS CASE ID: 99999999	CASEHEAD NAME: UP	MAMA
PUT AN "S" BESIDE THE CHILDREN WHO HAVE BOTH PARENTS IN THE HOME. THE SELECTED CHILDREN ARE EXCLUDED FROM THE REFERRAL:		
DEPRIVED	CHILDREN	000099999K
BIGGER	CHILDREN	000099999L
LOTSA	CHILDREN	000099999P
MORE	CHILDREN	000099999N
PF2: RETURN TO INQUIRY MENU		

This screen displays in the referral process when the MEDICAID REFERRAL question about both parents living in the home is answered Y.

Enter "S" beside any children that have both parents living in the home. The selected children will not be included in the referral to IV-D.

→ There are no required entries on this screen.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REISSUED 08/01/01 - CHANGE NO. 02-02

IV. B.
983S1-REQUIRED CLIENT DATA

EJA983S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	03/24/1994
EJA983	REQUIRED CLIENT DATA	09:55:25
EIS WORKER #: KTB	CASEHEAD ID: 9999999999	
EIS CASE ID: 99999999	IV-D AGENT ID:	
CASEHEAD PAYEE NAME: CORN	COBB	
DATE OF BIRTH: 01-01-1954		
RACE: W		
SEX: F		
SSN: 999-99-9999		
CASEHEAD ADDRESS1: 695 PALMER DR	AS OF:	
ADDRESS2:		
CITY: RALEIGH	COUNTY NO: 01	STATE: NC ZIP: 44444-0000
CASEHEAD/CLIENT WORK PHONE:		
DO YOU HAVE ANY OTHER INFORMATION ABOUT THE CASEHEAD PAYEE TO SEND TO IV-D?		
PF2: RETURN TO INQUIRY MENU		
PLEASE ENTER SCREEN INFORMATION		

Use this screen to enter additional data that is not in EIS related to the casehead/payee. Data may be entered for a casehead included in the application/case as a recipient or a payee only.

If this is an application/case with only one individual on it, and you have answered Y to IS THE EIS CASEHEAD A CHILD RECIPIENT UNDER AGE 21, WHO LIVES WITH A CARETAKER? on the MEDICAID REFERRAL QUESTIONS screen, the CASEHEAD PAYEE NAME, CASEHEAD ID and demographic data will not be brought forward to this screen. The caseworker must enter the name and demographic data of the child's caretaker on this screen. This individual becomes the ACTS client.

 DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. B. (CONT'D)-REQUIRED CLIENT DATA

If this is a case where you are changing casehead/payees, and you have answered Y to IS THIS AN ACTION FOR A NEW CASEHEAD/PAYEE AND THE OLD CASEHEAD/PAYEE IS BEING REFERRED AS AN ABSENT PARENT?, on the MEDICAID REFERRAL QUESTIONS screen, EIS displays the new casehead/payee's individual data on this screen.

If this is a case where you are changing casehead/payees, and you entered the new casehead/payee's EIS Individual ID on the IVD Menu under KEY A REFERRAL, EIS displays the new casehead/payee's individual data on this screen.

- The following information is required on this screen:
 - Enter Y or N for the question at the bottom of the screen.

REQUIRED CLIENT DATA SCREEN	
FIELD NAME	DESCRIPTION OF DATA TO BE ENTERED
IV-D AGENT ID	The worker number of the IV-D agent assigned to this case.
CASEHEAD PAYEE NAME	This is the caretaker with whom the child lives, if any. This person becomes the ACTS client.
DATE OF BIRTH	The date of birth of the client
RACE	The race of the client
SEX	The gender of the client
SSN	The Social Security number of the client
AS OF	The date the client began living at this address
CASEHEAD/CLIENT WORK PHONE	The client's work phone number

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. C.

400S1-ADDITIONAL CLIENT DATA

EJA400S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	03/28/1994
EJA983	ADDITIONAL CLIENT DATA	11:30:46
EIS WORKER #: KTB	CASEHEAD ID: 9999999999	
CASEHEAD PAYEE NAME: CORN	COBB	
EIS CASE ID: 99999999		IV-D AGENT ID:
MAIDEN NAME:		
SECONDARY NAME:		
FOOD STAMP CASE NUMBER:		SSI? SSA?
HOME ADDRESS: SAME AS MAILING ADDRESS ON THE APPLICATION AND SCREEN 1?		
ADDRESS1:		CLIENT HOME PHONE:
ADDRESS2:		AS OF:
CITY:	STATE:	ZIP:
EMPLOYER NAME :		EMPLOYER PHONE:
EMPLOYER ADDR1:		
EMPLOYER ADDR2:		
EMPLOYER CITY :	STATE:	ZIP:
WAGES:		
PF2: RETURN TO INQUIRY MENU		

This screen displays in the referral process if the OTHER INFORMATION question at the bottom of the REQUIRED CLIENT DATA screen is answered Y. Use this screen to enter additional data not contained in EIS about the client.

- The following information is required on this screen:
 - Enter Y or N for HOME ADDRESS: SAME AS MAILING ADDRESS ON THE APPLICATION AND SCREEN 1?

 DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. C. (CONT'D)

ADDITIONAL CLIENT DATA SCREEN	
FIELD NAME	DESCRIPTION OF DATA TO BE ENTERED
IV-D AGENT ID	The worker number of the IV-D agent for this case
MAIDEN NAME	Last name of client at birth
SECONDARY NAME	Another name other than a person's legal name, by which they are or have been known, such as another married name, for a woman, or any other name a person has used
FOOD STAMP CASE NUMBER	Case number of the Food Stamp case in which this family receives benefits
SSI?	Supplemental Security Income - Enter Y or N to indicate whether or not the client currently receives SSI benefits
SSA?	Social Security Administration- Enter Y or N to indicate whether or not the client currently receives Social Security benefits (RSDI)
ADDRESS1	Client's home address, if different from mailing address
CLIENT HOME PHONE	Telephone number at client's residence
ADDRESS2	Second line of client's home address
AS OF	The date when the individual began living at this address
CITY	Self-explanatory
EMPLOYER NAME	Name of business where client is employed
EMPLOYER PHONE	Telephone number of business where client is employed
EMPLOYER ADDR1	Address of business where client is employed
EMPLOYER ADDR2	Second line of client's employer's address, ie Building #, Suite #, etc.
EMPLOYER CITY	City in which client's employer is located
STATE	Self-explanatory
ZIP	Self-explanatory
WAGES	Monthly gross wages of client

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. D.

401S1-LIST OF ABSENT PARENTS

EJA401S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	10/01/1996
EJA983	LIST OF ABSENT PARENTS	10:02:42
EIS WORKER #: KTB	CASEHEAD ID: 9000000001	IV-D AGENT ID:
CASEHEAD NAME: WENDY	R WAKEFOREST	EIS CASE ID: 98989898
EIS IND ID:	NAME:	
RACE: SEX: BIRTHDATE:	AGE:	ACTS MPI ID:
EIS IND ID:	NAME:	
RACE: SEX: BIRTHDATE:	AGE:	ACTS MPI ID:
EIS IND ID:	NAME:	
RACE: SEX: BIRTHDATE:	AGE:	ACTS MPI ID:
EIS IND ID:	NAME:	
RACE: SEX: BIRTHDATE:	AGE:	ACTS MPI ID:
EIS IND ID:	NAME:	
RACE: SEX: BIRTHDATE:	AGE:	ACTS MPI ID:
ARE THERE ANY MORE ABSENT PARENTS FOR THIS CASE?		
PF2: RETURN TO INQUIRY MENU		

This screen displays in the referral process after the REQUIRED CLIENT DATA or ADDITIONAL CLIENT DATA screen. Use this screen to list the absent parent(s) of children on this application/case. Enter the EIS Individual ID for each absent parent. See EIS 1056, Common Name Database for instructions for identifying/assigning an EIS Individual ID. A maximum of 15 absent parents per application/case can be entered.

- The following information is required:
 - Enter at least one absent parent EIS Individual ID.
 - Enter Y or N for the question at the bottom of the page.

 DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. D. (CONT'D)

EIS displays the individual data from the Common Name Database for the EIS Individual ID(s) entered. Review the individual information to ensure it is correct.

EJA401S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	10/01/1996
EJA983	LIST OF ABSENT PARENTS	10:02:42
EIS WORKER #: KTB	CASEHEAD ID: 9000000001	IV-D AGENT ID:
CASEHEAD NAME: WENDY	R WAKEFOREST	EIS CASE ID: 98989898
EIS IND ID:999999999T	NAME:AP	UNKNOWN
RACE: B	SEX: M	BIRTHDATE: 01011952
	AGE: 44	ACTS MPI ID:
EIS IND ID:	NAME:	
RACE:	SEX:	BIRTHDATE:
	AGE:	ACTS MPI ID:
EIS IND ID:	NAME:	
RACE:	SEX:	BIRTHDATE:
	AGE:	ACTS MPI ID:
EIS IND ID:	NAME:	
RACE:	SEX:	BIRTHDATE:
	AGE:	ACTS MPI ID:
EIS IND ID:	NAME:	
RACE:	SEX:	BIRTHDATE:
	AGE:	ACTS MPI ID:
ARE THERE ANY MORE ABSENT PARENTS FOR THIS CASE? N		
IS ALL DATA CORRECT? IF DATA IS INCORRECT, PLEASE CORRECT AND PRESS ENTER.		
PF2: RETURN TO INQUIRY MENU		

If data is correct, answer the question at the bottom, IS ALL DATA CORRECT? by entering a Y.

If you have miskeyed an Individual ID number, key the correct number over the incorrect one and press ENTER. EIS displays data from the Common Name Database for the new Individual ID.

When all data is correct, answer Y for IS ALL DATA CORRECT? Press ENTER.

LIST OF ABSENT PARENTS SCREEN	
FIELD NAME	DESCRIPTION OF DATA TO BE ENTERED
IV-D AGENT ID	The worker number of the IV-D agent assigned to this case
EIS IND ID	The EIS Individual ID for the absent parent
NAME, RACE, SEX, BIRTHDATE	Absent parent info-EIS displays from Common Name Database
AGE	The age of the absent parent. Enter this only if the date of birth is not known. (If data of birth is entered, EIS calculates AGE.)

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. E.

402S1-EIS AP/CHILD RELATIONSHIPS

EJA402S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	03/24/1994
EJA983	EIS AP/CHILD RELATIONSHIPS	09:59:06
EIS WORKER #:	KTB ABSENT PARENT ID: 999999999	
	AP NAME: AP UNK	
EIS CASE ID:	99999999	IV-D AGENT ID:
CHILDREN IN CASE-CHOOSE THE CHILDREN ASSOCIATED WITH THIS ABSENT PARENT BY KEYING AN "S" IN THE SPACE TO THE LEFT:		
EIS NAME	EIS ID	RELATIONSHIP OF AP TO CHILD
TY	COBB	999999999S MOTHER LEGAL FATH PUT FATH
JUNIOR	COBB	888888888P MOTHER LEGAL FATH PUT FATH
		MOTHER LEGAL FATH PUT FATH
		MOTHER LEGAL FATH PUT FATH
		MOTHER LEGAL FATH PUT FATH
IS THERE SUPPORT ORDER INFORMATION FOR THIS ABSENT PARENT?		
IS THERE MORE INFORMATION FOR THIS ABSENT PARENT?		
PF2: RETURN TO INQUIRY MENU		

This screen displays in the referral process after the LIST OF ABSENT PARENTS screen. Use this screen to indicate which children belong to an AP and the AP's relationship to them.

EIS displays the name and EIS Individual ID of the first AP listed on the LIST OF ABSENT PARENTS at the top of the screen. Once all information has been entered on the referral for the first AP, this screen displays for the second AP, if any, and the referral information for the second AP can be entered. This continues until all AP's listed on the LIST OF ABSENT PARENTS screen have been displayed and all information has been entered into the referral for each one.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. E. (CONT'D)

- The following information is required on this screen:
 - At least one child must be selected as belonging to the AP listed at the top. Enter an "S" to the left of the child's name to indicate the child belongs to this AP.
 - Select one and only one relationship of this AP to this child. Enter an "S" to the left of the appropriate relationship.
 - Enter Y or N for each of the two questions at bottom of screen.

EIS AP/CHILD RELATIONSHIPS SCREEN	
FIELD NAME	DESCRIPTION OF DATA TO BE ENTERED
IV-D AGENT ID	The worker number of the IV-D agent assigned to this case
MOTHER	The mother of the child
LEGAL FATH	The legal father of the child, as determined by marriage to the mother at the time of the child's birth or establishment of paternity
PUT FATH	The putative father of the child, to whom the mother is not married at the time of the child's birth or for whom paternity has not been established

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. F.

410S1-AP SUPPORT ORDER DATA

EJA410S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	03/24/1994
EJA983	AP SUPPORT ORDER DATA	10:16:35
EIS WORKER #:	KTB	ABSENT PARENT ID: 9999999999
	AP NAME: AP	UNK
EIS CASE ID:	99999999	IV-D AGENT ID:
COURT ORDER DOCKET NUMBER:		ORDER EFFECTIVE DATE:
COURT NAME:		
SUPPORT TYPE:	PAYMENT FREQUENCY:	PAYMENTS MADE THROUGH:
CHILD	WEEKLY	COURT
MONEY FOR MEDICAL	BI-WEEKLY	DHR
MEDICAL INSURANCE	BI-MONTHLY	DIRECT TO RECIPIENT
SPOUSAL	SEMI-MONTHLY	CLIENT TURNS OVER TO DHR
	MONTHLY	RETAINED BY CLIENT
	ANNUALLY	
	QUARTERLY	
	SEMI-ANNUALLY	
AMT OF SUPPORT ORDERED/MODIFIED:		AMT OF ARREARAGE:
LAST PAYMENT AMT:		LAST PAYMENT DATE:
PF2: RETURN TO INQUIRY MENU		

This screen displays in the referral process when the answer to the SUPPORT ORDER question on the EIS AP/CHILD RELATIONSHIPS screen is Y. Use this screen to enter support order data. There can be only one type of support per screen. There can be as many as three types of support per docket number. Enter an "S" to select appropriate data related to this court order.

- There are no required entries on this screen.

 DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. F. (CONT'D)

AP SUPPORT ORDER DATA SCREEN	
FIELD NAME	DESCRIPTION OF DATA TO BE ENTERED
IV-D AGENT ID	The worker number of the IV-D agent assigned to this case.
COURT ORDER DOCKET NUMBER	The number used by the court system to identify individual actions
ORDER EFFECTIVE DATE	The date a support order is entered
COURT NAME	The name of the court where an action occurred
SUPPORT TYPE:	Section title only-Select one from the list below.
CHILD (SUPPORT)	Money paid by a parent for the support of a child
MONEY FOR MEDICAL	Money paid towards medical bills for a dependent
MEDICAL INSURANCE	Provision of health insurance for a dependent
SPOUSAL (SUPPORT)	Money paid by one spouse for the other spouse
PAYMENT FREQUENCY:	Section title only-Select one from the list below.
PAYMENTS MADE THROUGH:	Section title only-Select one from the list below.
COURT (PAYMENT MADE THROUGH)	Used to indicate support paid through court
DHR	The procedure for paying support payments directly to DHR, not to a court or individual
DIRECT TO RECIPIENT	Support paid by a parent directly to the client rather than through Clerk of Court or IV-D
CLIENT TURNS OVER TO DHR	Procedure for client to pay to DHR all child support received directly by her, not retaining it herself. Usually found on out of state orders.
RETAINED BY CLIENT	The support payments are paid directly to the client and kept by the client
AMT OF SUPPORT ORDERED/MODIFIED	Amount of support ordered to be paid per payment period on original order or modified order
AMT OF ARREARAGE	The client's statement of the amount of back child support owed
LAST PAYMENT AMT	Amount of last support payment
LAST PAYMENT DATE	Date last support payment received by client

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. G.

410S2-SUPPORT ORDER CHILDREN

EJA410S2	NC DHR - ELIGIBILITY INFORMATION SYSTEM	03/24/1994
EJA983	SUPPORT ORDER CHILDREN	10:17:51
	ABSENT PARENT ID: 9999999999	
	AP NAME: AP	UNK
PUT AN "S" BESIDE THE CHILDREN FOR WHOM THE SUPPORT ORDER WAS ISSUED:		
TY	COBB	999999999S
JUNIOR	COBB	888888888P
HAS THIS AP BEEN ORDERED TO PROVIDE ANOTHER TYPE OF SUPPORT?		
PF2: RETURN TO INQUIRY MENU		

This screen displays after the AP SUPPORT ORDER DATA screen displays. Use this screen to indicate which children are included in the support order entered on the previous screen. Enter an "S" to select appropriate children.

- The following information is required on this screen:
 - (No child/individual under 21 is required to be selected, as this may be spousal support.)
 - Enter Y or N for the question at the bottom of the screen.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

THIS PAGE INTENTIONALLY LEFT BLANK

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. H.
403S1-AP INDIVIDUAL DATA

EJA403S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	03/24/1994			
EJA983	AP INDIVIDUAL DATA	10:19:07			
EIS WORKER #:	KTB	ABSENT PARENT ID: 9999999999			
	AP NAME: AP	UNK			
EIS CASE ID:	99999999	IV-D AGENT ID:			
ALIAS:		MAIDEN NAME:			
SECONDARY NAME:					
RELATIONSHIP OF	SPOUSE	UNCLE/AUNT	SIBLING	CHILD	COUSIN
AP TO CASEHEAD:	GRANDCHILD	PARENT	NEPHEW/NIECE	OTHER	
GOOD CAUSE CD:	PENDING	APPROVED	DENIED		
MARRIAGE DATE:				SEPARATION/DIVORCE DATE:	
MAILING ADDRESS:				HOME ADDRESS:	
ADDR1:				ADDR1:	
ADDR2:				ADDR2:	
CITY:				CITY:	
STATE:	ZIP:			STATE:	ZIP:
INTN"L COUNTRY:				INTN"L COUNTRY:	
INTN"L ZIP:				INTN"L ZIP	
MAILING ADDRESS AS OF DATE:				HOME ADDRESS AS OF DATE:	
WORK PHONE:				HOME PHONE:	
IS THERE MORE INFORMATION FOR THIS ABSENT PARENT?					
PF2: RETURN TO INQUIRY MENU					

This screen displays in the referral process after the EIS AP/CHILD RELATIONSHIPS screen if the answer to the SUPPORT question is N and the answer to the MORE INFORMATION question is Y.

This screen displays after the SUPPORT ORDER CHILDREN screen if the answer to both questions is Y. Use this screen to enter additional information about the absent parent.

- The following information is required on this screen:
 - Enter Y or N for the question at the bottom of the screen.

 DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. H. (CONT'D)

AP INDIVIDUAL DATA SCREEN	
FIELD NAME	DESCRIPTION OF DATA TO BE ENTERED
IV-D AGENT ID	The worker number of the IV-D agent assigned to this case
ALIAS	Another name, other than a person's legal name, by which they are or have been known , a nickname
MAIDEN NAME	The AP's last name at birth
SECONDARY NAME	Another name other than a person's legal name, by which they are or have been known, such as another married name, for a woman, or any other name a person has used
RELATIONSHIP OF AP TO CASEHEAD	Relationship of AP to the casehead/payee..such as child, husband, etc.
GOOD CAUSE CD	Enter S to the left of the appropriate Good Cause Code, pending, approved, denied.
MARRIAGE DATE	The date the AP and casehead/payee were married, if applicable
SEPARATION/DIVORCE DATE	The date the AP and casehead/payee were separated or divorced, if applicable
MAILING ADDRESS	The address at which the AP receives mail-This field is the title of the section only. Fields under MAILING ADDRESS are for mailing address to be entered.
HOME ADDRESS	The address at which the AP actually lives-This field is the title of the section only. Fields under HOME ADDRESS are for home address to be entered.
ADDR1	First line of address
ADDR2	Additional line of address
INTN"L COUNTRY	The country, other than the US, in which the individual resides
INTN"L ZIP	The zip code for the country, other than the US, in which the individual resides
MAILING ADDRESS AS OF DATE	The date when the AP began receiving mail at the address
WORK PHONE	AP's telephone number at work
HOME ADDRESS AS OF DATE	The date the AP began living at the stated address
HOME PHONE	The telephone number at the AP's residence

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. I.

404S1-MORE AP INDIVIDUAL DATA

EJA404S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	03/24/1994			
EJA983	MORE AP INDIVIDUAL DATA	10:20:44			
EIS WORKER #:	KTB	ABSENT PARENT ID: 9999999999			
	AP NAME: AP	UNK			
EIS CASE ID:	99999999	IV-D AGENT ID:			
BIRTH - CITY:	COUNTY:	STATE:			
DRIVER LIC #:	STATE:	SSN:			
LICENSE PLATE #:	STATE:	SSI? SSA?			
HEIGHT:	WEIGHT:	IDENTIFYING MARKS:			
HAIR COLOR:	BALD	GREY	EYE COLOR:	BLACK	GREY
	BLACK	RED		BLUE	HAZEL:
	BLOND	UNKNOWN		BROWN	UNKNOWN:
	BROWN			GREEN	
PROVIDES INKIND SUPPORT?		PROVIDES DIRECT SUPPORT?		ON AFDC?	
USUAL OCCUPATION					
IS THERE EMPLOYMENT INFORMATION FOR THIS ABSENT PARENT?					
IS THERE MILITARY SERVICE INFORMATION ABOUT THIS ABSENT PARENT?					
IS THERE MORE INFORMATION ABOUT THIS ABSENT PARENT?					
PF2: RETURN TO INQUIRY MENU					

This screen displays in the referral process after the AP INDIVIDUAL DATA screen if the MORE INFORMATION question at the bottom of that screen is answered Y. Use this screen to enter additional information about the AP.

- The following information is required on this screen:
 - Enter Y or N for each of the three questions at the bottom of the screen.

 DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. I. (CONT'D)

MORE AP INDIVIDUAL DATA SCREEN	
FIELD NAME	DESCRIPTION OF DATA TO BE ENTERED
IV-D AGENT ID	The worker number of the IV-D agent assigned to this case
BIRTH-CITY	The city in which this individual was born
COUNTY	The county in which this individual was born-enter county number, up to 3 digits. Lead zero allowed but not required.
STATE	Self explanatory
DRIVER LIC #	The AP's driver's license number
SSN	The AP's Social Security number
LICENSE PLATE #	The tag number on an AP's license plate
SSI?	Supplemental Security Income - Enter Y or N to indicate whether or not the AP currently receives SSI benefits
SSA?	Social Security Administration- Enter Y or N to indicate whether or not the AP currently receives Social Security benefits (RSDI)
HEIGHT	The physical height of this individual, 5 spaces. Can be 6' 3", 74", 6ft3, or any other combination of letters or numbers
WEIGHT	The weight of this individual-up to 3 numbers.
IDENTIFYING MARKS	Scars, tattoos, birthmarks, etc If more space is needed, enter SEE NOTES and enter data on the NOTEPAD.
HAIR COLOR	Color of AP's hair, if any
EYE COLOR	Color of AP's eyes
PROVIDES IN KIND SUPPORT?	Whether or not the AP pays support in goods, rather than money, such as milk and Pampers
PROVIDES DIRECT SUPPORT?	Whether or not the AP pays support directly to the client
ON AFDC?	Whether or not the AP is on AFDC
USUAL OCCUPATION	The AP's usual occupation, such as salesman, brick mason, etc.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. J.
405S1-AP EMPLOYMENT DATA

EJA405S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	03/24/1994
EJA983	AP EMPLOYMENT DATA	10:22:50
EIS WORKER #: KTB	INDIVIDUAL ID: 9999999999	
INDIVIDUAL NAME: AP	UNK	
EIS CASE ID: 99999999	IV-D AGENT ID:	
EMPLOYERS:		
NAME:	PH:	BEG DATE:
ADDR1:	ADDR2:	
CITY:	STATE:	ZIP:
WAGES:		
NAME:	PH:	BEG DATE:
ADDR1:	ADDR2:	
CITY:	STATE:	ZIP:
WAGES:		
IS THERE MORE INFORMATION FOR ADDITIONAL EMPLOYERS?		
PF2: RETURN TO INQUIRY MENU		

This screen displays in the referral process if the answer to the EMPLOYMENT question on the MORE AP INDIVIDUAL DATA screen is Y. Use this screen to enter information about the AP's current and/or previous employment. Enter most current employer first.

- The following information is required:
 - Enter Y or N for the question at the bottom of the screen.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. J. (CONT'D)

AP EMPLOYMENT DATA SCREEN	
FIELD NAME	DESCRIPTION OF DATA TO BE ENTERED
IV-D AGENT ID	The worker number of the IV-D agent assigned to this case
EMPLOYERS	(Nothing can be entered here. This is just a title for the section.)
NAME	Name of the business where the AP is employed
PH	Employer's phone number
BEG DATE	The date the AP began working with this employer
ADDR1	The first line of the address of the AP's employer
ADDR2	The second line of the AP's employer's address, such as Building, Suite, etc
CITY	Self-explanatory
STATE	Self-explanatory
ZIP	Self-explanatory
WAGES	The AP's gross monthly wages

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. K.
406S1-AP MILITARY DATA

EJA406S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	03/24/1994
EJVA983	AP MILITARY DATA	10:24:02
EIS WORKER #:	KTB ABSENT PARENT ID: 9999999999	
	AP NAME: AP UNK	
EIS CASE ID:	99999999	IV-D AGENT ID:
	MILITARY BRANCH:	STATUS:
ARMY	ARMY RESERVES	ACTIVE
NAVY	NAVY RESERVES	DISABLED
AIR FORCE	MARINE RESERVES	RETIRED
COAST GUARD	AIR FORCE RESERVES	ENLISTED
MARINE CORP	NATIONAL OCEANIC AND	NONACTIVE
ARMY NATIONAL GUARD	ATMOSPHERIC ADMINISTRATION	UNKNOWN
NAVY NATIONAL GUARD		
MARINE NATIONAL GUARD	PUBLIC HEALTH SERVICES	
AIR FORCE NATIONAL GUARD	UNKNOWN	
SERVICE END DATE:		
PF2:	RETURN TO INQUIRY MENU	

This screen displays in the referral process when the MILITARY SERVICE question on MORE AP INDIVIDUAL DATA screen is answered Y. Use this screen to enter data related to the AP's military service.

Enter an "S" to the left of the appropriate branch of the military in which AP is currently or was previously serving.

Enter an "S" to the left of the appropriate status.

- There are no required entries on this screen.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. K. (CONT'D)

AP MILITARY DATA SCREEN	
FIELD NAME	DESCRIPTION OF DATA TO BE ENTERED
IV-D AGENT ID	The worker number of the IV-D agent assigned to this case
MILITARY BRANCH	Section title-nothing can be entered here. Select one of the options listed
STATUS	Section title-nothing can be entered here. Select one of the options listed
SERVICE END DATE	The date of discharge from military service

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. L.
407S1-AP CRIMINAL DATA

EJA407S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	03/24/1994
EJA983	AP CRIMINAL DATA	10:25:09
EIS WORKER #:	KTB	ABSENT PARENT ID: 9999999999
	AP NAME: AP	UNK
EIS CASE ID:	99999999	IV-D AGENT ID:
NAME OF BANK:		
ACCOUNT TYPE:	CHECKING SAVINGS MONEY MARKET CHECKING	
PLACE OF ARREST - CITY:		STATE:
CONVICTED OF CRIME?	CONVICTION TYPE:	CONVICTION DATE:
	FELONY	
ON PROBATION?	MISDEMEANOR	
PRISON/JAIL NAME:		
PRISON/JAIL ADDRESS:		
PRISON/JAIL CITY:		STATE: ZIP:
IS THERE MORE INFORMATION FOR THIS ABSENT PARENT?		
PF2: RETURN TO INQUIRY MENU		

This screen displays in the referral process when the MORE INFORMATION question on the MORE AP INDIVIDUAL DATA screen is answered Y. Use this screen to enter data about the AP's bank accounts and criminal record data.

Enter an "S" to the left of the appropriate ACCOUNT TYPE to indicate the type of bank account AP owns, if any.

CONVICTED OF CRIME? and ON PROBATION? require only a "Y" or blank.

Enter an "S" to the left of FELONY or MISDEMEANOR to indicate the CONVICTION TYPE.

Other fields are self-explanatory and accept a text answer.

- The following data is required on this screen:
 - Enter Y or N for the question at the bottom of the screen.

 DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. L. (CONT'D)

AP CRIMINAL DATA SCREEN	
FIELD NAME	DESCRIPTION OF DATA TO BE ENTERED
IV-D AGENT ID	The worker number of the IV-D agent assigned to this case
NAME OF BANK	The name of the bank where AP's account is located.
CHECKING	A bank account on which checks can be drafted
SAVINGS	A bank account for the purpose of saving money
MONEY MARKET CHECKING	A draft account against a money market account
PLACE OF ARREST-CITY	The city where an AP was arrested
CONVICTED OF CRIME?	Whether or not an AP was convicted of a crime
CONVICTION TYPE	Select felony or misdemeanor
CONVICTION DATE	The date the AP was convicted of a crime
FELONY	Type of crime, more serious than misdemeanor
ON PROBATION?	Whether or not the AP is currently on probation
MISDEMEANOR	Type of crime, less serious than a felony
PRISON/JAIL ADDRESS	The address of the prison or jail in which the AP has been or is currently incarcerated
PRISON/JAIL CITY	The city in which the prison or jail is located in which the AP has been or is currently incarcerated
PRISON/JAIL NAME	The name of the prison or jail in which the AP has been or is currently incarcerated
STATE	Self-explanatory
ZIP	Self-explanatory

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. M.

408S1-AP SPOUSE/PARENT DATA

EJA408S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	03/24/1994
EJA983	AP SPOUSE/PARENT DATA	10:26:34
EIS WORKER #:	KTB	ABSENT PARENT ID: 9999999999
	AP NAME: AP	UNK
EIS CASE ID:	99999999	IV-D AGENT ID:
FATHER'S NAME:		
MOTHER'S NAME:		
PARENT'S ADDR1:		
PARENT'S ADDR2:		
	CITY:	STATE: ZIP:
INT"L COUNTRY:		INT"L ZIP:
MOST RECENT SPOUSE NAME:		
MOST RECENT SPOUSE MARRIAGE DATE:		
MOST RECENT SPOUSE SEPARATION/DIVORCE DATE:		
PF2: RETURN TO INQUIRY MENU		

This screen displays in the referral process when the MORE INFORMATION question on the MORE AP INDIVIDUAL DATA screen is answered Y. Use this screen to enter data about the AP's parent(s) and most recent spouse other than the client.

NOTE: Only one space is provided for parent's address. If parents live at different addresses, enter one address on this screen and the other on the NOTEPAD.

- There are no required entries on this screen.

 DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REISSUED 09/01/97 - CHANGE NO. 03-98

IV. M. (CONT'D)

AP SPOUSE PARENT DATA SCREEN	
FIELD NAME	DESCRIPTION OF DATA TO BE ENTERED
IV-D AGENT ID	The worker number of the IV-D agent assigned to this case
FATHER'S NAME	The father of an absent parent
MOTHER'S NAME	The mother of an absent parent- Enter mother's maiden name as middle name.
PARENT'S ADDR1	The mailing address of either of the AP's parents
PARENT" ADDR2	The second line of the AP's parent's address
CITY	The city in which AP's parent lives
STATE	Self-explanatory
ZIP	Self-explanatory
INT"L COUNTRY	The country, other than the US, in which the AP's parents live
INT"L ZIP	The zip code of the country, other than the US, in which the AP's parents live
MOST RECENT SPOUSE NAME	The name of the person to whom the AP was most recently married, other than the client
MOST RECENT SPOUSE MARRIAGE DATE	The date of the AP's most recent marriage to someone other than the client
MOST RECENT SPOUSE SEPARATION/DIVORCE DATE	The date of separation or divorce of the AP from the most recent spouse other than the client

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. N.

409S1-CHILDREN BEING REFERRED

EJA409S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	03/24/1994		
EJA983	CHILDREN BEING REFERRED	10:28:05		
EIS WORKER #: KTB	CHILD"S ID: 99999999S			
CHILD"S NAME: TY	COBB			
EIS CASE ID: 99999999		IV-D AGENT ID:		
DOB: 03/23/1989	RACE: W	SEX: M	SSN: 000-00-0000	
RELATIONSHIP OF CHILD:	CHILD:	GRANDCHILD:	NIECE/NEPHEW:	SIBLING:
CHILD TO CASEHEAD:	COUSIN:	OTHER:		
IS CHILD'S MINOR PARENT A PARTICIPANT ON THIS CASE?				
MINOR PARENT'S ID NUMBER:		NAME:		
SSI?	SSA?	FOOD STAMP CASE NUMBER:	SIS #:	
BIRTH - CITY:		COUNTY:	STATE:	
STATE OF CONCEPTION:		WAS THE CHILD BORN OUT OF WEDLOCK?		
FATHER ON BIRTH CERTIFICATE:				
HAS PATERNITY/GENETIC TESTING BEEN PERFORMED?		ON WHOM (MPI #):		
HAS PATERNITY BEEN ESTABLISHED?		ACKNOWLEDGED?	IN COURT?	IN WRITING?
HAS THE AFFIRMATION OF PATERNITY BEEN SIGNED?				
IS THERE EMPLOYMENT INFORMATION FOR THIS CHILD?				
PF2: RETURN TO INQUIRY MENU				

This screen displays in the referral process when all appropriate AP screens have displayed. Use this screen to enter additional data not contained in EIS for each child for whom a referral is being made.

- The following information is required on this screen:
 - RELATIONSHIP OF CHILD TO CASEHEAD: (Enter "S" to select one.)
 - IS CHILD'S MINOR PARENT A PARTICIPANT ON THIS CASE? Required for MIC and MAF. Only N is allowed for IAS, HSF, MAD, MPW.
 - SIS #-Required if this is an IAS or HSF application/case. May be entered for any other aid program.
 - WAS THE CHILD BORN OUT OF WEDLOCK?
 - HAS PATERNITY BEEN ESTABLISHED?
 - HAS THE AFFIRMATION OF PATERNITY BEEN SIGNED?
 - Enter Y or N for the question at the bottom of the screen.

 DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. N. (CONT'D)

CHILDREN BEING REFERRED SCREEN	
FIELD NAME	DESCRIPTION OF DATA TO BE ENTERED
IV-D AGENT ID	The worker number of the IV-D agent assigned to this case
RELATIONSHIP OF CHILD TO CASEHEAD	The relationship of this child to the caretaker with whom it lives. Select one.
IS CHILD'S MINOR PARENT A PARTICIPANT ON THIS CASE?	Enter Y or N to indicate whether this child's minor parent is a recipient or casehead/payee on this case.
MINOR PARENT'S ID NUMBER:	Enter the EIS Individual ID for the minor parent.
NAME:	EIS displays the name of the minor parent whose ID was entered when you press ENTER.
SSI?	Supplemental Security Income -Enter Y or N to indicate whether or not the child currently receives SSI benefits
SSA?	Social Security Administration-Enter Y or N to indicate whether or not the child currently receives Social Security benefits
FOOD STAMP CASE NUMBER	Case number of the Food Stamp case in which this family receives benefits
SIS #	The id number for this child in the SIS system, if any
BIRTH-CITY	The city where the child was born
COUNTY	The county where the child was born, up to 3 numbers. Lead zero allowed but not required.
STATE	The state where an individual was born, 2 letter code
STATE OF CONCEPTION	Geographic location where child was conceived, 2-letter code for state
CHILD BORN OUT OF WEDLOCK	Whether or not the child's mother was married at the time of its birth.
FATHER ON BIRTH CERTIFICATE	Name of father on child's birth certificate, if any
PATERNITY/GENETIC TEST PERFORMED	Whether or not the test to determine a child's natural father has been performed on this child
ON WHOM(MPI#)	The MPI number of the AP on whom paternity testing has been performed, either the actual or dummy MPI number
PATERNITY ESTABLISHED?	The court procedure for establishing a child's legal father or child born to a married mother
(PATERNITY) ACKNOWLEDGED?	Whether or not the child's father agrees he is the natural father
IN COURT?	Whether or not paternity has been established in court
IN WRITING?	Whether or not paternity has been established in writing
AFFIRMATION OF PATERNITY SIGNED?	Whether or not the Affirmation of Paternity is signed
EMPLOYMENT INFORMATION FOR CHILD?	Whether or not there is employment information for the child

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. O.

405S1-CHILD EMPLOYMENT DATA

EJA405S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	03/24/1994
EJA983	CHILD EMPLOYMENT DATA	10:30:15
EIS WORKER #: KTB	INDIVIDUAL ID: 999999999S	
INDIVIDUAL NAME: TY	COBB	
EIS CASE ID: 99999999	IV-D AGENT ID:	
EMPLOYERS:		
NAME:	PH:	BEG DATE:
ADDR1:	ADDR2:	
CITY:	STATE:	ZIP:
WAGES:		
NAME:	PH:	BEG DATE:
ADDR1:	ADDR2:	
CITY:	STATE:	ZIP:
WAGES:		
IS THERE MORE INFORMATION FOR ADDITIONAL EMPLOYERS?		
PF2: RETURN TO INQUIRY MENU		

This screen displays in the referral process if the EMPLOYMENT question at the bottom of the CHILDREN BEING REFERRED screen is answered Y. Use this screen to enter employment data for a child included in the EIS case.

- The following data is required on this screen:
 - Enter Y or N to answer the question at the bottom of the page.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REISSUED 09/01/97 - CHANGE NO. 03-98

IV. O. (CONT'D)

CHILD EMPLOYMENT DATA SCREEN	
FIELD NAME	DESCRIPTION OF DATA TO BE ENTERED
IV-D AGENT ID	The worker number of the IV-D agent assigned to this case
EMPLOYERS	Section title only, nothing can be entered here.
NAME	Name of the business where the child is employed
PH	Employer's phone number
BEG DATE	The date the child began working with this employer
ADDR1	The first line of the address of the child's employer
ADDR2	The second line of the child's employer's address, such as Building, Suite, etc
CITY	Self-explanatory
STATE	Self-explanatory
ZIP	Self-explanatory
WAGES	The child's gross monthly wages

 DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. P. (CONT'D)

NOTEPAD SCREEN	
FIELD NAME	DESCRIPTION OF DATA TO BE ENTERED
EIS ID #	The EIS individual id number of the individual to which this message refers
IV-D AGENT ID	The worker number of the IV-D agent assigned to this case
ACTS MPI #	The individual id number assigned to this individual by the ACTS system-Master Participant Index number
NAME	The name of the individual about whom this note is being written
TEXT	This is where you enter any other information you wish to send to the IV-D agent

The following information should ALWAYS be entered on the NOTEPAD, if applicable.

HEALTH INSURANCE-If your county does immediate referral, ensure IV-D knows about health insurance at referral time. When the DMA-2041 is entered, that data is automatically sent to IV-D for cases/individuals for which a referral has been done. If the application is denied, and you are an immediate referral county, ensure health insurance information is relayed to IV-D with the denial.

HIGH PRIORITY CASES-Indicate when the following situations exist:
 Client knows a lot about AP or has frequent contact
 High medical costs
 High potential for medical support/insurance exists
 Special needs.
 Support order does not include medical insurance.

MULTIPLE AP'S-When multiple AP's exist for a child and little is known about them, explain situation here.

NON-COOPERATION-If IV-D notifies the county that the client has not cooperated, and the county determines there was a good reason for not cooperating, enter that information here. This is not a determination of GOOD CAUSE, but situations such as client did not go for IV-D interview because she was in the hospital and is still willing to cooperate.

PATERNITY ISSUES-Enter any other information relevant to paternity issues.

PREGNANT RECIPIENT-Indicate pregnant client or minor mother

REFUSAL TO COOPERATE-If the client refuses to name the absent parent, assign an EIS Individual ID with UNKNOWN UNKNOWN for the AP's name. Enter a note on the NOTEPAD that the client refuses to cooperate.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

IV. P. (CONT'D)

EJA421SI-SUMMARY OF IVA-IVD DATA

EJA421S1	NC DHR - ELIGIBILITY INFORMATION SYSTEM	10/29/1996
EXA983	SUMMARY OF IVA-IVD DATA - CASE ID: 98989898	12:06:15
CASEHEAD PAYEE NAME: WENDY	WAKEFOREST	CASEHEAD ID: 99999999M
ADDRESS: RT 1 BOX 200		GASTON NC 22220000
IND # CHILDREN:	IND # CHILDREN:	
99999999L TY COBB		
IND # ABSENT PARENTS:	IND # ABSENT PARENTS:	
99999999N AP UNKNOWN		
PF2: RETURN TO INQUIRY MENU		

This screen displays the EIS case information as well as the name and individual id of the client, each child referred to IV-D and each absent parent. Print this screen for the case record to maintain a record of the absent parent's individual id. If your county has immediate referral to IV-D, print a copy of this screen for IV-D or the client, depending on the procedure in your county.

Press ENTER. If this is a pending application, EIS holds the referral until the application is dispositioned. If this is an active case, EIS sends the referral to IVD immediately. Press PF2 to exit and delete the referral.

The EIS Inquiry Menu displays.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

V. ADD-ON APPLICATIONS

- A. Key referrals the same way for add-on applications as for other applications.
- B. Enter the referral process at application time by answering the referral questions displayed immediately after entering the data for the DSS-8124. Enter the referral process at any other time through the IV-D SELECTION MENU, which is a sub-menu of the EIS Inquiry Menu.

VI. REAPPLICATIONS, INCLUDING ADMINISTRATIVE ACTIONS

- A. When a case is closed in EIS or an individual is deleted and a referral to IV-D had been made, the referral process must be completed again (if appropriate) when a new or reapplication is completed for individuals previously referred to IV-D. Since EIS had notified IV-D that the original case had been closed or the individual deleted, it is necessary to re-create the link with ACTS to allow automatic updates to occur and support to be distributed correctly.
- B. Completion of the following screens is the minimum required for a referral in the situation above :

REQUIRED CLIENT DATA-Screen 983s1
LIST OF ABSENT PARENTS-Screen 401s1
EIS/AP CHILD RELATIONSHIPS-Screen 402s1
CHILDREN BEING REFERRED-Screen 409s1
NOTEPAD-Screen 411s1

Enter a note on the NOTEPAD explaining the situation.
Example: "Re-opening MIC case for children deleted from AFDC case."

Of course, if any AP, client or child data has changed or new information is known since the last time the EIS case was open, IV-D should be notified of the change. Refer to the Medicaid Policy Manual for more information.

DATA ENTRY APPENDIX C → CHILD SUPPORT - REFERRAL SCREENS

REVISED 09/01/97 - CHANGE NO. 03-98

VII. SPIN-OFF APPLICATIONS

RULE: When a referred child moves to another case in EIS, a referral is required.

If a referred application is denied/withdrawn or a child is not approved on the application and another application entered in EIS, a referral is required for the other application. While the original application is still pending, re-call the client, child and absent parent screens of the referral and print them to refer to when you key the new referral. See EIS 4900, Part Three for instructions.

If a child is deleted from a referred case and they are added to another case (or have a case established for them), a referral is required to establish the link with IV-D in the new case. For example, a child moves from MAF to MIC, MIC to MAF, or from one MIC case to another MIC case and the action is not a transfer in EIS. (Aid program transfers in EIS do not require a new referral.)

VIII. GOOD CAUSE CLAIM AT APPLICATION

- A. Complete the AP INDIVIDUAL DATA SCREEN as follows if the client claims good cause for not cooperating with Child Support Enforcement at application:
1. Good cause claimed but not yet verified-Enter "S" beside GOOD CAUSE CODE: PENDING.
 2. Good cause claimed but not upheld-Enter "S" beside GOOD CAUSE CODE: DENIED.
 3. Good cause claimed, verified/upheld-If good cause is already verified, you may not complete a referral to IV-D for this absent parent. PF2 to return to the EIS Inquiry Menu without sending a referral.
- B. If good cause is verified for one or more AP's but there are others to be referred to IV-D, only complete the referral for the AP's for which good cause is not verified. Document the case record with the reason for not referring some AP's.