

October 8, 2021

GENERAL LETTER NO. 9-K-2

ISSUED BY: Bureau of Collections
Division of Field Operations

SUBJECT: Employees' Manual, Title 9, Chapter K, ***Interstate Case Processing***,
Title page, Contents Pages 1-3, 1-261 revised

Summary

This chapter is revised to:

- ◆ Update statute and rules reference.
- ◆ Update the use of the terms "non-custodial parent," and "custodial parent" to "payor" and "payee."
- ◆ Update the use of the term "state" to "jurisdiction," where appropriate.
- ◆ Update the use of the term "interstate" to "intergovernmental," where appropriate.
- ◆ Update all references to forms to reflect name changes.
- ◆ Update screen prints and updated instructions for each screen.
- ◆ Update manual to reflect changes to 252K and 45 CFR 303.7.
- ◆ Add Incoming Referral Process and all associated screens formerly in the 9-J, Child Support Enforcement Network Manual.
- ◆ Add Outgoing Interstate Referrals information formerly in the 9-J, Child Support Enforcement Network Manual.
- ◆ Update Non-Disclosure changes to reflect current procedures.
- ◆ Update the narratives, calendar flags, and statuses to identify when they generate and document narratives, calendar flags, and statuses that no longer generate.
- ◆ Update IRG screen and instructions for updating addresses associated with the INTERSTA screen.

Effective Date

Upon receipt.

Material Superseded

This material replaces DHS Employees' Manual, Title 9, Chapter K, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	October 22,2004
Contents Pages 1-3	October 22, 2004
1-261	October 22, 2004

Additional Information

Refer questions about this general letter to your regional collections administrator.