

# Office of Child Support **POLICY SHEET**

## SUBJECT

**Administrative Orders from Other State Agencies**

**PS# 19-01**

## POLICY

Many states have child support laws that allow for administrative child support orders. If OCS receives an administrative order from another state agency (OSA) that has been signed and dated by an authorized OSA representative, hearing officer or administrative judge, it should be processed and entered on the system.

## PROCEDURES

When the Records Center receives an administrative order from an OSA that has been signed and dated by an authorized OSA representative, hearing officer or administrative judge, it should be entered on the ACCESS system as any other order from the court.

If a copy of an administrative order is received from one of the parties, the Records Center shall DAIL the CSS to follow-up with the OSA. The CSS shall check the portal to see if the order matches the obligation amount listed. If it does, the CSS will let Records Center know it is ok to enter on ACCESS. If the amounts do not match, the CSS will contact the OSA to see if any subsequent orders exist.

If an unsigned Income Withholding Order (IWO) is received, the worker in receipt of the IWO shall ask the OSA to provide the signed court or administrative order that the IWO is based on, or the authority that allows the OSA to make the adjustment without an order. If a signed Income Withholding Order (IWO) is received, Record Center can enter the IWO without additional OSA documentation.

## RATIONALE

Some state child support agencies are authorized by law to create, enforce and modify orders. OCS will accept these administrative orders as valid since they are recognized under the law.

<b>Date</b>	<b>Action</b>	<b>Description</b>
10/07/2019	Created	
06/13/2023	Revised	Added clarification regarding the receipt of a signed Income Withholding Order; applied standard formatting