

EFFECTIVE June 1, 2001

SUBJECT

1. Obsolescence of Office of Child Support (OCS) Manual Item 220; and Item 220 exhibits 1 and 2; and Item CR 223.
2. Change in Manual Item 300 regarding retention of paper copy of original certification notice.

**1. OBSOLETION OF
OCS MANUAL
MATERIAL**

This Bulletin is released in conjunction with the Combined IV-D Policy Manual Bulletin 2001-003. The information and exhibits included in OCS Manual Items 220, exhibits 1 and 2 of Item 220; and Item CR 223 have been incorporated into the new Combined IV-D Policy Manual Items: IV-D Manual Items 300, 300X1-300X11; 305, 305X1 - 305X6; 310; 320, 320X1-320X2. OCS Manual Items 220, Item 220 exhibits 1 and 2, and Item CR 223 are now obsolete and should be removed from the OCS Manual.

**2. OCS MANUAL
ITEM 300**

Current OCS policy is to retain minimal hard or paper copy documents in child support case files. In OCS Manual Item 510, page 1, under "Departmental Policy: Case Record" policy is that information which is stored electronically in the case does not need to be duplicated in the physical case file.

Currently in the CSES system, when a case is certified, the order has been associated to the IV-D case with all the same information on the certification notice and the certification request date is automatically put into the case history. There is no reason to retain a paper copy of the Certification Status Notice, FIA-1855, initial or otherwise.

The statement in OCS Manual Item 300, page 3, under section titled, "Distribution": "For initial certifications only, retain one copy of the support Certification Status Notice in the case file." is now removed. For case file retention policy look to OCS Manual Item 510.