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<b>EFFECTIVE</b>	March 1, 2001
<b>SUBJECT</b>	<ol style="list-style-type: none"><li>1. Addition of exhibits: Item 220X5, "FIA-4794, UIFSA Remedy Decision Worksheet"; Item 220X6, "FIA-4792, UIFSA Remedy Decision Chart" Item 220X7, "FIA-4791, Uniform Nondisclosure".</li><li>2. Removal of current exhibit, Item 220X4, "FIA-1324, Verification from Court Records".</li><li>3. Insertion of exhibit, Item 220X4, "Transmittal #3 - Request for Assistance/Discovery".</li><li>4. Current version of form FIA-316, Incentive Payment Request, inserted into manual with corrected completion instructions. The FIA-316 is now included in the Microsoft Word program as a template.</li><li>5. Correction of the example of the stockroom request, FIA-1434, in CSM APX1, the appendix.</li><li>6. Correction to Appendix APX2, County and FIPS Numbers. This replaces the old appendix which had the outdated FIPS numbers.</li></ol>

### **1. ADDITION OF EXHIBITS**

These exhibits are not new. During the process of putting the Office of Child Support Manual in the on-line format, these exhibits were inadvertently eliminated. The exhibits are placed back into the manual in both the paper and the on-line format. The text in OCS Manual Item 220 continues to reference the forms, the appropriate uses, and availability. The exhibits restored are Items 220X5, 220X6, and 220X7.

### **2. REMOVAL OF EXHIBIT ITEM 220X4, FIA-1324**

The use of the FIA-1324, "Verification from Court Records" stopped with the introduction of the new UIFSA process and forms developed specifically for the uniform act. Having the FIA-1324 as an exhibit is incorrect. There is no reference made to this form in the text of Child Support Manual Item 220. This Item, 220X4, with the FIA-1324 exhibit must be removed.

### **3. INSERTION OF EXHIBIT, ITEM 220X4, TRANSMITTAL #3**

This exhibit is not new. There is reference to this form throughout OCS Manual Item 220. During the change to the on-line format this form was inadvertently replaced with an exhibit of the FIA-1324. Correction is

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now made and the exhibit is now Item 220X4, "Transmittal #3-Request for Assistance/Discovery". The text in OCS Manual Item 220 continues to reference the form, appropriate use and availability.

#### **4. REVISED EDITION OF FIA-316 INSERTED**

The current edition of the FIA-316, Incentive Payment Request (revised 6-96) is now inserted in the Child Support Manual. This affects several Items in the CSM: Item 310X2, Item 320, Item 320X1, Item 320X2. There are some corrections to completion directions regarding the FIA-316.

The FIA-316 will now be available in a Microsoft Word template. The FIA-316 will continue to be printed in paper format and available upon request from the stockroom.

#### **5. CORRECTION OF APPENDIX, APX1, FIA-1434**

Appendix APX1 has information on stock requests and includes a copy of the form to complete when making stock room requests, FIA-1434. The example of the form did not transfer correctly when the Child Support Manual was put into the on-line format. The appendix is now corrected with a clear copy of the form, FIA-1434.

#### **6. CORRECTION OF APPENDIX, APX2, FIPS CODES**

Appendix, APX2, is now corrected to have the 7-digit FIPS codes for the Office of Child Support, Friend of the Court, and the Prosecuting Attorney offices.

#### **MANUAL MAINTENANCE**

Remove current exhibit, Manual Item 220X4, "FIA-1324, Verification form Court Records".

Add new Manual Items: 220X4, 220X5, 220X6 and 220X7.

Remove CSM Item 310X2; replace with new Item 310X2.

Remove CSM Item 320; replace with new Item 320.

Remove CSM Item 320X1; replace with new Item 320X1.

Remove CSM Item 320X2; replace with new Item 320X2.

Remove CSM Appendix Item APX1; replace with new Appendix Item APX1.

Remove CSM Appendix Item APX2; replace with new Appendix Item APX2.

**BULLETIN  
MAINTENANCE**

Retain Bulletin for future reference.