

ADD A CHILD

PURPOSE:

To guide the user in maintaining and updating the ACSES when an application or mandatory referral for child support services has been received for a child or children where a pre-existing case and/or Colorado child support order exists for the same custodial party (CP) and non custodial parent (NCP) and there is a legal presumption of paternity for the new child(ren). This process provides the county worker with a process to temporarily store the child on the case set until a legal finding is made and the existing order is modified to include/exclude the subsequent child(ren).

PROCEDURE:

If the user has started a review and adjustment and receives notification that a subsequent child(ren) exists, the user will terminate the review and adjustment using termination code T, INTERIM CLOSURE FOR ADD A CHILD (1) and entering the termination date (2):

REVIEW AND ADJUSTMENT		ELDFCXM1
10/21/2009 15:14:55		
COURT CASE ID: 08083 3 09JV 000001 TYPE: JS RCPL: VER: V ACT: A #OBLIGEEES: 1		
OBLIGOR: ROMANCE,DECEMBER OBLIGEE: ROMANCE,MAY		
LEGAL PROCESS: A ADMIN		
----- CURRENT REVIEW INFORMATION -----		
REQUEST DT: 06 / 22 / 2009 TECH: 0067 CASE: 42-111115-44-2-A REQUESTED BY: N		
DENIED DT: 0_ / 0_ / 0___ DENIED REASON: _ CUR MED CD: B		
GUIDELN AMT: 0.00_____ TECH: 0___ GUIDELN DT: 0_ / 0_ / 0___		
DEVIATION CD: _ DEVIATION RSN: _		
RESULTS DT: 0_ / 0_ / 0___ RESULTS: _ NEW SUP AMT: 0.00_____		
CUR SUP AMT: 500.00		
1) CHALL DT: 0_ / 0_ / 0___ CHALL CD: _ RESULTS: _ RESPOND DT: 0_ / 0_ / 0___		
CONT TO DT: 0_ / 0_ / 0___ CONT REQ BY: _		
2) CHALL DT: 0_ / 0_ / 0___ CHALL CD: _ RESULTS: _ RESPOND DT: 0_ / 0_ / 0___		
MEDICAL RESULTS: _ (1) TERMINATION CD: T (2)TERM DT: 10 / 31 / 2009		
NEXT REVIEW DT: 10/15/2012		
A}-DISPLAY HISTORY OF MOD REVIEWS *		
B}-PRINT CP CSE650 C}-PRINT NCP CSE650		
N} <==== OPTION .}-CANCEL N}-NEXT M} Q} ?} REVADJ		

****NOTE:** If the existing order was originally established administratively (the legal process code is not "P" (previous APA), or "C" (judicial), and a MOD APA has been opened on the ACSES, the user will also need to close the MOD APA with "C" (change of circumstance).

ADD A CHILD

The user will proceed to the ESTABLISHMENT/MODIFICATION Menu, Option V} ADD A SUBSEQUENT CHILD TO EXISTING CASE:

ESTABLISHMENT/MODIFICATION		01/05/2010	15:12:56	ELDAEEM1
		----- REQUIRED KEY -----		
A }	LIST/MAINTAIN PATERNITY TESTS	IVD CASE NUMBER		
B }	LIST/MAINTAIN HEARING/CONFERENCE	IVD CASE NUMBER		
C }	ENTER/MODIFY COURT CASE	IVD CASE NUMBER		
D }	VERIFY COURT CASE	IVD CASE NUMBER		
E)	LIST OBLIGEES & CHILDREN ON COURT CASE	COURT CASE ID		
F }	LIST COURT CASE HISTORY	COURT CASE ID		
G }	SELECT ANOTHER ACTIVE COURT CASE	IVD CASE NUMBER		
H }	REVIEW & ADJUSTMENT	IVD CASE NUM & COURT CASE ID		
I }	INCOME ASSIGNMENT MENU			
J }	ENTER TEMPORARY LEGAL CAPTION	IVD CASE NUMBER		
K }	ADMINISTRATIVE PROCESS MENU			
L }	GUIDELINE CALCULATIONS	IVD CASE NUMBER (OPTIONAL)		
O }	MODIFY CONTROLLING ORDER	IVD CASE NUMBER		
S }	MAINTAIN LEGAL NONDISCLOSURE	IVD CASE NUM & COURT CASE ID		
T }	RECENTLY REFERRED COURT ORDERS			
V }	ADD A SUBSEQUENT CHILD TO EXISTING CASE	IVD CASE NUMBER		
		IVD CASE NUMBER: 01 008822 44 5 A		
		COURT CASE ID: 08001 1 2010DR 0		
V }	<==== OPTION	. }-CANCEL	M }-MAIN MENU	Q }-QUIT ? }-HELP EST&MOD

ADD A CHILD

The user will enter the child(ren) information in ADD A CHILD TO AN EXISTING CASE:

ELDFMAM1				
ADD A CHILD TO AN EXISTING CASE			20/10/129	09:21:02
IVD CASE: 50 000001 44 1A CLA: N STA: C CAT: 2 PRI:			CUR: Y ENF: Y RCPL:	
TECH: 67 COUNTY, TECH TEAM: ORG: 0				
***** EXISTING CHILDREN ON THE CASE *****				
BUBBA PEASE		(1)	PLEASE PEASE	
JR PEASE				
(2)				
***** SUBSEQUENT NEW CHILDREN FOR CASE *****				
LAST NAME	FIRST NAME	MI NAME	SSN	BIRTH DATE
_____	_____	_____	_____	____-____-____
_____	_____	_____	_____	____-____-____
_____	_____	_____	_____	____-____-____
_____	_____	_____	_____	____-____-____
_____	_____	_____	_____	____-____-____
_____	_____	_____	_____	____-____-____
_____	_____	_____	_____	____-____-____
_____	_____	_____	_____	____-____-____
_(3)	_(4)	_(6)		_(5)
N} <---SELECT CHILD A}-ADD CHILD TO CASE B}-VIEW HISTORY C}-EXCLUDE CHILD N} <=== OPTION .}-CANCEL N}-NEXT D}-LEGAL CAPTION (7) M} Q} ?}				

#	FIELD	DESCRIPTION
1	EXISTING CHILDREN ON THE CASE	The ACSES will display all children's names currently existing on the case set.
2	SUBSEQUENT NEW CHILDREN FOR CASE	The worker will add the child(ren) that are to be temporarily stored on the case until the legal determination is made to either add or exclude.
3	SELECT CHILD	Once a child(ren) has been added to this screen, a number will display beside the child's last name. The user can then select the child to add or exclude the child.
4	A} – ADD A CHILD TO CASE	If the child(ren) has been legally added to the existing court order, the worker will select the child and Option A. Selecting this option removes this child from the temporary field and takes the worker to CASE MAINTENANCE MENU, Option L to permanently add the child to the case set.
5	C-EXCLUDE CHILD	If the child(ren) is excluded, the worker will select the child(ren) and Option C}. Selecting this option removes the child from the

ADD A CHILD

#	FIELD	DESCRIPTION
		temporary field and displays them in history.
6	B} – VIEW HISTORY	This option displays all excluded children for the case.
7	D – LEGAL CAPTION	The worker will select this option to amend the legal caption on the IV-D court case.

Following are examples of the available options to the worker.

TEMPORARILY STORING A CHILD(REN):

The worker enters the child's information in **(1)**, "N" in the option field and <enter>:

ELDFMAM1				
20/10/129 09:47:34				
ADD A CHILD TO AN EXISTING CASE				
IVD CASE: 50 000001 44 1A CLA: N STA: C CAT: 2 PRI: CUR: Y ENF: Y RCPL:				
TECH: 67 COMER, SHAWNY TEAM: ORG: 0				
***** EXISTING CHILDREN ON THE CASE *****				
BUBBA PEASE PLEASE PEASE				
JR PEASE				
***** SUBSEQUENT NEW CHILDREN FOR CASE *****				
LAST NAME	FIRST NAME	MI NAME	SSN	BIRTH DATE
(1)PEASE	PORRIDGE	G	999999999	09 01 2002
_____	_____	_____	_____	____ _
_____	_____	_____	_____	____ _
_____	_____	_____	_____	____ _
_____	_____	_____	_____	____ _
_____	_____	_____	_____	____ _
_____	_____	_____	_____	____ _
_____	_____	_____	_____	____ _
<div style="display: flex; justify-content: space-between; font-family: monospace;"> <---SELECT CHILD A}-ADD CHILD TO CASE B}-VIEW HISTORY C}-EXCLUDE CHILD </div> <div style="display: flex; justify-content: space-between; font-family: monospace;"> N} <==== OPTION .}-CANCEL N}-NEXT D}-LEGAL CAPTION M} Q} ?} </div>				

ADD A CHILD

The ACSES will display the following informational message:

```

ELD3039I - SUBSEQUENT CHILD ADDED TO IVD CASE SET RECORD          ELDAEEM1
                        ESTABLISHMENT/MODIFICATION                01/29/2010  09:56:01
                        ----- REQUIRED KEY -----
A} LIST/MAINTAIN PATERNITY TESTS                                IVD CASE NUMBER
B} LIST/MAINTAIN HEARING/CONFERENCE                            IVD CASE NUMBER

C} ENTER/MODIFY COURT CASE                                    IVD CASE NUMBER
D} VERIFY COURT CASE                                          IVD CASE NUMBER
E} LIST OBLIGEES & CHILDREN ON COURT CASE                     COURT CASE ID
F} LIST COURT CASE HISTORY                                   COURT CASE ID
G} SELECT ANOTHER ACTIVE COURT CASE                           IVD CASE NUMBER
H} REVIEW & ADJUSTMENT                                        IVD CASE NUM & COURT CASE ID
I} INCOME ASSIGNMENT MENU
J} ENTER TEMPORARY LEGAL CAPTION                               IVD CASE NUMBER
K} ADMINISTRATIVE PROCESS MENU
L} GUIDELINE CALCULATIONS                                    IVD CASE NUMBER (OPTIONAL)
O} MODIFY CONTROLLING ORDER                                  IVD CASE NUMBER
S} MAINTAIN LEGAL NONDISCLOSURE                               IVD CASE NUM & COURT CASE ID
T} RECENTLY REFERRED COURT ORDERS
V} ADD A SUBSEQUENT CHILD TO EXISTING CASE                    IVD CASE NUMBER
                        IVD CASE NUMBER: 50 000001 44 1 A
                        COURT CASE ID: 08099 1 2010DR 0
_} <==== OPTION          .}-CANCEL  M}-MAIN MENU  Q}-QUIT  ?}-HELP  | EST&MOD
  
```

The child has now been temporarily stored and a number displays beside the child's last name **(1)**. The child's information will now display on the appropriate DOCGEN forms when requested.

```

                        ADD A CHILD TO AN EXISTING CASE          ELDFMAM1
                        20/10/129      09:57:46
IVD CASE: 50 000001 44 1A CLA: N STA: C CAT: 2 PRI:          CUR: Y ENF: Y RCPL:
TECH: 67  COMER, SHAWNY TEAM:      ORG: 0
***** EXISTING CHILDREN ON THE CASE *****
BUBBA PEASE                PLEASE PEASE
JR PEASE

***** SUBSEQUENT NEW CHILDREN FOR CASE *****
(1)LAST NAME      FIRST NAME      MI NAME      SSN      BIRTH DATE
1 PEASE          PORRIDGE          G          999999999  09 01 2002
____
____
____
____
____
____
____
____
____
<---SELECT CHILD  A}-ADD CHILD TO CASE  B}-VIEW HISTORY  C}-EXCLUDE CHILD
N} <==== OPTION    .}-CANCEL  N}-NEXT  D}-LEGAL CAPTION  M}  Q}  ?}  |
  
```

ADD A CHILD

PERMANENTLY ADDING THE CHILD TO THE CASE:

Once the child(ren) has been **legally** added to the existing order, the worker will select the child **(1)** and select Option A}- ADD CHILD TO CASE **(2)**:

				ELDFMAM1	
ADD A CHILD TO AN EXISTING CASE				20/10/129	09:57:46
IVD CASE: 50 000001 44 1A CLA: N STA: C CAT: 2 PRI:				CUR: Y ENF: Y RCPL:	
TECH: 67 COMER, SHAWNY TEAM: ORG: 0					
***** EXISTING CHILDREN ON THE CASE *****					
BUBBA PEASE		PLEASE PEASE			
JR PEASE					
***** SUBSEQUENT NEW CHILDREN FOR CASE *****					
LAST NAME	FIRST NAME	MI NAME	SSN	BIRTH DATE	
1 PEASE	PORRIDGE	G	999999999	09 01 2002	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
(1) _____					
1_ <---SELECT CHILD A}-ADD CHILD TO CASE B}-VIEW HISTORY C}-EXCLUDE CHILD					
A} <==== OPTION (2) .}-CANCEL N}-NEXT D}-LEGAL CAPTION M} Q} ?}					

The ACSES will navigate the worker directly to the ADD CHILD TO IVD CASE screen (CASE MAINTENANC Menu, Option L):

				ELDDLAM1	
ADD CHILD TO IVD CASE				01/29/2010	10:07:43
HHN: 50 000001 44 1A				CUR TANF ASSG \$: N	

* WHENEVER POSSIBLE ENTER SSN, STATE-ID OR PERSON-ID TO SEARCH *					
* ACSES. IF NOT FOUND, ENTER NAME, AND BIRTH DATE. *					

SEX: _	CLASS: _				
SSN: 999 99 9999	STATE ID: _____		IVD ID: _____		
NAME: PORRIDGE _____	G _____	PEASE _____	_____		
FIRST	MIDDLE	LAST	TITLE		
DOB: 9_ / 1_ / 2002					
A}-SELECT PERSON FROM IVA CASE					
N} <==== OPTION .}-CANCEL P}-PREV N}-NEXT M} Q} ?}					

ADD A CHILD

The worker will proceed with this process which adds the child(ren) to the case set. Once this has been done, the worker will then enter the **legal modification** to the order, which would include opening a review and adjustment screen (ESTABLISHMENT/MODIFICATION Menu, Option H).

****NOTE:** If the court has enough information to enter this change to the court order as a support event (SUP) on their automated system, the worker will see the approved order as a MOD ORDER ALERT and should be worked accordingly.

REMOVING THE CHILD FROM THE TEMPORARY FIELD:

If the child has been excluded, the worker will select the child **(1)** and Option C} – EXCLUDE CHILD **(2)**:

ADD A CHILD TO AN EXISTING CASE					20/10/129	ELDFMAM1
IVD CASE: 50 000001 44 1A CLA: N STA: C CAT: 2 PRI:					CUR: Y ENF: Y RCPL:	10:17:35
TECH: 67 COMER, SHAWNY TEAM: ORG: 0						
***** EXISTING CHILDREN ON THE CASE *****						
BUBBA PEASE			PLEASE PEASE			
JR PEASE			PORRIDGE PEASE			
***** SUBSEQUENT NEW CHILDREN FOR CASE *****						
LAST NAME		FIRST NAME		MI NAME	SSN	BIRTH DATE
1	PEASE	NINE	G	0	08 23	2003
(1)1_ <---SELECT CHILD A}-ADD CHILD TO CASE B}-VIEW HISTORY C}-EXCLUDE CHILD						
C} <==== OPTION (2).}-CANCEL N}-NEXT D}-LEGAL CAPTION M} Q} ?}						

ADD A CHILD

The excluded child is removed from the SUBSEQUENT NEW CHILDREN FOR CASE field.

ADD A CHILD TO AN EXISTING CASE				20/10/129	ELDFMAM1 10:20:04
IVD CASE: 50 000001 44 1A CLA: N STA: C CAT: 2 PRI:				CUR: Y ENF: Y RCPL:	
TECH: 67 COMER, SHAWNY TEAM: ORG: 0					
***** EXISTING CHILDREN ON THE CASE *****					
BUBBA PEASE				PLEASE PEASE	
JR PEASE				PORRIDGE PEASE	
***** SUBSEQUENT NEW CHILDREN FOR CASE *****					
LAST NAME	FIRST NAME	MI NAME	SSN	BIRTH DATE	
_____	_____	_____	_____	__	__
_____	_____	_____	_____	__	__
_____	_____	_____	_____	__	__
_____	_____	_____	_____	__	__
_____	_____	_____	_____	__	__
_____	_____	_____	_____	__	__
_____	_____	_____	_____	__	__
_____	_____	_____	_____	__	__
N} <---SELECT CHILD A}-ADD CHILD TO CASE B}-VIEW HISTORY C}-EXCLUDE CHILD					
N} <==== OPTION .}-CANCEL N}-NEXT D}-LEGAL CAPTION M} Q} ?}					

VIEWING HISTORY OF EXCLUDED CHILDREN:

The user will select Option B} – VIEW HISTORY (1) and (2):

ADD A CHILD TO AN EXISTING CASE				20/10/129	ELDFMAM1 10:20:04
IVD CASE: 50 000001 44 1A CLA: N STA: C CAT: 2 PRI:				CUR: Y ENF: Y RCPL:	
TECH: 67 COMER, SHAWNY TEAM: ORG: 0					
***** EXISTING CHILDREN ON THE CASE *****					
BUBBA PEASE				PLEASE PEASE	
JR PEASE				PORRIDGE PEASE	
***** SUBSEQUENT NEW CHILDREN FOR CASE *****					
LAST NAME	FIRST NAME	MI NAME	SSN	BIRTH DATE	
_____	_____	_____	_____	__	__
_____	_____	_____	_____	__	__
_____	_____	_____	_____	__	__
_____	_____	_____	_____	__	__
_____	_____	_____	_____	__	__
_____	_____	_____	_____	__	__
_____	_____	_____	_____	__	__
_____	_____	_____	_____	__	__
(1)					
B} <---SELECT CHILD A}-ADD CHILD TO CASE B}-VIEW HISTORY C}-EXCLUDE CHILD					
B} <==== OPTION (2).}-CANCEL N}-NEXT D}-LEGAL CAPTION M} Q} ?}					

ADD A CHILD

The ACSES will display all excluded child(ren) for this case set **(1)**:

```

                                ADD A CHILD TO AN EXISTING CASE
                                20/10/129      10:21:40
                                ELDFMBM1
IVD CASE: 50 000001 44 1A CLA: N STA: C CAT: 2 PRI:
TECH: 67 COMER, SHAWNY TEAM: ORG: 0 (1)
***** EXCLUDED CHILDREN FOR CASE *****
      LAST NAME      FIRST NAME      MI NAME      SSN      BIRTH DATE
1 PEASE              NINE              G              0              08 23 2003

      2}-ADDITIONAL HISTORY              NO MORE HISTORY RECORDS
N} <==== OPTION      .}-CANCEL N}-NEXT              M} Q} ?} |
```

AMENDING THE LEGAL CAPTION ON THE IV-D COURT CASE:

If it is appropriate to amend the legal caption to include the subsequent child(ren), the worker may select Option D} – LEGAL CAPTION **(1)** and **(2)**:

```

                                ADD A CHILD TO AN EXISTING CASE
                                20/10/129      10:22:33
                                ELDFMAM1
IVD CASE: 50 000001 44 1A CLA: N STA: C CAT: 2 PRI:
TECH: 67 COMER, SHAWNY TEAM: ORG: 0
***** EXISTING CHILDREN ON THE CASE *****
      BUBBA PEASE              PLEASE PEASE
      JR PEASE              PORRIDGE PEASE

***** SUBSEQUENT NEW CHILDREN FOR CASE *****
      LAST NAME      FIRST NAME      MI NAME      SSN      BIRTH DATE
1 PEASE              SONNY              _____  0              03 23 2005
      _____      _____      _____      _____      _____
      _____      _____      _____      _____      _____
      _____      _____      _____      _____      _____
      _____      _____      _____      _____      _____
      _____      _____      _____      _____      _____
      _____      _____      _____      _____      _____
      _____      _____      _____      _____      _____
      _____      _____      _____      _____      _____
      _____      _____      _____      _____      _____
      <---SELECT CHILD A}-ADD CHILD TO CASE B}-VIEW HISTORY C}-EXCLUDE CHILD
D} <==== OPTION (2).}-CANCEL N}-NEXT D}-LEGAL CAPTION (1) M} Q} ?} |
```

ADD A CHILD

The ACSES will navigate the worker to the legal caption on the active IV-D court case:

VERIFIED	MODIFY COURT CASE INFORMATION	01/29/2010	ELDFKQM1 10:25:32
CRT CASE ID: 08099 3 09JV 006661 FSR: 11205572 ACT CRTCASE: 08099309JV006661 OBLIGOR: CORNER, JACK OBLIGEE: ADOPTIVE, IDENTITY T #OBLIGEES: 1			
----- LEGAL CAPTION DATA -----			
IN RE THE PEOPLE OF THE STATE OF COLORADO_____			
IN THE INTEREST OF:_____			
CHILD,_____			
AND IDENTIFY ADOPTIVE, PETITIONER,_____			
.			
VS._____			
.			
JACK CORNER, RESPONDENT._____			

A}-DISPLAY MORE LINES V}-OLD CAPTION			
N} <==== OPTION .}-CANCEL P}-PREV N}-NEXT M} Q} }			
LEGCAP			

The worker will make the necessary changes to the caption and <enter>:

VERIFIED	MODIFY COURT CASE INFORMATION	01/29/2010	ELDFKQM1 10:25:32
CRT CASE ID: 08099 3 09JV 006661 FSR: 11205572 ACT CRTCASE: 08099309JV006661 OBLIGOR: CORNER, JACK OBLIGEE: ADOPTIVE, IDENTITY T #OBLIGEES: 1			
----- LEGAL CAPTION DATA -----			
IN RE THE PEOPLE OF THE STATE OF COLORADO_____			
IN THE INTEREST OF:_____			
CHILD, SUBSEQUENT CHILD, Children,_____			
AND IDENTIFY ADOPTIVE, PETITIONER,_____			
.			
VS._____			
.			
JACK CORNER, RESPONDENT._____			

A}-DISPLAY MORE LINES V}-OLD CAPTION			
N} <==== OPTION .}-CANCEL P}-PREV N}-NEXT M} Q} }			
LEGCAP			

ADD A CHILD

The ACSES will display the following informational message:

ELD0233I - COURT CASE MODIFIED		ELDFKHM1	
VERIFIED		COURT CASE INFORMATION - 1	01/29/2010 10:26:44
CRT CASE ID: 08099 3 09JV 006661 FSR: 11205572 ACT CRTCASE: 08099309JV006661			
OBLIGOR: CORNER,JACK OBLIGEE: ADOPTIVE,IDENTITY TE			
JUD DISTRICT: 15	DIV/ROOM: _____	ORDER TYPE: JS	RECPL CD:
IVD ACTION CD: E	LEGAL PROCESS: A	LEGAL MOD CD: N	NUMBR PREV MODS: 0
IMM INC WAGE WH: Y	DISH TRANSM: Y	IIWW EXEMPT RSN:	
MAD CD: ____	MAD AMT: 0.00_____		
DISM/TRANS DT: 0_ / 0_ / 0_ REASON: __ CONSOLIDATED CC: _____			
FIDM INDEF SUPP:	RSN: _____	SUPP DT: 0 / 0 / 0	TECH: _____
----- COURT CASE REMARKS -----			

A } -PATERNITY	E } -LEGAL CAPTION	I } -BOND INFO	
B } -SUPPORT	F } -REGISTRATION	J } -FSR	
C } -ARREARS	G } -COST	K } -GENERAL INFO	
D } -MEDICAL INFO	H } -CONTEMPT		
} <==== OPTION . } -CANCEL	P } -PREV N } -NEXT	M } Q } }	MODCRT

*****NOTE:** Using this process to change the legal caption makes the change on all subsequent legal documents.

ADD A CHILD

IF EXISTING ORDER IS AN ADMINISTRATIVE PROCESS ORDER (LEGAL PROCESS CODE IS 'A') THE USER WILL PROCEED TO THE ADMINISTRATIVE PROCESS MENU:

The user will then select Option J} ADD A SUBSEQUENT CHILD ADMIN PROCESS ACTION:

ADMINISTRATIVE PROCESS		ELDFJAM1 15:32:33 01/05/2010
----- REQUIRED KEY -----		
A} LIST POTENTIAL ADMIN PROCESS CASES (NOT AVAILABLE)		
B} ADD ESTABLISHMENT ADMIN PROCESS ACTION		IVD CASE NUMBER
C} ADD MODIFICATION ADMIN PROCESS ACTION		IVD CASE NUMBER
D} ADD CERTIFICATION FOR HEARING		IVD CASE NUMBER
E} MODIFY MOST RECENT ADMIN PROCESS ACTION		IVD CASE NUMBER
F} LIST ADMIN PROCESS ACTIONS BY IVD CASE		IVD CASE NUMBER
G} LIST ADMIN PROCESS ACTIONS BY COURT CASE		COURT CASE ID
H} LIST NEGOTIATION CONFERENCE CALENDAR		
I} CHECK ON JUDICIAL STATUS		
J} ADD A SUBSEQUENT CHILD ADMIN PROCESS ACTION		IVD CASE NUMBER
J} <==== OPTION		
	IVD CASE NUMBER: 01 008822 44 5 A	
	COURT CASE ID: 08001 3 2009JV __1124	
	.}-CANCEL M}-MAIN MENU Q}-QUIT ?}-HELP APAMENU	

ADD A CHILD

The ADD A CHILD ADMINISTRATIVE PROCESS ACTION screen will display. Please note that the ADMIN/COURT ORDER ID field has been defaulted to the active IV-D court case **(1)**. The user will complete all fields as necessary to the action and requesting the necessary DOCGEN forms. Remember to complete option A} ENTER ADDTL APA DATA **(2)** if you wish that information to produce on your DOCGEN forms.

ELDFJKM2									
15:34:01									
ADD A CHILD ADMINISTRATIVE PROCESS ACTION 01/05/2010									
IVD CASE: 01 008822 44 5A CLA: N STA: C CAT: 3 PRI: CUR: Y ENF: Y RCPL:									
NCP: LIONKING, JEFF CP: LIONKING, KAY									
TECH: 12__ BRYANT-SMITH, TEAM: __ ORG: 00 *** ORDER(S) ON ACSES ***									
NCP LOCATED: 1 / 5 / 2010 ESTAB FOR: _ DIV ACTION: _ OBLIGOR ATTORNEY: Y									
NFR ISSUED: __ / __ / ____ DT OF SERVICE: __ / __ / ____ TYPE SERVICE: _									
***** CONFERENCES *****									
----- SCHEDULED -----									
----- CONTINUANCES -----									
DATE		TIME	LOCATION	DATE HELD		RESULT	REQUEST	DATE	REASON
__ / __ / ____		____	____	__ / __ / ____		-	__	__ / __ / ____	-
__ / __ / ____		____	____	__ / __ / ____		-	__	__ / __ / ____	-
__ / __ / ____		____	____	__ / __ / ____		-	__	__ / __ / ____	-
__ / __ / ____		____	____	__ / __ / ____		-	__	__ / __ / ____	-
__ / __ / ____		____	____	__ / __ / ____		-	__	__ / __ / ____	-

CRT HEARING REQSTD: __ / __ / ____				REASON: _		DATE FILED: __ / __ / ____			
HEARING DT: __ / __ / ____				TIME: ____		ROOM: ____			
HEARING DESC: _____									
ADMIN/COURT ORDER ID: 08-001-3-09JV-001124 (1) DATE FILED: / /									
ADMINISTRATIVE PROCESS ACTION COMPLETE: _ (3) DATE APA CLOSED: / /									
(2) A} ENTER ADDTL APA DATA B} COMPLETE DOC CHECKLIST C} TRANSMIT TO JUDICIAL									
} <=== OPTION U}-UPDATE .}-CANCEL M} Q} ?} ADMINADD									

Once the conference has been held, the worker will complete the DATE HELD **(1)**, RESULT **(2)** fields and enter the DATE FILED **(3)**. The complete code field **(3)** would be completed when the approved order is returned from court.

IF THE EXISTING ORDER IS JUDICIAL OR PREVIOUSLY APA:

THE worker will request the judicial forms for this process via DOCGEN. Once the order is legally modified, the worker will then proceed with updating the IV-D court case using the legal modification process.

ADD A CHILD

REPORTS:

MW-431 ESTABLISHMENT REPORT: The IV-D case will appear on this report when there are child(ren) displaying in the SUBSEQUENT NEW CHILDREN FOR CASE field in Option V of the ESTABLISHMENT/MODIFICATION Menu.

MM-451 ADMINISTRATIVE PROCESS ADD A CHILD ACTIONS – SERVICE

MM-452 ADMINISTRATIVE PROCESS ADD A CHILD ACTIONS – CONFERENCES

MM-453 YTD ADMINISTRATIVE PROCESS ADD A CHILD ACTIONS – SERVICE

MM-454 YTD ADMINISTRATIVE PROCESS ADD A CHILD ACTIONS - CONFERENCES