

## **E. Linking of TANF and Related Division of Child Support (DCS) Case on CSEAS**

DCS uses the “Child Support Enforcement Automated System” (CSEAS) to perform billing, record-keeping, disbursement and support enforcement functions on TANF or Medicaid cases involving one or more noncustodial parents. For this process to work properly, the TANF case and the CSEAS case must “link” properly on the computer.

### **1. TANF case with existing CSEAS case**

For TANF cases where one or more related cases already exist on CSEAS, opening the TANF case should automatically “link” the case to the related CSEAS case(s). The cases are linked if the Department of Human Services (DHS) case number and the word “Active” appear after “Welfare Status” on the CSEAS case for each noncustodial parent named, **and** the 12-digit CSEAS case number appears after the appropriate noncustodial parent(s) name(s) on the DHS case on the CM system.

If a CSEAS record already exists when TANF benefits are opened, do not manually enter the CSEAS 12-digit case number on CM system. CSEAS and the CM system will link automatically.

### **2. TANF cases with no existing CSEAS case**

For TANF cases with no existing CSEAS case for one or more of the noncustodial parents, opening the DHS case should create a “skeleton” case on CSEAS for each noncustodial parent.

- In creating the skeleton case, the computer will assign a CSEAS number based on state and county Federal Information Processing Standards (FIPS) codes and the noncustodial parent's case number on CM system;
- The CSEAS skeleton case will be based on existing information coded onto the CM system by the DHS branch office, such as the noncustodial parent's name, birth date and Social Security number;
- Additional information on the noncustodial parent will be added to the CSEAS case when more information is provided to DCS or as DCS proceeds with enforcement activity.

### **3. When the CM System information does not create or link to a CSEAS case**

- If the DHS branch office discovers a case where CM system and CSEAS are not correctly linked, check first to make sure the children are coded to the correct

mother and father/alleged father. If the coding is correct, but a case has not been created, contact DCS so they can create a case.