

MANAGING THE JUDICIARY'S COOPERATIVE REIMBURSEMENT AGREEMENT (CRA)

FFY 2017 AND 2018

MANUAL FOR CIRCUIT COURT CLERKS



October 2016

**Department of Family Administration, Grants Administration
Administrative Office of the Courts-Programs
2009-A Commerce Park Drive
Annapolis, MD 21401**

TABLE OF CONTENTS

I. Basic Information about the Judiciary’s CRA

- A. What is the CRA?3
- B. What are IV-D Activities?3
- C. How Much Money Does the Judiciary Receive Under the CRA?.....3
- D. Who Else Has CRAs?4
- E. Is the CRA a Grant or Contract?.....4
- F. What Rules Apply in Spending These Monies?4
- G. What Happens If We Do Not Use These Funds in Accordance with the CRA or Federal Regulations?4

II. Budget Planning with the CRA

- A. The CRA Follows the Federal Fiscal Year5
- B. Project Your Needs for Two Fiscal Years5

III. Managing CRA Positions and Expenditures

- A. Use Staff as Designated in the CRA6
- B. Personnel Changes (Form B)..... 6
- C. Be Sure to Make Anticipated Expenditures Included in the CRA.....6
- D. Federal Program Employee Certification Form (Form F)7
- E. Time Reporting for CRA Employees, Project Timesheets (Form A).....7

IV. Reporting IV-D Expenditures, Statistical and Revenue

- A. Accounting Requirements and Audits.....8
- B. Report Expenditures Using the Title IV-D Expenditure Form (Form C).....8
- C. Report the Types of IV-D Activities Handled Using the Title IV-D Statistical Report Form (Form D).....9
- D. Report IV-D Court Costs Collected by Using the Daily Transaction Report - RECEIPTS (Form E).....11
- E. Reporting Deadlines 11
- F. Summary of Reporting Requirements 11

Appendix.....13

- FORM A:** Title IV-D Project Timesheet (Updated 9/16)
- FORM B:** Title IV-D Personnel Change Form (Updated 9/15)
- FORM C:** Title IV-D Expenditure Form (Updated 9/16)
- FORM D:** Title IV-D Statistical Report Form
- FORM E:** Daily Transaction Report - RECEIPTS
- FORM F:** Federal Program Employee Certification Reporting Form (Updated 9/16)

*Manuals and blank forms can be found at
<http://mdcourts.gov/family/grantadmin.html>*

MANAGING THE JUDICIARY'S COOPERATIVE REIMBURSEMENT AGREEMENT (CRA)

A MANUAL FOR CIRCUIT COURT CLERKS

I. BASIC INFORMATION ABOUT THE JUDICIARY'S CRA

A. What is the CRA?

Each year the Maryland Judiciary enters into a “Cooperative Reimbursement Agreement” (CRA) with the Maryland Child Support Enforcement Administration (CSEA). The CSEA is the entity in our State designated to receive and administer federal funds for child support. Through our CRA, the Maryland Judiciary receives federal funds to reimburse us for the work our courts do to establish, modify and enforce child support orders involving the Offices of Child Support Enforcement. The funds are for work that is authorized under Title IV-D of the Social Security Act.

B. What are IV-D Activities?

The Maryland Judiciary can be reimbursed for activities that qualify as “IV-D” activities. This “federal financial participation” is available to courts for certain key activities as defined in 45 CFR 304.20 (b) (2-8) and 45 CFR 304.21. This includes the establishment of paternity and the establishment and enforcement of support obligations to the extent that a case involves the local child support agency. In other words, it includes those cases in which a party has assigned the right to establish and enforce orders and collect support through the child support agency. This includes cases in which the party has paid \$25 for the agency to enforce support, or cases in which the parties receive or have previously received public assistance, foster care or medical assistance and have assigned the right to collect support to the State.

Note that IV-D activities do *not* include judicial salaries or other expenses, including training and travel costs, associated with judges. However, those types of expenses can be provided for non-judicial court staff including Magistrates.

C. How Much Money Does the Judiciary Receive Under the CRA?

The Judiciary receives several million dollars each year under the CRA. We receive .66 cents for every dollar spent to support the child support system, excluding judges' salaries and related expenditures.

The Judiciary may include in the CRA costs associated with establishing, modifying and enforcing child support in cases involving the local support agency. Those costs may include salaries and benefits for clerk's office staff, Magistrates and non-judge employees. Note that federal child support funds may *not* be used to reimburse the State for judges' salaries, benefits, or judicial training and travel.

D. Who Else Has CRAs?

Any state entity that contributes to child support establishment, modification or enforcement can enter into a CRA with CSEA and be reimbursed for those expenditures. Each local child support office is funded by a CRA. Sheriff's offices often have CRAs through which they are reimbursed for the costs of executing service. Finally, if the court has county-employed support staff that assists Magistrates with IV-D work, then the Magistrate's office or court administrator may manage a CRA through which the county is reimbursed for its costs in supporting those positions. Note that these county CRAs are *different* from the CRA entered into by the Judiciary. The Judiciary's CRA provides reimbursement for state positions and expenditures only.

E. Is the CRA a Grant or Contract?

The CRA has elements of both a grant and a contract. If we actually expend resources in activities that are covered by the relevant federal law, then the federal government, through the Maryland CSEA, must reimburse the State, so long as those items were included in the CRA.

F. What Rules Apply in Spending These Monies?

The Judiciary must agree to abide by certain federal regulations that govern what type of expenditures may be included. As with all federal grants, the Judiciary must follow its own procurement and personnel policies in expending those funds. When expenditures are covered by the CRA, it is particularly important that we follow our regular policies.

G. What Happens If We Do Not Use These Funds in Accordance with the CRA or Federal Regulations?

If funds are spent in a manner different than intended by the CRA or proscribed by the federal regulations, we *cannot* invoice CSEA to be reimbursed for those activities. The State loses federal money it anticipated receiving and funds that were included in the Judiciary budget.

If CSEA is incorrectly invoiced for activities, or Maryland Judiciary's policies are not followed, or federal policies or regulations in expending funds are not followed, those funds may have to be returned to the federal government. This may occur after an audit. As a recipient of federal funds through CSEA, the Maryland Judiciary is subject to regular legislative and federal audits.

II. BUDGET PLANNING WITH THE CRA

A. The CRA Follows the Federal Fiscal Year

Each CRA follows the federal fiscal year cycle, which begins each year on October 1st. This means that each CRA spans two state fiscal year cycles. For

example, the CRA for the period October 1, 2016, through September 30, 2017, involves State Fiscal Years 2017 and 2018.

In negotiating the CRA, the Administrative Office of the Courts projects positions and expenditures for each jurisdiction for both state fiscal years, even though it is not always known whether new positions will be required.

B. Project Needs for Two Fiscal Years

Each spring, the Administrative Office of the Courts contacts Circuit Court Clerks to determine which positions need to be included in the CRA for the federal fiscal year. At that time, each jurisdiction projects the number of positions required and the number of hours each position will devote to Title IV-D activities during the next fiscal year and the one following. Changes can be made in position usage when the fiscal year turns over.

The information provided for the CRA is only used to generate the new CRA application. New positions and position changes must be included in the budget requests which are prepared and submitted to the Department of Budget and Finance and State Court Administrator.

III. MANAGING CRA POSITIONS AND EXPENDITURES

A. Use Staff as Designated in the CRA

Once the CRA has been negotiated, it is essential that staff is assigned to work on IV-D matters for at least as many hours as indicated for them in the CRA. Deviations from the work allocation listed in the CRA can have significant fiscal consequences for the Judiciary:

- *If IV-D employees work **less** than the number of hours indicated in the CRA, then the Judiciary actually loses real dollars.* The General Assembly reduces our state appropriation by the amount of federal IV-D funding we expect to be reimbursed under the CRA. If IV-D employees work less than the time designated, we cannot bill for the unused hours, and the state funds are not there to cover them.
- *If IV-D employees work **more** than the number of hours indicated in the CRA, then the State of Maryland loses potential federal funding.* If your office had been able to anticipate those additional hours, the hours could have been included on the CRA and captured additional federal funds for the State.

Please try to match as accurately as possible the number of hours and the actual personnel you will be assigning to handle IV-D matters.

***Note:** Expenditures or staff time not expended in one quarter cannot necessarily be made up in later quarters. Because the CRA covers two state fiscal years, we cannot always bill for additional time made up late in the contract period.*

B. Personnel Changes (Form B: Title IV-D Personnel Change Form)

It is essential that your office notify the Administrative Office of the Courts any time there are personnel changes involving an employee included on the CRA. This includes any terminations, vacancies, new hires, or any time you substitute one employee for another, even if only temporarily. Make sure to provide the employee name, PIN, effective dates and any comments or reasons for change. Notify **DFA** as soon as possible with any changes by emailing the completed form to:

Department of Family Administration - cra@mdcourts.gov

C. Be Sure to Make Anticipated Expenditures Included in the CRA

For the reasons as noted above, you should make your needed purchases of items as you had anticipated. If you planned to use funds for IV-D office expenditures, be sure to expend those funds as anticipated so that the Judiciary can bill for the expected reimbursement.

D. Federal Program Employee Certification Form (Form F)

“To comply with CFR Part 200 – UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS, employees that are expected to work solely on a single federal award or cost objective are required to periodically certify that they worked solely on that program for the period covered by the certification.”

Employees that work exclusively on IV-D **must** complete the certification form immediately following the end of each six-month reporting period. Employees at 100% must solely work on the CRA. If the court needs deem it necessary for an employee’s workload to deviate from CRA, they **must** report this time separately to the Department of Family Administration.

Time Reporting Periods:

- **October 1 through March 31, current year** – forms should be signed April 1, current year, and returned to Department of Family Administration.
- **April 1 through September 30, current year** - forms should be signed Oct 1, current year, and returned to Department of Family Administration.

E. Time Reporting for CRA Employees, Project Timesheets (Form A)

Federal regulations require that all employees included on the CRA complete a project timesheet that reflects their actual hours worked on IV-D matters.

- Employees who perform IV-D duties for 100% of the time they are working (whether they are full-time or part-time employees) do not need to complete a separate project timesheet. These employees must complete and sign the *Federal Program Employee Certification Reporting Form* twice a year in April and October and submit to Department of Family Administration, Grants Administration (reference Form F above). (*Note: “IV-D”* should appear on their regular Judiciary timesheet. The Judiciary maintains copies of these timesheets and can make them available in the event we are audited.)
- Employees who are only **performing IV-D duties for part of their work week** (whether they are full-time or part-time employees) must complete the IV-D project timesheet, in addition to their regular Judiciary timesheet. The project timesheets must be used to report the actual number of hours that each employee worked on IV-D matters for each pay period (**based on the State’s pay schedule**). Both the employee and approving supervisor signatures must be on the timesheet before it can be processed. **Any IV-D Project timesheets not submitted on the current form will be returned**

Retain originals project timesheets in your office as they are subject to audits by the state and federal auditors.

Forward a signed, scanned copy to CRA@mdcourts.gov by the 10th day of the following month. For June 21, 2017 (end of PP 26) signed copies must be submitted via email by June 28, 2017. For June 21, 2018 (end of PP 26) signed copies must be submitted via email by June 28, 2018. (Please make sure the scanned copies are legible.)

IV. REPORTING IV-D EXPENDITURE, STATISTICAL AND REVENUE REPORTS

Blank forms can be found at <http://mdcourts.gov/family/grantadmin.html>.

A. Record Keeping and Accounting Requirements

Please note that all financial records should be maintained for review at a minimum of 5 years based on the Administrative Office of the Courts General Grants Conditions, as stated below:

“Grantees must maintain and make available for audit all records of all expenses related to the grant-funded project, and must reconcile those expenses to the organization’s financial records, financial reports and Grant Invoices. Grantees must keep all financial records relating to their Judiciary grant for a minimum of five years after the end of the grant period. Either hard copy files or electronic grant files are acceptable, unless otherwise stipulated in the Grant Award.”

Additionally, the documentation and calculation of expenditures will be requested each year and must include the following information as requested by CSEA:

“The Child Support Enforcement Agency is aware that each child support unit within the respective Clerks’ Offices uses only a percentage of the supplies, photocopies and postage purchased for the entire office. A copy of the actual invoice, however, is required according to the OIG. The invoice must display a cost per unit rate and also be accompanied by a statement showing the cost attributable to the IV-D program services. IF the invoice does not show a cost per unit rate, then the office must provide the methodology used to arrive at the cost of the expenditure.”

B. Report Expenditures Using the Title IV-D Expenditure Form (Form C)

Report expenses you incur for IV-D matters using the form Title IV-D Expenditure Form. The form is set up to record monthly/quarterly expenses. DFA will provide each jurisdiction custom forms to record expenses by quarter.

- a) At the end of each month, complete the section marked “Completed by Clerks Office” with the incurred monthly expenditures, for each account.
- b) Have expenses approved by Clerk of the Court, Court Administrator or Supervisor (Reports that do not have an approval signature will not be accepted).

- c) Email the Signed and Scanned form to CRA@mdcourts.gov by the **10th day of the following month**. For **June 2017, by June 28, 2017 and June 2018, by June 28, 2018**.

The original document must be retained at your location for audit purposes. (Please make sure the scanned copies are legible.)

C. Report the Types of IV-D Activities Handled Using the Title IV-D Statistical Report Form (Form D)

In order to be eligible to receive Title IV-D funds, the Judiciary must show that we are doing the work for which we are being reimbursed. We document our efforts to establish, modify and enforce child support by collecting and reporting statistical information on the cases handled, hearings held, and orders issued in Title IV-D matters.

- a) Collect statistical information about those activities and report them on the Statistical Report Form (Form D) or submit the report directly from UCS (Uniform Court System) (reference directions below on how to submit from UCS.).
- b) Reports run directly from UCS and emailed do **not require signatures**.
- c) Email the Signed and Scanned form to CRA@mdcourts.gov by the **10th day of the following month**. For **June 2017, by June 28, 2017 and June 2018, by June 28, 2018**. .

The original document must be retained at your location for audit purposes. (Please make sure the scanned copies are legible.)

To clarify the reporting of statistics:

UCS has created codes for each of the different orders of enforcement, so UCS does have the capability to document each order of enforcement.

The Order will need to be reviewed to determine the correct code to docket (enter into UCS) i.e.

- **The clerks needs to read the form to determine if multiple "orders" are on the same document.**
- **The clerks will then "docket" each code for the orders of enforcement in UCS.**

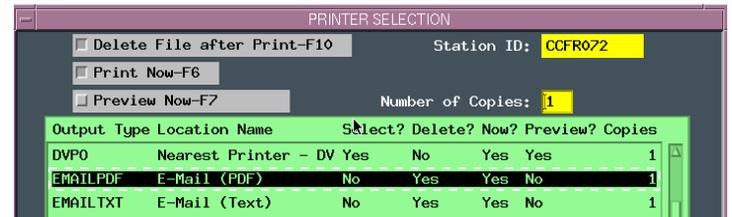
How to email IV-D Statistical Report from UCS

Before you are able to email a PDF form from UCS, you need to have JIS change your printer settings to allow the "Printer Selection" option

- Go to Reports and Forms
- Search IV-D Statistical Report
- Click on Run-F7



- On the Printer Selection Screen highlight E-MAIL PDF



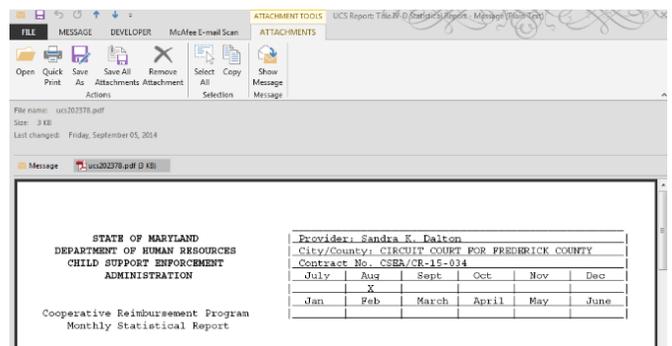
- Choose the Month you are working on



- A small window will pop up that says “Printing Report”
- When it is done processing, you will be prompted to enter your e-mail



- Open the e-mail when it appears
- Click on the PDF attachment
- Click SAVE AS
- Choose the location you would like to save the report and rename it.



It is now available to be emailed as an attachment with the other monthly reports.

D. Report IV-D Court Costs Collected by Using the Daily Transaction Report - RECEIPTS Report (Form E)

Any court costs collected by clerks in IV-D matters must be deducted from the reimbursement the Judiciary receives under the CRA. An example of such costs may include court costs billed to and collected from unsuccessful respondents in an IV-D contempt matter.

Report court costs collected by your office in IV-D matters by doing the following:

- a) In UCS you will run a Daily Transaction Report - RECEIPTS Report on the (#1157 Account code) for the entire month. Identify charges that are related to IV-D Child Support.
- b) Email the Signed and Scanned form to CRA@mdcourts.gov by the **10th day of the following month**. For **June 2017, by June 28, 2017 and June 2018, by June 28, 2018**. The original document must be retained at your location for audit purposes. **(Please make sure the scanned copies are legible.)**

E. Reporting Deadlines

All Title IV-D reports and timesheets are due by the **10th day** of the following month. June 2017 reports will be due by July 2, 2017 due to Fiscal Year end deadlines.

Summary of Reporting Requirements

The CRA reporting requirements for clerk’s offices are summarized in the table below:

Report Name	When to Submit	Submit To	Notes
IV-D Project Timesheets FORM A *	By 10 th of each month. June reports due by June 28.	cra@mdcourts.gov	Retain original in the Clerk's office. <i>Must be on current form, old versions will be returned.</i>
IV-D Personnel Change Form FORM B *	Submit when you have CRA personnel changes.	cra@mdcourts.gov	
Journal Allocation FORM C *	Monthly By 10 th of each month. June reports due by June 28.	cra@mdcourts.gov	Retain original in Clerk's Office. Be sure to have documentation to back up all expenditures. This does not need to be

			submitted but should be available in the event of an audit.
Monthly Statistical Report FORM D *	By 10 th of each month. June reports due by June 28.	cra@mdcourts.gov	
Daily Transaction Report - RECEIPTS Report FORM E *	By 10 th of each month. June reports due by June 28.	cra@mdcourts.gov	Identify IV-D clerk's fees on the cash register system. Information regarding the report generation will be forthcoming.
Child Support Enforcement Administration Federal Program Employee Certification Reporting Form FORM F *	Oct 1 April 1	cra@mdcourts.gov	Retain original in Clerk's Office. Employees working 100% on the Cooperative Reimbursement Agreement (CRA) with the Maryland Department of Human Resources/Child Support Enforcement Administration (CSEA).

**Copies of blank forms can be found at <http://mdcourts.gov/family/grantadmin.html>.*

Email the Signed and Scanned form to CRA@mdcourts.gov by the **10th day of the following month**. For **June 2017, by June 28, 2017 and June 2018, by June 28, 2018**. **The original document must be retained at your location for audit purposes. (Please make sure the scanned copies are legible.)**

APPENDIX

- *Form A:* Title IV-D Project Time Sheet for Support Personnel
- *Form B:* Title IV-D Personnel Change Form
- *Form C:* Title IV-D Expenditure Form
- *Form D:* Title IV-D Statistical Report Form
- *Form E:* Daily Transaction Report - RECEIPTS
- *Form F:* Federal Program Employee Certification Reporting Form