



Approved as to Form and Legality

Date Adopted

Committee

August 15, 2018

Public Safety

**RESOLUTION AUTHORIZING SALEM COUNTY
TITLE IV-D INTERAGENCY REIMBURSEMENT AGREEMENT RENEWAL WITH
NEW JERSEY DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT – NUNC PRO TUNC**

WHEREAS, the Salem County Board of Chosen Freeholders wishes to enter into a Interagency Agreement with New Jersey Department of Human Services Division of Family Development; and

WHEREAS, the Division of Family Development wishes to establish a set reimbursement procedures with the County Sheriff's Office for arrest services in Title IV-D cases where a bench warrant pertaining to child support and/or paternity matters has been issued by a court of competent jurisdiction for the purposes including, but not limited to, establishing paternity and support obligations, including health insurance coverage, failure to appear before a court of competent jurisdiction and for payment of arrearages owed; and

WHEREAS, the County Sheriff's Office has expressed an interest in the terms of the attached Interagency Agreement renewal for the period of October 1, 2017 thru September 30, 2018.

NOW THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Salem that, as follows:

1. That this Resolution shall encompass the entire agreement between the County of Salem- Sheriff's Office and State of New Jersey Human Services Division of Family Development as set forth on the attached Agreement,
2. That this Board hereby authorizes the Freeholder Director of the 2017 Board of Chosen Freeholders to sign and execute the Interagency Agreement Renewal on behalf of the County of Salem, Nunc Pro Tunc.

R. Scott Griscom, Freeholder
Chair, Public Safety Committee

I hereby certify the foregoing to be a true resolution adopted by the Board of Chosen Freeholders of the County of Salem on August 15, 2018.

BRENDA P. BANKS
Clerk of the Board

RECORD OF VOTE

FREEHOLDER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION MOVED	RESOLUTION SECONDED
L. Ware	✓					✓
C. Hassler	✓					
B. Laury	✓					
S. Griscom	✓				✓	
M. DeCastro	✓					

✓ Indicates Vote

Department Initials

WRITTEN AGREEMENT FACT SHEET

CHECK ONE:

NEW
 RENEWAL
 AMENDMENT

CHECK ONE:

CONTRACT
 INTERAGENCY/AGREEMENT
 GRANT/WAIVER APPLICATION

* * * * *

DESCRIPTIVE TITLE: SALEM COUNTY TITLE IV-D
REIMBURSEMENT AGREEMENT

PARTIES TO CONTACT: THE COUNTY OF SALEM
THE SHERIFF'S OFFICE OF SALEM COUNTY
AND NEW JERSEY DFD

SIGNATORIES: NATASHA JOHNSON, DIRECTOR
DIVISION OF FAMILY DEVELOPMENT
ROBERT VANDERSLICE, FREEHOLDER DIRECTOR
CHARLES M. MILLER, COUNTY SHERIFF

SIGNATURE DEADLINE: NON SPECIFIED

TERMS OF CONTRACTS: OCTOBER 1, 2017 THRU SEPTEMBER 30, 2018

COSTS: \$147,769.

FUNDING SOURCE(S): ADMINISTRATIVE ACCOUNT
100-054-7550-173-6110

A. Introduction

This Agreement is entered into between the New Jersey Department of Human Services (herein after called "DHS"), Division of Family Development (herein after called "DFD") and the County of Salem (herein after called the County) and the Sheriff's Office of Salem County (herein after called the Sheriff's Office). All parties to this Agreement will comply with Part D of Title IV of the Federal Social Security Act, implementing current regulations, and any other applicable Federal Regulations and requirements.

Effective September 1, 2009, the DFD implemented a new child support enforcement and case management computer system, New Jersey Kids Deserve Support (NJKiDS). NJKiDS is the federally recognized state case registry for the New Jersey child support program, pursuant to Title IV-D regulations. NJKiDS is utilized by the DFD, the New Jersey Judiciary, County Welfare Agencies and County Sheriff Departments. Warrants on Title IV-D cases are issued electronically by the New Jersey Superior Court through NJKiDS. Each county sheriff department will receive court issued electronic warrants via NJKiDS and utilize NJKiDS for various data entry and inquiry functions as described herein. Relevant information is also provided to authorized Sheriffs' users via the NJKiDS agency web portal.

NJKiDS is not a law enforcement warrant database. NJKiDS does not supplant the use of or interface with the National Crime Information Center (NCIC) and/or other designated warrant law enforcement systems recognized by the law enforcement community. Each designated sheriff department shall continue to utilize NCIC, and/or other systems, in accordance with standard local, state and federal regulations and guidelines.

B. Purpose

The purpose of this Agreement is for the DFD to establish a set of performance standards and reimbursement procedures with the Sheriff's Office for arrest services in those IV-D cases where a bench warrant pertaining to child support and/or paternity matters has been issued by a court of competent jurisdiction for the purposes including, but not limited to, establishing paternity and support obligations, including health insurance coverage, failure to appear before a court of competent jurisdiction and for payment of arrearages owed.

C. Definitions

For purposes of this contract the following terms will be defined thus:

ARREST SERVICES - will include all reasonable attempts to apprehend the individual identified in the bench warrant and produce that individual before a judge or other specified officer of the court within 72 hours of his or her arrest.

ARREST - will refer to the physical act of taking into custody the individual identified in the bench warrant. Such term shall not apply to voluntary surrender to the court or in instances where warrants are vacated.

BENCH WARRANT STATUS:

- **ACTIVE:** A bench warrant was issued and remains outstanding.
- **EXECUTED:** The subject of the bench warrant was arrested. The SQCR Sheriff Reimbursement Report only contains qualifying child support collections as a result of executed warrants.
- **DETAINED:** The subject of the bench warrant is incarcerated for another alleged crime and is being held on the child support warrant. Warrant status will be updated to 'Executed' once the subject has been released to the custody of the sheriff's office for arrest on the child support warrant.
- **DISCHARGED:** Bench warrant has been recalled and is no longer valid.
- **NEGOTIATED SETTLEMENT:** The bench warrant is recalled because the subject paid an agreed upon amount.

CORRECTIVE ACTION PLAN - a plan of action to correct deficiencies in the performance as identified by the DFD. Such a plan must describe the methods and plans for correcting said deficiencies, and the time frames for doing so.

DIVISION OF FAMILY DEVELOPMENT - the single state agency established to supervise the New Jersey State Plan under Title IV-D of the Social Security Act (42 U.S.C. 654 *et seq.*) which creates the Child Support and Paternity Program and empowers the State DFD to promulgate rules and regulations required to administer that program effectively. N.J.A.C. 10:80-1.2(a)(4).

GOOD CAUSE - circumstances beyond the control of the county which affect work load or personnel such as worker strike, lay off, act of God, fire or any other circumstances determined to be good cause after review by the DFD.

NJKiDS - the automated child support enforcement and case management computer system which is the federally recognized state case registry for the New Jersey child support program, pursuant to Title IV-D regulations at 45 C.F.R. 302.85.

D. Duties to be Performed

Upon entering into this contract both the Sheriff's Office and the DFD will have certain functions and duties to perform as outlined in this Cooperative Agreement and in accordance with performance standards as described in Section III of this Agreement and herein.

I. Duties and Functions of the Sheriff's Office:

1. The Sheriff's Office will receive warrants on Title IV-D cases which emanate electronically, from various courts throughout New Jersey.
2. The Sheriff's Office shall have procedures in place for receipt of Title IVD child support warrants emanating from courts in other counties electronically, or via fax, and execution of these warrants in accordance to local, state and federal regulations and guidelines. The Sheriff's office will execute the warrant at any known location or address on the warrant and at additional locations or addresses provided to them by the initiating sheriff's office.
3. The Sheriff's Office shall have written procedures for receipting warrants, which are date and time stamped, on Title IV-D cases issued electronically by a New Jersey court through the NJKiDS computer system.
4. Pursuant to constitutional authority designated to the county sheriff, all pertinent information shall be submitted to authorized personnel and entered onto the NCIC and/or other designated law enforcement systems recognized by the law enforcement community.
5. The Sheriff's Office shall have a case file establishment and assignment process.
6. The Sheriff's Office shall have access to and utilize NJKiDS for purposes of: receiving and printing warrants on Title IV-D cases, data entry purposes of executing warrants and making case notes, receiving and printing the Sheriff Quarterly Report, and inquiry access to child support case information to cross reference data before and after attempts to execute warrants for locate and warrant status information.
7. The Sheriff's Office shall designate adequate staff to receive authorized access to NJKiDS and/or agency web portal, provided by the DFD, to ensure continuity of operations. NJKiDS is a web-based application and authorized sheriff staff can access NJKiDS through their local computers via a DHS secured server. The NJKiDS agency web portal is an online tool to be used in a secure setting only when NJKiDS is not available.
8. The Sheriff's Office shall have staff with access to NJKiDS or an agency web portal to participate in trainings provided by DFD. Trainings provided by DFD shall be solely relative to duties and functions as described within this Agreement.
9. The sheriff staff shall attempt services upon the individual at all locations and addresses provided in the warrant and follow up, as necessary at all addresses and locations as additional information becomes available. All service attempts should be documented in case file and NJKiDS.
10. Sheriff staff shall make follow-up attempts to serve the warrant until such time as the individual is apprehended, the bench warrant is vacated by judicial order or warrant is deemed no longer valid in accordance with other State regulations recognized by the law enforcement community.

11. Once the Sheriff's Officer locates the non-custodial parent, that individual shall be taken into custody immediately.
12. The Sheriff's Officer shall bring the individual before a judge or other specified officer of the court as soon as is practicable following the apprehension of the non-custodial parent.
13. The Sheriff's Office shall participate in statewide coordinated raids and/or amnesty initiatives.
14. The Sheriff's Office shall submit detailed reports pertaining to arrest services on a quarterly basis in order to obtain payment for services; and payment for services shall be based on the collection performance standards specified in Attachment B. All County Expense Reports will be submitted in accordance with the procedures identified in Attachment B1, Procedures for the Submittal of Sheriff's Quarterly Expense Reports.
15. The Sheriff's Office agrees to retain all records and other relevant information for 6 (six) years after the fugitive is found, in accordance with Attachments A and B to this Agreement. However, if any investigation, claim, financial management and review, or audit is started before the expiration of the 6-year period, the record shall be retained until they are resolved and final action taken. Representatives of the DHS, the DFD, and the New Jersey Treasurer, as well as any appropriate federal entities shall have full access to the above mentioned records and documents during this period.
16. The Sheriff's Office agrees that all staff accessing or handling child support data from any source shall sign the "State of New Jersey IV-D Agency Child Support Data user and Confidentiality Agreement" and adhere to its terms and conditions.
17. The Sheriff's Office agrees to comply with all child support data security provisions, namely the IRS Disclosure Awareness Video and Incident Reporting protocol in accordance with the requirements set forth in Action Transmittal 17-03, Data Security Policy: Incident Reporting Protocol, Data User and Confidentiality Agreement and IRS Disclosure Awareness Video, and all required data security trainings provided by the DFD.
18. The Sheriff's Office agrees to permit the DHS and the DFD to monitor Title IV-D activities carried on by the Sheriff's Office upon presentation to the county or Sheriff's Office of proper credentials of identification.
19. If a performance deficiency is identified through the monitoring process, the county shall provide a Corrective Action Plan to the DFD. The plan shall provide a clear explanation of what corrective actions are being proposed to bring each respective performance standard into future compliance, including a time frame for implementing these actions. Once the Corrective Action Plan is approved by DFD, all corrective measures must be integrated into the regular business practice within ninety (90) calendar days of the approval date.

II. Duties and Functions of the DFD:

1. The DFD shall provide sheriff staff the necessary account credentials to access NJKiDS and/or the agency web portal.
2. The DFD shall provide trainings to sheriff staff with access to NJKiDS and/or agency web portal. Trainings provided by DFD shall be solely relative to duties and functions as described within this Agreement.
3. The DFD shall review the County Expense Reports, which are submitted in accordance with Attachment B and Attachment B1, Procedures for the Submittal of Sheriff's Quarterly Expense Reports, and verify the accuracy of the information contained in the reports utilizing NJKiDS or where appropriate, field visits.
4. The Financial Reporting Unit will calculate the percentage of the reimbursement due to the County, according to the collection performance standards outlined in Attachment B.
5. Once the appropriate percentage has been determined and approved, payment will be prepared for the calculated amount and sent to the county in a timely manner.
6. If a county is found to have been reimbursed for a collection that should not have been claimed, the DFD will process the overpayment as follows:
 - a. The DFD will request in writing that the sheriff's office resubmit the quarterly report in which the overpayment was made, deducting the collection(s) which should not have been claimed.
 - b. The DFD will review the corrected report and ensure the inappropriate collection has been deducted; forwarding the correct report to the Financial Reporting Unit.
 - c. The Financial Reporting Unit will receive the corrected report and recalculate the cost/benefit ratio. The appropriate reimbursement rate will be determined by matching the cost/benefit ratio to the rate schedule on Attachment B, page 2 of the Sheriff's Cooperative Agreement (attached). Using the appropriate reimbursement rate the Financial Reporting Unit personnel will compute the reimbursable expenditure amount. The overpayment will be calculated by subtracting the reimbursable expenditure amount from the amount actually paid to the county for that quarter. The Financial Reporting Unit will inform appropriate DFD staff of the amount of the overpayment.
 - d. The Financial Reporting Unit will deduct the amount of the overpayment from the reimbursable expenditure amount from the next quarterly report submitted.

- e. The DFD will send a letter to the County Sheriff's Office informing them that the amount of overpayment will be deducted from the reimbursement amount of their next quarterly report submitted.
- 7. The DFD will conduct a triennial on-site technical program review. A statistically valid sample of the IV-D cases will be reviewed to determine if appropriate action has been taken on 75% of the cases. Appropriate action is defined as the timely implementation of the requirements specified in Sections I and III of this Agreement, which address both specific duties and performance.
- 8. The DFD will notify the Sheriff's Office in writing of the findings of the above review. If a Corrective Action Plan is required by the Sheriff's Office as a result of problems identified in the review, this plan must address those problems and provide steps to be taken for corrective action. If a Corrective Action Plan is required, the elements will be so stated.
- 9. The DFD must approve the acceptability of any Corrective Action Plan deemed necessary within 15 working days. Upon DFD approval of said plan, the Sheriff's Office shall take immediate steps (not to exceed 90 calendar days) to correct the identified problem(s).
- 10. The DFD will retain all records and documents relevant to this Agreement for six (6) years after the fugitive is found. However, if any investigation, claim, financial management review, or audit is started before the expiration of the 6-year period, the records shall be retained until they are resolved and final action taken.
- 11. DFD will provide the Sheriff's Office with necessary materials required to execute the annual "State of New Jersey IV-D Agency Data User and Confidentiality Agreement" in accordance with Action Transmittal 17-03 and all subsequent IV-D data user and confidentiality action transmittals

III. Performance Standards

Sheriff's Office Shall:

1. Utilize NJKiDS daily, for warrants on Title IV-D cases including, but not limited to, the following purposes:
 - A. Retrieve and print electronic warrants signed and issued by the NJ Superior Court;
 - B. Review child support demographic and warrant case information;
 - C. Monitor the change in warrant status (active, negotiated settlement, executed, detained, and discharged);
 - D. Enter data in required fields and making case notes as referenced in agreement;
 - E. Access and print the Sheriff Quarterly Report.
2. Have written procedures for receipting warrants on Title IV-D cases that are issued electronically via NJKiDS, or manually, by the NJ Superior Court. Procedures shall include, but are not limited to the following:
 - A. A date and time stamp; (staff may utilize free form text on NJKiDS to denote receipt on a warrant case, however, this will not result in an automated receipt date on the physical warrant printed from NJKiDS).
 - B. Warrants shall be receipted, hard copy, dated and time stamped, within seven (7) business days of the warrant issue date on NJKiDS. Business day is defined as a Monday through Friday, excluding holidays (used hereafter).
 - C. Exceptions to meeting this timeframe must be submitted in writing to the DFD and approved by the DFD. If exception has been DFD approved, the warrants shall be receipted in a reasonable timeframe and conducive to managing case volume of said county.
 - D. For purposes of establishing a case file under this Agreement, a warrant will not be deemed in sheriff receipt unless specified with a date and time stamped.
3. Monitor NJKiDS daily for WRKL alert notifications of warrants issued by the NJ Superior Court on Title IV-D cases and enter the warrant information on to the NCIC and/or other designated law enforcement system recognized by the law enforcement community within three (3) business days of the receipt of the warrant.
4. Once information is entered onto NCIC, update NJKiDS BWLT screen with the date the warrant was entered on NCIC within three (3) business days.
5. All new cases shall have a hard copy case file created and be assigned to a sheriff staff person within three (3) business days of warrant stamped receipt date.
6. Monitor NJKiDS daily for alert notification of changes to the Title IV-D warrant status. For any warrant that has been discharged or vacated by the New Jersey Superior Court, record the discharge of the warrant on NCIC and/or other designated law enforcement system recognized by the law enforcement community within one (1) business

day of the alert notification. Once completed, update NJKiDS with the date the warrant was discharged or vacated on NCIC and/or other designated law enforcement system within one (1) business day.

7. Initiate action to execute the warrant within fifteen (15) business days of case assignment. Utilize NJKiDS to verify warrant status and warrant case information, prior to any attempts to execute a warrant. Record the findings of initial attempt in the case file and on the BWLT and NOTE screen in NJKiDS.
8. Attempt execution of the warrant one or more days each month for three consecutive months, if the initial execution of a warrant is unsuccessful and no sufficient location information is available. Document all attempts on the NOTE screen in NJKiDS.
9. If further attempts to execute the warrant are unsuccessful, the Sheriff's Officer must attempt service at least once within a 12 month period, until the individual is apprehended or the Sheriff's Office is notified the bench warrant is vacated. Documentation should be retained in case file and on NJKiDS NOTE Screen.
10. Follow-up on the execution of the warrant by attempting service within five (5) business days of receiving new information. Retain documentation of attempted service and/or any new information obtained in case file and on NJKiDS NOTE screen. If new information is received from a source other than child support, a Note to File Action Alert should be sent to the Probation caseworker through the NOTE screen in NJKiDS.
11. Inform appropriate source of invalid address on warrant within three (3) business days of attempted service. Findings shall be documented in case file and a Note to File Action Alert should be sent to the Probation caseworker through the NOTE screen in NJKiDS.
12. All Title IV-D warrants shall be executed in NJKiDS the same day as arrest. Arrests that occur during night time hours, weekends and/or holidays must be executed in NJKiDS on the next business day. Exceptions to meeting this timeframe must be submitted in writing to the DFD and approved by the DFD. All documentation must be recorded in the case file and NJKiDS BWLT screen.
13. Participate in at least two (2) statewide coordinated raids and/or amnesty initiatives per Agreement year.
14. Maintain time and attendance records for individuals performing child support functions.
15. Submit a quarterly expense report to the DFD, within twenty (20) calendar days of the end of the quarter, in accordance with the elements in Attachment B.
16. Maintain a cost/benefit ratio of at least \$1: \$1.60.
17. Complete all necessary/appropriate action as provided under this Agreement on a minimum of 75% of the sample cases, unless good cause is determined for not doing so. Where this standard is not met and good cause is not demonstrated, a Corrective Action Plan addressing this problem shall be developed.

18. Provide the DFD with a Corrective Action Plan within thirty (30) calendar days after receiving a written notification from the DFD specifying a deficiency.
19. Provide the DFD with the name and telephone number of a contact person and an alternate within the agency.

The DFD shall:

1. Review county expense reports on a quarterly basis.
2. Provide payment for reimbursable expenditures within thirty (30) calendar days of receipt of an approved expense report.
3. Conduct a triennial on-site audit.
4. Notify the Sheriff's Office in writing within thirty (30) calendar days of the findings resulting from the triennial audit.
5. Respond to the acceptability of a Corrective Action Plan within fifteen (15) calendar days when such a plan is necessary.

IV. Special Provisions

1. This Agreement is conditioned upon the availability of Federal Financial Participation from the DFD to reimburse the county fees in connection with arrest services in administering the State's Title IV-D laws within the county.
2. This Agreement may be amended by mutual consent of the parties. Any amendment shall be reduced to writing, executed in the same manner as this Agreement, and incorporated into this Agreement.
3. Raids and/or Amnesty programs may not be initiated without prior written approval of the DFD.
4. The DFD reserves the right to refuse to reimburse the county, or in the alternative, to terminate this Agreement entirely upon thirty (30) calendar days written notice, if the Sheriff's Office fails to provide services consistent with the State IV-D Plan or this Agreement. The DFD may refuse reimbursement for the following reasons:
 - a. Failure to perform (without good cause) within the parameters of the performance standards of this Agreement.
 - b. Failure to present Corrective Action Plan(s) as required by this Agreement.
 - c. Failure to provide correct and full reports as required by this Agreement.
5. The DFD may exercise its right to terminate the contract for the following reasons:
 - a. Violation of Federal and/or State Law.
 - b. Failure to take appropriate corrective action.

- c. Repeated failure to perform (without good cause) within the parameters of the performance standards, as outlined in Section III of this Agreement.
- 6. This Agreement shall be terminated upon the decision of any court of competent jurisdiction to the effect that this Agreement is in violation of Federal or State law in its entirety. However, if any particular provision of this Agreement is found to be invalid, the remainder of this Agreement shall continue to be in effect, unless to do so would contravene the purpose of this Agreement.
- 7. This Agreement may be terminated upon thirty (30) days' written notice by either party based upon the occurrence of a change in applicable Federal law(s) or regulation(s) that would result in the unavailability of Federal funds for services to be provided under this Agreement.
- 8. In the event the Sheriff's Office is unable to perform under the conditions of this Agreement, the County and Sheriff's Office may terminate this Agreement upon thirty (30) days' written notice to the DFD.

ATTACHMENT A

The Sheriff's Office shall maintain individual case records sufficient to permit evaluation of progress on each case record. A record must be kept in a format that would allow for easy review as to the progress of the case. The following information must be included in the case file:

1. Complainant's name
2. Name and address of non-custodial parent
3. Date of birth of non-custodial parent
4. Social Security number of non-custodial parent
5. Name and address of employer
6. Arrears
7. Copy of the Warrant
8. Docket #
9. CS#
10. Action taken on case (1st, 2nd, 3rd attempts and at least once within a 12 month period thereafter)
11. Outcome of action
12. Special provisions - an example of a special provision would be if a wage execution were signed.
13. Officer's name
14. Other relevant information
 - a. NJKiDS inquiries
 - b. NCIC entry documentation
 - c. Any other source

ATTACHMENT B
Fiscal System and Reports

This Attachment is applicable to the Sheriff's Office and is provided to ensure uniformity in the maintenance of a fiscal system and preparation of appropriate reports.

1. Total Sheriff's Officers' costs of arrest services, for the period October 1, 2017 through September 30, 2018, performed pursuant to this Agreement, shall not exceed \$147,769 which shall include not more than \$92,629 in salaries and \$55,140 in fringe benefits for the officer assigned to the serving of warrants. The total combined quarterly arresting expenditures costs that qualify to be reported during the FFY18 Agreement period of October 1, 2017 through September 30, 2018, cannot exceed this annual arrest service amount of \$147,769.
2. Appropriations for Sheriff's Officers shall constitute in whole or in part the non-federal share of each fee for service to satisfy the Federal requirement of State financial participation.
3. The DFD shall make payments to the county for the Federal share of allocated fees for service provided by the Sheriff's Office within the limits set forth in Items 1 and 6 of this Attachment to the extent that such payment does not exceed actual expenditures. Allowable expenditures are limited to salaries and fringe benefits.
4. In order to receive payment, the Sheriff's Office shall file a Quarterly Budget Report identifying those services performed by the Sheriff's Office in a case-specific format as well as the actual expense incurred by the Sheriff's Office in performing those activities. The Quarterly Budget Report contains the following: the SQCR Sheriff Quarterly Collection Report and the Summary of Federally Reimbursable Expenditures form.
5. The Quarterly Budget Report shall be filed within twenty (20) calendar days of the end of the quarter. Late submission of these reports may result in a delay, penalty or reduction in the rate of reimbursement.
6. The DFD will make a payment at the end of the quarter for a federal share of all approved fees, based upon the required reports filed with the DFD for the quarter. All funds collected, as the result of a warrant action will be counted as follows:
 - a. The value of lump sum collections on arrears as a result of the warrant arrest and received within five (5) calendar days of the date of arrest and additional payments made up until ninety (90) calendar days of the date of arrest. Payments are recorded within the Quarter reviewed.
 - b. Any regular payment whether consecutive or not made by the obligor which includes the following receipt sources from NJKiDS--EW (employer wage); RE (regular pymt); PM (release amount); QR (QDRO/EDRO) and VL (voluntary payment).

- c. Excludes payments resulting from enforcement actions initiated by any other entity, independent of information received as a result of the Sheriff's Office action.
- d. The value of all new orders paid within the quarter.
- e. The value of an upward modification to an existing support order paid within the quarter.
- f. Support collected by one county at the request of another county will be treated as having been collected in full by each county.

ATTACHMENT B Cont'd.

The reimbursement rate shall be in accordance with the following schedule:

COLLECTION PERFORMANCE STANDARDS

Quarterly Collections	Reimbursement Rate
\$1: \$4.00	Maximum FFP rate: 66%
\$1: \$3.80	63%
\$1: \$3.60	60%
\$1: \$3.40	55%
\$1: \$3.20	50%
\$1: \$3.00	45%
\$1: \$2.80	40%
\$1: \$2.60	35%
\$1: \$2.40	30%
\$1: \$2.20	25%
\$1: \$2.00	20%
\$1: \$1.80	15%
\$1: \$1.60	10%

ATTACHMENT B Cont'd.

STAFF PERSON	SALARIES	FRINGE	TOTAL
Sergeant Siegfried Kreusel	\$38,513.	\$22,553.	\$61,066.
Corporal Keith Zilinski	\$27,381.	\$17,848.	\$45,229.
Officer Charles Priest	\$26,735.	\$14,740.	\$41,474.
Total	\$92,629.	\$55,140.	\$147,769.

ATTACHMENT B1
PROCEDURES FOR THE SUBMITTAL OF SHERIFF'S
QUARTERLY EXPENSE REPORTS

1. Utilization of Standardized Reports: In order to report collections/payments and expenses and to be reimbursed according to the signed Cooperative Agreement, the following two approved DFD documents must be submitted on a quarterly basis:
 - NJKiDS SQCR Sheriff Quarterly Report: an automated report accessed via the SQCR screen of NJKiDS. There is no manual data entry necessary. Staff can access and print this report at the close of each Federal Fiscal Quarter.
 - Summary of Federally Reimbursable Expenditures form: a form created via an Excel spreadsheet. This form requires minimal manual data entry.
2. Required Data Entry on NJKiDS and Sheriff Quarterly Reports: Sheriff staff is required to enter certain data elements on the NJKiDS BWLT Screen (bench warrant screen) upon execution of a Title IV-D child support warrant. By doing so, NJKiDS is programmed to auto-populate the SQCR Sheriff Quarterly Report with collection information as set forth in the collection criteria listed in *Attachment B.6, Fiscal System and Reports*.
3. Automated Calculation and Recording of Collections: If sheriff staff does not utilize NJKiDS to execute warrants, NJKiDS will not record the collection on the SQCR Sheriff Quarterly Report and it will not be included in the calculations associated to the county for reimbursement.
4. Daily time reports and signed confidentiality agreements should be retained on file for audit purposes.
5. All required reports shall be submitted on a quarterly basis no later than twenty (20) calendar days after the end of the quarter to:

Attention: Tikonblah Moore, Child Support Specialist 2
Department of Human Services
Office of Child Support Services
PO Box 716
Trenton, New Jersey
(609) 631-2758
Email to: Tikonblah.moore@dhs.state.nj.us

Late submission may result in a delay, penalty, or reduction in the reimbursement, pursuant to the Sheriff's Cooperative Agreement Addendum.

6. Federal Fiscal Year (FFY) 2017 quarterly reporting due dates are:

First quarter:	10/01/17 to 12/31/17; Due by: 01/22/18
Second quarter:	01/01/18 to 03/31/18; Due by: 04/20/18
Third Quarter:	04/01/18 to 06/30/18; Due by: 07/20/18
Fourth Quarter:	07/01/18 to 09/30/18; Due by: 10/22/18

ATTACHMENT C

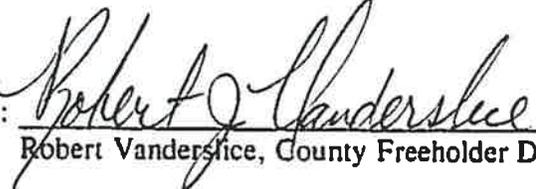
Disclosure of information

1. Any staff that performs IV-D functions, or accesses NJKiDS must sign a Child Support Data User and Confidentiality Agreement annually and attend data security training, as stated in the requirements of the Data Security Manual. This manual is accessible on the New Jersey Child Support website, njchildsupport.org.
2. Any staff that performs IV-D functions, or accesses NJKiDS must view, on an annual basis, the IRS webinar video as stated in the requirements of the Data Security Manual. This video and/or the text for the video are accessible on the New Jersey Child Support website, njchildsupport.org.
3. Disclosure of information concerning Title IV-D clients shall be limited to the administration of Title IV-D Program as it relates to the establishment of paternity and collection of child support.
4. Information applicable to this program may be provided to appropriate staff of the Probation Division, State and local prosecutors, the DHS staff, the State and county IV-D staff, and the State Attorney General's Office.
5. Nothing in this Agreement shall be construed to conflict with the regulations of safeguarding information as stated in the requirements set forth in the Title IV-D Confidentiality Agreement, provided by DFD.

STATE OF NEW JERSEY
DIVISION OF FAMILY DEVELOPMENT

DATE: 9-19-17 BY: 
Natasha Johnson, Director

COUNTY OF SALEM

DATE: 3/23/17 BY: 
Robert Vanderslice, County Freeholder Director

DATE: 8/28/17 BY: 
Charles M. Miller, County Sheriff