

137-055-5030

Receipting of Support Payments

(1) For purposes of this rule, receipt means to officially acknowledge and credit an amount of money to an account.

(2) When support payments are to be made to the Department of Justice in accordance with ORS 25.020, the State Disbursement Unit (SDU) is the official receipting unit of the Child Support Program. All payments will be disbursed after receipt by the SDU pursuant to 45 CFR 302.32.

(3) Support payments will only be receipted by the SDU. Under limited circumstances, offices of the Oregon Child Support Program, other than the facility which houses the SDU, may accept child support payments in-person or by mail. If a payment is made in-person, and if requested, an employee may provide an acknowledgment that the payment has been accepted.

(4) Physical access to all areas where support payments of currency, checks, and other negotiable instruments are stored or processed will be limited to employees assigned to handle or accept support payments or if by the SDU, handle or receipt support payments.

(5) Support payments must be physically secured. At least two employees must be present when support payments are not secured in a locked area or in a safe.

(6) To the greatest extent possible, employees will not participate in more than one area of payment processing which would permit them to conceal the misuse of support payments. Specific segregation of duties includes:

(a) Opening mail that contains support payments, preparing batches, running an adding machine tape or electronic spreadsheet of checks in a batch and creating a batch on the system;

(b) Posting the batch, including unidentified payments;

(c) Depositing the payments;

(d) Preparing daily and monthly reconciliations; and

(e) Working unidentified payments.

(7) Support payments will be properly recorded and tracked. Procedures will include:

(a) A method to track support payments which must be researched due to insufficient information to process; and

(b) A review by a leadworker or manager of all changes made to tracking logs to ensure that the corrections are appropriate.

(8) Support payments which have been receipted by the SDU will be reconciled daily

with system transaction totals, including support payments diverted for additional research or special handling.

(9) Support payments will be deposited within 48 hours even if the proper disposition of the support payment is uncertain.

(10) Pursuant to ORS 73.0114, if an employee of the SDU notices contradictory terms on a negotiable instrument, the amount to be receipted will be the amount written in words.

(11) Pursuant to ORS 73.0401, if a negotiable instrument is not signed, the person is not liable for the instrument. Therefore, if an employee of the SDU notices that a negotiable instrument is not signed, the instrument will be returned for a signature and not receipted.

(12) If, under limited circumstances, an office other than the SDU accepts in-person support payments of checks or other negotiable instruments, the office will:

(a) Inform the individual that future support payments are to be made to the SDU;

(b) Provide an envelope pre-addressed to the SDU for the individual and have the individual put the support payment in the envelope and seal the envelope;

(c) Provide a written acknowledgment of acceptance on a form prescribed by the SDU if the individual requests a receipt;

(d) Narrate the support case with the payment information that includes the check number, the check amount, the payer's name, and how the payment was forwarded to the SDU; and

(e) Send the payment by regular mail to the SDU the same day it is received; or

(f) If the payment is received too late in the day to be mailed the same day, the payment will be locked in a secure location and mailed by regular mail to the SDU the next business day.

(13) If a support payment is received by mail in an office of the Oregon Child Support Program other than the SDU, the office will:

(a) Narrate the support case with the payment information that includes the check number, the check amount, the payer's name, and how the payment was forwarded to the SDU;

(b) Send the payer a notice stating that future support payments must be made to the SDU; and

(c) Send the payment by regular mail to the SDU the same day it is received; or

(d) If the payment is received too late in the day to be mailed the same day, the payment will be locked in a secure location and mailed by regular mail to the SDU the

next business day.

(14) In-person currency payments for support will not be accepted by an office of the Oregon Child Support Program other than the facility which houses the SDU. The office will inform the individual of the requirement to pay through the SDU by check or money order and may provide an envelope pre-addressed to the SDU.

(15) Notwithstanding section (14) of this rule, currency payments for support may be accepted by an employee of an office of the Oregon Child Support Program other than the facility which houses the SDU when:

(a) The currency payment is received in court as a result of a court hearing for non-payment of support; or

(b) The currency payment is received in an office that employs strict internal currency handling standards pursuant to sections (5) through (7) of this rule;

(c) The office has the payment deposited to an approved bank account; and

(d) The office ensures the currency payment is transmitted to the SDU immediately for receipting and disbursement.

(A) The office may transmit the payment to the SDU by an electronic fund transfer (EFT) through an approved bank account; or

(B) The office may mail a check to the SDU for the total amount of the payment(s).

Stat. Auth.: ORS 180.345

Stats. Implemented: ORS 25.020, 73.0114 and 73.0401

Effective Date: July 1, 2004