

137-055-5030

Receipting of Support Payments

- (1) For purposes of this rule, “receipt” means to officially acknowledge and credit a payment to an account.
- (2) For purposes of this rule, “authorized representative” means an employee of the Division of Child Support, employees of a District Attorney Child Support office, and Assistant Attorneys General and Deputy District Attorneys representing the Child Support Program.
- (3) When support payments are 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.
- (4) Support payments will only be receipted by the SDU.
- (5) Physical access to all areas where support payments are stored or processed will be limited to employees assigned to handle, accept or receipt support payments.
- (6) Support payments received by the receipting unit 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.
- (7) Support payments will be properly recorded and tracked in accordance with 45 CFR Ch. III.
- (8) Support payments which have been receipted by the SDU will be reconciled daily.
- (9) Support payments will be receipted and deposited within 48 hours.
- (10) Pursuant to ORS 73.0114, if there are contradictory terms on a negotiable instrument, the amount 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.
- (12) 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 and authorized representatives may accept payments in court. If a payment is made in person, in court, or by mail the employee or authorized representative shall provide written acknowledgment to the payor that the payment has been accepted.

(13) Payments for support may be accepted by an employee of an office of the Oregon Child Support Program or by an authorized representative of the Child Support Program when:

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

(b) The payment is received in an office that employs strict internal currency handling standards;

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

(d) The office ensures the payment and remittance details are transmitted to the SDU immediately for receipting and disbursement.

(A) The office or authorized representative 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: March 30, 2015