 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	9 – Child Support Enforcement (CSE)
	Part No./Name	D – Fees and Payments
	Section No./Name	D-300 Erroneous Support Payments and Fee Collection
	Document No./Name	D-340 Fee Collection
	Effective Date	October 15, 2024

I. STATEMENT OF POLICY

A limited number of fees are charged to customers by Child Support Enforcement (CSE). These include the:

- \$25 Application Fee (for applications submitted prior to 1/29/2024);
- \$10 Application Fee for Locate Only, (an additional \$4 is charged if the * noncustodial parent's (NCP's) Social Security Number is not provided);
- Mandatory \$35 Annual Collection Fee (See [D-510](#)); and
- Genetic Test Fee reimbursement.

Customers may be assessed none, one, or more of these fees depending on the circumstances of each case. Applications received before January 29, 2024 require payment of the application fees and will not be processed until the fee has been paid. Other fees may require collection efforts (Refer to policy [B-410](#)).

II. PROCEDURES

D-0341 MANDATORY ANNUAL COLLECTION FEE

The Mandatory \$35 Annual Collection Fee will be automatically withheld from money collected, after \$550 is collected, on any case that the fee has been assessed. While this will allow collection of the fee in most cases, there will be some cases in which automatic withholding will need to be supplemented with additional actions (Refer to policy [D-510](#)).

NOTE: The mandatory \$35 annual collection fee does not apply to cash medical only cases payable to the Louisiana Department of Health (LDH).


Prior to sending out the [CSE 632](#) and closing a case where a fee balance is owed, mail the [CSE 34](#) to the custodial parent (CP) advising that the fee must be paid within 30 days, by cash, cashier's check, or money order. Set a task for 30 days.

Repayment of fees (Mandatory & Blood Test) should be mailed to the Financial Unit at:

DCFS Child Support Enforcement
 Financial Unit
 PO Box 4815
 Baton Rouge, LA 70802

The payment should be clearly labeled as mandatory fee or blood test along with the identifier. **

If the CSE 34 is returned and no new address is located, the original 30-day period continues. If the CSE 34 is returned with a new address, then it should be re-mailed to the CP. Once the CSE 34 is re-mailed to the CP, the caseworker must wait 30 days. When 30 days have elapsed since mailing the

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[CSE 34](#) and the * fee has not been paid, the collection fee debt can be zeroed out. The caseworker will need to send an email to their supervisor stating the 30 days has elapsed and the fee collection was unsuccessful. The supervisor will send an email to DCFS-CSE-Financial@la.gov to remove the fee. Once the collection fee debt is removed, the case may be closed.

NOTE: In all cases, appropriate CALO “C” entries must be made by the office taking the action.

D-0342 GENETIC TEST FEE

When paternity is being contested, [45 CFR 303.5\(e\)\(1\)](#) ** provides for CSE to charge a fee for performing genetic tests. *** Genetic testing fees are reimbursed 66% to the Federal government and 34% to the State of Louisiana. * A judgment for the costs of genetic testing against the NCP should be secured when genetic testing has been performed and paternity has been established (Refer to policy [L-230](#)).

Once a judgment has been obtained for the NCP to pay the genetic testing fee, the debt must be entered on the DEDA screen. (Refer to policy [X-2030](#)). Adding the genetic testing fee debt will trigger LASES to send form [CSE 30, Notice to NCP for Repayment of Genetic Test Fees](#), advising the NCP of the procedure for sending payment. Genetic testing fees may be collected through income assignment as well as direct payment by the NCP.

When a case is open only for recoupment of the genetic testing fee debt, a supervisor may approve dismissal of the fee debt if documented efforts to collect have been unsuccessful. Once the supervisor approves, they will need to send the case to their CSE Manager for final approval. In order to qualify for dismissal of the debt, the case must meet all of the following requirements:

- Genetic testing fee is the only debt owed;
- Income assignment is not possible as no employer can be located;
- No payment has been received in the last six months;
- The CSE 30 has been sent and over 30 days have elapsed with no response from the NCP;
- The CSE Manager has determined that the fee is uncollectable; and
- The [CSE 632](#) was mailed. **


Use reason code MCE (minor child emancipated) on CAS1 to close cases in which all children have emancipated. Use reason code NCS (no current support) to close cases in which the minor child or children have not emancipated. Review the case to ensure it accurately reflects the court order and the * child support and/or medical ** debt was properly end dated prior to closing the case.

III. FORMS AND INSTRUCTIONS

CSE 30 [Form](#) / [Instructions](#) Notice to NCP for Repayment of Genetic Test Fees

CSE 34 [Form](#) / [Instructions](#) Mandatory Fee Under the Deficit Reduction Act of 2005

CSE 632 [Form](#) / [Instructions](#) Notice to End Support Enforcement Services

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IV. REFERENCES

[LAC 67:III.2523](#)
[45 CFR 303.5\(e\)\(1\)](#)
[454 \(6\)\(B\)\(ii\) of the Social Security Act](#)