 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Family Support
	<b>Chapter No./Name</b>	9 – Child Support Enforcement (CSE)
	<b>Part No./Name</b>	G – Intake
	<b>Section No./Name</b>	G-100 The Intake Process
	<b>Document No./Name</b>	G-180 Entering Child and Medical Support Orders in CAFE
	<b>Effective Date</b>	October 1, 2025

## I. STATEMENT OF POLICY

Child support and medical support orders are obtained through one of the following procedures:

- the court enters a new order (no previous order exists);
- a Louisiana civil order is administratively amended to make DCFS the payee;
- another state's order is registered for enforcement by CSE;
- an order is established by a responding state upon request from CSE; or
- a responding state registers a Louisiana order or another state's order for enforcement (CSE initiated the request).

### Interstate Cases

In every IV-D case, whether intrastate or interstate, CSE is responsible for reporting the amount due in collections.


When Louisiana is the initiating state and requesting enforcement of a Louisiana civil order, the Louisiana civil order must be amended administratively to change the payee to the Department (See E-1610). This must occur prior to referring the order to the responding state for enforcement. The debt must be entered in LASES after the CSE 630 is mailed to the parties. CSE will take no action to adjudicate the arrears. The custodial parent will complete the affidavit of arrears in the office and sign the registration statement. These forms must be forwarded to the responding state for enforcement along with the UIFSA packet. Once the responding state has registered the order including the arrears, CSE will be provided with notice of the registration. After the notice of registration is received, the arrears may be added to LASES at that time.

When Louisiana is the initiating state and requesting enforcement of an order issued by another state, the order may be sent to the responding state for enforcement without Louisiana first registering the issuing state's order. The debt and CACI record must be added to LASES after receipt of the application and issuing state's order. Once the debt and CACI record are added, Louisiana must refer the case to the other state within 20 days to request intergovernmental services.

## II. PROCEDURES

When a court order is rendered, make every effort to convert the case to collection status as soon as possible. For example:

- When an order is rendered in open court by a judge, set up the collection case and debt immediately.
- After a recommendation is entered by a hearing officer, set up the collection case and debt after the period for appeal of the order has lapsed.

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Note: Once a recommendation is entered by the hearing officer, the final judgment of the court, signed by the judge, must be maintained in the case record as supporting documentation for future audits.

- When a Louisiana civil judgment is administratively amended by mailing the CSE 630, set up the collection case and debt immediately. (See Policy [G-310](#))
- When another state's order is registered in Louisiana for enforcement or modification including arrears, set up the collection case and debt immediately. (If the NCP contests, the court may order a stay of enforcement). See [LA CHC 1306.5](#).

When another state has been asked to obtain an order for Louisiana, contact the responding state for status at least periodically to obtain sufficient information to enter the court order and the debt in CAFÉ. QUICK may be used to determine the status of the case as well.

When Louisiana becomes aware that an order exists in another state, QUICK may be used to determine the status of the order. If QUICK shows the court order details, request a copy of the order from the issuing state using the [Transmittal 03](#).

Do not delay setting up collection cases by waiting for a hard copy of the court order.

At the time the debt is entered in CAFÉ, form [CSE 109](#) is generated to the NCP giving notice of the new debt and to send payments to CSE SDU.


**Note: Refer to CAFÉ User Guide for instructions on how to set up a debt.**

### **G-181 ADMINISTRATIVE FEE FOR EXPEDITED PROCESS**

Child support payments must be distributed in accordance with [45 CFR 302.51](#). In order to deviate from IV-D distribution regulations, the NCP, in accordance with [45 CFR 302.33\(d\)\(5\)](#) must authorize a portion of the payment to be distributed as a fee rather than child support. In Louisiana, a Payor Designation Form is required to accomplish this purpose in Judicial Districts that order administrative fees.

Louisiana Revised Statute 46:236.5 grants the court the authority to charge up to five percent for the cost of providing expedited process. The court may collect its cost by scheduling the NCP to appear on its own motion. The NCP may also agree that the fee be distributed from his child support payments. This fee is in addition to the amount of the obligation and the arrears appearing on LASES.

Once it is ordered, the NCP may designate CSE to deduct the fee from all payments processed by the Centralized Collection Unit (CCU) by signing this form at the time of his court appearance. It is the role of the court to ensure that the Payor Designation Form is signed and a copy has been provided to CSE offices.


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Once the form is received, a copy will be retained to be imaged into OnBase and a "Y" will be placed in the "HO Fee" indicator field located in CAFÉ establishment/enforcement tab or COOD Screen in LASES to indicate that the court order has an administrative fee. (Refer to X-1812. or the CAFÉ User Guide.)

In all cases in which CSE does not have a signed Payor Designation Form, the "HO Fee" indicator will remain "N". If the NCP case was previously closed, a new Payor Designation form is needed in order for CSE to continue to deduct the "HO Fee".

### G-182 ENTERING CHILD AND MEDICAL SUPPORT ORDERS ON COOD FLOW CHART

Court Order Details	COOD Setup
<b>Order obtained by CSE rendered in open court by a judge</b>  Set up the debt immediately ( <a href="#">45 CFR 303.6</a> ).	<b>FIL DT:</b> Day petition was filed. <b>EST DT:</b> Date order for support rendered in open court <b>EFF DT:</b> Date first payment due (this date may be retroactive)
<b>Order obtained by CSE rendered in open court by a hearing officer</b>  Set up the debt after the period for appeal of the order expires ( <a href="#">45 CFR 303.6</a> ).	<b>FIL DT:</b> Day petition was filed. <b>EST DT:</b> Day after the period for appeal period expires <b>EFF DT:</b> Date first payment due (this date may be retroactive)  Note: If a party files an appeal, the new establish date is the date order rendered in court.
<b>LA Civil Judgment Administratively Amended to Make DCFS Payee</b>  Set up the debt when the CSE 630 is mailed to the parties.  Note: Add a non-support docket number (see policy X-1810)	<b>FIL DT:</b> Blank <b>EST DT:</b> Date when the CSE 630 is mailed to the parties. <b>EFF DT:</b> First due date after CSE 630 mailed.
<b>Order obtained by Stipulation</b>  <b>Setup debt immediately (45 CFR 303.6)</b>	<b>FIL DT:</b> Date when stipulation is filed or signed or petition/rule was filed NOTE: Field may be left blank <b>EST DT:</b> Date when the child support order was signed <b>EFF DT:</b> First payment due date

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Court Order Details	COOD Setup
<p><b>When another state's order is registered for enforcement (including arrears)</b></p> <p>Docket# of LA judgment used on COOD Set up the debt immediately including arrears.</p> <p><b>Note:</b> If the NCP contests within 20 day period the court may order a stay of enforcement. <a href="#">LA Ch. C 1306.5</a>.</p>	<p><b>FIL DT:</b> Blank  <b>EST DT:</b> Date when the most recent child support order was signed.  <b>EFF DT:</b> First due date after registration is filed.</p>
<p><b>When order of another state is not registered for enforcement</b></p> <p>Docket # of the issuing state used on COOD (See policy <a href="#">X-1810</a>). Set up debt immediately.</p>	<p><b>FIL DT:</b> Blank  <b>EST DT:</b> Date issuing state's order was signed  <b>EFF DT:</b> Date first payment due (<b>this date may be retroactive</b>)</p>
<p><b>When order of another state is registered for enforcement of arrears only</b></p>	<p><b>FIL DT:</b> Blank  <b>EST DT:</b> Date issuing state's order was signed  <b>EFF DT:</b> Date on the registration statement</p>

### III. FORMS AND INSTRUCTIONS

[CSE 109 Frm](#) / [Ins](#) NCP Notice of New Debt and Rights and Responsibilities  
[CSE 630 Frm](#) / [Ins](#) Notice About Redirection of Support Payments

### IV. REFERENCES

[45 CFR 302.33\(d\)\(5\)](#)  
[45 CFR 302.51](#)  
[45 CFR 303.6](#)  
[LA CHC 1306.5](#)