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Directive # 02-11
[Supersedes Directive # 4-93]

To: **Assignment Judges**
Trial Court Administrators

From: **Glenn A. Grant, J.A.D.**

Subject: **Change of Beneficiary of Child Support Orders in TANF Cases**

Date: **July 6, 2011**

This directive supersedes Directive # 4-93, issued on June 9, 1993, which authorized the entry of administrative orders in Aid to Families with Dependent Children (AFDC) cases to reflect a change in beneficiary of a welfare grant. Prior to issuance of Directive #4-93, when a child changed his/her residence from one welfare grant recipient to another person who also was receiving public assistance, such as a grandmother or other relative, a court proceeding was required to establish an order in the name of the new beneficiary of the grant. Directive #4-93 authorized Probation, upon receipt and review of County Welfare Agency (CWA) documentation, to draft and submit to the court for signature an order reflecting the change in beneficiary. This procedure facilitated the court's entry of such orders without the need for a hearing. This expedited process ensured the continuity of payments.

This superseding directive promulgates a further streamlined process made possible by the new automated child support system, New Jersey Kids Deserve Support (NJKiDS). Using NJKiDS, the County Welfare Agency will prepare the required documentation and electronically forward it to the Family Division. The new protocol also reflects the replacement of the federal Aid to Families with Dependent Children (AFDC) program with the Temporary Aid to Needy Families (TANF) program. The required documentation may be summarized as follows:

- Request for Change of Beneficiary (NJKiDS document #CS564), which identifies (a) the Obligee, Obligor and dependents of the existing enforcement case requiring the change, and (b) the new case number, Obligee, Obligor and dependents for the new case to be created.
- Two Uniform Summary Support Orders (USSO). The first USSO sets forth the adjustments needed to the case that is being modified due to the change of beneficiary. The second USSO

details the new Obligee and the continued child support and medical support provisions for the new case.

- Any supporting documents that are not yet available on NJKiDS should be forwarded by the CWA to the Family Division in hard-copy.

Upon receipt of the above documentation, Family Division staff will assign the new case a docket number and forward the two USSOs electronically to the judge for review and electronic approval on NJKiDS. Once approved by the judge, the new case will be transferred to Probation for enforcement. The Family Division will ensure the original case is correctly modified by Finance and will advise Probation of the modification. Technical instructions detailing the NJKiDS procedures can be found in the Division of Family Development Informational Transmittal number 11-10, "Interim Procedures – TANF Change of Beneficiary" (February 23, 2011).

This protocol may be used on cases with a single child or with multiple children when all of the children on the grant move to the welfare grant of the new beneficiary. If there are multiple children on the grant and not all of the children move to the welfare grant of the new beneficiary, an application must be filed by the CWA or the party seeking the relief for recalculation of the child support order.

Questions concerning this directive may be directed to Harry T. Cassidy, Assistant Director for Family Practice at (609) 984-4428, Kevin M. Brown, Assistant Director for Probation Services at (609) 984-5022, or Richard Narcini, Chief, Child Support Enforcement Services at (609) 633-2390.

G.A.G

c: Chief Justice Stuart Rabner
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