

Audit Checklist

(as of June 20, 2017)

<u>CFR Title 45, Parts 303-308</u> Audit Review Area/ Required Compliance Level	Required Action and Time Frames	OSIS Screens
Case Initiation 303.2 Compliance Level - 90% <i>(Case initiation center only- Establishment of cases) (District offices only - maintenance of case records)</i>	Make application available for walk-ins or mail within five working days; documents received in office are forwarded to CIC to be opened within 20 calendar days	CSCI RFLI
Case Closure 303.11 and 308.2 Compliance Level - 90%	Must meet one of the case closure criteria. Send a 60 day notice of closure, if required.	CSCI DOCL NL CSLOGI
Locate 303.3 and 308.2 Compliance Level –75% <i>(Locate is measured as a part of Establishment of support order or Paternity and the Enforcement of support order categories and the compliance level for these areas is 75%)</i>	Locate is included as the first step in all actions. It is not a separate compliance category. All appropriate locate sources are to be accessed within the first 75 days, and quarterly attempts to locate after the first 75 days. Quarterly attempts can be limited to automated sources, but must include OESC. Case must be in priority 5	ASL CIRI LASH CSLOGI
Establishment of support order or Paternity 303.3, 303.4, 303.5 and 308.2 Compliance Level - 75%	Regardless whether paternity needs to be established, serve within 90 calendar days of locate or document diligent effort to serve.	OBLI DOCSLI CSLOGI ASL CCPI DOCL LASH APPI CHI
Enforcement of support order 303.3, 303.6 and 308.2 Compliance Level - 75%	Serve within 60 calendar days of locate or identifying a delinquency or document diligent effort to serve – take action within 30 calendar days if no service is required.	OBLI DOCL, DOCSL/I CSLOGI CFRRX CFRBX CFFBI KI1 BNDI ASL CRSF HEARL APEI FCRL LASH NHL OWL

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Income Assignment 303.100 and 308.2 Compliance Level –100% <i>(As a part of enforcement, not audited as a separate category)</i>	Send a notice to withhold to the employer within two business days of identifying an employer and verifying the employer’s address.	DOCL APEI NL
Medical Enforcement 303.30, 303.32 and 308.2 Compliance Level - 75%	Obtain a medical support order, obtain or attempt to obtain medical information (can be from NCP, CP or both or other ordered party), enforce the medical order against person specified in order, pass insurance information to OHCA. When obtaining a new or modified medical order, update accessibility and reasonableness related to insurance. This information should be available unless order was a default. Complete updates for auto Med5.	DOCL CHM I APE/I/H OBL/I CSLOGI POLA/D/M
Intergovernmental Cases 303.7 and 308.2 Compliance Level - 75%	<i>Central Registry:</i> <ul style="list-style-type: none"> – Must open a case within 10 working days – Must respond to inquiries within 5 working days <i>District Offices, when Oklahoma is initiating state:</i> <ul style="list-style-type: none"> – Initiate referral within 20 calendar days upon receipt of necessary information. – Provide requested information within 30 calendar days – Forward new information within 10 working days – Request a review of the order within 20 calendar days of receipt of necessary information from the requestor – Notify responding state within 10 working days of case closure <i>District Offices, when Oklahoma is responding state:</i> <ul style="list-style-type: none"> – Provide Locate services within 75 calendar days – If NCP is found in another jurisdiction within the state, forward the forms and documentation to the appropriate jurisdiction. If found in another state return forms and documents including the finding address to initiating state. Notify the initiating state within 10 working days. 	REFI NETIRF CSLOGI OBLI

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Review and Adjustment 303.8 and 308.2 Compliance Level - 75%	Complete the review and make any adjustment within 180 calendar days of date of request or locating the non-requesting party whichever occurs later. If it is a current TANF case, review orders every three years.	RAMENU OBLRV OBLI CSLOGI CSGLS ASL
Expedited Process (Establishment cases only) 303.101 and 308.2 Compliance Level - 75% in 6 months, 90% one year	Within six months from the date of service to the date of disposition, need to obtain an order for support or dismiss action.	DOCSL HEARL OBLI CSLOGI