

TO: Payroll Officers of All State Agencies
FROM: Steven L. Valasek, Director of State Accounting
DATE: September 28, 1999
SUBJECT: State Disbursement Unit for Child Support Payments
NUMBER: 3-99

Recent changes in Federal (P.L. 104-109) and State (PA.91-212) laws require the State of Illinois to change the way it handles child support and spousal support payments. Effective October 1, 1999, support payments withheld under court order or administrative order are to be sent to the new State Disbursement Unit (SDU).

The SDU requires specific supporting detail to be sent with each support payment. Therefore, the IOC has changed the format of the support trailers to meet the new requirements. These changes were communicated to your payroll processing units at a September 14, 1999, meeting at the IOC. The payroll processing units will communicate the specific implementation guidelines and timeframes to their agencies. The following sections outline the specific changes:

Support payments required to be sent to the SDU.

The trailer code for support payments to be sent to the SDU is 12-SDU. The information on the trailer must be as follows:

Trailer Line 1
(Tape position 57-82)

State Disbursement Unit

Trailer Line 2
(Tape position 83-108)

5 Digit FIPS Code (e.g., 17101)

The FIPS code is the five-digit county code identifier of the county where the court order was entered. See the attached sheet for the FIPS codes for counties in Illinois. FIPS codes for other states can be located on the Internet at www.sdct.itl.nist.gov/~harvill/co-codes/states.txt

Space

Docket number from the court order (up to 20 positions)

Trailer Line 3
(Tape position 109-134)

The social security number of the non-custodial parent
Hyphens are not used in the social security number.

Space

The medical indicator Y or N

The medical indicator field defines whether the non-custodial parent has family medical insurance coverage available through their employer.

Space

First seven letters of the non-custodial parent's last name followed by the first three letters of the non-custodial parent's first name. A comma must be used to separate the last name from the first name when the last name is less than seven characters.

Examples for name:

For Harry Richardson the name would be 'RichardHar'

For Betty Smith the name would be 'Smith,Bet'

The IOC will send trailer warrants, with correctly formatted trailer information, directly to the SDU. Trailers that are incomplete or not correctly formatted, will be processed and the warrants given to the agency to forward on to the SDU with any additional information. The payments should be mailed to:

State Disbursement Unit
P O Box 8000
Wheaton, IL 60189-8000

Support payments to be forwarded to the custodial parent.

The trailer code for a single support payment authorized to be sent directly to the custodial parent is 12-CPT. The information on the trailer must be as follows:

Trailer Line 1	Name of the custodial parent
Trailer Line 2	Same as format for the 12-SDU trailer
Trailer Line 3	Same as format for the 12-SDU trailer

If an employee has more than one child support withholding record, then the trailer code should be 12-CP1 for the first one then 12-CP2 for the second one...

These trailers will continue to be distributed to the agency for mailing directly to the custodial parent.

Support withholding fee.

The trailer code for withholding fees will remain the same (e.g. 14-001, 14-002...). The information on the trailer must be as follows:

Trailer Line 1	Support withholding fee
Trailer Line 2	Same as format for the 12-SDU trailer
Trailer Line 3	Same as format for the 12-SDU trailer

Until agencies implement these new standards, the IOC will accept the old format for child support payments and withholding fees. The child support payments in the old format will be routed to the agencies to forward to the SDU with any additional information. The IOC will implement the changes effective for any payrolls received and processed on October 1, 1999. If you have any questions, please contact Nancy Smith at (217) 782-4758.