

TO: Payroll Officers of All State Agencies  
FROM: Steven L. Valasek, Director of State Accounting  
DATE: December 9, 1999  
SUBJECT: Out of State Child Support Payments  
NUMBER: 6-99

The Department of Public Aid has notified the Comptroller's Office (IOC) that **all court orders payable to another state for child support should not be forwarded to the Illinois State Disbursement Unit (SDU).**

Payments directly to out of state custodial parents will continue to be processed on a 12-CPT trailer code. The IOC has developed a new trailer code for payments that are routed through an out of state circuit clerk or an out of state SDU. The following section outlines the new trailer code and new edit on the existing trailer codes.

**Trailer codes for child support payments to out of state circuit clerks and out of state SDU.**

The trailer codes for out of state child support payments will be 12-S01 through 12-S56. The trailer code will have the prefix of 12-S and the last two positions will be the two position FIPS code of the recipient state (see attachment). These payments will be forwarded to the agency for final distribution to the out of state circuit clerk or out of state SDU. The information on the trailer must be as follows:

**Trailer Line 1**  
(Tape position 57-82)

**Name of the out of state entity**

**Trailer Line 2**  
(Tape position 83-108)

**5 Digit FIPS Code (e.g. 01101)**

The FIPS code is the five-digit county code identifier of the county where the court order was entered.

**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 support 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'

#### **New edit on the 12-SDU trailer**

To facilitate this transition for out of state child support payments, the IOC has implemented a new edit on 12-SDU trailers to redirect any out of state payments back to the agencies. The system will edit the FIPS code on all 12-SDU trailers, and will mark any trailer that does not have a "17" (designating Illinois) in the first two digits of the FIPS code to be returned to the agency. The agency then can make sure the required information is available and then forward it to the appropriate out of state entity.

In the case that the name on the warrant is not appropriate for the recipient to cash, your agency can request the warrant to be replaced with the proper payee name. Requests should be submitted on a C-50 form and forwarded to the IOC Adjustment section.

If you have any questions pertaining to this bulletin, contact Nancy Smith at (217) 782-4758. Agencies may access this and other Payroll, SAMS and Accounting Bulletins on the Comptroller's website at [www.ioc.sate.il.us](http://www.ioc.sate.il.us) under Reference Library.