DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Office of Child Support Enforcement

OMB No: 0970-0320
Expires: 06/30/2028

TRIBAL CHILD SUPPORT ENFORCEMENT ANNUAL DATA REPORT
For Use Beginning Fiscal Year 2023

(This report consists of two pages)

TRIBE:	**SUBMISSION: New ☐ Revised ☐**	**FISCAL YEAR:**
ITEMS	☐ **NARRATIVE REPORT** Place X in box to confirm narrative report is attached.	
SECTION A: CASE INVENTORY	**TOTAL**	
1. Total Number of Cases Open at Any Time During the Fiscal Year		
a. Total Number of Open TANF Cases		
b. Total Number of Open Non-TANF Cases		
2. Total Number of Cases Open at Any Time During the Fiscal Year with Support Order		
a. Total Number of Tribal Cases Open at Any Time During the Fiscal Year		
SECTION B: PATERNITY ESTABLISHMENT		
3. Total Number of Children in Cases Open at Any Time During the Fiscal Year		
4. Total Number of Children with Paternity Concluded		
SECTION C: COLLECTIONS		
5. Total Amount of Current Support Due on Tribal Cases		
6. Total Amount of Current Support Collected on Tribal Cases		
7. Total Amount of Past Due Support Owed on Tribal Cases		
8. Total Amount of Past Due Collected on Tribal Cases		
9. Total Amount of All Support Collected During the Fiscal Year on All Cases		
SECTION D: PROGRAM COST		
10. Total Amount of Fees and Costs Recovered		
11. Total Amount of Laboratory Costs for Paternity Establishment		
SECTION E: OPTIONAL TRIBAL REPORTING		
12. Total Amount Collected from Tribal Sources (Optional)		
a. Percentage Collected		
13. Tribal Unemployment Rate (Optional)		
14. Reserved		

Paperwork Reduction Act of 1995 (Pub. L. 104-13) Statement of Public Burden: The purpose of this information collection is to report annual statistical information for tribal child support programs. Public reporting burden for this collection of information is estimated to average 40 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information per 45 CFR 309.170(b). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995 unless it displays a currently valid OMB control number.

If you have any comments on this collection of information, please contact Reports Clearance Officer, Administration for Children and Families, Department of Health and Human Services, 330 C Street SW, Washington, DC 20201.

This is to certify the information provided on this report is accurate to the best of my knowledge and belief.	Signature, Title IV-D Director or Other Official:	
Agency Name:	Typed Name, Title:	Date:

FORM OCSE-75

INSTRUCTIONS FOR COMPLETING FORM OCSE-75 TRIBAL CHILD SUPPORT ENFORCEMENT ANNUAL DATA REPORT

GENERAL REPORTING INSTRUCTIONS

Tribes use the OCSE-75 to report statistical and some financial information on its Title IV-D Child Support Enforcement (CSE) program to the Department of Health and Human Services (HHS). Information provided by the tribes allows HHS to report such information in the Annual Report to Congress and will provide HHS with information on tribal program performance. The authority to collect this information is set forth in regulations at 45 CFR 309.170(b).

1. Submittal and Due Dates

The OCSE-75 report is completed by the tribal IV-D CSE program every federal fiscal year (FY), which begins October 1 and ends September 30. Tribal CSE Programs must submit this report by December 29 of each year, which is 90 days after the end of the FY through the Online Data Collection (OLDC) system. You are required to submit your reports electronically by using OLDC. Revisions to the OCSE-75 report are due by January 31 each year through OLDC.

2. Signature

The OCSE-75 must be signed and dated by the director of the tribe's CSE program or by another appropriate official. For reporting on OLDC, the person who is designated by the tribe to sign electronically will be assigned a special ID and password. Approving the electronic OCSE-75 under these IDs and passwords indicates that the appropriate person has reviewed and approved the report and is certifying that the information is accurate to the best of his or her knowledge.

3. Online Reporting

You are required to submit your reports electronically by using OLDC. The Administration for Children and Families developed the OLDC system to allow tribes to submit their OCSE-75 reports electronically through the HHS Website. The web address for accessing the online system is https://home.grantsolutions.gov/home/. For GrantSolutions access, complete the Grantee User Account form found on the GrantSolutions website. If you have any questions about the OCSE-75, contact the Division of Federal Systems at OCSS_DFS_DAB@acf.hhs.gov.

4. Public Reporting

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN:

The purpose of this information collection is to report annual statistical information for tribal child support programs. Public reporting burden for this collection of information is

estimated to average 40 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information per 45 CFR 309.170(b).

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number.

If you have any comments on this collection of information, please contact Reports Clearance Officer, Administration for Children and Families, Department of Health and Human Services, 330 C Street SW, Washington, DC 20201.

5. Narrative Reports

Tribal CSE Programs must submit a narrative report with the OCSE-75 on activities, accomplishments, and progress, including success in reaching their performance targets established by the tribe or tribal organization. Please place an "X" in the box at the top of the form that reads "Narrative Report" to indicate the report is attached.

Tribes are encouraged to provide OCSE with detailed information regarding the results of their program operations in their narrative reports. Tribes are also asked to identify the performance targets and discuss whether these targets were met for the reporting FY.

Results statements rather than activity statements provide more substantial information.

Examples:

1. *Activity statement:*
   We sent 30 children for genetic testing.

2. *Result statements:*
   a. *We collected more than $20,000 in current support; a 5 percent increase over last year.*
   b. *We collected more than $440,000 in total support; a 7 percent increase over last year.*
   c. *Of 1,560 child support cases, 1,290 had a child support order established (more than 80 percent).*

DEFINITIONS TO USE IN COMPLETING FORM OCSE-75 TRIBAL CHILD SUPPORT ENFORCEMENT ANNUAL DATA REPORT

The following definitions of terms are to be used in completing the OCSE-75. For reporting purposes, these definitions have been modified and condensed. To obtain definitions as they appeared in the regulations, please refer to section 309.05 of the regulations. Definitions in 301.1 and 305.1 may also be helpful.

Case Inventory Definitions

1. **Case[1] –** A case where the parent (mother, father, alleged father, adoptive parents) who is or may be obligated to support their child(ren) who are receiving Enforcement under the Child Support Enforcement Program, either through referral from Temporary Assistance for Needy Families (TANF), foster care, or Medicaid), where the parent has filed an application for services**,** or intergovernmental cases.

2. **TANF Case –** A case where the child(ren) received tribal or state TANF during the FY.

3. **Non-TANF Case –** A case where the child(ren) received tribal or state TANF in a prior FY or a case where no assistance was provided. This includes Title IV-E federal foster care cases, and Medicaid cases.

4. **Child Support Order –** The legal establishment of (1) an amount of money that is due and owed by a parent for the support of the parent's child(ren); and/or (2) the responsibility to provide health insurance and/or medical support for the child(ren).

5. **Paternity –** The legal establishment of fatherhood for a child, by tribal custom, court determination, administrative process, or voluntary acknowledgment.

6. **Tribal Case –** Tribes may choose how they define a tribal case for purposes of Lines 5 through 8. Tribal cases may typically include cases where the child support obligation is established by the tribe, but may also include foreign orders such as those being enforced for tribal/community members. The methodology should be consistent for reporting each Line 5 through 8, and also consistent from year to year.

[1] These are cases receiving enforcement under Title IV of the Social Security Act.

SECTION A: CASE INVENTORY

Line 1 – Total Number of Cases Open at Any Time During the Fiscal Year

1. Report all cases that were open at any time during the FY that ends September 30. This includes counting any cases that were closed during the same FY.

2. Report cases the same way every year to be consistent. Report as a separate case each family with a dependent child(ren) that the parent is or may be obligated to pay child support.

   Examples:
   1. *A mother goes on tribal TANF and has two children from two different fathers. How many cases would you count? You will count two cases, one for each father.*

   2. *A mother has two children from two different fathers and the children were placed with relatives. One child went to live with Grandma and the other one went to live with Aunty. How many cases will you count? You will count four cases, one for each father and two for the mother.*

3. Include in your case count any cases that were referred to your program by another state, tribe, or country.

4. Note that Line 1 is the total of Lines 1a and 1b (Line 1 = Lines 1a+1b).

Line 1a – Total Number of Open TANF Cases

1. Report the number of cases where the child(ren) received tribal or state TANF at any time during the FY. This number includes any cases you may have closed during that same FY.

   Examples:
   1. *The FY is October 1 – September 30. A child received tribal TANF in March and went off TANF in August. Would you count this as a TANF case? Yes!*

   2. *The FY is October 1 – September 30. A father went on state TANF with three children 3 years ago and continues to be on TANF as of September 30 of this year. Would you count this as a TANF case for this year's report? Yes!*

   3. *The FY is October 1 – September 30. A mother went on tribal TANF with two children 2 years ago and went off TANF during the prior FY. Would you count this as a TANF case for this year's report? No!*

2. Line 1a is a subset of Line 1.

Line 1b – Total Number of Open Non-TANF Cases

1. Report the number of cases where the child(ren) received tribal or state TANF during a prior FY or where the child(ren) ***never received*** TANF. (Remember, don't count the case if the child(ren) were on TANF at any time during the same reporting year.)

2. Report IV-E Foster Care and Medicaid-only cases as non-TANF cases.

3. If you are unsure if the child(ren) received TANF, count this case as non-TANF.

   Example:

   The FY is October 1 – September 30. A child was on tribal TANF last FY in August, but hasn't been on TANF this FY. Would you count this as a non-TANF case? Yes!

4. Line 1b is a subset of Line 1.

Line 2 – Total Number of Cases Open at Any Time During the Fiscal Year with a Support Order

1. Report all cases that have a child support order open any time during the FY that ends September 30. This includes counting any cases with a child support order that were closed during the FY.

2. Include cases with orders for child support or medical support. Only count the case once even if there are multiple orders on a case.

3. Include cases with orders that were established prior to the case coming to the tribal program.

4. Include cases with a judgment for arrears.

5. Line 2 is a count of every case in the tribal caseload that has a support order, not just a count of the support orders that the tribe established.

   Example:

   The tribe reported on Line 1 that there were 300 cases open at any time during the FY. You have 200 cases where a support order has already been established (such as foreign orders and support orders established previous years). The tribe established 50 support orders this FY. How many support orders do you have? Report 250 support orders on Line 2.

6. Line 2 is a subset of the total open cases in Line 1. Therefore, Line 2 cannot be more than Line 1.

Line 2a – Total Number of Tribal Cases Open at Any Time During the Fiscal Year

1. Report all tribal cases that were open at any time during the FY that ends September 30 that are used in reporting for Lines 5-8. This includes counting any cases that were closed during the same FY.

2. Report cases the same way every year to be consistent. Report as a separate case each family with a dependent child(ren) that the parent is or may be obligated to pay child support.

3. If a tribe does not define tribal cases differently than their entire case universe, this number should be the same as Line 1.

4. Line 2a is a subset of the total open cases in Line 1. Therefore, Line 2a cannot be more than Line 1.

SECTION B: PATERNITY ESTABLISHMENT

Line 3 – Total Number of Children in Cases Open at Any Time During the Fiscal Year

1. Report all children in cases that were open at any time during the FY that ends September 30. This includes counting children in any case(s) that was closed during the same FY.

2. Report all children in the case load you reported on Line 1.

3. Children can only be counted once. Don't count cases; count children.

4. Report children even if they are now over 18 years old.

Line 4 – Total Number of Children with Paternity Concluded

1. The tribes define "paternity concluded." This term may include children whose father has acknowledged or established paternity and cases where a tribe has attempted to establish paternity but the alleged father was excluded and no other alleged fathers are under the tribe's jurisdiction.

2. You should report **all children** where the case was open at any time during the FY, which ends September 30, where paternity was concluded at any time during the child's lifetime.

3. Paternity can only be counted once. Don't count cases; count children.

4. Report children where paternity was concluded by the tribe or by another jurisdiction.

5. Report children where paternity was concluded even if they are now over the age of 18 years old.

6. Line 4 is a subset of Line 3. Line 4 cannot be more than Line 3.

SECTION C: COLLECTIONS

Line 5 – Total Amount of Current Support Due on Tribal Cases

1. Report the total amount of current support due on ***tribal cases*** during the FY.

2. Tribes may choose how they define a tribal case for purposes of Lines 5 through 8.

3. Tribal cases will typically include cases where the child support obligation is established by the tribe but may also include foreign orders such as those being enforced for tribal/community members.

4. The methodology should be consistent for reporting each Line 5 through 8 and also be consistent from year to year.

5. Include voluntary collections as amount due (voluntary collections are those made without a support order or payments made that exceeded the ordered amount where no arrears are due).

6. Remember to include amounts due for the months that the case was open during the FY, even if the case closed during the FY.

7. These amounts may be computed monthly and the total of all months reported at the end of the FY (September 30).

   Example:

   A parent's child support obligation is $100 per month, and the case was open for all 12 months of this FY. You would report $1,200 for current support due (12 months x $100).

Line 6 – Total Amount of Current Support Collected on Tribal Cases

1. Report the total amount of current support collected on ***tribal cases*** during the FY. (See definition above).

   Example:

   A parent's current child support obligation is $100 per month ($1,200 for the FY). He paid $1,000 in current support during the reporting FY. The amount of current support collected is $1,000.

2. Include voluntary collections as amount due (voluntary collections are those made without a support order or payments made that exceeded the ordered amount where no arrears are due).

3. These amounts may be computed monthly and the total of all months reported at the end of the FY (September 30).

4. Line 6 is a subset of Line 5.

Line 7 – Total Amount of Past-Due Support Owed on Tribal Cases

1. Report the total amount of all past-due support owed on those ***tribal cases*** that are opened as of September 30.

2. Interest, if charged, may be included in the amount.

   Examples:

   1. *A parent's child support obligation is $1,000 per month ($12,000 for the FY). He paid $2,000 in current support this reporting FY, and he did not owe any past-due support from prior FYs. The amount of past-due support owed is $10,000 ($12,000-$2,000) for this FY.*

   2. *The FY is October 1 – September 30. A parent owes $20,000 from last FY. The parent paid the full amount of current support every month this FY. Report past-due support of $20,000 on the report for this FY.*

Line 8 – Total Amount of Past-Due Support Collected on Tribal Cases

1. Report the total amount of past-due support collected on ***tribal cases*** during the FY.

2. Line 8 is a subset of Line 7.

   Example:

   The FY is October 1 – September 30. A parent owed $20,000 last FY. The parent paid current support every month and paid an additional amount of $250 toward his past support. The amount of past due collected is $3,000 ($250 x 12 months).

Line 9 – Total Amount of All Support Collected During the Fiscal Year on All Cases

1. Report the total amount of current and past due support collected on ***ALL*** cases as of the end of the FY (September 30).

2. This includes all collections on all support cases reported on Line 1, not just tribal cases.

SECTION D: PROGRAM COST

Line 10 – Total Amount of Fees and Cost Recovered

1. Report the total amount of fees and costs obtained by the Program during the FY that are used to offset administrative costs.

2. Count all mandatory or optional fees collected from recipients of child support enforcement, such as application fee or collection fee, not inconsistent with federal law.

3. Do not include fees for laboratory paternity testing (these fees are included with the entry on Line 11).

4. The amount on this line is also considered "program income" and must be included on Line 10m of Form SF-425, “Federal Financial Report.”

Line 11 – Total Amount of Laboratory Cost for Paternity Established

1. Report the total amount of laboratory costs associated with the process of determining paternity that was paid in that FY.

2. The entry on this line will be the “net” amount of expenditures, reduced by any fees collected by the tribe to recoup the cost of these services.

SECTION E: OPTIONAL TRIBAL REPORTING

Line 12 – Total Amount Collected from Tribal Sources (Optional)

1. Report collections that the tribe obtained from tribal sources (as defined by the tribe) that were collected during the FY that ends September 30.

2. Examples of tribal sources may include, but not limited to:
    - Withholding from tribal entities, enterprises, and businesses
    - Treaty income
    - Tribal per capita
    - Bureau of Indian Affairs monies

3. The intent of this optional reporting element is to identify collections primarily accessible through tribal IV-D enforcement.

Line 12a – Percentage Collected from Tribal Sources (Optional)

1. Report the percentage collected from tribal sources by dividing Line 12 by Line 9 (total current and past due collected).

Line 13 – Tribal Unemployment Rate (Optional)

1. This is an optional reporting line and may be obtained from resources such as tribal calculations based on tribal members, tribal child support caseload, or other appropriate group.

    - This could be the percentage of cases that are impacted by unemployment or joblessness anytime during the FY.

2. The intent of this optional reporting element is to identify unemployment primarily impacting the tribal IV-D program.

Line 14 – Reserved