

ATTACHMENT A

SCOPE OF WORK

WHEREAS, Title IV, Part D (Title IV-D), 42 USC § 651, authorizes an appropriation for each fiscal year for the purpose of enforcing support obligations owed by non-custodial parents to their children, locating non-custodial parents, establishing paternity, obtaining financial and medical support, and adjusting support orders; and

WHEREAS, the Child Support Enforcement Program (CSEP) within the Division of Social Services (DSS), has been designated the single and separate organizational unit to develop and administer the Nevada State Plan pursuant to Title IV-D, 42 USC § 654; and

WHEREAS, Title IV-D, 42 USC § 654(7) authorizes DSS to enter into interlocal contracts with appropriate courts and law enforcement officials to implement a single statewide system to meet the purposes of this Act; and

WHEREAS, federal requirements for statewide automated child support systems set forth in 45 C.F.R. §§ 307.5, 307.10, 307.11, and referenced in the federal Office of Child Support Enforcement (OSCE) Certification Guide, mandate that Title IV-D systems support the tracking and generation of all documents necessary to establish paternity, establish and modify support obligations, and conduct review and adjustment procedures; and

WHEREAS, to comply with federal law requiring the State to operate a single, uniform, and centrally maintained automated IV-D system, and to maintain certification standards, IV-D case documents, including draft orders, must be automatically tracked and generated directly from the State's IV-D system, 45 C.F.R. §§ 307.5, 307.10, 307.11, OSCC Certification Guide; and

WHEREAS, Title IV-D, 42 USC § 666(a)(2) requires expedited processes for establishing paternity and establishing, modifying and enforcing support obligations and 42 USC § 666(c) more specifically defines this obligation; and

WHEREAS, the NRS authorizes the District Courts of the State of Nevada to take evidence, hear arguments, and issue orders regarding establishing paternity, securing financial and medical support, adjusting support orders, enforcing and recovering support debts for children who may or may not be receiving public assistance; and

WHEREAS, the NRS and Title IV-D of the Social Security Act requires DSS attempt to establish paternity, secure financial and medical support, and recover support debts for children who may or may not be receiving public assistance; and

WHEREAS, DSS may carry out its responsibilities through, and in coordination with, the District Courts of the State of Nevada in connection with this contract, under the authority of NRS 277.180; and

WHEREAS, the Title IV-D CSEP offers Federal Financial Participation (FFP) in the form of reimbursements with which to plan, coordinate, and improve financial and medical support enforcement services to Nevada's children and taxpayers; and

WHEREAS, the Title IV-D CSEP requires the maintenance and continuous use of an effective and efficient, single, state-wide system (NVKIDS) to assist children in obtaining and securing their birth rights.

NOW, THEREFORE, the parties agree as follows:

- I. The JUDICIAL DISTRICT COURT agrees:
 - A. To recruit and appoint Judicial Officers, formerly Court Master or Master, pursuant to NRS 3.405 and NRS 425.381 to hold hearings on matters related to paternity, financial and medical support establishment and payment of support in accordance with the purposes of CSEP.
 - B. To recruit and appoint Judicial Officers who either:
 1. Reside within the judicial district that is a party to this contract or a judicial district immediately adjacent to the judicial district that is a party to this contract; or
 2. Perform similar duties within the judicial district as a local government employee. (Example: Juvenile Judicial Officer)
 - C. To appoint a sufficient number of substitute Judicial Officers to maintain an uninterrupted court calendar in the event the primary Judicial Officer is unavailable.
 - D. To consult with the Chief of the CSEP prior to appointment of Judicial Officers.
 - E. To utilize the State's federally certified Title IV-D system (NVKIDS) as the sole source for generating all IV-D related orders, including but not limited to paternity orders, establishment orders, modification/review and adjustment orders, medical support orders, and any other orders required for IV-D processing, unless pre-approved in writing by the Chief of CSEP, or designee. Any such approval is at the discretion of the Chief and must specify the limited duration and scope of the exception.
 - F. To not use any locally created non-system templates, formats, or order-generation processes in lieu of NVKIDS-generated documents for IV-D cases, unless pre-approved in writing by the Chief of CSEP, or designee. Any such approval is at the discretion of the Chief and must specify the limited duration and scope of the exception.
 - G. To ensure Judicial Officers recommendations are compliant with federal and state laws and regulations.
 - H. To permit authorized state and federal personnel to monitor and/or audit the activities, procedures, cases, and accounting records that are subject to this contract, and to develop correctional plans to rectify any exceptions noted in monitoring and/or audit reports that place them out of compliance with this contract or federal/state statutes and regulations.
 - I. To ensure through its own court resources and processes: (1) expedited process time frames pursuant to NRS 3.415 are met, and (2) pursuant to NRS 425.3844, it shall approve or reject a Judicial Officer's recommendation for modification(s) within ten (10) days after expiration of the objection time period.
 - J. To ensure compliance with 45 CFR Part 300, et. seq. which may be viewed at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title45/45tab_02.tpl Note this website is not maintained by DSS and is subject to change by the U.S. Government Printing Office.)

- K. To pay the unmatched portion of FFP of the allowable costs (34% County Share) for expenditures which exceed the annual Judicial Officers budget, approved by the Chief of CSEP.
- L. To conduct a Judicial Officer's court in which the plaintiff/obligor and the defendant/obligee are both given the opportunity to present their side with or without attorney representation.
- M. In IV-D actions brought before the Judicial Officer, cases will be presented pursuant to NRS 425.3852 and a program representative may participate telephonically or by video conferencing whichever is available to present cases before the master.
- N. To submit a budget for Judicial Officers and a budget for Support Staff annually to DSS for approval. During even numbered years, projected two-year budgets must be provided. The budget projection will commence on July 1 of the even numbered years and end on June 30 two years later. This information will be used to obtain authority from the state legislature for reimbursements.
- O. To limit any claims for reimbursement to those costs for hearings held by a Judicial Officer, formerly referred to as Court Master or Master, appointed pursuant to NRS 3.405 and NRS 425.381 and meeting the purpose of CSEP. Total expenditures shall not exceed the yearly estimated budget as approved by the Chief of CSEP, or designee, and subject to work program authority granted pursuant to the State Budget Act, NRS 353.150 to 353.246, inclusive. Any expenditure exceeding yearly budgeted amounts will not be reimbursed by DSS. An annual budget must be submitted pursuant to Attachment C attached hereto.
 - 1. Judicial Officers actual time spent preparing for court, in court, preparing recommendations, in allowable travel status, participating in program related training and/or performing policy analysis may be reimbursable when included as part of the budget approved by the Chief of CSEP or, designee; or

A flat rate not to exceed a monthly proportionate share of the State Fiscal Year amounts submitted under the budget approval process contained in Attachment C of this Intrastate Interlocal Contract.
 - 2. Costs not included in the annual budget approved by the Chief of CSEP or, designee are not reimbursable without the approval of the Chief prior to the expense being incurred.
 - 3. A monthly IV-D master claim form, as provided by the Chief of CSEP must be completed, approved by the District Court Judge or designee and submitted to the Chief of CSEP before reimbursement can be paid.
 - 4. All Judicial Officers' requests for in-state training shall be submitted on a travel request form attached hereto and hereby incorporated by reference, to the Chief of CSEP. If approved, the master must submit a travel expense form, attached hereto and incorporated by reference, to the Chief of CSEP before reimbursement can be paid.

- P. Invoices shall be submitted electronically in accordance with the instructions provided by the Chief of CSEP, or designee. Invoices should be submitted for the reimbursement of services not later than the 30th/31st calendar day of the month following the month service was provided. Expenses which are more than 90 calendar days older than the date the reimbursement claim is submitted will be considered stale and could be rejected from reimbursement consideration. Delay in claim payment may occur for the prior State Fiscal Year (SFY), which ends on June 30, for claims submitted after the end of the third week in July of each year.
- Q. Federal statutes, regulations and policies established for all state IV-D programs will be complied with, to the extent they do not violate the U.S. Constitution and the Nevada Constitution. This includes, but is not limited to, the federal requirements for review and adjustment as part of the state IV-D program.
- R. Any equipment or furniture purchased with CSEP/federal funds must be clearly marked and all purchasing records prepared so as to identify CSEP as the source of funds for the purchase. An inventory must be developed based on these records, to identify where the items are being stored or used in the office. If the Judicial District Court ceases to offer services under this contract, all equipment and furniture purchased must be properly accounted for before first being offered to the Chief of CSEP or disposed of according to federal statutes, regulations, and the CSEP manual.
- S. Any administrative and/or cost recovery amount or program must be approved by the Chief of CSEP, or designee prior to implementation.
- T. Must provide services to all interstate and intrastate cases, whether public assistance/referred under state assignments (45CFR 301.1, i.e., TANF, Title IV-E Foster Care, Medicaid only cases, et.al.) or non-public assistance in an equal manner. This standard includes all services in UIFSA [NRS Chapter 130], parentage, enforcement and modification of court orders.
- U. The parties agree to adhere to all case processing time frames and procedures in 45 CFR Chapter 300, including, but not limited to:
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| 45 CFR 303.4 | Establishment of Support Obligations |
| 45 CFR 303.5 | Paternity Establishment |
| 45 CFR 303.6 | Enforcement of Support Obligations |
| 45 CFR 303.101 | Expedited Service |
| 45 CFR 303.31 | Medical Health Insurance |
| 45 CFR 303.8 | Review and Adjustment |
- V. The expenditure of funds under this program is subject to the annual audit requirements under the Single Audit Act of 1984 (P.L. 98-502) and the Office of Management and Budget Circular A-133 (Audit of States, Local Governments, and Non-Profit Organizations). OMB A-133 states in part: non-federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provision of this part.
- W. To comply with current federal requirements pertaining to safeguarding and maintaining the confidentiality of federal tax information in accordance with the Internal Revenue Code and Internal Revenue Service Publication 1075 including Exhibit 7 of IRS Publication (Attachment D).

II. DSS Agrees:

- A. To reimburse the Judicial District 100% (66% FFP and 34% state share) of allowable costs for IV-D Judicial Officer's, appointed pursuant to NRS 3.405 and NRS 425.381, and meeting the purpose of CSEP, in accordance with Section I of this document, within 30 days of receiving and approving reimbursement requests for current billings. The amount for the Judicial District Court shall not exceed the yearly estimated budget as approved by the Chief, and subject to work program authority granted pursuant to the State Budget Act, NRS 353.150 to 353.246, inclusive.
- B. To reimburse the Judicial District 66% of FFP for the allowable expenses of support staff for hearings held by IV-D Judicial Officers appointed pursuant to NRS 3.405 and NRS 425.381 and meeting the purpose of CSEP, in accordance with Section I of this document, within 30 days of receiving and approving reimbursement requests for current billings. The amount for the Judicial District Court shall not exceed the yearly estimated budget as approved by the Chief, and subject to work program authority granted pursuant to the State Budget Act, NRS 353.150 to 353.246, inclusive. (The Judicial District will be responsible for the remaining balance, 34%.)
- C. To work collaboratively with THE JUDICIAL DISTRICT COURT to ensure that system-generated templates meet the operational and formatting needs of their courts, provided that all templates remain compliant with federal Title IV-D requirements and compatible with the State's automated IV-D system.
- D. This collaborative process shall not be interpreted to permit the continued use of locally created Word documents or non-system templates, nor shall it delay or limit the State's authority to implement statewide standard templates or future automated document solutions as determined by DSS. Any such approval is at the discretion of the Chief and must specify the limited duration and scope of the exception.

III. ALL PARTIES Mutually agree:

- A. That all IV-D documents, orders, and forms shall be generated and processed using the State's certified IV-D system (NVKIDS) in accordance with Section I of this document.
- B. To provide Title IV-D services in compliance with federal law and any other applicable requirements so long as such services are authorized or permitted under the NRS, and regulations adopted by DSS.
- C. That the parties shall not use or disclose any information concerning a recipient of services under this contract, for any purpose not in conformity with the Social Security Act § 454(26), 42 U.S.C. § 654(26) (2024).
- D. That failure to comply with this contract or any of the federal regulations and state laws pertaining to Title IV-D of CSEP may result in a disallowance of reimbursement by the state for the state share of costs and/or the FFP provided pursuant to this contract. Notice will be provided thirty (30) days prior to the reduction. Notice and appeal process are outlined in Attachment B.

- E. This contract will be reviewed periodically by DSS, not less than once per duration of the contract, to be conducted not less than ninety (90) days prior to the expiration date of this contract, to ensure that continuous IV-D Judicial Officer's hearings are provided. Renewal of this contract is contingent upon satisfactory levels of compliance with all federal and state laws pertaining to the Title IV-D, CSEP.
- F. This contract may be renewed for additional periods as mutually agreed and shall only be valid when they have been reduced to writing, duly signed, and attached to the original of this contract. Renewal must be approved/negotiated not less than thirty (30) days prior to the existing contract's ending date and will be effective upon expiration of the existing contract.
- G. There shall be no discrimination on the basis of race, color, sex, religion, ancestry, national origin, age, or handicap. No otherwise qualified individual shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this contract. The parties agree to treat, without regard to the aforementioned factors, all individuals on an equal basis in employment practices, in connection with CSEP.