

INFORMATION COLLECTION ACTIVITY #9

INSTRUMENT #8

**CHILD SUPPORT NONCUSTODIAL PARENT EMPLOYMENT
 DEMONSTRATION (CSPED)**

PROTOCOL FOR COLLECTING ADMINISTRATIVE RECORDS

Child Support Administrative Records Request

The Child Support Noncustodial Parent Employment Demonstration (CSPED) study will collect information on child support enforcement activities. To collect these data the CSPED evaluation team will coordinate with staff in the state child support enforcement agencies, which will also be overseeing implementation of the CSPED programs. The reference period for the data requested will be October 2011 through the most recent month for which processed data are available at the time of the data request. Data will be transferred to the CSPED evaluation team following all appropriate confidentiality procedures for handling sensitive data.

Construct	Description of Requested Data
Order Establishment History	The CSPED evaluation team will be requesting the dates for establishment of paternity and child support orders. The team will also request the amount of child support orders and demographic information related to the order.
Payment, Receipt, and Arrears History	The CSPED evaluation team will be requesting the dollar amounts of child support payments, receipts, and arrearages in each month.
Child Support Administrative and Judicial History	The CSPED evaluation team will be requesting dates of administrative and judicial events, including child support order adjustment requests, wage withholding notices, and contempt proceedings. The team will also request information on the

disposition of these events.

Enforcement History

The CSPED evaluation team will be requesting a history of enforcement measures administered against each study participant, including license revocation, bank levies, tax intercepts, and passport denial.

Unemployment Insurance Administrative Records Request

The Child Support Noncustodial Parent Employment Demonstration (CSPED) study will collect information on unemployment insurance (UI) benefit receipt and wage records. The CSPED evaluation team will coordinate with state unemployment insurance administrative staff to collect these data. The reference period for the data requested will be October 2011 through the most recent month for which processed data are available at the time of the data request. Data will be transferred to the CSPED evaluation team following all appropriate confidentiality procedures for handling sensitive data.

Construct	Description of Requested Data
Quarterly Wage Records	The CSPED evaluation team will be requesting quarterly wage records by employer. In other words, for each individual, the data will include the total dollars earned at each unique employer by quarter.
Monthly UI Benefit Receipt	The CSPED evaluation team will be requesting the amount of UI benefits received in each month.

Public Assistance Administrative Records Request

The Child Support Noncustodial Parent Employment Demonstration (CSPED) study will collect information on benefits received from public assistance programs, including the Supplemental Nutrition Assistance Program (SNAP), Medicaid, State Child Health Insurance Program (SCHIP), and Temporary Aid to Needy Families (TANF). To collect these data the CSPED evaluation team will coordinate with state staff in the agency that administers these programs. The reference period for the data requested will be October 2011 through the most recent month for which processed data are available at the time of the data request. Data will be transferred to the CSPED evaluation team following all appropriate confidentiality procedures for handling sensitive data.

Construct	Description of Requested Data
Monthly SNAP Benefit Receipt	The CSPED evaluation team will be requesting the dollar amount of SNAP benefits received in each month and demographic information related to the case.
Monthly TANF Benefit Receipt	The CSPED evaluation team will be requesting the dollar amount of TANF benefits received in each month and demographic information related to the case.
Monthly Medicaid Participation	The CSPED evaluation team will be requesting information on Medicaid participation each month.
Monthly SCHIP Participation	The CSPED evaluation team will be requesting information on SCHIP participation each month.

Criminal Justice Administrative Records Request

The Child Support Noncustodial Parent Employment Demonstration (CSPED) study will collect information on involvement with the criminal justice system. To collect these data the CSPED evaluation team will coordinate with state and county criminal justice administrative staff. The reference period for the data requested will be will be for the earliest month for which data are available at the time of the data request through the most recent month for which processed data are available at the time of the data request. Data will be transferred to the CSPED evaluation team following all appropriate confidentiality procedures for handling sensitive data.

Construct	Description of Requested Data
Arrest History	The CSPED evaluation team will be requesting the number of arrests, as well as the crimes for which the individual was arrested and the disposition of the arrest charges.
Conviction History	The CSPED evaluation team will be requesting the number of convictions, as well as the crimes for which the individual was convicted.
Incarceration History	The CSPED evaluation team will be requesting information on the incidence and duration of incarceration, as well as the crimes for which the individual was incarcerated.