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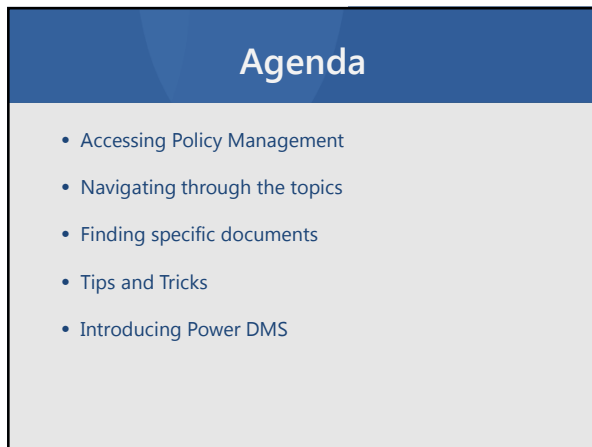
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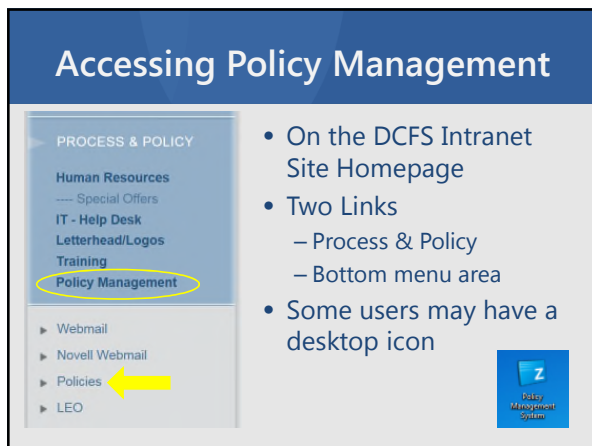
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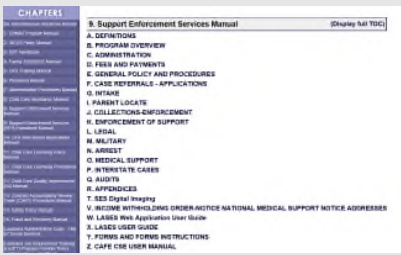
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## Chapter 9



Chapter 9 is organized in Policy Section A - Z

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### Helpful Hint #1

Need a quick guide to reference CSE Policies??



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## Policy Guide

Download a copy of the Table of Contents



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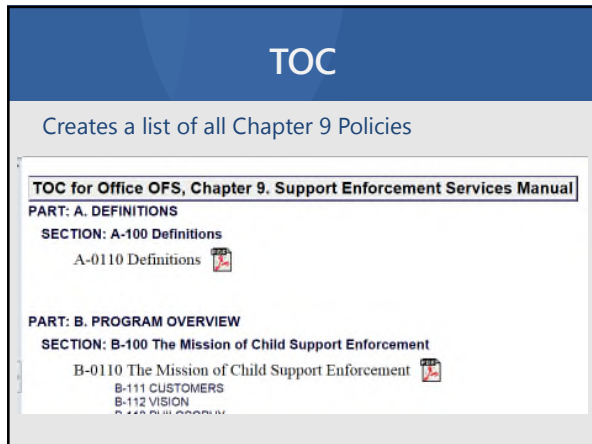
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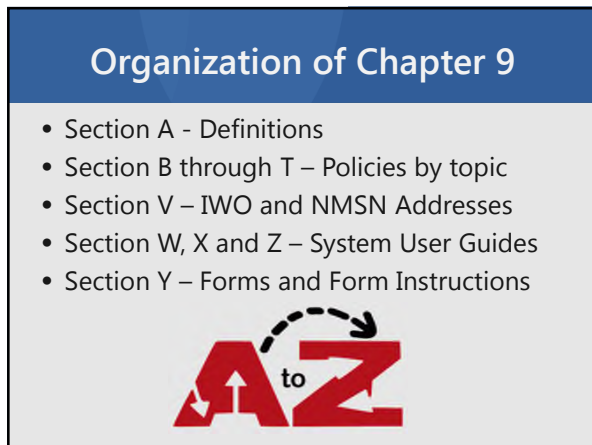
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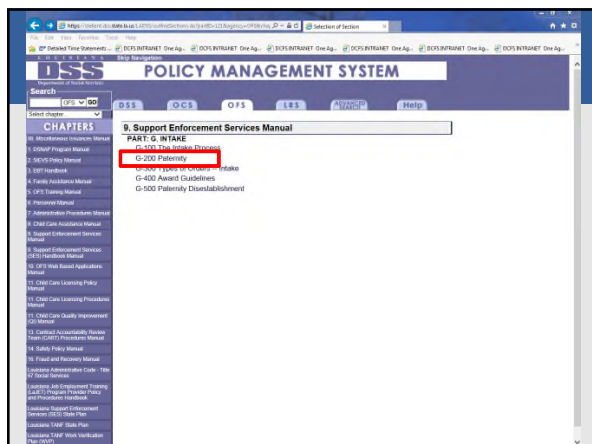
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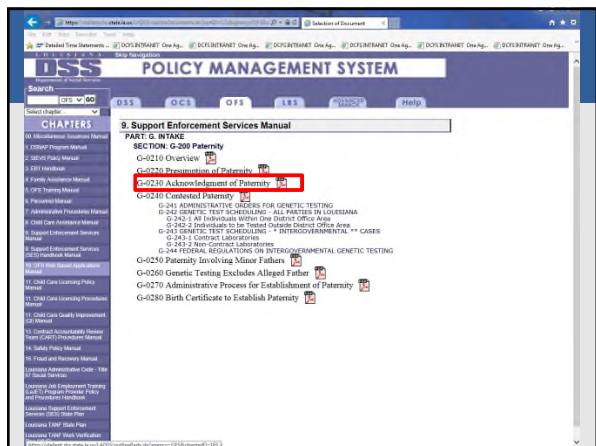
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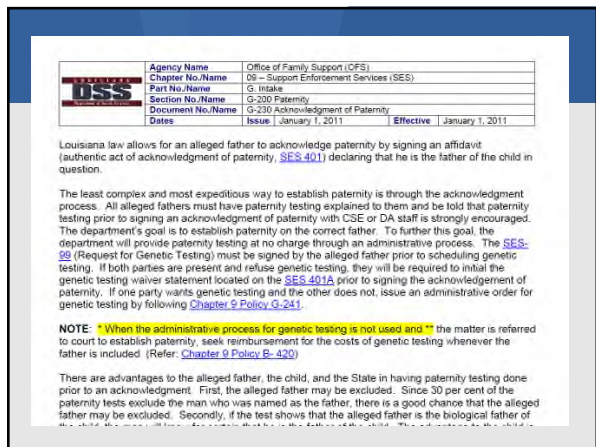
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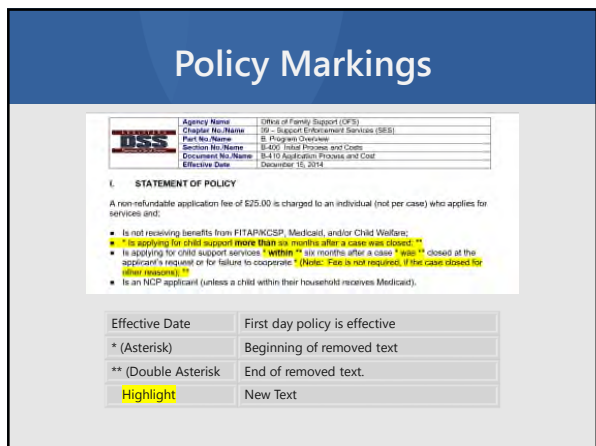
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## Forms

- Section Y contains Forms and Form Instructions
- Most forms are available in PDF or Word.



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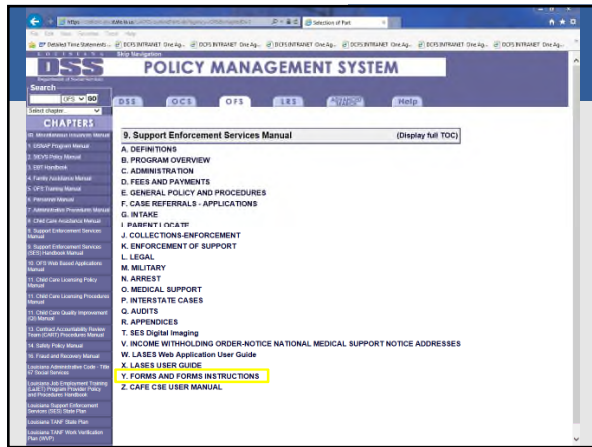
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**9. Support Enforcement Services Manual** (Display All TOC)

- A. DEFINITIONS
- B. PROGRAM OVERVIEW
- C. ADMINISTRATION
- D. FEES AND PAYMENTS
- E. GENERAL POLICY AND PROCEDURES
- F. CASE REFERRALS - APPLICATIONS
- G. INTAKE
- H. PARENT/DC/TT
- J. COLLECTIONS-ENFORCEMENT
- K. ENFORCEMENT OF SUPPORT
- L. LEGAL
- M. MILITARY
- N. ARREST
- O. MEDICAL SUPPORT
- P. INTERSTATE CASES
- Q. AUDITS
- R. APPENDICES
- T. SES Digital Imaging
- V. INCOME WITHHOLDING ORDER-NOTICE NATIONAL MEDICAL SUPPORT NOTICE ADDRESSES
- W. LASES Web Application User Guide
- X. LASES USER GUIDE
- Y. FORMS AND FORMS INSTRUCTIONS**
- Z. CASES CBE USER MANUAL

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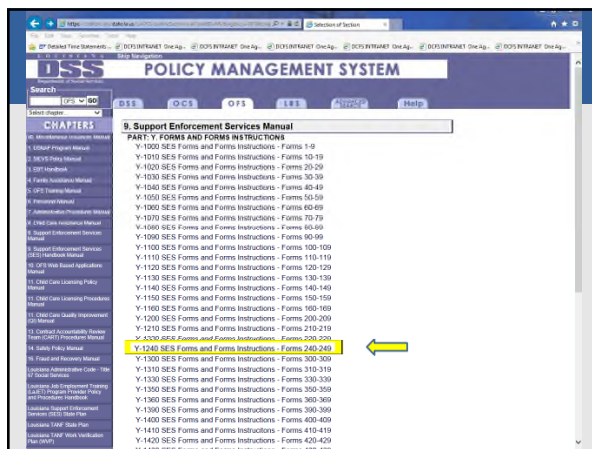
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**PART Y. FORMS AND FORMS INSTRUCTIONS**

- Y-1000 SES Forms and Forms Instructions - Forms 1-9
- Y-1010 SES Forms and Forms Instructions - Forms 10-19
- Y-1020 SES Forms and Forms Instructions - Forms 20-29
- Y-1030 SES Forms and Forms Instructions - Forms 30-39
- Y-1040 SES Forms and Forms Instructions - Forms 40-49
- Y-1050 SES Forms and Forms Instructions - Forms 50-59
- Y-1060 SES Forms and Forms Instructions - Forms 60-69
- Y-1070 SES Forms and Forms Instructions - Forms 70-79
- Y-1080 SES Forms and Forms Instructions - Forms 80-89
- Y-1090 SES Forms and Forms Instructions - Forms 90-99
- Y-1100 SES Forms and Forms Instructions - Forms 100-109
- Y-1110 SES Forms and Forms Instructions - Forms 110-119
- Y-1120 SES Forms and Forms Instructions - Forms 120-129
- Y-1130 SES Forms and Forms Instructions - Forms 130-139
- Y-1140 SES Forms and Forms Instructions - Forms 140-149
- Y-1150 SES Forms and Forms Instructions - Forms 150-159
- Y-1160 SES Forms and Forms Instructions - Forms 160-169
- Y-1200 SES Forms and Forms Instructions - Forms 200-209
- Y-1210 SES Forms and Forms Instructions - Forms 210-219
- Y-1200 SES Forms and Forms Instructions - Forms 240-240** ←
- Y-1300 SES Forms and Forms Instructions - Forms 300-309
- Y-1310 SES Forms and Forms Instructions - Forms 310-319
- Y-1320 SES Forms and Forms Instructions - Forms 330-339
- Y-1330 SES Forms and Forms Instructions - Forms 350-359
- Y-1340 SES Forms and Forms Instructions - Forms 360-369
- Y-1350 SES Forms and Forms Instructions - Forms 380-389
- Y-1400 SES Forms and Forms Instructions - Forms 400-409
- Y-1410 SES Forms and Forms Instructions - Forms 410-419
- Y-1420 SES Forms and Forms Instructions - Forms 420-429

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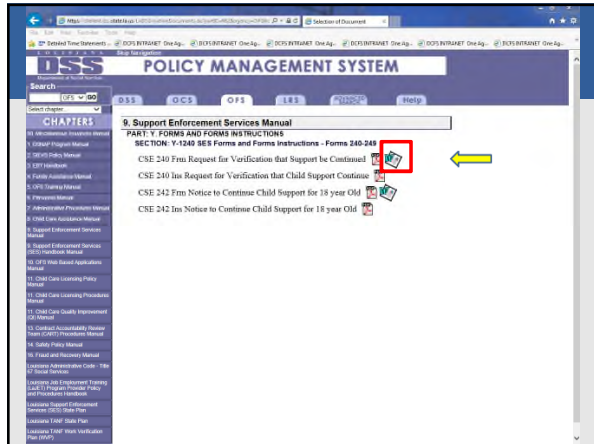
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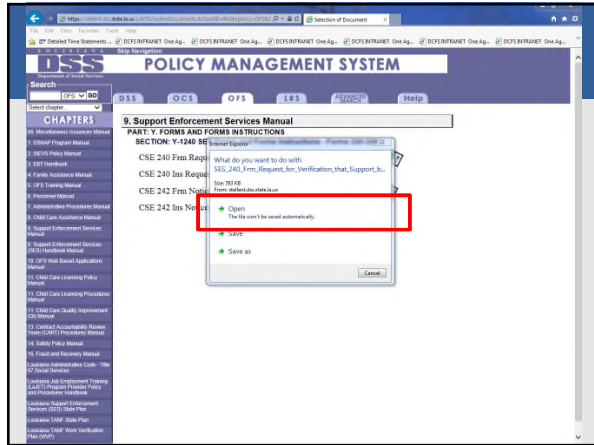
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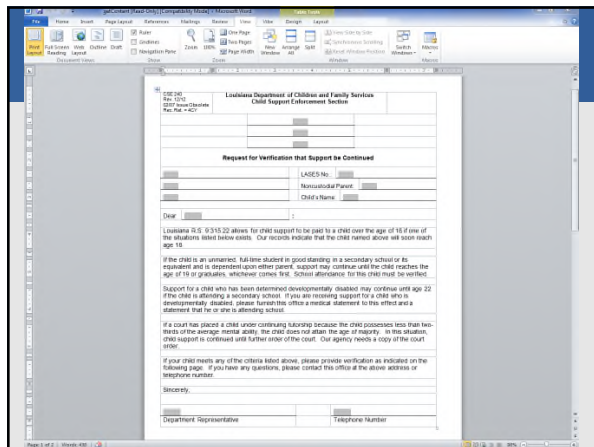
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# Forms

Marking on the form shows

- Form number
- Revision date
- Last issue made obsolete
- Retention Guidelines

CSE 206  
Rev. 06/14  
12/12 Issue Obsolete  
Rec. Ret.= 4CY

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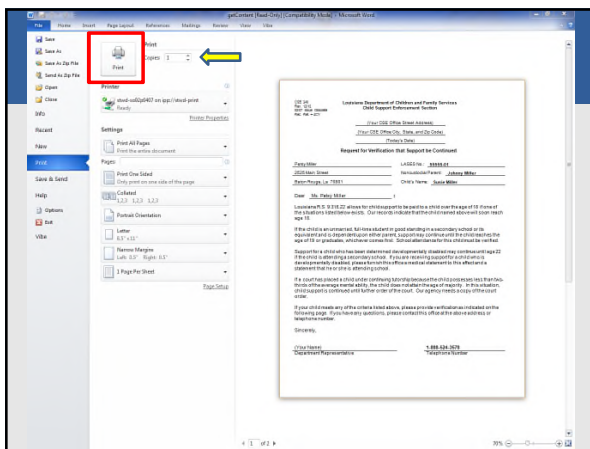
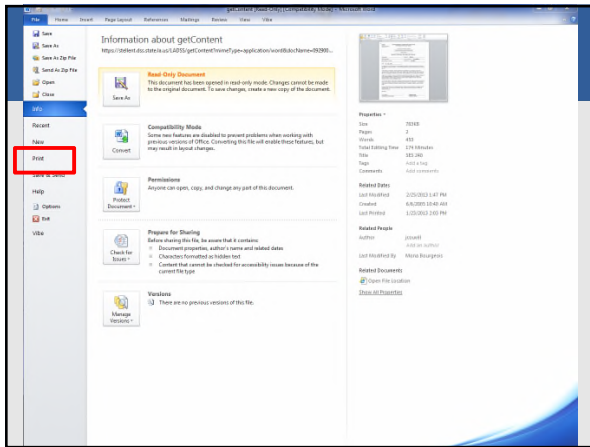
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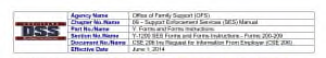
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## Form Instructions

Form Instructions contain valuable information about the form.



**CURRENT VERSION OF FORM:** 10014 **REPLACING:** 1010 Issue Closure \*\*

**GENERATED:** Manual/Maintains Available on the On-Line Policy Management System.

**STOCKED:** Copy as needed.

**UNIT OF ISSUE:** N/A (2 1/2" x 11", 2-sided)

**PURPOSE:**  
Use to request information from the employer regarding wages and the availability of health insurance.

**PREPARATION:**  
Original only.

**DISPOSITION:**  
Mailed from State Office. File the form completed by the employer in section IV of case record.

Review form instructions whenever you have a question about the form.

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## Form Instructions

- Current Version
- Generated
- Purpose
- Preparation
- Disposition

- Records Retention
- Imaging Instructions
- Triggers

Instructions can be changed without updating the form.



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## Helpful Hint #2

Are you looking for a form in a long list but the document does not appear for a long time?



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### Just keep waiting

- The software loads every document in the list.
- Documents will appear in the list when they are ready.



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### Finding Specific Documents

- Chapter 9 is organized in programmatic units.
- The sections contain information specific to that unit based on organization in the State Plan.
- To find specific documents you need to use search features in OPMS.

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### Hidden Objects



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### Guess the Section

- Instrument
- Badge
- Boy
- Unit



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### Logging In

To access search features you must log in.



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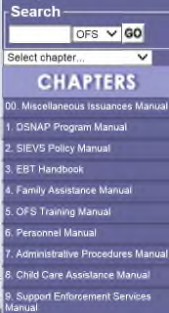
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### Search Box

- The search feature will search between the tab selected.
- It searches for the specific term in the policy.
- Ex. icon will find both 'icon' and 'Icon'
- Icon will only find 'Icon.'



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### Wildcards

- subject? - will find all files that contain the word subject and one character after it, such as subject1, subject2, subject3, etc.
- p??k - will find words such as park, peak, and pick, but not poke.

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### Full-Text Search Operators

- AND
- OR
- NOT
- Comma ( , )
- Quotation marks ( " )

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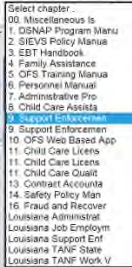
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### Searching Chapter 9

To search specific Chapters select the chapter from the second drop-down box.



Select chapter:
00. Miscellaneous Is
1. OSNAP Program Manu
2. SIEVS Policy Manua
3. EBT Handbook
4. Family Assistance
5. OFS Training Manua
6. Personnel Manual
7. Administrative Pro
8. Child Care Assista
9. Support Enforcement
10. OCS Web Based App
11. Child Care Licens
11. Child Care Licens
11. Child Care Qualit
13. Contract Accounts
14. Safety Policy Man
16. Fraud and Recover
Louisiana Administrat
Louisiana Job Employm
Louisiana Support Ent
Louisiana TANF State
Louisiana TANF Work V

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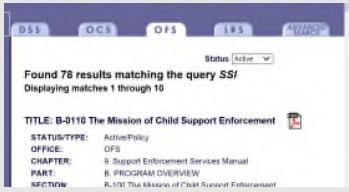
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### Search Results



- Search results appear alphabetically.
- Forms beginning with CSE appear before policies in sections D-Z.

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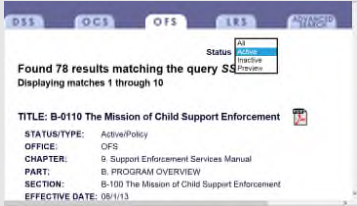
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### Filtering Search Results

- The results default to active policies only.
- This can be changed by choosing the status from the dropdown box.



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### Helpful Hint #3

Have you ever hit "BACK" to return to the previous screen??



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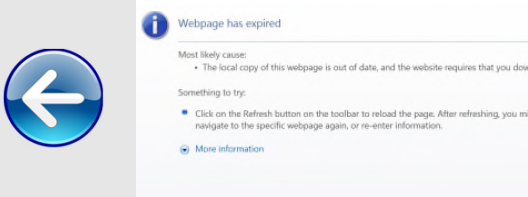
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### Tried to go back?

- The software does not save your last selection.
- If you click back.....



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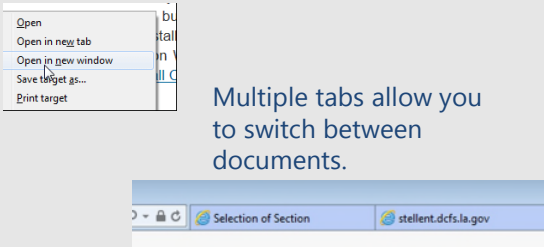
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### Switch between documents

Instead of back, right-click and open the document in a new tab.



Multiple tabs allow you to switch between documents.

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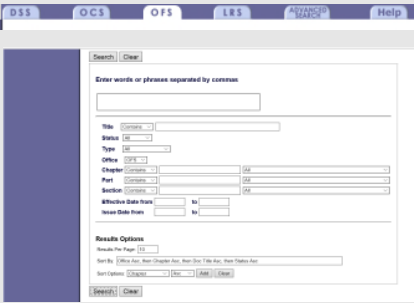
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### Advanced Search



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### Introducing...

- In October 2017, DCFS announced PowerDMS as the new tool for accessing DCFS policies, standards and documents.
- Currently in UAT.



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### Functions of PowerDMS



Policy Lifecycle Management



Drive Accountability



Track Revisions

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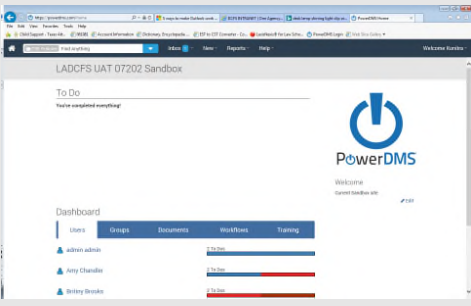
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### User Dashboard



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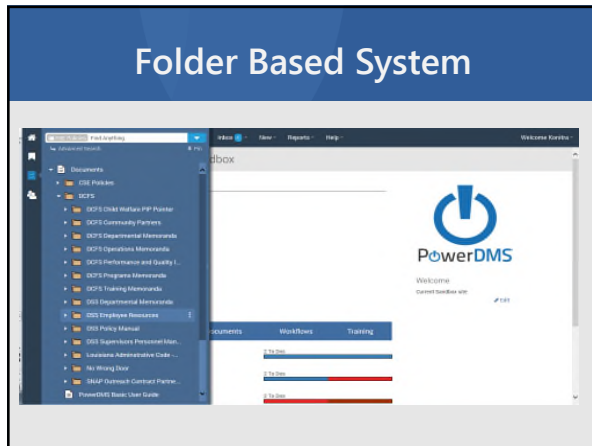
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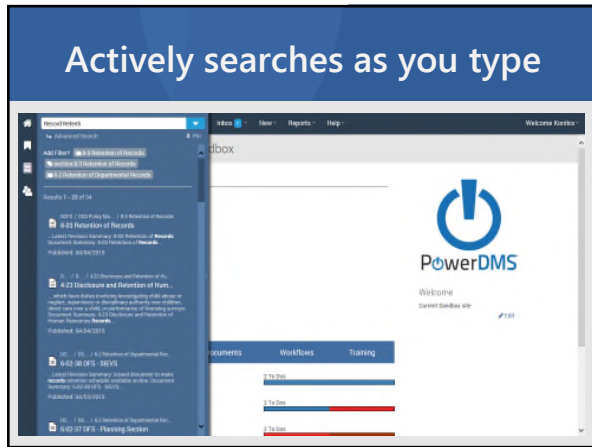
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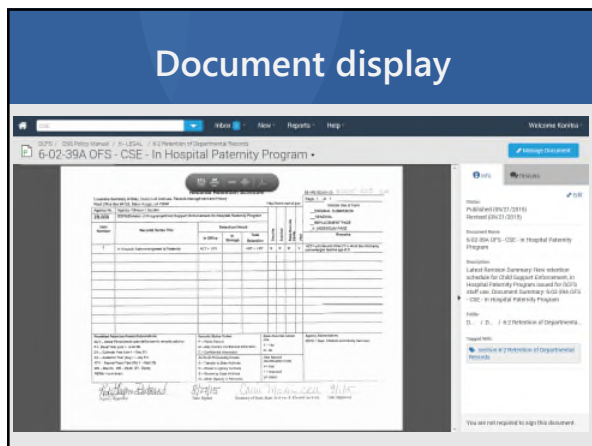
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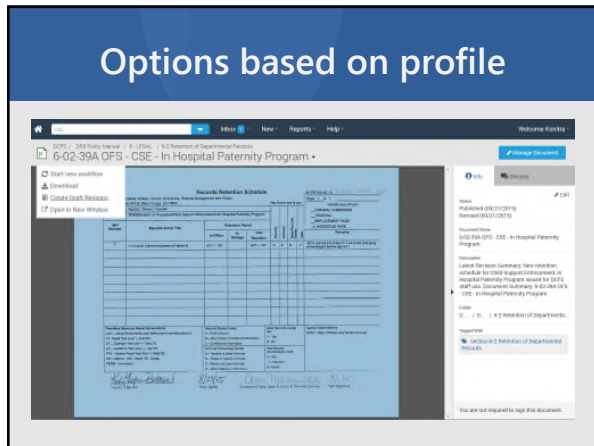
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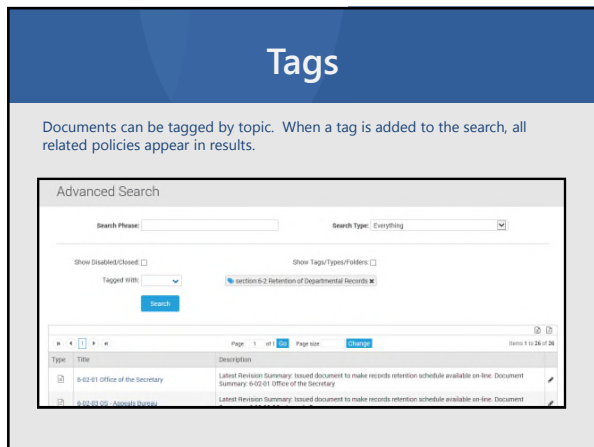
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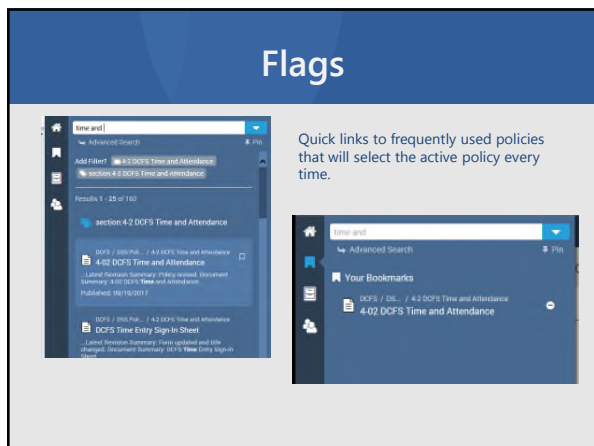
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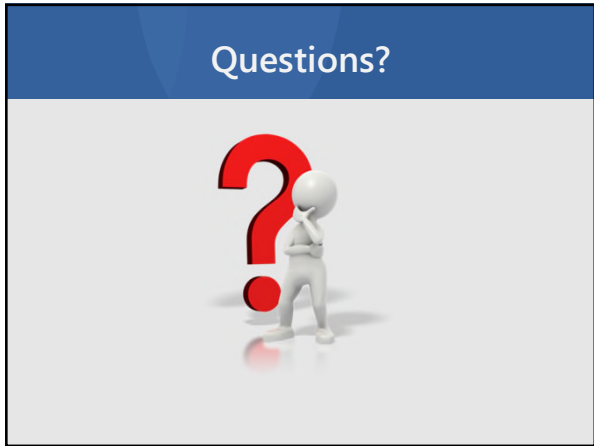
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