IV-D Reimbursement

Finding the Case

Menu | Person | Name Search
Search for the Respondent and click on their name.
Scroll down the Person detail screen to the cases, click on the appropriate case.

Once you are on a Case Detail screen, you can jump to the next case by typing the docket number in the <u>Case</u> box on the left-hand Menu column. Then click Go.

Adding a document

Scroll down to the bottom right-hand corner and click the <u>Add Document</u> link.
List templates containing: type IV-D, press TAB key on keyboard
Select the appropriate IV-D document.
Click the <u>Update</u> button to continue
Answer all the questions

- <u>Update</u> to move forward
- <u>Backward</u> to move backward through the questions
- <u>Cancel</u> to get out of the document (Edit Text to get back in)
- <u>Finish</u> when completed

Cancel to get out of the document preview.
Cancel to get out of Document Detail screen.

Requirements

In the requirement section you should see a requirement called IV-D Reimbursable Expenses for the Respondent.
Click on the assigned date in front of the requirement, you will be in Requirement Detail screen.
Scroll to bottom to Requirement Transactions and you will see the amounts added for the different petitions and orders.

If you need to add a IV-D transaction, you can add a document called "Add IV-D Reimbursement Costs"

IV-D Reimbursement Invoice

You can run this invoice at any time to verify your documents are being added.
Menu | Miscellaneous | Reporting | Reports
Click on Child Support IV-D Reimbursement Invoice
  Run for month: (make sure it is the appropriate month)
  Create final invoice assessment should be NO until you are ready to submit the invoice.
Click the Submit button
Click the Refresh button
Click the message "you have 3 new messages" at the top left of the screen.
In Messages, click the bold word "Child Support IV-D Reimbursement Invoice"
This will open in a new window.
You have both an excel spreadsheet and a pdf document.

Running the final report

Once you have reviewed the report and are ready to submit the final invoice
Run the report again, this time select Create final invoice=Yes.
Submit.
Refresh.

There is a generic clerk person named Knox County Juvenile Clerk. File number 47JC1
This clerk has a child support case.
This case has a requirement called "Child Support Invoices to State"
The invoice assessed the appropriate fees.
When the check from DHS arrives, you can go to this case to take a payment.