



IDAHO DEPARTMENT OF HEALTH & WELFARE

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The following is the protocol the Idaho Child Support follows in responding to a request for enforcement of a foreign order from a foreign reciprocating country.

Current Procedures for Responding to a Request for Enforcement from a Foreign Reciprocating Country

1. Foreign country submits request for enforcement to Idaho Child Support by mail.
 - Requests must include a certified copy of the order and a financial history for the case
 - Requests are received by Child Support's mail distribution unit
2. Documents are forwarded to a case manager to create a child support case in Idaho's case management system.
 - Case manager verifies that the requesting country is a foreign reciprocating country
 - Idaho reciprocates with foreign countries on the basis of:
 - A United States national bi-lateral agreement, or
 - An Idaho specific bi-lateral reciprocity agreement.
3. The Idaho Child Support case manager verifies whether the court-ordered support is in US dollars or a foreign currency.
 - If the amount is in a foreign currency, Child Support converts the support amount as of that date to US dollars.
 - The converted US dollar amount will be used for the life of the case.
4. The Idaho Child Support case manager verifies that the request is for enforcement of a child support related debt.
5. A Child Support electronic case record is created on the Idaho Child Support Enforcement System (ICSES).
 - The record includes (but is not limited to) the following:
 - Obligor/Obligee and Child(ren) names and other identifying information
 - Legal paternity status of each child
 - Monthly support amount and any arrears balance per the financial history
6. Once the case record has been created, the case is forwarded to a specialized enforcement unit to arrange payments.
 - Payments may occur through income withholding, personal payment, or other means.

- All communications with Idaho resident and all enforcement activities performed by Idaho Child Support Services Staff.
- Payments are processed in accordance with instructions from the Central Authority of the foreign reciprocating country.
- The foreign country is provided status updates on enforcement actions by letter or email but no direct access is granted to either the Idaho or Federal child support databases.

Future Procedures for Responding to a Request for Enforcement from a Treaty Country

1. Foreign country submits request for enforcement to Idaho Child Support by mail.
 - Requests must include a certified copy of the order and a financial history for the case
 - Requests are received by Child Support's mail distribution unit
2. Documents are forwarded to a case manager to create a child support case in Idaho's case management system.
 - Case manager verifies that the requesting country is a signatory to the treaty
3. The Idaho Child Support case manager verifies whether the court-ordered support is in US dollars or a foreign currency.
 - If the amount is in a foreign currency, Child Support converts the support amount as of that date to US dollars.
 - The converted US dollar amount will be used for the life of the case.
4. The Idaho Child Support case manager verifies that the request is for enforcement of a child support related debt.
5. A Child Support electronic case record is created on the Idaho Child Support Enforcement System (ICSES).
 - The record includes (but is not limited to) the following:
 - Obligor/Obligee and Child(ren) names and other identifying information
 - Legal paternity status of each child
 - Monthly support amount and any arrears balance per the financial history
6. The case record and documents are forwarded to Idaho Child Support's Legal Services unit.
 - The Legal Services unit prepares the registration statement and notice in accordance with UIFSA
 - If the obligor challenges registration the case is referred to a Special Deputy Attorney General to represent the Department in the contest hearing
 - If the Court elects not to recognize the foreign order, Child Support enforcement will then pursue an Idaho support order on behalf of the child
7. When the order has been registered and assigned a civil number by an Idaho court or an Idaho order is obtained, the case is forwarded to a specialized enforcement unit to arrange payments.
 - Payments may occur through income withholding, personal payment, or other means.
 - All communications with Idaho resident and all enforcement activities performed by Idaho Child Support Services Staff.
 - Payments are processed in accordance with instructions from the Central Authority of the foreign reciprocating country.
 - The foreign country is provided status updates on enforcement actions by letter or email but no direct access is granted to either the Idaho or Federal child support databases