CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

obsolete

DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/D"

DCSE Manual Transmittal
Letter No. 401
September 1, 1995

TO: Staff, Division of Child Support Enforcement

SUBJECT: Revised DCSE Transmittal (Form CS-15) and Procedural Instructions

The name of the CS-15 has been changed from "Request for Legal Action" to "DCSE Transmittal." The purpose of the CS-15 also has been changed. The CS-15 was used by Division of Child Support Enforcement (DCSE) workers to recommend the initiation or continuation of legal action by contracting officials or Office of the Counsel attorneys. It also was used to inform officials and attorneys of changes that affected IV-D cases.

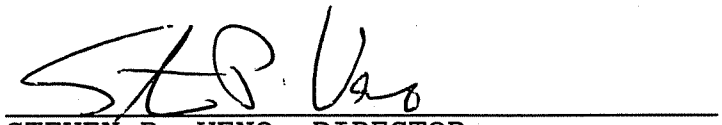
The CS-15 has been revised to be a generic cover letter. It is used to transfer "paper" (documents and/or case records) from DCSE to another agency or from one entity (office, section, unit, or person) in DCSE to another entity in DCSE.

For example, the CS-15 is used as a cover letter for transferring hard-copy documents/records from DCSE to IV-A, from DCSE to IV-E, from one area office to another area office, from a contracting official's office to an area office, from an area office to a contracting official's office, from one worker to another worker, from the Intercept Projects Section or an area office to the Hearing Branch, from the Foster Care Unit to a contracting official's office, from an area office or central office to Office of the Counsel, from the State Parent Locator Section to an area office or a contracting official, from the Interstate Enforcement Unit to another state, etc.

The CS-15 will be available for on-line selection from the Document Generation function of the Kentucky Automated Support and Enforcement System (KASES). It will be used by all DCSE workers and by contracting official workers.

The CS-15 has not been migrated to KASES at this time. The form is to be photocopied as needed and completed manually until it is available on KASES. Workers are to create a self event to document that a CS-15 was sent and to describe how the CS-15 was used. If a tickler date is needed, workers are to create a self worklist item to appear after the specified number of days elapse.

The Child Support Manual of Forms is to be updated as shown below and on page four.



STEVEN P. VENO, DIRECTOR
DIVISION OF CHILD SUPPORT ENFORCEMENT

Attachment

Instructions for Manual Maintenance

Remove	Insert
Table of Contents, Pages 1 through 4 (8/16/95)	Table of Contents, Pages 1 through 4 (9/1/95)
Request for Legal Action (Form CS-15) (Rev. 10/91) and (Procedural Instructions (10/16/91)	DCSE Transmittal (Form CS-15) (Rev. 9/95) and Procedural Instructions (9/1/95)
Request from Contracting Officials (Form CS-16) (Rev. 10/90) and Procedural Instructions (10/1/90)	
DCSE Exchange of Information (Form CS-17) (Rev. 10/90) and Procedural Instructions (10/1/90)	
Division of Child Support Memorandum (Form CS-18) (Rev. 3/91) and Procedural Instructions (3/1/91)	
Request for Verification of Information (Form CS-61) (Rev. 12/86) and Procedural Instructions (12/1/86)	
Hearing Request (Form CS-72) (Rev. 6/89) and Procedural Instructions (6/1/89)	
Transfer of Case Record (Form CS-77) (4/85) and Procedural Instructions (4/1/85)	