

PART 1.0:
INTRODUCTION TO THE IRG

1.0 INTRODUCTION TO THE IRG

In 1997, the Office of Child Support Enforcement (OCSE) implemented a pilot program to place the State Profiles onto the OCSE Website. The states could browse all State Profiles on the Web, and several states piloted the ability to directly update their own State Profiles. During this period, OCSE and the states updated the FIPS codes and addresses, which resided on the National Computer Center (NCC) mainframe. The pilot project was a success, and the states recommended that the State Profiles, FIPS codes, and addresses be made accessible via a Website.

OCSE maintains the Intergovernmental Referral Guide (IRG) system to assist state CSE agencies in processing interstate child support enforcement cases. OCSE and the National Child Support Enforcement Association have cooperated to provide the information in this guide.

The IRG contains the following information:

- **State Profile Section:** This contains a high-level profile of each state's child support enforcement program, including information on the state's general program; Uniform Interstate Family Support Act (UIFSA); reciprocity; age of majority; statute of limitations; income withholding; paternity establishment, enforcement, and modification and review/adjustment.
- **FIPS Codes and Addresses Section:** This list contains contact information at the state and county levels, including names, addresses, telephone numbers, and, when available, fax numbers and e-mail addresses. This list also includes state and local FIPS codes, OCSE central and regional contact information, and international addresses and FIPS codes.

The IRG provides the states with a more effective and efficient way to view and update profile, address, and FIPS code information. It consolidates data that was previously only available through numerous discrete sources into a centralized, automated repository that can be accessed directly through the OCSE Website.

This document provides information for public viewing of the State Profiles and the FIPS codes and addresses in the IRG. By default, the general public can view all State Profiles; some state and county FIPS codes and addresses; and all international, central, and regional OCSE addresses.

1.1 The IRG Public Map Page

The IRG Website can be accessed from a link on the Federal Office of Child Support Enforcement (OCSE) Home Page. The IRG Public Map Page is the main window used for navigating throughout the IRG. The public does not need to log in to the IRG to access child support enforcement information.

To access the IRG:

1. Go to the OCSE Home Page (<http://www.acf.hhs.gov/programs/cse/>).
2. Click [Online Intergovernmental Referral Guide \(IRG\)](#) in the Facts & Descriptions section. (The IRG Public Map Page (Figure 1-1) is displayed.)

Figure 1-1: IRG Public Map Page

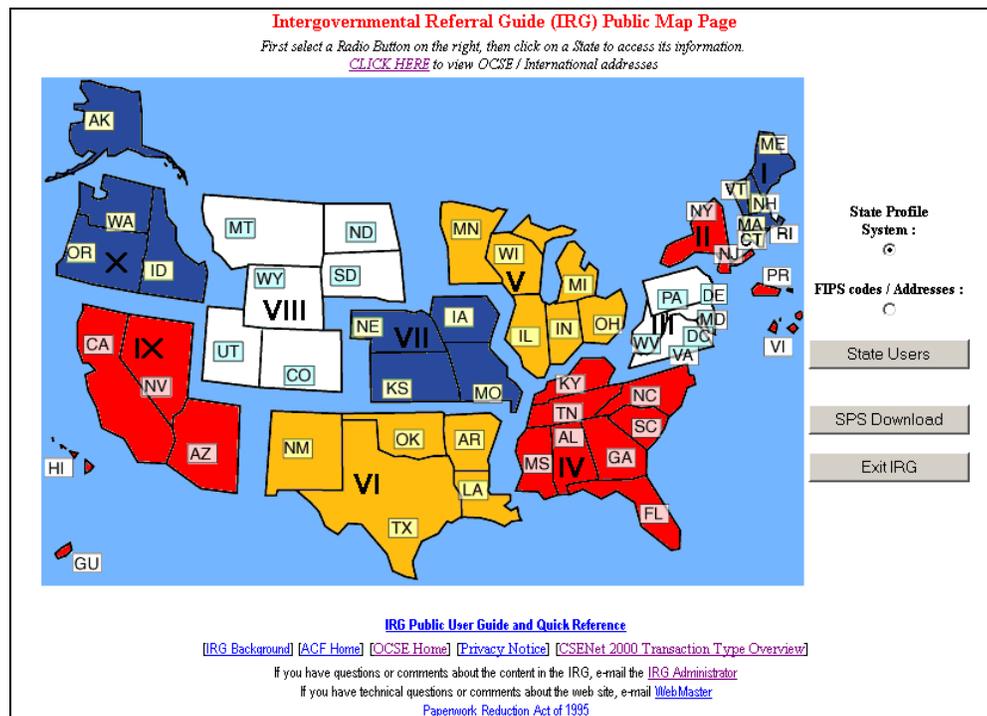


Chart 1-1 describes the functions that are available from the IRG Public Map Page.

CHART 1-1: IRG PUBLIC MAP PAGE WINDOW DESCRIPTION	
Element	Description
<u>CLICK HERE</u> to view OCSE / International addresses	Opens the Addresses and FIPS Codes window from which Child Support Enforcement agency addresses and FIPS codes can be obtained, both domestic and international.

CHART 1-1: IRG PUBLIC MAP PAGE WINDOW DESCRIPTION	
Element	Description
Roman Numerals I – X	Shows the states contained in each of the 10 OCSE Regions. (The regional numerals themselves are not links.)
Graphical Representation of States and Territories AK – WY	Opens the State Profile for the state/territory clicked on the map.
FIPS codes / Addresses	Opens the Addresses and FIPS Codes window from which Child Support Enforcement agency addresses and FIPS codes can be obtained, both domestic and international.
State Users	Opens the IRG Home Page window, where state users log in to the IRG.
SPS Download	Opens a document containing the profiles for all states in your browser window. You can use File > Save As... to save a copy of this document to your hard drive.
Exit IRG	Closes the IRG Public Map window and returns to the OCSE Home Page

Chart 1-2 describes the links at the bottom of the IRG Public Map page.

CHART 1-2: IRG PUBLIC MAP PAGE LINKS	
Element	Description
<u>IRG Public User Guide and Quick Reference Guide</u>	Links to an online version of the Public IRG User Guide and Quick Reference Guide. The User Guide is an in-depth guide to the IRG; the Quick Reference Guide is a one-page reference of the most commonly used functions. The documents are available in PDF and HTML formats.
<u>IRG Background</u>	Links to a page that discusses the background of the IRG project.
<u>ACF Home</u>	Links to the Administration for Children and Families (ACF) Home Page. ACF is the agency that oversees OCSE. The ACF Home Page provides information for all programs sponsored by ACF.
<u>OCSE Home</u>	Links to the OCSE Home Page. OCSE is the sponsoring office for the IRG. The OCSE Home Page provides information regarding the child support enforcement program.
<u>Privacy Notice</u>	Links to the OCSE privacy notice.

CHART 1-2: IRG PUBLIC MAP PAGE LINKS	
Element	Description
<u>CSENet 2000 Transaction Type Overview</u>	Opens a page that lists the function codes that states and territories currently use in the electronic transmission of interstate child support information with other states.
<u>IRG Administrator</u>	Provides e-mail access to the OCSE IRG administrator for IRG content.
<u>WebMaster</u>	Provides e-mail access to the OCSE Web Master for technical questions.
<u>Paperwork Reduction Act of 1995</u>	Links to the notice of the public reporting burden for the collection of IRG information.

State Profiles, FIPS codes, and addresses are accessed from this window.

- **State Profile** – contains a child support enforcement profile for each state and U.S. territory. The profile lists the state’s answers to a list of common questions regarding child support enforcement activities within the state.
- **FIPS Codes and Address** – provides contact information for state, county, international, central and regional OCSE Child Support Enforcement agencies and personnel.

The map is divided into the 10 OCSE regions; each region is a different color and is numbered with a Roman numeral. The dot in each region represents the OCSE Regional Office for that region.

1.1.1 ACCESSING STATE PROFILES

To access a State Profile from the IRG Public Map Page (Figure 1-1):

- Click the desired state on the map. (The State Profile window (Figure 2-1) for the selected state opens.)

Note: You can return to the IRG Public Map Page from links within the State Profile section.

For information about using the State Profile window, see Part 2, “Viewing State Profiles”.

1.1.2 ACCESSING FIPS CODES AND ADDRESSES

To access a state or county FIPS code or address from the IRG Public Map Page (Figure 1-1):

1. Click **FIPS codes/Addresses** on the right side of the page.
2. Click the desired state on the map. (The Addresses and FIPS Codes window (Figure 3-1) for the selected state opens.)

Note: You can return to the IRG Public Map Page from links within the Addresses and FIPS Codes section.

For information about using the Addresses and FIPS Codes window, see Part 3, “Viewing FIPS Codes and Addresses”.

1.1.3 DOWNLOADING STATE PROFILE INFORMATION

To download State Profile information for all of the states from the IRG Public Map Page (Figure 1-1):

- Click **SPS Download** on the right side of the page.

This opens a window from which you can download State Profiles from one state or all states in text format.