

Tribal Income Withholding Instructions

- Request **certified** copies of court orders & COLAs from Court Administration.
- CAST
 - Modify
 - Change I/R field to “1”
 - Enter
 - IF arrears only case – activate children
- INCM
 - Add
 - FIPS = 90
 - Juris = Choose appropriate tribal code:
 - 410 (White Earth); 409 (Red Lake);
 - 408 (Mille Lacs – *FYI: Mille Lacs has their own procedure & documents to send*)
 - 407 (Leech Lake); 406 (Grand Portage); 405 (Fond Du Lac)
 - Destination = 02
 - Intrst Case Nbr = . (enter period so it will pull info)
 - Status = OPN
 - OPEN Date = (today’s date)
 - Enter to accept
- NCOL
 - Look up ~ Monthly obligation amount, & Arrears total \$\$
- PAPL
 - Look up ~ Date of last payment
- Case File/Court Order hard copy
 - Look up “Support to begin date” & “Arrears from prior periods of time”
 - (will use whichever is oldest date)
 - Look up Court Order Number
- DORD
 - Add
 - Form = F0200 (Interstate Transmittal #1)
 - Enter & Select CP employer
 - Enter & Select NCP employer
 - Enter & Select Interstate Line
 - Enter
 - Enter & F9 to Force print

- DORD
 - Add
 - Form = F0224 (Personal Information Form for UIFSA 311)
 - Enter & F9 to Force print
- DORD
 - Add
 - Form = F0209 (Interstate Registration Statement)
 - Enter
 - Modify
 - F14 (Labels)
 - “U” for user labels
 - Enter
 - Select all labels from the Support Order Date down (10 total)
 - Support Order Date (entry)
 - Issuing State (Minnesota)
 - Issuing County (Becker)
 - Tribunal Case No (Court Order #)
 - Support Amount (Monthly Obligation-No \$ signs)(no 20% arrears)
 - Support Frequency (Monthly)
 - Support Last Pay Date (Date of last pmt)
 - Support Arrears Amount (Total arrears)
 - Support Period From (Support to begin date)
 - Support Period To (today’s date)
 - Registered State (Minnesota)
 - Enter information on each line item & Enter after each
 - F3 (back to document screen)
 - Enter & Select CP Employer
 - Enter & Select NCP Employer
 - Enter & Select Interstate line
 - Enter & F9 to Force print
- INCM
 - Modify
 - Status = CLD
 - Close Date = (today’s date)
 - Enter

- CAST
 - Modify
 - Remove “I” from I/R Field
 - Enter
 - IF arrears only case – DE-activate children
- Retrieve documents printed
 - On Transmittal # 1
 - Page 2/Section I. – Check #5/Other & add narrative “Income Withholding”
 - Page 2/Section II. – Verify/enter support amount & frequency, date of last payment, total amount of arrears & period of computation.
 - Page 3/Section VII. – Check all appropriate items (including “other attachments”)
 - On Registration Statement
 - Page 1 – Check Box “register for enforcement”
 - Page 1/Section I. – Complete Case Summary Info (obligations/arrears)
 - Page 2/Section VI. – Date, Print Name, & Sign.
 - Check box stating “Party Seeking Registration”
 - On Personal Information Form
 - Verify information for CP/NCP/Child(ren) is complete
- Clip together & Mail in this Order:
 - Transmittal #1
 - Confidential Information Form
 - Registration Statement
 - Certified Court Orders
 - Income Withholding paperwork
- CAAD
 - Enter FREE Note:
 - SENT TRANSMITTAL #1, CONFIDENTIAL INFORMATION FORM, REGISTRATION STATEMENT, CERTIFIED COURT ORDERS & INCOME WITHHOLDING PAPERWORK TO (name of tribe) CHILD SUPPORT FOR REGISTRATION
- CAWD
 - Enter FREE Note:
 - TRIBAL IW CASE. ORIGINAL REGISTRATION PACKET SENT TO (name of Tribe) OFFICE ON (date). IF ANOTHER INCOME WITHHOLDING PRINTS WILL NEED TO FOLLOW TRIBAL PROCEDURES.

White Earth Tribal Entities

www.whiteearth.com

| | <u>Prism Employer Number</u> | <u>Corporate 01 Workplace 02</u> |
|---|----------------------------------|--------------------------------------|
| <u>White Earth Reservation Business Committee</u> | | |
| White Earth Nation Child Support | 0000258681 | 01 0001 |
| ○ Circle of Life School (COLA) | 0000258681 | 02 0009 |
| ○ Food Distribution | 0000258681 | 02 0008 |
| ○ Golden Eagle Bingo | 0000258681 | 02 0003 |
| ○ Head Start | 0000258681 | 02 0014 |
| ○ Home Health | 0000258681 | 02 0025 |
| ▪ Ambulance Services | 0000258681 | 02 0013 |
| ○ Human Services | 0000258681 | 02 0005 |
| ○ Oshki Manidoo | 0000258681 | 02 0018 |
| ○ Shooting Star Casino | 0000258681 | 02 0001 |
| ▪ White Earth Building Supplies | 0000258681 | 02 0023 |
| ▪ White Earth Business Products | 0000258681 | 02 0022 |
| ▪ White Earth Transfer Station | 0000258681 | 02 0007 |
| ○ TERO Program | 0000258681 | 02 0020 |
| ○ Tribal Court | 0000258681 | 02 0004 |
| ○ Tribal Finance | 0000258681 | 02 0006 |
| ○ Transit | 0000258681 | 02 0017 |
| ○ Tribal Police | 0000258681 | 02 0019 |

- **Employer verifications – Print and write entity where participant is working.**

Non-White Earth Tribal Entities

| | | |
|---|------------|---------|
| M & W Foods- Ogema | 0000519816 | 01 0001 |
| M & W Service- White Earth | 0000532449 | 01 0001 |
| Nijjii Broadcasting | 0000655205 | 01 0001 |
| White Earth Health Center (I.H.S) | | |
| • Public Health Serv IHS Person(Alt name: Great Plains IHS) | 0000285090 | 01 0001 |
| White Earth Housing Authority | 0000263741 | 01 0001 |
| White Earth Land Recovery | 0000306757 | 01 0001 |
| • Native Harvest | 0000306757 | 02 0002 |
| White Earth Reservation Federal Credit Union | 0000378041 | 01 0001 |
| White Earth Tribal & Community College | 0000475185 | 01 0001 |