

IM-16 LOG CHILD SUPPORT TA SANCTION REQUESTS INSTRUCTIONS

PURPOSE: Use the IM-16 Log to:

- track child support non-cooperation sanction requests and
- improve sanction request timeliness.

DISPOSITION: Each quarter, provide a copy of the most recent log to the Temporary Assistance Program and Policy Unit at fsd.coletapolicy@dss.mo.gov. The deadline to submit the log is the 15th day of the month following the end of the quarter.

- January - March log by April 15;
- April - June log by July 15;
- July - September log by October 15; and
- October - December log by January 15

INSTRUCTIONS FOR COMPLETION:

DATE RECEIVED IN FSD OFFICE: Enter the date the TA non-cooperation sanction request to add or remove a sanction is received from Child Support.

CHILD SUPPORT SPECIALIST'S NAME: Enter the name of the child support specialist requesting the TA non-cooperation sanction

PARTICIPANT'S NAME: Enter the name of the person that Child Support wants sanctioned for TA non-cooperation.

DCN: Enter the ten digit Department Common Number (DCN).

ADD A SANCTION: Enter a "check mark" if the request from Child Support is to sanction a TA individual for non-cooperation.

REMOVE A SANCTION: Enter a "check mark" if the request from Child Support is to end a TA non-cooperation sanction.

DATE GIVEN TO ELIGIBILITY SPECIALIST: If the TA non-cooperation sanction from Child Support is received on the paper IM-16 form, enter the date the form is given to the eligibility specialist. If the request is received via email, enter the date the email was sent from Child Support.

ELIGIBILITY SPECIALIST'S NAME: Enter the name of the eligibility specialist who is responsible for completing the TA non-cooperation sanction requested from Child Support.

INITIALS OF ASSIGNER: Enter the initials of the Supervisor or County/Program Manager who is responsible for tracking the TA non-cooperation sanctions requests from Child Support.

ACTION TAKEN: Enter a "check mark" when the requested action is complete.