

**WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES
Division of Family and Economic Security
Bureau of Child Support**

**CHILD SUPPORT
BULLETIN**

No.: 14-07

Date: 08/06/14

**To: Child Support Directors
Child Support Supervisors or Lead Workers
Child Support Attorneys**

**From: Director
Bureau of Child Support**

Subject: Change to Expedited Passport Withdrawal Request Form

Purpose

The purpose of this Child Support Bulletin is to alert the child support agencies to changes that have been made to the Expedited Passport Withdrawal request form.

Background

Effective January 1, 2010, Wisconsin's passport payment policy required full payment of the federal tax offset (FTO) amount before the passport will be released. If the non-custodial parent (NCP) is incapable of paying the full FTO amount, the child support agency (CSA) may negotiate a lesser payment, but no less than \$2,500. If the NCP owes less than \$2,500, then the full amount owed must be paid.

CSL12-06 also emphasized that, at the very least, the minimum amount should be collected. "...CSAs have been negotiating amounts less than the required minimum \$2,500 payment and those requests for withdrawals were accepted and processed.... BCS will not honor any requests which do not meet the criteria outlined in CSB 09-34 and the Passport Denial Fact Sheet."

The Policy Advisory Committee (PAC) discussed the passport denial policy in 2009 and agreed to the bulletin later released as CSB 09-34. PAC, at the time, wanted to reexamine this policy after it had been implemented to determine its effectiveness. The status update of the policy occurred at its March 13, 2014, meeting. At that March meeting, PAC asked the Bureau of Child Support (BCS) to provide more specific reasons for the withdrawal under Question 5 of the form. In this way, the program could accomplish two goals: better discussions with NCPs on reinstatements, and better data for future negotiations.

Policy

BCS will now require local child support agencies to select a more specific reason for the expedited passport withdrawal under Question 5 on the Expedited Passport Withdrawal request form. The form offers several reasons, from which the CSA must pick one:

- Vacation/Leisure
- Marriage/Honeymoon
- Work/Employment
- Military/Education
- Court Order
- Error in Submission
- Mistaken Identity
- Life or Death
- Return to USA
- CP Set Arrears at \$0
- Settlement Agreement
- FTO Amount or Arrears Satisfied/CP Declined Service

If none of the twelve provides a satisfactory option, a child support worker may choose “Other” and fill in the blank.

The new form also provides reminders from the Passport Denial Fact Sheet and BCS policy to provide a final check on other tasks which must be performed. We have added reminders that the passport denial bar needs to be entered in KIDS and that the worker should check to see if other counties also have cases. The new form also reminds workers to enter the NCP’s place of birth in KIDS as well as to attach a letter from a doctor or the Red Cross for life or death emergency withdrawals when appropriate.