



**DHS/CS
Information Memorandum
cs-2020-10**

**STATE OF TENNESSEE
DEPARTMENT OF HUMAN SERVICES**

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To: Tennessee Clerks of Court

From: Charles Bryson, Assistant Commissioner, Family Assistance and Child Support

Date: July 21, 2020

Subject: **Updated Non IV-D Worksheet & Transmission Option for Court Clerks**

The purpose of this Information Memorandum is to provide information to the Tennessee Clerks of the Court pertaining to the updated Non IV-D Demographic Worksheet and email transmission option. This memorandum supersedes the memorandum issued to the Clerks of the Court in 2016 (cs-2016-01).

Non IV-D Demographic Worksheet

Under Section 453 (h) of Title IV-D of the Social Security Act (42 U.S.C. 653), each state is required to provide specific case information to the Federal Case Registry, which is a national information resource for use in intergovernmental establishment and enforcement of child support. In order for the State to meet this requirement, Clerks of Court must provide to the Tennessee Department of Human Services (TDHS) certain information from Non IV-D court cases on a daily basis. The Clerk of Court's reporting responsibilities are codified at TCA 36-5-115.

Those Clerks of Court who have chosen not to provide the necessary information through the Tennessee Child Support Enforcement System (TCSES) are referred to as 'Opt Out Clerks'. Opt Out Clerks provide the required information to TDHS by completing the 'Non IV-D Demographic Worksheet' then transmitting to TDHS.

Updated Non IV-D Demographic Worksheet

See Attachment 1 for the revised Non IV-D Demographic Worksheet and Attachment 2 for Instructions explaining the data elements. ***Upon receipt of this memo, 'Opt Out' Clerks are required to begin using the updated fillable Non-Demographic form (Attachment #1) and can also utilize the new option for sending the Non-Demographic form to TDHS.***

New Option for Transmitting Demographic Worksheets

The Non IV-D Demographic Worksheets can be transmitted by:

1. Fax to (615) 524-3102 or
2. By sending an encrypted e-mail to NonIV-D.DHS@tn.gov . In order to encrypt an e-mail message to protect Personally Identifiable Information (PII), the sender **must** type in the subject line: [secure email]. Senders must never include a social security number in the subject line of an email.

If you have any questions, contact Central Registry Director, Stacie Alexander, at (615) 742-4431 or by email at Stacie.Alexander@tn.gov .

JCB:slw

Attachment: #1: Non IV-D Demographic Worksheet
#2: Non IV-D Demographic Worksheet Instruction

Supersede: Cs-2016-01 New Non Iv-D Demographic Worksheet and Income Withholding Orders for Court Clerks