

477-000-307 STANDARDIZED CSE REFERRALS FOR STATEWIDE IMPLEMENTATION

For the EA-117 Application:

- CSE needs a copy of page 13 (page 22 on Spanish version)
- SSW will send CSE-97 and copies of any supporting documentation (if in our case file) – birth certificates, marriage licenses, etc.
- SSW will enter referral on N-FOCUS
- CSE worker will send questionnaire to client

For the E-Application:

- CSE has access to the E-App
- SSW will send the CSE-97 and copies of any supporting documentation (if in our case file) – birth certificates, marriage licenses, etc. to the CSE worker
- SSW will enter referral on N-FOCUS
- CSE worker will send questionnaire to client

For the KC Application:

- SSW will send the CSE-97 and copies of any supporting documentation (if in our case file) – birth certificates, marriage licenses, etc. to the CSE worker
- SSW will enter referral on N-FOCUS
- CSE worker will send questionnaire to client

For Child Care Application only (Client not applying for or receiving ADC):

- If there is not an open CSE case on CHARTS, SSW will send an e-mail to the Child Support Customer Service Call Center, [DHHS CSE Call Center@nebraska.gov](mailto:DHHS_CSE_Call_Center@nebraska.gov) with the client's name and address, and request CSE-60 be sent to the client.
- CSE worker will send CSE-60 to client.