

DIVISION OF CHILDREN AND FAMILY SERVICES
Administrative Memo #10-2011

To: All Children and Family Services Staff

From: Edward H. Matney, Policy Section Administrator
Division of Children and Family Services

Approved by: Todd L. Reckling, Director
Division of Children and Family Services
Department of Health and Human Services

Date: August 23, 2011

RE: Genetic Testing Requests in Child Support and Non Child Support
Child Welfare and Juvenile Services Cases

Effective: Immediately

Duration: Until Revised

Contact: Ruth Wilke for child support issues at (402) 471-1400 or
ruth.wilke@nebraska.gov
Sara Goscha for child welfare or juvenile services issues at (402) 471-
9333 or sara.goscha@nebraska.gov.

Purpose:

The purpose of this memo is to provide instructions for staff regarding obtaining genetic testing. Paternity is established in Nebraska through birth to a married couple; a signed and notarized acknowledgement of paternity; adoption; or a court order that establishes paternity. A positive result from a genetic test is not a legal finding of paternity. It is merely evidence to be used in the establishment process. For purposes of this memorandum court establishment may involve a determination of paternity from a juvenile court action. Also, for purposes of this memorandum, case manager refers to the Department of Health and Human Services (DHHS) CFS Specialist or contracted Family Permanency Specialist serving as the family's case manager. The case manager and eligibility worker may view information about the CSE case via I-Charts.

Action Required:

Court Involved Cases

When a child is placed in the custody of the DHHS and is in out of home care, a referral is made by the eligibility worker (Income Maintenance-Foster Care Worker) to the Child Support Enforcement (CSE) Division for purposes of establishing child support. No referral is made for a parent whose rights no longer are intact.

On occasion a juvenile or county court judge will order a CFS/FPS case manager to obtain genetic testing where paternity has not been established or is in question. The

case manager can request the tests be administered via CSE's current genetic testing vendor in order to receive a more competitive test rate.

To arrange for court ordered genetic testing the following steps must be taken:

1. The case manager must provide a copy of the court order to the appropriate DHHS CSE office by fax or email to initiate the appointment.

Below is a list of CSE offices, contact phone number to call when scheduling a test for individuals residing in these locations or the surrounding area and the fax number:

City	Phone Number	Fax Number
Dakota City, Fremont, Norfolk,	(402) 370-3427	(402) 742-2362
Grand Island Hastings Kearney	(402) 462-1837	(308) 385-5750 (402) 462-1930 (308) 865-5583
Beatrice, Lincoln, Papillion	(402) 471-5267	(402) 471-5266
Broken Bow, Gering, Lexington, North Platte	(308) 535-6621	(308) 742-2367
Omaha – Child Support Services	(402) 633-4150, ask for Stephanie Renner	(402) 341-9223

The case manager must indicate in what city and county the mother, father and child reside. Testing cannot be performed without this information.

2. CSE staff will determine available testing dates and locations and provide this information to the case manager making the request. Test dates vary by location and the availability of a genetic testing technician.
3. The case manager will inform the individuals(s) being tested of the appointment time and location. Father and mother/child are generally scheduled at different times to avoid any confrontations at the testing location. If the family is residing together then the case manager may choose to schedule the family for the same location and time. If the scheduled time is not convenient for the individual(s), the case manager will contact CSE staff immediately to obtain a new appointment date and time.
4. The case manager must verify with the local CSE office whether walk-in appointments are allowed. If walk-in appointments are not allowed, the case manager should remind the person being tested of the importance of keeping the scheduled appointment.
5. CSE staff will notify CSE – Finance unit via email that the test should be billed to CFS Division when the invoice is received. CSE – Finance will forward the bill for genetic testing to the CFS Division for payment.
6. Test results will be sent to the case manager.

Non Court Involved Cases

Case Managers may provide the following information to Custodial Parents (CP) wishing to apply for CSE services. The CP may call the Nebraska Child Support Call Center at (877) 631-9973, and select Option 2 to request an application for services.

Links to Reference Materials:

Information about CSE for CFS staff:

<http://www.dhhs.ne.gov/video/staff/CFSstaff/>

CSE Paternity Procedures:

http://www2.dhhs.ne.gov/Children_Family_Services/cse2/cse2index.htm