

Alaska Department of Revenue  
**Child Support Services Division**

Please Reply To:  
CSED, MS 20

550 W. 7<sup>th</sup> Ave., Suite 310  
Anchorage, AK 99501-6699  
www.childsupport.alaska.gov

March 1, 2011

**Subject:** Instructions for Requesting Interception of the Alaska Permanent Fund Dividend

**OVERVIEW:** Every year eligible Alaskans receive a Permanent Fund Dividend (PFD). The amount of the payment has ranged from a low of \$331.40 in 1984 to a high of \$2,069.00 in 2009 that was coupled with a one-time energy rebate of \$1,200 in September 2009.

Applicants must meet the criteria as set in AS 43.23.005 and AS 43.23.008 to be eligible for the PFD. Some criteria to receive the 2011 PFD include:

- Applicant must have been a resident of Alaska since December 31, 2009;
- Applications for the PFD must have been submitted no later than midnight March 31<sup>st</sup> of 2011;
- Applicant must be a US citizen.

Alaska Child Support Services Division collects several million dollars each year from obligors who have applied for the PFD and owe child support. These funds are collected for both Interstate and Domestic cases. As the Alaska Permanent Fund Corporation will only honor withholding orders from Alaska's Child Support Services Division, utilizing the agency's services in this regard is the only way other states can collect these funds.

**PURPOSE:** With the amount of funds available for collection and the simplicity of the PFD collection process, Alaska receives a large influx of requests from other states to set up a case solely for the purpose of collecting the PFD. The Alaska Child Support Office refers to these cases as PFDO (Permanent Fund Dividend Only) cases. The large number of requests from other states to collect the PFD significantly impacts our agency during the months of July through October.

These instructions are intended to expedite the process to set up a PFDO case, simplify the paperwork necessary and maximize the number of cases Alaska's Child Support Services can set up when receiving a PFDO request. With shrinking state budgets and resources at a premium, it is important all states work closely together to collect as many PFD's as possible for child support.

These instructions and the attachments are being provided to allow other states the ability to maximize their collections. Please follow these directions closely.

- 1) **Required Documents or Information:**
  - Child Support Enforcement Transmittal #1 with the appropriate areas completed (see attached example);
  - A copy of the signed order or judgment; however, **if previously submitted the signed order, you are not required to resubmit unless it has been modified;**
  - The direct phone number of the child support contact in your state;

**Note:** The signed transmittal with all the appropriate sections completed (see example) along with a signed order or judgment is all that is required. Be sure to fill in the amount of

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debt and the period of computation. You are only required to provide a certified month by month debt calculation if an obligor disputes the debt. Should a dispute arise, you will be contacted by Alaska and asked to provide a certified month by month debt calculation. All cases must have an arrears balance of at least \$50 to qualify for this garnishment. Any requests below \$50 will be returned to you.

2) **Other Important Information:**

- Do NOT send a PFDO transmittal if there is an open case between Alaska and your state. PFD for these cases are automatically intercepted provided the obligor applied and qualified for a PFD;
- You **MUST** send a Child Support Enforcement Network (CseNet) transaction **PRIOR** to sending the required documents if your state is active with Alaska on the CseNet system (failure to send a CseNet transaction means Alaska will not be able to collect the PFD for your state);
- **Indicate on CseNet Transaction this is for PFD only.**
- DO NOT send a PFDO request followed by a request for FULL enforcement. PFDO cases will automatically be closed after the PFD has been intercepted and forwarded to your state. There is no need to send a paper closure request. **However, you will need to send a CseNet closure if your state sent a CseNet open with closure code; don't use miscellaneous as a closure reason.**
- States who have previously requested a PFDO collection case be set up, (currently a closed Alaska case) are required to send the same information as states requesting a PFDO case for the 1<sup>st</sup> time. If your state has requested a PFDO case previously, be sure to provide the previous Alaska PFDO case number on the transmittal. Additionally, if you typically submit specific obligors every year, you may want to consider initiating those cases for full enforcement. By doing so, the case would automatically be submitted for PFD.

3) **TIMELINES:**

- You must provide your state's obligor data for matching to Alaska's PFD by the last business day of May. The deadline for states with a secure FTP server set up to exchange data with Alaska have until the 2<sup>nd</sup> business day of June. Send an e-mail to Phil Evans to let him know your matching data request file is ready on your secure server, or arrange with Phil to send the file in another secure manner (see contact information below.) See attachment 1 for the appropriate file format needed. It is critical you send your data in the format requested. Otherwise Alaska will NOT be able to match your data to the PFD database. This means any possible PFD revenue you may have been able to collect will be lost because we cannot send you a return file with the matches.
- It is anticipated your state will receive the return match file the 2nd week of June. Once your state receives your match file back, and determines which obligors qualify for the PFDO program, you may begin sending your requests to us. (See Item 1 titled "Required Documents or Information" on how to apply for PFDO)
- All requests from your state **MUST** be received by Alaska no later than Friday August 13<sup>th</sup>, 2011 to ensure set up and collection of the PFD.

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4) **CONTACTS:**

Send Transmittals to:  
Child Support Services Division  
Attn: Delinda Cain/MS 20  
550 W 7<sup>th</sup> Ave, Ste 310  
Anchorage, AK 99501-6699

Transmittal EMAIL Contact:  
[delinda.cain@alaska.gov](mailto:delinda.cain@alaska.gov)  
PHONE: (907) 269-6865  
FAX: (907) 787-3220

Send secured matching data requests to:  
Child Support Services Division  
Attn: Phil Evans/MS 19  
550 W 7<sup>th</sup> Ave, Ste 310  
Anchorage, AK 99501-6699

Systems EMAIL Contact:  
[Phil.Evans@alaska.gov](mailto:Phil.Evans@alaska.gov)  
PHONE: (907) 269-6824

Procedure questions:  
Case set up Manager: Mike Miller, (907) 269-6980  
Case set up Supervisor: Delinda Cain, (907) 269-6865  
CseNet Contact: Delinda Cain, (907) 269-6865  
Collections Contact: James Pendergraft (907) 269-6850

*Please follow the information provided so we can help you as efficiently and expeditiously as possible.*