

ADAIR COUNTY COMMISSION MINUTES

MONDAY, FEBRUARY 27, 2017

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B.3 Prosecuting Attorney's (PA) Office Level B Responsibilities

B.3.1 The PA shall provide the following W-D services on cases they have the sole responsibility for:

- Establishing priority;
- Establishing and modifying child support obligations;
- Enforcing child, spousal and medical support obligations;
 - The PA shall provide support or enforcement services to individuals pursuant to 45 CFR 302.21 and 45 CFR 302.23.
 - The PA shall secure, establish, and enforce medical support obligations pursuant to 45 CFR 303.10, 45 CFR 303.32, 454-600 through 454-700, RSMo, and procedures established by the Department.
- Cooperating with other states, tribes, and districts where there is a Federal Reciprocity Agreement or a bilateral agreement;
- Conducting manual location activities as needed to supplement the automated system's location activities; and
- For cases requiring or requesting a review and adjustment, utilizing procedures established by the Department and in accordance with 452.370, 454-400, 454-499 and 454-500, RSMo.

B.3.2 The PA shall use all applicable means including, but not limited to, withholding of unemployment compensation benefits, certification for federal income tax interception, non-wage income withholding, administrative process, state income tax withholding, liens against real and personal property, posting of bonds, reporting to consumer reporting agencies, and placing liens on worker's compensation benefits.

B.3.3 The PA shall be in full compliance with federal audit requirements and established Departmental procedures as set forth in the procedural and format manuals and the Missouri Automated Child Support System (MACSS) Quick Reference Guide when providing the services stated herein.

- The Child Support Procedure Manual can be located at: <http://dss.mo/hd/cspolicy/manuals/index.htm>
- The Missouri Automated Child Support System (MACSS) Quick Reference Guide can be located at: <http://dss.mo/hd/training/CSH/MACSSQRG/index.html>

B.3.4 With regard to Jackson County Prosecuting Attorney cases, the Department will, within five (5) working days of receipt of the application for services, forward the application to the PA. In accordance with 45 CFR 303.2, the PA shall be responsible for further requirements and all other case responsibility as set forth herein.

B.4 Department Level B Responsibilities

B.4.1 The Department will measure the contractor's performance based on federal performance measures in accordance with 45 CFR 306.2, and by utilizing data from MACSS or the managed reporting program (<http://services.pa.maryland.gov/mr.html>).

C.1 Level C County

C.1 In the event the County is designated as a Level C County, there are no additional requirements.

D.1 Multi-County Project

D.1 In the event the County is designated/identified as a participant in a Multi-County Project (Project), the County shall comply with the additional following requirements, as applicable.

D.2 Project Participants: The Project shall consist of the counties listed in the table below. The county labeled with an asterisk (*) shall be designated as the "Host" County for the Project.

Adair*	Clark	Knox
Lewis	Schuyler	Scottland

D.3 Project Collaboration

D.3.1 The contractor shall collaborate with other Project Participants, as required, to ensure successful delivery of child support enforcement services.

D.4 Host County Responsibilities

D.4.1 The Host County shall serve as the lead entity for the Project.

D.4.2 The Host County shall establish and identify an office for the primary location for the Project.

D.4.3 The Host County shall employ Assistant Prosecuting Attorney(s) and support staff for the purpose of fulfilling the requirements of this contract.

- The personnel required above shall spend one hundred percent (100%) of the time working on child support enforcement activities.
- The Host County shall take the necessary steps, as required by law, to appoint/commission the individuals hired as assistant prosecuting attorneys for each of the counties participating in the Project, directly conferring on the assistant prosecuting attorneys all of the authority, duties and responsibilities of said office for each county participating in the Project.
 - The Host County may limit said commission to child support services at the option of each participating county.

D.4.4 The Host County shall appropriate sufficient funds to compensate required personnel and to provide for the investigation and litigation of cases referred to the Project.

D.5 Reimbursements to the Host County

D.5.1 The contractor (non-host county) shall reimburse the Host County for the non-host county's share of expenditures made to fulfill the requirements of the Project.

D.5.2 The contractor (non-host county) shall reimburse the Host County in accordance with the applicable percentage share listed in the table below.

Adair 45%	Clark 13%	Knox 7%
Lewis 18%	Schuyler 8%	Scotland 9%

Exhibit # 1 (continued)

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

Box B - Current Business Entity Status

I certify that Adair County Local Government (Business Entity Name) MEETS the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

Mark Thompson County Commissioner/Executive Business Entity Representative's Name (Please Print)

Mark Thompson County Commissioner/Executive Business Entity Representative's Signature

Adair County Local Government Business Entity Name

2-17-17 Date

mthompson@adaircountymo.com E-Mail Address

As a business entity, the contractor must perform/provide each of the following. The contractor should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/files/programs/ps_1385221678150.shtml; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the contractor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the contractor's name and the MOU signature page completed and signed, at minimum, by the contractor and the Department of Homeland Security - Verification Division. If the signature page of the MOU lists the contractor's name and company ID, then no additional pages of the MOU must be submitted; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

M3-16-14 10/24 23097

E-Verify

Company ID Number: 320249

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer: Adair County

Melissa D Hudson Name (Please Type or Print) Title _____

Electronically Signed Signature Date 04/19/2010

Department of Homeland Security - Verification Division

USCIS Verification Division Name (Please Type or Print) Title _____

Electronically Signed Signature Date 04/19/2010

Page 11 of 136-Verify MOU to: Employer@evision.dhs.gov www.dhs.gov/E-Verify

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ATTEST: Andrea Collop
County Clerk

Mark Thompson
Presiding Commissioner