

Child Support Enforcement Division

January 31, 2024

Instructions for requesting interception of the Alaska Permanent Fund Dividend (AK PFD).

*****NOTICE – ELECTRONIC PROCEDURES*****

Please review our website for information concerning the AK PFD intercept.

<https://childsupport.alaska.gov/child-support-services/information/pfd-information>

What is the Alaska Permanent Fund Dividend (AK PFD)?

Every year eligible Alaskans receive an AK PFD. The amount of the payment has ranged from a low of \$331.40 in 1984 to a high of \$3,284 in 2022. Applicants must meet the criteria as set in AS 43.23.005 and AS 43.23.008 to be eligible for the AK PFD. Some criteria to receive the 2024 PFD include:

- Applicant must have been a resident of Alaska prior to January 1, 2023.
- Applicant must be a US citizen.

Alaska Child Support Enforcement Division (CSED) collects several million dollars each year from obligors who have applied for the AK PFD and owe child support arrears. These funds are collected for both Intergovernmental and Domestic cases. The Permanent Fund Dividend office will only honor withholding orders from Alaska CSED. Utilizing the agency's services in this regard is the only way other states can collect these funds.

Purpose of the Permanent Fund Dividend Only (PFDO) Project

Alaska receives a large influx of requests from other states to set up a case solely for the purpose of collecting the AK PFD, which significantly impacts our agency during the months of July through October. CSED refers to these cases as PFDO cases.

Application Process

Case submission requirements:

- One case at a time.
- Electronically.
- PDF format.

***Do not send paper transmittals or orders, they will be returned.**

Send your transmittals and orders through one of the following:

- FPLS Electronic Document Exchange
- Email to dor.cssd.pfdo@alaska.gov

- All requests from your state MUST be received by Alaska no later than **Friday, June 28, 2024**, to ensure set up and collection of the AK PFD. If submitted past this deadline, your request will be returned to you unprocessed.

Required Documents

*Providing the following information will help ensure we can process your request as efficiently and expeditiously as possible.

- Child Support Enforcement Transmittal #1 with the appropriate areas completed.

[Example Transmittal](#)

- DO NOT send a PFDO transmittal if there is an open case between Alaska and your state. AK PFD interception is automatically pursued on full enforcement cases that meet the criteria.
- Be sure to fill in the amount of 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.
- If your state has applied for a PFDO case previously for the same case parties, be sure to provide the previous Alaska PFDO case number on the transmittal.
- All cases must have an arrears balance of at least \$50.00 to qualify for this garnishment. Any requests below \$50.00 will be returned to you.
- A copy of the signed order or judgment. If your state previously submitted the signed order, you are not required to resubmit it unless it has been modified.
- A CSENet transaction prior to sending documents if your state is CSENet active.
 - Indicate “PFD Only” on the CSENet transaction.
- Client confidential sheet.
- Direct phone number of the child support contact in your state.

These instructions are intended to simplify the application process, expedite the case set up, and maximize the number of cases CSED can set up during the PFDO project. 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 the families we serve.

Closures

- Alaska will close PFDO cases automatically after the AK PFD has been intercepted and forwarded to your state.
- If you sent a CSENet transaction to open your PFDO case, you will need to send a CSENet transaction requesting closure of the case, using the closure reason code. DO NOT use “miscellaneous” as a closure reason.

*DO NOT send a paper closure request. *

Data File Submission

May 31, 2024

- You must provide your state's obligor data, for matching to AK PFD, by the last business day of May. Submit sooner if possible.
- Send an email to dor.cssd.itsupport@alaska.gov to let them know your matching data request file is ready on your secure server or arrange to send the file in another secure manner (see contact information below).
 - See our web link for the appropriate file format needed. It is critical that you send your data in the format requested. Otherwise, Alaska will NOT be able to match your data to the AK PFD database. This means any possible AK PFD revenue you may have been able to collect will be lost as we cannot send you a return file with the matches.
- It is anticipated your state will receive the return match file by June 7, 2024. Once your state receives your match file back, determining which obligors qualify for the AK PFD project, you may begin sending your requests to us.

(Next Page: PFDO Contacts)

PFDO Contacts:

Send Transmittals to:

dor.cssd.pfdo@alaska.gov

Transmittal Email Contact:

Sarah Tuggle

Email: sarah.tuggle@alaska.gov

Phone: (907)269-6991

Send Secured Matching Data Requests to:

Child Support Enforcement Division

Attn: Nami Kim/MS 19

550 W 7th Ave, Ste 310

Anchorage, AK 99501-6699

Systems Email Contact:

dor.cssd.itsupport@alaska.gov

Phone: (907)269-6989

Procedure Questions:

Case set up Manager: Sarah Tuggle, (907) 269-6991

Case set up Supervisor: Sarah Tuggle, (907) 269-6991,

CSENet Contact: Toscha Alexander, (907) 269-6923

Collections Contact: Toscha Alexander (907) 269-6923