

How to Access Information in the Intergovernmental Referral Guide

The IRG provides the states and tribes with an effective and efficient way to view and update profile, address and location code information. It consolidates data previously only available through numerous discrete sources into a centralized, automated repository that can be accessed directly through the OCSE website.

The IRG Home Page



Intergovernmental Referral Guide (IRG) Home Page

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User name

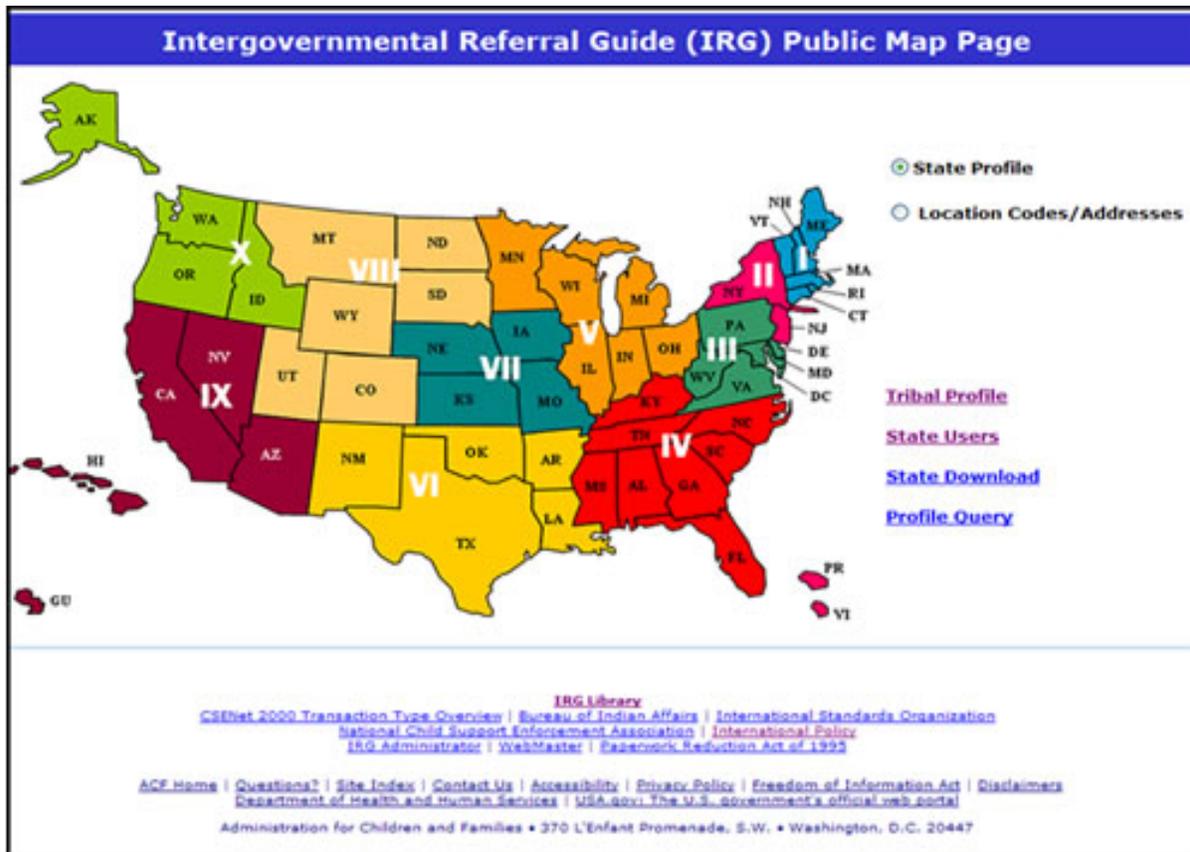
Password

The IRG Home Page is used to enter the IRG. To gain access to this page:

1. Click <https://extranet.acf.hhs.gov/irgauth/login>. The IRG Home Page opens.
2. Click on the Public User link. This opens the IRG Public Map Page.

The IRG Public Map Page

From the IRG Public Map Page shown below, users can gain access to information permitted for the public to view.



The information in the IRG is available in two parts or sections.

- The **State Profile** section contains a high-level profile of the child support enforcement program of each state and tribe, including information on the general program; Uniform Interstate Family Support Act (UIFSA); reciprocity; age of majority; statute of limitations; income withholding; paternity establishment; support order establishment; support enforcement; modification and review/adjustment of child support orders; lump-sum payments; and insurance matching.
- The **Location Codes/Addresses** section contains contact information for state and tribal CSE offices, as well as addresses for central and regional OCSE offices. Further, it contains addresses for those countries with reciprocal agreements with the U.S.

State Profile

To access policy information available in the State Profile section, from the IRG Public Map Page:

1. Make sure the State Profile radio button (at the right of the map) is activated.
2. Click on a state or territory on the map. The State Profile page for that entity will open.
3. Click on an item in the list at the top left of the State Profile page to advance to the selected program item below,
OR
Scroll down the page to find the appropriate program item of interest.

Pennsylvania State Profile

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[\[View CSENet 2000 State Exchange Agreement by Function Code\]](#)

A. General/State-At-A-Glance ⏪ Top of Page

| | |
|---|--|
| A1. What is your state's program administration/operation type (state administered/state operated, state administered/County operated, or a combination)? | State Administered/County Operated. |
| A2. How many local IV-D offices are in your state (excluding agencies with cooperative agreements)? | None. |
| A3. With what types of agencies do you have cooperative agreements? | County Courts of Common Pleas, Domestic Relations Section. |
| A4. Does your state have statutes that set forth the attorney-client relationship between the state's attorney and the agency only? | Yes. |
| A4.1. If yes, what is the statutory citation? | Title 23 PA.C.S. §4306 For Additional Information - http://www.legis.state.pa.us/cfdocs/legis/li/public/cons_index.cfm |
| A4.2. Did your state have the state's bar counsel issue an opinion setting for the attorney-client relationship? | No |

NOTE: You can access the Location Codes/Addresses page from the State Profile section by clicking on the Location Codes/Addresses link along the top menu bar of a State Profile page.

Location Codes/Addresses

To access contact information available in the Location Codes/Addresses section, from the IRG Public Map Page:

1. Make sure the Location Codes/Addresses radio button is activated.
2. Click on a state or territory on the map.
3. The Location Codes/Addresses page for that entity will open.
4. Click the “State” button directly below the top drop-down menu on the left side of the page under “Select Address Type.”

NOTE: From any screen in the Location Codes/Addresses section, you have the option to choose a different state by using the drop-down menu under “Select Address Type.” To access contact information for Foreign Reciprocating Countries (FRCs) and some tribes, apply the same process by using the drop-down menus for “International” and “Tribe”* under the Select Address Type column.

The Select State Addresses page will open in the center of the screen with two drop-down menus:

- Address Type Search – use this to get contact information by searching a program area.
- Name Search – use this when you know the name of the person you want to contact.

Select Address Type

42-Pennsylvania

State County

--Select Country--

International

--Select Tribe--

Tribe

Central OCSE

Regional OCSE

Exit IRG

Return to Map

OCSE - Home

Select State Addresses

--Select State Address--

Select Contact Name

Address Type Search

Name Search

After selecting the Address Type **OR** the last name of the Contact Person for the address that you desire, click on the Search button.

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Address Type Search (for contact information by program area)

1. In the Select State Address drop-down menu, select the type of contact information you want; for example, Central Registry Contact or State IV-D Director.
(The Central Registry Contact is typically the best address for FRCs to use.)
2. Click the Address Type Search button below your selection.

Name Search (when you know the name of the person you want to contact)

1. In the Select Contact Name drop-down menu, select the last name of the person you want.
2. Click the Name Search button below your selection.

*NOTE: For policy information on some tribes, go to the IRG Public Map Page and click on the Tribal Profile link. This will open the IRG Tribal Public Map Page where you can click on a region and then select a tribe from a list. The IRG includes policy information for 41 tribes currently.