



## **Random Moment Sampling Participation Requirements**

### **RMS Continuous Participation**

Effective October 1, 2024, Clerk offices with total eligible reimbursed Title IV-D child support expenditures exceeding \$420,000 for the most recently completed Federal fiscal year are required to fully participate in RMS throughout the calendar year. All Clerk offices have the option to fully participate in the RMS by Continuous Participation.

### **RMS Quarterly Participation**

Effective October 1, 2024, Clerk offices with more than six staff who perform direct child support work activities, whose total salary, wages, and benefits will be included on Line 1 of the monthly invoice submitted to the Department during the calendar year, and with total eligible reimbursed Title IV-D child support expenditures of less than \$420,000 for the most recently completed Federal fiscal year have two options for participating in the RMS:

- 1) Fully participate in the RMS each month of the calendar year.
- 2) Participate in RMS only in the January-March quarter of the calendar year, using the RMS results for the next three quarters.

### **Micro Offices**

A micro-office is an office with six or fewer staff who perform direct child support work activities, whose total salary, wages, and benefits will be included on Line 1 of the monthly invoice submitted to the Department during the calendar year.

Effective October 1, 2024, micro-offices with total eligible reimbursed Title IV-D child support expenditures of less than \$420,000 for the most recently completed Federal fiscal year have three options for participating in the RMS:

- 1) Fully participate in the RMS: Each staff member who performs direct child support work fully participates in the RMS. Each office will respond to 1,059 random sampling moments per quarter.
- 2) Maintain a time diary: Each staff member who performs direct child support work participates in the RMS by completing a detailed Micro Office Time Diary on one day per week randomly chosen by DOR in the January-March quarter of each calendar year.
- 3) RMS micro-office modified participation: Each staff member who performs direct child support work participates in the modified RMS in the January-March quarter of each calendar year. Each office will respond to 383 random sampling moments per quarter.

For micro-office options 2 and 3, the RMS results for the January-March quarter are used to determine eligible reimbursement for next three quarters of the calendar year.