

Application Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### Checklist of Information to Submit

- Copy of Social Security Card for Each Child
- Copy of Out of State Support Payment Records
- Copies of all Court Orders including Civil Protection Orders
- Copy of Medical Insurance Cards
- Copy of Marriage Certificate(s)
- Copy of birth certificate for each child, if child was born outside of the State of Ohio

### Application and Questionnaire for Child Support Services

The Child Support program aims to provide services to help families by promoting family self-sufficiency and child well-being. Services are available to either parent when one parent is living outside the home. Services are also available to caretakers of children. Services are available automatically for families receiving assistance under the Ohio Works First (OWF) program.

The child support enforcement agency (CSEA) can assist you with the following services:

#### 1. Establishment of Paternity - Legally Identifying a Child's Father

The CSEA can assist in establishing paternity (legal fatherhood) if there has not been a final and enforceable determination of paternity for the child.

#### 2. Establishment or Adjustment of Child Support and Medical Support Orders

The CSEA can assist in obtaining an order for child support and medical support. A support order establishes how much a parent should pay for child support. It also allocates the costs of providing for the health care of the child between the parents. The CSEA can assist in modifying a support order (review and adjustment) every 36 months or sooner if there is a qualifying change in circumstances.

#### 3. Enforcement of Support Orders

The CSEA can assist in collecting and disbursing current and past due support, as well as enforcing medical support orders. The parent ordered to pay support (obligor), will be required to pay child support by income withholding. The CSEA will issue income withholding orders to collect support from the parent's wages and/or unearned income. Overdue support may also be collected from Federal or state income tax refunds and liens placed on property. In addition, when past-due support is owed, the following may occur:

- Unpaid child support may be reported automatically to credit reporting bureaus
- Driver's, professional, occupational and recreational licenses may be suspended if the obligated parent is not paying the required support
- The U.S. State Department will deny a passport to a parent who owes more than \$2,500 in back child support
- Funds may be seized from accounts in financial institutions
- Court actions, such as contempt, and possibly criminal actions may be taken against chronic delinquent parents

#### 4. Location of Parents

The CSEA can use available information to locate parents and their income and assets. The applicant can request "Location Only Services," if the sole need is to find the whereabouts of the non-residential parent.

#### Child Support Services Requested:

All child support services available

Location of non-residential parent only

Other (please explain): \_\_\_\_\_

## Please Read Before Signing: Rights and Responsibilities

### Confidentiality of Case Material

You have the right to see the parts of your file at the CSEA about you and the actions taken for you by the agency. You cannot see some parts of your file that are protected by confidentiality laws, such as information obtained from the IRS. Information about you in the CSEA file is confidential. However certain portions of your file become public record when a court is notified about your case.

### Hearing Rights

If you disagree with an action, lack of action or delay by the CSEA, you may request a state hearing.

### OWF Participants

As a condition of eligibility to receive Ohio Works First (OWF) benefits, you give up the right to keep child and spousal support up to the amount of assistance you received. You must cooperate in establishing paternity for each child born, if you were not married to the father. You must assist the CSEA in getting support payments and any other payments. If you fail to cooperate without good cause (determined by the CSEA), you may be ineligible to receive OWF benefits. While a family is receiving OWF, support collections are used to repay benefits. When a family leaves OWF, current support and family arrears are released to the family. Payments from the IRS are applied to repay OWF benefits before being applied to support payable to the household.

### Medicaid Participants

While Medicaid benefits are received, medical support is paid to ODJFS to reimburse Medicaid benefits. If health insurance is available, that insurance will be used first for payment of medical bills. If you are eligible for Medicaid and are also covered by a health insurance plan, it is your responsibility to notify the provider of medical services that you have medical insurance coverage and Medicaid coverage for uninsured costs.

### IV-E Foster Care Participants

If a child receives Title IV-E foster care benefits, the assignment includes current child support during the time the child is eligible for benefits and child support arrearages accruing before and during the time the child is eligible for benefits. Support received that does not exceed foster care maintenance payments is distributed to reimburse Title IV-E benefits. When IV-E foster care maintenance benefits stop, the assignment of support rights terminates, except for the amount of any unpaid support that accrued under that assignment.

### Fees

There is an application fee of one dollar for applicants not receiving OWF or IV-E foster care benefits. Some counties waive this fee for the applicants.

### Child Support Overpayments

An overpayment is child support that you are not entitled to keep because you have assigned your rights to support to ODJFS, the payment was made to you instead of ODJFS, or the payment was sent to you in error by ODJFS. You may be personally liable for returning any amounts paid in error, including amounts that must be returned because the IRS or ODT accepts an amended tax return or complaint from the non-obligated spouse. In tax refund situations you may be required to sign an affidavit attesting to the amount of support arrears.

The child support agency has provided sufficient information regarding the services available and my responsibilities. I declare that I have examined this application and, to the best of my knowledge and belief, it is a true and correct statement of every material point. I understand that the CSEA, its staff, and any of its contracted agencies, represent only the county and the State of Ohio, and do not represent me, either parent, the child(ren), or other custodian of the children.

I understand that within 20 days of receiving this completed and signed application and questionnaire, the CSEA will send a written notice informing me whether my application for Title IV-D child support services has been accepted.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian If Applicant is a Minor: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**IF YOU ARE RECEIVING A TYPE OF PUBLIC ASSISTANCE THAT REQUIRES COOPERATION WITH CHILD SUPPORT, YOU ARE REQUIRED TO COMPLETE AND SIGN THIS QUESTIONNAIRE AND TO COOPERATE WITH THE CSEA IN ESTABLISHING PATERNITY OR IN ESTABLISHING, MODIFYING, OR ENFORCING A SUPPORT ORDER. UNLESS THE CSEA APPROVES A GOOD CAUSE WAIVER OF COOPERATION, FAILURE TO COOPERATE COULD RESULT IN DELAY, DENIAL, AND/OR TERMINATION OF YOUR PUBLIC ASSISTANCE BENEFITS.**

## Instructions

PLEASE COMPLETE EACH APPLICABLE FIELD CLEARLY, PROVIDING THE MOST INFORMATION YOU CAN, INCLUDING ANY PARTIAL INFORMATION. PLEASE SUPPLY COPIES OF ALL PERTINENT INFORMATION LISTED IN THE CHECKLIST ON THE LAST PAGE OF THE APPLICATION. SIGNATURES ARE REQUIRED ON PAGES 2 AND 5.

## Applicant Information

LAST NAME:		FIRST NAME:		MIDDLE:	
MAIDEN OR OTHER:		SSN:		DOB:	
CURRENT MARITAL STATUS:			NAME OF SPOUSE:		
GENDER:	RACE:	DO YOU NEED AN INTERPRETER? YES                      NO		LANGUAGE OR OTHER SERVICE REQUESTED:	
RESIDENTIAL ADDRESS - STREET:			CITY:	STATE:	ZIP:
MAILING ADDRESS - STREET:			CITY:	STATE:	ZIP:
HOME PHONE:	WORK PHONE:	CELLPHONE:	CAN THE CSEA TEXT YOU? YES                      NO		
OTHER PHONE:	EMAIL:				
EMPLOYER NAME AND ADDRESS:			EMPLOYER PHONE:		

## Child 1

SERVICES REQUESTED FOR THIS CHILD:		PATERNITY		SUPPORT ESTABLISHMENT		ENFORCEMENT	
LAST NAME:		FIRST NAME:		MIDDLE:		CITY & STATE OF BIRTH:	
SSN:	DOB:	WHERE WAS THE CHILD CONCEIVED (STATE)?		WHEN WAS CHILD CONCEIVED (MO/YR)?			
APPLICANT'S RELATIONSHIP TO CHILD 1:    MOTHER    FATHER    OTHER (PLEASE SPECIFY):						CHILD'S GENDER:    M    F	
IS THERE A FATHER'S NAME ON THE BIRTH CERTIFICATE?    YES    NO				IF YES, WHAT IS THE FATHER'S NAME (LAST, FIRST)?			
WAS AN ACKNOWLEDGMENT OF PATERNITY AFFIDAVIT SIGNED?    YES    NO				NAME OF FATHER THAT SIGNED THE AFFIDAVIT (LAST, FIRST)?			
IF YES, WHERE AND WHEN:							
CHILD'S MOTHER'S NAME (LAST, FIRST):				CHILD'S FATHER/ALLEGED FATHER'S NAME (LAST, FIRST):			
COULD THERE BE MORE THAN ONE POSSIBLE ALLEGED FATHER?    YES    NO    (Sex with anyone 2 months before or 2 months after becoming pregnant) IF YES, PLEASE LIST THE NAMES HERE AND COMPLETE AN OTHER PARENT INFORMATION SHEET FOR EACH NAMED FATHER.							
WAS THE MOTHER EVER MARRIED?    YES    NO    WAS THE MOTHER MARRIED WHEN THE CHILD WAS BORN?    YES    NO							
HUSBAND'S NAME:		DATE OF MARRIAGE:		CITY, STATE:		DIVORCE DATE:	
HUSBAND'S NAME:		DATE OF MARRIAGE:		CITY, STATE:		DIVORCE DATE:	
IS THERE AN ORDER DETERMINING PATERNITY FOR THIS CHILD?    YES    NO				DATE FILED:		IN WHICH COUNTY, STATE?	
IS THERE A CHILD SUPPORT ORDER FOR THIS CHILD?    YES    NO				DATE FILED:		IN WHICH COUNTY, STATE?	
DO YOU (APPLICANT) HAVE LEGAL CUSTODY/GUARDIANSHIP OF THIS CHILD?    YES    NO				DATE FILED:		IN WHICH COUNTY, STATE?	
IS THERE ANY PENDING LEGAL ACTION INVOLVING THIS CHILD?    YES    NO				MOST RECENT DATE FILED:		IN WHICH COUNTY, STATE?	

## Child 2

SERVICES REQUESTED FOR THIS CHILD:		PATERNITY		SUPPORT ESTABLISHMENT		ENFORCEMENT	
LAST NAME:		FIRST NAME:		MIDDLE:		CITY & STATE OF BIRTH:	
SSN:	DOB:	WHERE WAS THE CHILD CONCEIVED (STATE)?		WHEN WAS CHILD CONCEIVED (MO/YR)?			
APPLICANT'S RELATIONSHIP TO CHILD 1:    MOTHER    FATHER    OTHER (PLEASE SPECIFY):						CHILD'S GENDER:    M    F	
IS THERE A FATHER'S NAME ON THE BIRTH CERTIFICATE?    YES    NO				IF YES, WHAT IS THE FATHER'S NAME (LAST, FIRST)?			
WAS AN ACKNOWLEDGMENT OF PATERNITY AFFIDAVIT SIGNED?    YES    NO				NAME OF FATHER THAT SIGNED THE AFFIDAVIT (LAST, FIRST)?			
IF YES, WHERE AND WHEN:							
CHILD'S MOTHER'S NAME (LAST, FIRST):				CHILD'S FATHER/ALLEGED FATHER'S NAME (LAST, FIRST):			
COULD THERE BE MORE THAN ONE POSSIBLE ALLEGED FATHER?    YES    NO    (Sex with anyone 2 months before or 2 months after becoming pregnant) IF YES, PLEASE LIST THE NAMES HERE AND COMPLETE AN OTHER PARENT INFORMATION SHEET FOR EACH NAMED FATHER.							
WAS THE MOTHER EVER MARRIED?    YES    NO    WAS THE MOTHER MARRIED WHEN THE CHILD WAS BORN?    YES    NO							
HUSBAND'S NAME:		DATE OF MARRIAGE:		CITY, STATE:		DIVORCE DATE:	
HUSBAND'S NAME:		DATE OF MARRIAGE:		CITY, STATE:		DIVORCE DATE:	
IS THERE AN ORDER DETERMINING PATERNITY FOR THIS CHILD?    YES    NO				DATE FILED:		IN WHICH COUNTY, STATE?	
IS THERE A CHILD SUPPORT ORDER FOR THIS CHILD?    YES    NO				DATE FILED:		IN WHICH COUNTY, STATE?	
DO YOU (APPLICANT) HAVE LEGAL CUSTODY/GUARDIANSHIP OF THIS CHILD?    YES    NO				DATE FILED:		IN WHICH COUNTY, STATE?	
IS THERE ANY PENDING LEGAL ACTION INVOLVING THIS CHILD?    YES    NO				MOST RECENT DATE FILED:		IN WHICH COUNTY, STATE?	

## Information About The Other Parent

**THIS OTHER PARENT IS THE MOTHER FATHER/ALLEGED FATHER OF \_\_\_\_\_(LIST CHILD(REN))**  
**OTHER PARENT** REFERS TO THE NON-APPLICANT PARENT OF THE CHILD(REN) **OR** IN THE CASE OF A CARETAKER APPLICANT, IT REFERS TO **BOTH** THE MOTHER AND FATHER OF THE CHILD(REN) AND AN INFORMATION SHEET FOR EACH PARENT IS NEEDED.

**IS THERE A HISTORY OF DOMESTIC VIOLENCE WITH THIS OTHER PARENT? YES NO** If Yes, provide available documentation or a statement explaining the situation.

**APPLICANT'S RELATIONSHIP TO THIS OTHER PARENT: NEVER MARRIED MARRIED LEGALLY SEPARATED DIVORCED OTHER (NOTE BELOW)**

LAST NAME:		FIRST NAME:		MIDDLE:	MAIDEN OR OTHER:	
SSN:		DOB/AGE (APPX):		PLACE OF BIRTH (CITY & STATE):		
GENDER:	RACE:	DOES OTHER PARENT NEED AN INTERPRETER? YES NO		LANGUAGE OR OTHER SERVICE REQUESTED:		
RESIDENTIAL OR OTHER ADDRESS - STREET:				CITY:		STATE: ZIP:
MAILING ADDRESS - STREET:				CITY:		STATE: ZIP:
MARITAL STATUS & SPOUSE'S NAME IF THIS OTHER PARENT IS MARRIED:				NAMES OF PEOPLE LIVING IN THIS PARENT'S HOME/ NAMES OF OTHER CHILDREN:		
HOME PHONE:		WORK PHONE:		CELL PHONE:		OTHER PHONE:
HAS BANK ACCOUNT AT:				EMAIL:		
EYE COLOR:	HAIR COLOR:	HEIGHT (FT, IN):	WEIGHT:	OTHER IDENTIFYING MARKS/ FEATURES:		
HAS OTHER PARENT EVER LIVED IN OHIO? YES NO				HAS OTHER PARENT EVER LIVED WITH CHILD? YES NO		
HAS OTHER PARENT EVER RECEIVED: SOCIAL SECURITY UNEMPLOYMENT WORKER'S COMPENSATION PUBLIC ASSISTANCE VETERAN'S BENEFITS OTHER: _____						
MILITARY SERVICE: YES NO BRANCH: _____ STATION: _____				IS THE OTHER PARENT A VETERAN? YES NO DATES: FROM _____ TO _____		
IS OTHER PARENT A STUDENT? YES NO IF YES, WHERE?				GRADE LEVEL & DEGREE:		
ARREST/ PRISON RECORD? YES NO IF YES, WHERE?				IMPRISONED DATE:		RELEASE DATE:
LIST ANY PROFESSIONAL OR RECREATIONAL LICENSES:						
CAR MODEL/ MAKE/ YEAR:						
NAME OF OTHER PARENT'S FATHER:				NAME OF OTHER PARENT'S MOTHER:		
HIS ADDRESS:				HER ADDRESS:		
FATHER'S PHONE:				MOTHER'S PHONE:		

## Information About Other Parent's Employment

CURRENT EMPLOYER:		ADDRESS-STREET:		CITY:	STATE:	ZIP:
IF UNEMPLOYED, NAME LAST EMPLOYER:		ADDRESS-STREET:		CITY:	STATE:	ZIP:
OCCUPATION:		UNION NAME:		LOCAL NO. :		

ADDITIONAL INFORMATION THAT COULD ASSIST IN LOCATION OF PARENT, INCOME AND ASSETS. INCLUDE NAMES AND CONTACT INFORMATION OF OTHER FAMILY MEMBERS AND FRIENDS. LIST TYPES AND LOCATION OF ANY PROPERTY OR ASSETS OWNED BY OTHER PARENT:

## Additional Information

PLEASE PROVIDE ANY ADDITIONAL INFORMATION HERE:

## Court Order Information (Fill In All That Apply)

DIVORCE(S)/ DISSOLUTION(S) (LIST ALL):	COUNTY:	STATE:	FILE DATE:	SUPPORT AMOUNT PER MONTH: \$ /MO	FOR CHILD(REN):
OTHER (LIST TYPES, INCLUDING CPO, CUSTODY, ETC.)	COUNTY:	STATE:	FILE DATE:	SUPPORT AMOUNT PER MONTH: \$ /MO	FOR CHILD(REN):
THERE ARE NO COURT ORDERS FOR THE CHILD(REN) NAMED:					
I RECEIVE VOLUNTARY PAYMENTS FOR THE CHILD(REN) NAMED:					
AMOUNT \$:	FREQUENCY:	DATE LAST SUPPORT RECEIVED:		AMOUNT RECEIVED: \$	
ARE THERE ANY PENDING COURT ACTIONS INVOLVING ANY OF THE OTHER PARENTS OR CHILD(REN)? YES NO IF YES, NOTE ACTION BELOW:					

## Signature and Documentation

\_\_\_\_\_  
SIGNATURE OF APPLICANT:

\_\_\_\_\_  
PRINT NAME OF APPLICANT:

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN IF APPLICANT IS A MINOR:

\_\_\_\_\_  
PRINT NAME OF PARENT/GUARDIAN:

\_\_\_\_\_  
DATE: