

Oregon Child Support Program

FOR OFFICE USE ONLY

Date application requested: _____

Date application mailed to requestor: _____

Application for Child Support Services

DO NOT COMPLETE THIS APPLICATION IF YOU ARE APPLYING FOR ONLY SPOUSAL SUPPORT SERVICES

To apply for child support services, complete, sign and date this application. Within two days after we receive your application, we will enter your case in our computer system. The child support office will contact you if more information is needed to work your case.

The attachment explains information about the Child Support Program (CSP) that you need to know.

You can take the application to your local child support office or mail it to: CSP, 4600 25th Ave NE, Suite 180, Salem Oregon 97301

Applicant's Name (Please print) _____

Has paternity been established for all children? [] Yes [] No

Is there an existing support order? [] Yes [] No

If yes: Court Case # _____ County _____ State _____

Do you want the existing order reviewed for a possible modification? [] Yes [] No

Are there arrears owed under the existing support order? [] Yes [] No

If there are arrears, do you want collection of these arrears? [] Yes [] No

Have you ever had a child support case with another state. If yes, which state? _____

Are there any other support, custody, divorce or juvenile court orders about your child(ren) or about you and the other parent? [] Yes [] No

If yes, Court Case # _____ County _____ State _____

Is there a pending legal action in any state for child support? [] Yes [] No

If yes, Court Case # _____ County _____ State _____

Information about Non-Custodial Parent

Information about Custodial Parent/Guardian

Full name _____

Full name _____

Address _____

Address _____

Phone (_____) _____

Phone (_____) _____

Soc. Sec. Number _____

Soc. Sec. Number _____

Birth date _____

Birth date _____

Employer name and address _____

Employer name and address _____

If you do not speak or read English, what language do you speak? _____

What language do you read? _____ Do you need an interpreter? Yes No

If the other party does not speak or read English, what language does he/she speak? _____

What language does he/she read? _____ Does he/she need an interpreter? Yes No

The Child Support Program can provide you with information from forms and other notices in your own language free of charge. This also includes Braille, large print, and the use of interpreters. To find out more, contact your child support office.

Read #2 on the attachment and if you want to use a "contact address," provide it below:

 I have been making/receiving support payments through an escrow agent and by my signature below, authorize the Child Support Program to get copies of support payment information from the escrow company.

Name of escrow company Address Phone number

Information about children of this relationship (use additional sheets if necessary)

Full name & sex (M or F)	Birth date	Soc. Sec. No.
_____	/ /	_____
_____	/ /	_____
_____	/ /	_____

Is there health care coverage for the children? Yes No

If yes: Who is policy holder? Non-custodial parent Custodial parent Other _____

Insurance Company _____ Policy number _____

Address _____

Phone number _____

Has the custodial parent or the child(ren) ever received cash assistance in any state? Yes No

If yes, what state? _____

Who received the cash assistance? _____

Dates: _____ to _____

I certify that the above information is true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

Information about the Oregon Child Support Program (CSP)

NOTE: All applicants for services will be provided all appropriate services as decided by the child support office. An applicant for services cannot limit which services will be provided.

1 Your rights and responsibilities

Under the Oregon Child Support Program, each county District Attorney (DA) and Division of Child Support (DCS) office provides services that include establishing paternity, and establishing and modifying child support orders. The CSP enforces orders to collect child support payments and obtain medical support. The CSP will also enforce spousal support if it is included with a child support order. You have a legal right to have your child support order reviewed to see if the amount should be increased or lowered. If you want a review, you must ask the office assigned to your case. (Note: *In some Oregon counties, DCS provides these services instead of the DA's office.*)

The CSP cannot act as a lawyer for any party in child support cases. The CSP does not provide services or make decisions regarding parenting time and custody as these matters are decided in the court system. You should talk to a lawyer if you have any legal questions about your case.

All parties have equal status in child support cases. Any party can ask questions, raise issues, or request changes, with or without assistance from a lawyer.

When enforcing a child support case, DCS or the DA's office will serve parties with copies of papers whenever necessary. The papers will be served by regular mail, certified mail or in person. These papers will let you know what is happening with your case. Accepting the papers does not mean you agree with what is in them and does not take away your legal right to dispute any actions or decisions.

2 The law requires that information about you, including your address, be on support orders and other judgments.

If public access to this information could put you or your child at risk, you can ask that this information not be included on these documents by making a "claim of risk". If you do not want your residence or mailing address to be given to the other party or appear in court records, you can give another address at which you will receive legal papers. This is known as a "contact address" and must be in the same state as your home address. Any time DCS or the DA begins a legal action to enter a court order in your case; you will be given the opportunity to file a "claim of risk" and a "contact address".

You are responsible for keeping the CSP informed of your current address. If the CSP cannot contact you for 60 days, the office may close your case. Your case may also be closed if you do not provide necessary information, sign legal documents, or cooperate when asked.

You are required to provide your social security number to the CSP at various times. This is mandatory under federal law [42 USC §405(c)(2)(C) and 42 USC §666(a)(13)]. Your social security number will be used by the CSP as one of the identifiers to find you and your records for purposes of establishing paternity and establishing, modifying and enforcing support obligations. You may be asked for your case number or your social security number when you call the CSP so that we are able to correctly identify your case. We may also ask for your social security number on forms you need to complete in order for the CSP to help you.

3 How we disburse child support payments

When a person receives services from the CSP, all child support must be paid to Department of Justice, Division of Child Support. DCS keeps the accounting records of the case.

If the child(ren) is not in the care and custody of the state, DCS sends the money electronically to whomever is owed the support. This could be the obligee, the child attending school, another state,

or a caretaker.

The state keeps the money if the child(ren) is in the care and custody of the state.

If the child(ren) is receiving TANF benefits, the state may send some of the money to the family, and keep the rest of the payment. This is a pass-through, as defined in OAR 137-055-6010.

For general disbursement information, see Oregon Administrative Rule (OAR) 137-055-6021.

4 Fees for services

A one-time fee of \$1 for processing your application will be deducted from the first collection made. The program also charges fees for some other services. Fee amounts can change each year, so they are not included on this form. The CSP can give you more information about fees. For example, the CSP works with the Internal Revenue Service and the Oregon Department of Revenue to obtain tax refunds claimed by parents who owe child support. Fees for these services are deducted from the money collected. These tax refund actions are automatically performed by the program. If tax refunds cannot be collected by the program, no fee is charged.

5 Annual fee

The CSP will collect a \$25 fee from some obligees. Charging a fee is required by federal law (45 CFR 302.33). The fee will be charged each year that the CSP has sent to the family at least \$500 in a federal fiscal year (October 1 through September 30). The fee will be collected only in cases in which the obligee, the child, or a child attending school has never received "cash assistance" from any state. "Cash assistance" means only TANF (Temporary Assistance to Needy Families) or AFDC (Aid to Families with Dependent Children). It does not include food stamps, housing subsidies, general assistance, or Social Security Administration or Veterans' Administration benefits.

If the child support program does not collect at least \$500 in a federal fiscal year, there is no fee for that year.

6 Grievance process

The CSP is committed to providing quality service in a professional manner. If you have a dispute with a child support office, please try to resolve it with the office staff or management. If you cannot resolve the matter, you may complete and file a grievance form. Grievance forms are available by calling one of the following numbers.

From the Salem area:

503-378-5567

From other areas of the state:

1-800-850-0228

The Child Support Program (CSP) provides services for the State of Oregon. We cannot represent you or give you legal advice. You may contact your own lawyer at any time. Low cost legal services may be available. For information, you may visit the CSP website at oregonchildsupport.gov.