

137-055-1060

Uniform Application for Child Support Enforcement Services

(1) The administrator will provide a standard application form to any person requesting child support enforcement services. Except for the application form, the form required under section (3) of this rule, and any statements necessary to respond to inquiries about these forms, no other written or oral statements concerning an applicant's qualification for services nor any contract for service shall be offered.

(2) The application form must:

(a) Contain a statement that the applicant is requesting child support enforcement services including enforcement of health provisions;

(b) Require the applicant's signature and date of application.

(3) The administrator will provide a supplemental form to applicants for child support enforcement services, which includes the following information:

(a) The applicant's rights and responsibilities;

(b) An explanation of enforcement activities for which fees are charged;

(c) Policies on cost recovery; and

(d) Policies on distribution of collections.

(4) The standardized application form, and the supplemental form must be readily available to the public in each Child Support Program (CSP) office:

(a) The administrator will provide the standardized application form, and the supplemental form, upon request to any individual who requests services in person;

(b) When a request for child support enforcement services is made in writing or by telephone, the administrator will send the individual the standardized application form and the supplemental form, within five working days from the date the request is made.

(5) The administrator shall accept an application as it is filed, on the day it is received.

(6) The administrator will create a case on the computerized system within two working days of receipt of the application providing circumstances beyond the control of the administrator do not occur.

(7) The administrator will provide the information required under section (3) of this rule:

(a) If the requesting individual or a beneficiary of such person is not receiving

assistance in the form of TANF cash assistance, Medicaid, foster care or Oregon Youth Authority (OYA) services, along with the standard application form;

(b) If the individual or beneficiary of such person receives assistance in the form of TANF cash assistance, Medicaid, foster care or OYA services, within five working days of referral from the Department of Human Services (DHS) or the OYA.

(8) Once an application for child support enforcement services is accepted, if necessary for establishment and/or enforcement purposes, the administrator will solicit additional relevant information by means of a form approved by the CSP.

Stat. Auth.: ORS 180.345

Stats. Implemented: ORS 25.080

Effective: October 1, 2004