

137-055-1060**Uniform Application for Child Support Services**

(1) The administrator will provide a standard application form to any person requesting child support services. Except for the application form, the notice required under section (3) of this rule, and any statements necessary to respond to inquiries about these forms, or as provided in OAR 137-055-5110, no other written or oral statements concerning an applicant's qualification for services nor any contract for service will be offered.

(2) The application form must:

(a) Contain a statement that the applicant is requesting child support services; and

(b) Require the applicant's signature.

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

(a) The applicant's rights and responsibilities;

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

(c) Policies on cost recovery; and

(d) Policies on distribution and disbursement of collections.

(4) A standardized application form and the notice required under section (3) will be readily available to the public in each Oregon Child Support Program office:

(a) The administrator will provide a standardized application form, and the notice required under section (3), upon request to any individual who requests services in person;

(b) When a request for child support services is made in writing or by telephone, the administrator will send the individual a standardized application form and the notice required under section (3), within five working days from the date the request is made.

(5) The administrator will 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 notice 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, or foster care services, along with a standard application form;

(b) If the requesting individual or a beneficiary of such person receives assistance in the form of TANF cash assistance, Medicaid, or foster care services, within 20 calendar days of referral from the Oregon Department of Human Services (ODHS).

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

Stat. Auth.: ORS 180.345

Stats. Implemented: ORS 25.080

Effective: December 1, 2023