

Application for Services

FOR OFFICE USE ONLY
Date application requested: _____
Date application mailed to requestor: _____

To apply for services from the Oregon Child Support Program, complete, sign, and date this application, or apply online at OregonChildSupport.gov. Within two days after we receive it, we will review your application to determine if you qualify for services. If you do, we will set up your case in our computer system. We will contact you if more information is needed.

The attachment provides important information about the Oregon Child Support Program.

If you do not apply online, you can take this application to your local child support office or mail it to: Oregon Child Support Program, PO Box 14680, Salem OR 97309. If you have questions, contact us at 800-850-0228.

Applicant's Name

Please print: _____

General Information

Complete these sections

- Are you applying for all child support services? Yes No 1, 5, 6, 7, 8, 9
- Are you applying for paternity establishment services with no child support order? Yes No 2, 5, 6, 9
- Are you applying for support services as a Child Attending School? Yes No 3, 5, 8, 9
- Are you applying for limited spousal support services only? Yes No 4, 5, 9

If yes, please include proof of public assistance with your application

Have you been making or receiving payments through an escrow agent? Yes No

If yes, by your signature on this application, you authorize the escrow company listed below to release copies of support payment information to the Oregon Child Support Program.

Name of escrow company	Address	Phone #
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1. Child Support Orders

- Has parentage been legally established for all children? Yes No
- Is there a pending legal action in any state for child support? Yes No
 - If yes, Court Case # _____ County _____ State _____
- 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? Yes No
 - If yes, which state? _____
- Are there any other support, custody, divorce, or juvenile court orders about your children?
 - or about you and the other parent? Yes No
 - If yes, Court Case # _____ County _____ State _____

2. Paternity Establishment for Children Born in Oregon – No Child Support Order

Note: Services are available to establish paternity when a child does not already have two legally established parents.

If your child does not have two legally established parents and you want to establish paternity of the father, are you and the other parent willing to sign a legal paper known as a Voluntary Acknowledgment of Paternity to have the father's name added to the birth record? Yes No

If a Voluntary Acknowledgment of Paternity cannot be completed, do you want the Oregon Child Support Program to start a legal action to establish paternity? Yes No

If you decide during this action that you want a child support order and enforcement services, you must notify the office handling your case to request establishment and enforcement services.

3. Child Attending School (adult children between ages 18 and 21 attending school)

Is there a pending legal action in any state for child support? Yes No
If yes, Court Case # _____ County _____ State _____

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 you married, on active military duty, or legally emancipated by a court order? Yes No
Have you ever received cash public assistance in any state? Yes No

4. Spousal Support Orders (without child support)

If you provide proof you receive any form of public assistance, the Division of Child Support will provide income withholding and maintain a record of the dollar amounts received and disbursed. We will provide no other services, such as enforcement.

Is there a pending legal action in any state for spousal support? Yes No
If yes, Court Case # _____ County _____ State _____

Is there an existing spousal support order? Yes No
If yes, Court Case # _____ County _____ State _____

Are there any other divorce or court orders about your spousal support? Yes No
If yes, Court Case # _____ County _____ State _____

Are you receiving any public assistance at this time? Yes No
If yes, what type of assistance are you receiving? Attach proof. _____

All applicants must complete Section 5

5. Applicant Information

Full Name _____
Address _____

- Male Female Non-binary
- Custodial parent
- Non-custodial parent
- Caretaker or guardian
- Child Attending School
- Person receiving spousal support

We will use your address to send you documents in the future. It may also appear in legal papers given to the other party and in court records. If you do not want your address to be given to the other party or appear in court records, contact us.

Mobile number: _____ Home number: _____ Message number: _____
Text? Yes No Email: _____

Social Security number: _____ Date of birth: _____

Employer Name and Address: _____

Other Party 1 Information (parent or caretaker)

Full Name _____
Address _____

- Male Female Non-binary
- Custodial parent
- Non-custodial parent
- Caretaker or guardian

Mobile number: _____ Home number: _____ Message number: _____
Text? Yes No Email: _____

Social Security number _____ Date of birth: _____

Employer name and address: _____

Other Party 2 Information (if any)

Male Female Non-binary

Full Name _____

Custodial parent

Address _____

Non-custodial parent

Caretaker or guardian

Mobile number: _____ Home number: _____ Message number: _____

Text? Yes No

Email: _____

Social Security number: _____ Date of birth: _____

Employer name and address: _____

Preferred Language

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 any other party does not speak or read English, what language do they speak? _____

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

English	Need another language? Contact us.
French	Avez-vous besoin d'une autre langue? Communiquez avec nous.
German	Sie benötigen eine andere Sprache? Kontaktieren Sie uns.
Russian	Предпочитаете другой язык? Свяжитесь с нами.
Somali	Ma u baahan tahay luqad kale? Na la soo xiriir.
Spanish	¿Necesita otro idioma? Contáctenos.
Vietnamese	Quý vị có cần dùng ngôn ngữ khác không? Hãy liên lạc với chúng tôi.

6. Children Information (use additional sheets if necessary)

<u>Full name</u>	<u>Gender</u>	<u>Birth date</u>	<u>Place of birth county/state</u>	<u>Social Security #</u>
_____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary	____/____/____	_____	_____
_____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary	____/____/____	_____	_____
_____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary	____/____/____	_____	_____
_____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary	____/____/____	_____	_____

7. Health Insurance

Is health insurance available for the children? Yes No

If yes, who is the policy holder? Non-custodial parent Custodial parent Other _____

Insurance company _____

Policy number _____

Address _____

Phone number _____

8. Public Assistance

Has the custodial parent or the children ever received cash public assistance in any state? Yes No

If yes, who received the cash assistance? _____

Which state? _____ Dates _____

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

Date: _____ **Signature:** _____

Information about the Oregon Child Support Program

The Oregon Child Support Program provides child support services through the Oregon Department of Justice (DOJ) Division of Child Support and some county district attorney offices. The DOJ Division of Child Support handles the majority of cases, including nearly all cases where a party has received public assistance. In counties where district attorney offices provide child support services, they handle most of the cases that do not involve public assistance. Visit OregonChildSupport.gov for a list of offices.

Services we provide

The Oregon Child Support Program cannot act as a lawyer for any party. We do 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. Low cost legal services may be available. For more information, visit our website at OregonChildSupport.gov.

The program provides services to establish paternity, as well as to establish and modify child support orders. We enforce orders to collect child support payments and obtain medical support. We will also enforce spousal support included with a child support order.

We provide applicants with all appropriate services. An applicant cannot choose or limit which services will be provided except for two limited-services options: (1) establishment of legal paternity with no child support order and (2) spousal support if you are receiving public assistance. If circumstances change and you want full child support services, you must submit a new application.

Your rights and responsibilities

- The Oregon Child Support Program complies with applicable federal civil rights laws and does not discriminate based on race, color, national origin, disability, religion, sex, gender identity, sexual orientation, or age.
- You are responsible for keeping us informed of your current address. If we cannot contact you, we may close your case. Your case may also be closed if you do not provide necessary information, sign legal documents, or cooperate when asked.
- We will protect your personal information by following all state and federal laws and court requirements. If you do not want your address to be given to the other party or to appear in court records, contact your case manager.
- You are required to provide your Social Security number to the Oregon Child Support Program. This is mandatory under federal law [42 USC §405(c)(2)(C) and 42 USC §666(a)(13)]. We will use your Social Security number 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 other identifying information when you call us or when completing forms so we can correctly identify 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 providing child support services, we will serve parties with copies of notices and legal actions as necessary. The papers will be served by regular mail, priority 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.
- When receiving child support services, you have the right to ask the Program to review your child support order using the current guidelines to determine if the amount should be increased or lowered.

Information about establishing paternity

We will not pursue establishment of paternity if:

- Adoption of the child is final,
- Parentage has already been legally established for the child, or
- The director of the Oregon Child Support Program determines that establishing paternity is not in the best interests of the child.

If either parent claims another person is the father, you and the child may be required to take a parentage test to provide evidence of paternity

If you apply to establish paternity without a child support order, any information provided to us can be used in a future action to establish a support order.

How we disburse child support payments

When a parent or child attending school is receiving services from the Oregon Child Support Program, all child support payments must go through us. Payments are received by the program's accounting team, which records the payments and sends the money to the party who is owed the support.

If the children are not in the custody of the state, we send the money electronically to the person owed support. If the children are in the state's custody, the program keeps the money for those children. If the children are receiving Temporary Assistance to Needy Families (TANF), the Program may send some of the money to the family and keep the rest of the payment. This is called a pass-through. If there are qualified children attending school, they will receive their portion of the payment and the parent or caretaker will receive the remaining payment. General information about how we disburse money is found in Oregon Administrative Rule (OAR) 137-055-6021. More information about the pass-through is in OAR 137-055-6010.

Fees for services

A one-time fee of \$1 for processing your application will be deducted from the first collection. The Oregon Child Support Program also charges fees for other services.

If we collect past-due support on your case from the paying parent's federal or state tax refunds, a collection fee will be deducted from the amount distributed to the person receiving support. The Oregon Department of Revenue charges 3.5 percent of the amount collected from state tax refunds. The IRS adjusts the federal fee every year. From October 1, 2020 to September 30, 2021, the IRS fee is \$20.37 per collection from federal tax refunds.

Annual fee

Federal law requires an annual fee on child support cases if the family receiving support has never received TANF cash benefits. The annual fee of \$35 is withheld from child support payments after the family receives \$550 during the federal fiscal year. The federal fiscal year runs from October 1 to September 30. No annual fee is charged if less than \$550 is collected.

Grievance process

Our goal is to give you fair, professional, courteous, and accurate service. If you believe you did not receive high-quality service from one of our offices, contact a supervisor at that office. If you are unable to resolve the issue with the supervisor, you may contact Constituent Services at 503-947-4388. You can also submit a grievance form at any time. The form is available at any Oregon Child Support Program office and on our website at OregonChildSupport.gov.

If your complaint is about a decision or action required by federal or state law, we may not be able to resolve your issue. We will explain the reason for our decision.