

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

The attachment provides important information about the Child Support Program.

You can take the application to your local child support office or mail it to: Oregon Child Support Program, PO Box 14680, Salem OR 97309.

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
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 Child Support Program.

Table with 3 columns: Name of escrow company, Address, Phone #

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
Is there an existing support order? [ ] Yes [ ] No
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
Are there any other support, custody, divorce or juvenile court orders about your children or about you and the other parent? [ ] Yes [ ] No

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

Note: Program 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 program to initiate 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

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 assistance in any state?  Yes  No

### 4. Spousal Support Orders

If you receive any form of public assistance, the Division of Child Support will provide income withholding and accounting services. They will not provide any other services. Local District Attorney offices may be able to provide limited services for spousal support orders. Check with your local office.

By your signature on this application, you authorize DHS to release your records to the Child Support Program.

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

In what county is the existing spousal support order filed?  
Court Case # \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Are arrears owed under the spousal support order?  Yes  No

If arrears are owed, do you want collection of these arrears?  Yes  No

Are there any other divorce or court orders about your spousal support?  Yes  No

If yes, Court Case # \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Are you receiving any state assistance at this time?  Yes  No  
If yes, what type of assistance are you receiving? \_\_\_\_\_

### All applicants must complete Section 5

### 5. Applicant Information

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Male  Female  Other  
 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, please contact us.

Cell# \_\_\_\_\_ Home # \_\_\_\_\_ Message # \_\_\_\_\_  
Text?  Yes  No  
Email: \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of birth: \_\_\_\_\_

Employer Name and Address: \_\_\_\_\_

### Parent or Caretaker Information

Full Name \_\_\_\_\_

Address \_\_\_\_\_

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

Cell# \_\_\_\_\_ Home # \_\_\_\_\_ Message # \_\_\_\_\_  
Text?  Yes  No  
Email: \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of birth: \_\_\_\_\_

Employer Name and Address: \_\_\_\_\_

**Parent or Caretaker Information** Male  Female  Other

Full Name \_\_\_\_\_

Address \_\_\_\_\_

 Custodial parent  
 Non-custodial parent  
 Caretaker or guardian

Cell# \_\_\_\_\_ Home # \_\_\_\_\_ Message # \_\_\_\_\_

Text?  Yes  No

Email: \_\_\_\_\_

Social Security # \_\_\_\_\_ 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 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

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</u> <u>County/State</u>	<u>Social Security #</u>
_____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	____/____/____	_____	_____
_____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	____/____/____	_____	_____
_____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	____/____/____	_____	_____
_____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	____/____/____	_____	_____

**7. Health Insurance**Is health insurance available for the children?  Yes  NoIf yes: Who is 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 assistance in any state?  Yes  No

If yes, who received the cash assistance? \_\_\_\_\_

What 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 includes each county's District Attorney office and local Division of Child Support offices. Some counties contract their child support work to Division of Child Support. See our website at [oregonchildsupport.gov](http://oregonchildsupport.gov) for office locations.

### Services we provide

Applicants will be provided all appropriate services. An applicant for services cannot choose or limit which services will be provided. However, limited services are provided for spousal support enforcement and establishment of paternity with no child support order. If circumstances change and full services are desired, you must contact your local office to apply.

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.

### Your rights and responsibilities

- You are responsible for keeping us informed of your current address. If we cannot contact you for 60 days, 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 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 local office.
- You are required to provide your social security number to the 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 your Social Security number 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, or
- Parentage has already been established for the child, or
- The Child Support Program Director determines that establishing paternity is not in the best interests of the child.

Either parent may say that someone else could be the father. You may be required to submit to a parentage test to provide evidence of paternity

If you apply to establish paternity without a child support order, any information provided to the state can be used in any 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 program, all child support payments must go through us. Payments are received by the program's accounting team, which records the payments and then 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. The state keeps the money for the children in the state's custody. If the children are receiving TANF (Temporary Assistance to Needy Families), the state 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 program also charges fees for other services.

If past-due support on your case is collected by intercepting 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 IRS charges \$19.30 per collection for federal tax offsets. The Oregon Department of Revenue charges 3.5 percent of the amount collected for state tax offsets.

## **Annual fee**

Federal law requires an annual fee on child support cases involving families receiving support who have never received Temporary Assistance for Needy Families (TANF) cash benefits. The annual fee is withheld from child support payments after the family receives a certain amount during the federal fiscal year. The federal fiscal year runs from October 1 to September 30. Until September 30, 2019, a fee of \$25 is charged after the family receives \$500 in child support. Beginning October 1, 2019, the annual fee is \$35 after the family receives \$550. There is no annual fee charged if less than \$500 (or \$550 beginning October 2019) 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 explaining your complaint at any time. The form is available at any Oregon Child Support Program office and on our website at [oregonchildsupport.gov](http://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.

The 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 further information, you may visit our website at [oregonchildsupport.gov](http://oregonchildsupport.gov).