



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 of receiving your application, we will review it to determine if you qualify for services. If you do, we will set up your case and 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

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 and employment information for the paying party.
- 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 child support legal action in any state? Yes No
- If yes, Court Case # _____ County _____ State _____
- Is there an existing child support order? Yes No
- If yes, Court Case # _____ County _____ State _____
- Do you want the existing order reviewed for a modification? Yes No
- Are there arrears owed under the existing order? Yes No
- If yes, do you want these arrears collected? Yes No
- Is there spousal support also ordered? Yes No
- If yes, we will collect both child support and spousal support.
- Have you ever had a child support case in another state? Yes No
- If yes, which state? _____
- Are there any other support, custody, divorce, or juvenile court orders for your children, you, or the other parent? Yes No
- If yes, Court Case # _____ County _____ State _____

2. Paternity Establishment for a Child – No Child Support Order Requested

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 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, you must notify the office handling your case to request a child support order be established.

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

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

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

Do you want the existing order reviewed for modification? Yes No

Are you married, on active military duty, or legally emancipated by a court order? Yes No

Have you ever received 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 Oregon Child Support Program will provide income withholding and maintain a record of the dollar amounts received and disbursed. We provide no other services.

Spousal support order information: Court Case # _____ County _____ State _____

Are you receiving any public assistance at this time? Yes No

If yes, what type of public assistance are you receiving? Attach proof. _____

(Public assistance includes services provided to needy persons by the Oregon Department of Human Services or Oregon Health Authority)

All Applicants Must Complete Section 5

5. Applicant Information

Full Name _____ Male Female Non-binary
Address _____ Custodial parent
_____ Non-custodial parent
_____ Caretaker or guardian
_____ Child attending school
_____ Person receiving spousal support

We will use your address to send documents to you 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: _____ Home: _____ Message: _____
Text? Yes No

Email: _____

Social Security Number: _____ Date of Birth: _____

Employer Name and Address: _____

Other Party 1 Information (parent or caretaker)

Full Name _____ Male Female Non-binary
Address _____ Custodial parent
_____ Non-custodial parent
_____ Caretaker or guardian

Mobile: _____ Home: _____ Message: _____
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 _____

Address _____

Custodial parent
 Non-custodial parent
 Caretaker or guardian

Mobile: _____ Home: _____ Message: _____

Text? Yes No

Email: _____

Social Security Number: _____ Date of Birth: _____

Employer Name and Address: _____

Preferred Language

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

Do you need an interpreter? Yes No

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

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

Do they need an interpreter? Yes No

If the other party does not read English, what language do they read? _____

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 Number</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 assistance? _____

State(s): _____ Dates: _____

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

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 and state 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. When you call us or are completing forms, you may be asked for your case number or other identifying information 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.
- The Oregon Child Support Program 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.

Safety concerns

The Oregon Child Support Program works hard to prevent the release of personal information about a party to the other party or to the public. We can take extra precautions if you think your or your child's health or safety is in danger. To learn how you can address safety risks in the child support process, go to our website at OregonChildSupport.gov/safety. **If you have a safety issue and do not have access to the internet, contact Customer Service at 800-850-0228 or visit any child support office.**

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
- 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 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. We receive and record the payment, and send it to the party who is owed support.

If the children are not in foster care or receiving public assistance, we send the payment electronically to the person owed support. If there are qualified children attending school, they will receive their portion of the payment and the parent or caretaker will receive the remaining portion. If the children are in foster care, we send the payments for those children to the Child Welfare program at the Oregon Department of Human Services. If the children are receiving Temporary Assistance to Needy Families (TANF), we may send some of the money to the family and keep the rest of the payment. This is called a pass-through. General information about how we disburse payments 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 from the paying parent's federal or state tax refund, a collection fee will be deducted from the amount distributed to the person receiving support. The IRS adjusts the federal fee every year. Effective November 1, 2021, the IRS fee is \$21.67 per collection from federal tax refunds. The Oregon Department of Revenue charges 3.5 percent of the amount collected from state tax refunds.

Annual fee

Federal law requires an annual fee on child support cases if the family receiving support has never received TANF 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 503-947-4337. 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 the issue. We will explain the reason for our decision.