

Oregon Child Support  
Program

FOR OFFICE USE ONLY

Date application requested: \_\_\_\_\_

Date application mailed to requestor: \_\_\_\_\_

Application for Child Support Services

DO NOT COMPLETE THIS APPLICATION IF YOU ARE APPLYING FOR ONLY SPOUSAL SUPPORT SERVICES

If you wish to apply for child support services, please complete, sign and date this application. After we receive your completed application, we will set up your case on our computer system within two days. After that, the child support office may send you a questionnaire asking for information needed to handle your case.

*Please read the attachment to this application form carefully. It explains information about the Child Support Program that you need to know.*

You can hand-deliver or mail the completed application to your local child support agency, or mail it to: Child Support Program, 1495 Edgewater St. NW, Suite 120, Salem Oregon 97304

Applicant's Name (Please print) \_\_\_\_\_

Has paternity been established?  Yes  No

Is there an existing support order?  Yes  No

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

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

Are there arrears owed under the support order?  Yes  No

If there are arrears owed under the support order, do you want collection of these arrears?  Yes  No

Are there any other support, custody, divorce or juvenile court orders about your child(ren) or about you and the other parent?  Yes  No

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

Is there a pending legal action in any state for child support?  Yes  No

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

Information about Non-Custodial Parent

Information about Custodial Parent/Guardian

Full name \_\_\_\_\_

Full name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Soc. Sec. Number \_\_\_\_\_

Soc. Sec. Number \_\_\_\_\_

Birth date \_\_\_\_\_

Birth date \_\_\_\_\_

Employer

\_\_\_\_\_  
\_\_\_\_\_

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

*Read #2 on the attachment and if you want to use an "address of record," provide it below:*

\_\_\_\_\_

[ ] I have been making/receiving support payments through an escrow agent and by my signature below, authorize the Child Support Program to get copies of support payment information from the escrow company.

Name of escrow company

Address

Phone number

**Information about children of this relationship** (use additional sheets if necessary)

Full name & sex (M or F)

Birth date

Soc. Sec. No.

_____	____/____/____	_____
_____	____/____/____	_____
_____	____/____/____	_____

**Has the obligee or the child(ren) ever gotten cash assistance in any state?** [ ] Yes [ ] No

**If yes, what state?** \_\_\_\_\_

**Who got cash assistance?** \_\_\_\_\_

**Dates:** \_\_\_\_\_ to \_\_\_\_\_

**If you had or have a child support case with a state, which state?** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Information about the Oregon Child Support Program (CSP)

**NOTE:** *All applicants for services will be provided all appropriate services as decided by the child support office. An applicant for services cannot limit which services will be provided.*

### 1. **Your rights and responsibilities**

Under the Oregon Child Support Program, each county District Attorney (DA) and Division of Child Support (DCS) office provides services that include establishing paternity, and establishing and modifying child support orders. The CSP enforces orders to collect child support payments and obtain medical child support. The CSP will also enforce spousal support if it is included with a child support order. You have a legal right to have your child support order reviewed to see if the amount should be increased or lowered. If you want a review, you must ask the office assigned to your case. (Note: *In some Oregon counties, DCS provides these services instead of the DA's office.*)

The CSP cannot act as a lawyer for any party in child support cases. The CSP does 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.

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 enforcing a child support case, DCS or the DA's office will serve parties with copies of papers whenever necessary. The papers will be served by regular 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.

### 2. **The law requires that information about you, including your address, be on support orders and other judgments.** If public access to this information could put you or your child at risk, you can ask that this information not be included on these documents by making a "claim of risk". You can give another address at which you will receive legal papers. This is known as an "address of record" and must be in the same state as your home address. Any time DCS or the DA begins a legal action to enter a court order in your case, you will be given the opportunity to file a "claim of risk" and an "address of record".

You are responsible for keeping the CSP informed of your current address. If the CSP cannot contact you for 60 days, the office may close your case. Your case may also be closed if you do not provide necessary information, sign legal documents or cooperate when asked.

You are required to provide your social security number to the CSP. This is mandatory under federal law [42 USC §405(c)(2)(C) and 42 USC §666(a)(13)]. Your social security number will be used by the CSP 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 the CSP so that we are able to correctly identify your case. We may also ask for your social security number on forms you need to complete in order for the CSP to help you.

3. **How we disburse child support payments**

When a person is receiving services from the CSP, all child support payments must go through the program. 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. This may be a parent of the child(ren), a child attending school, another state, or a caretaker.

4. **Fees for services**

A one-time fee of \$1 for processing your application will be deducted from the first collection made. The program also charges fees for some other services. Fee amounts can change each year, so they are not included on this form. The CSP can give you more information about fees. For example, the CSP works with the Internal Revenue Service and the Oregon Department of Revenue to obtain tax refunds claimed by parents who owe child support. Fees for these services are deducted from the money collected. These tax refund actions are automatically performed by the program. If tax refunds cannot be collected by the program, no fee is charged.

5. **Annual Fee**

The CSP will start to collect a \$25 fee from some obligees. Charging a fee is required by a change in federal law (45 CFR 302.33). The fee will be charged each year that the CSP has sent to the family at least \$500 in a federal fiscal year (October 1 through September 30). The fee will be collected only in cases in which the obligee, the child, or a child attending school has never received “cash assistance” from any state. “Cash assistance” means only TANF (Temporary Assistance to Needy Families) or AFDC (Aid to Families with Dependent Children). It does not include food stamps, housing subsidies, general assistance, or Social Security Administration or Veterans’ Administration benefits.

If the child support program does not collect at least \$500 in a federal fiscal year, there is no fee for that year.

6. **Grievance Process**

The CSP is committed to providing quality service in a professional manner. If you have a dispute with a child support office, please try to resolve it with the office staff or management. If you cannot resolve the matter, you may complete and file a grievance form. Grievance forms are available by calling one of the following numbers.

From the Salem area:

503-378-5567

From other areas of the state:

1-800-850-0228

For information about child support services and contact information for offices located around the state, you may visit the Oregon Child Support Program website at: [www.dcs.state.or.us](http://www.dcs.state.or.us)