

FOR OFFICIAL USE ONLY

DATE STAMP

DATE APPLICATION REQUESTED _____
DATE APPLICATION PROVIDED _____
DATE APPLICATION RECEIVED _____

**DIVISION OF WELFARE AND SUPPORTIVE SERVICES
APPLICATION FOR CHILD SUPPORT SERVICES**

CASE NUMBER: _____

PLEASE CAREFULLY READ THE FOLLOWING INFORMATION.

Child Support Enforcement (CSE) Program Services:

- Locate all noncustodial parents and/or sources of income and/or assets;
- Establish paternity (determine who is the father of the child(ren));
- Establish financial and medical support;
- Enforce financial and medical support;
- Review and adjust existing child support orders;
- Collect and distribute financial and medical support payments.

The CSE program:

- must provide all the above services to all individuals, unless the individual is a Medicaid recipient and the Medicaid recipient notifies the CSE program in writing they only want medical support services;
- has sole discretion in determining which legal remedies are used to provide the above services and cannot guarantee success;
- may request assistance of another state and, thereby, be subject to the laws of that state. It may take ninety (90) days, or more, after the other state receives the request for services before any information is available;
- **does not** provide services involving custody, visitation or unpaid medical bills. However, these services may be available through a private attorney;
- will close your cases upon written request from you or when your case meets closure rules established by federal and state regulation.

Important Information You Should Know:

The CSE program:

- will impose a \$25 annual fee in each case where an individual has never received TANF cash assistance and for whom the State has collected at least \$500 of child support.
- represents the State of Nevada when providing services and no attorney-client privilege exists;
- is authorized to endorse and cash checks, money orders and/or other forms of payment made payable to you for support payments;
- child support payments will be made as a direct deposit into your bank account, or by a Nevada Debit Card. A Nevada Debit Card will be issued to you unless you request payments by direct deposit. For more information regarding direct deposit, please call toll free to the Child Support Customer Service Unit at (800) 992-0900 or check the Child Support Enforcement State Collections and Disbursement Unit (SCaDU) website at <http://www.welfare.state.nv.us/child/scadu.htm> to print a Direct Deposit Authorization Agreement.
- may collect past-due support by intercepting an IRS tax refund or other federal payment. If a tax intercept occurs, the CSE program has the authority to hold a joint tax refund for a period of six (6) months before distributing the funds. No interest is paid on the held funds. Funds collected from tax intercept are applied first to pay off any past-due support assigned to the State of Nevada. A nonrefundable fee is deducted by the federal government for any tax or federal payments intercepted by the CSE program.

By accepting cash or medical assistance for yourself or the child in your custody, you have made an assignment to the Division of Welfare and Supportive Services of all rights to support from any person. Any unpaid support assigned to the State of Nevada may be enforced and collected until paid in full.

If you receive cash assistance, support payments are kept by the State of Nevada to pay off any past-due support assigned to the state. When you are off cash assistance, support payments are sent to you until you request case closure in writing. However, any unpaid support assigned to the State of Nevada may be enforced and collected until paid in full.

All support payments are sent to and processed by the CSE program and distributed according to federal and state regulations.

The CSE program is required by Chapter 42 of the United States Codes, federal regulations, and state laws that established the CSE program to obtain the social security numbers (SSN) for those individuals receiving child support services. The SSN is needed to properly establish and enforce child support obligations based on program services and comply with reporting requirements contained in the federal and state laws and regulations previously mentioned. Any individual who fails to disclose this information may result in the denial of child support services. The CSE program will use these SSNs only for the purpose of providing services outlined in the federal law, federal regulations, state laws, and state regulations that govern the CSE program.

In accordance with federal law and U.S. Department of Health and Human Services (HHS) policy, the Division of Welfare and Supportive Services is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write HHS, Director, Office for Civil Rights, Room 506-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (voice) or (202) 619-3257 (TDD).

Responsibilities:

You are responsible for:

- providing all available information requested by the CSE program. This may include certified copies of a divorce decree and/or all existing support orders, copies of the children's birth certificates, and a photograph of the noncustodial parent;
- participating in genetic testing to establish paternity. If the genetic test proves the person named is not the father, you may be required to pay the cost of the genetic test;
- reporting when any of the following changes happen;
 1. Name change, new address or telephone number for home or work;
 2. A private attorney or collection agency is hired;
 3. Another child support or paternity legal action is filed;
 4. Filing for divorce;
 5. Receive support payments directly from the noncustodial parent;
 6. New address, telephone number, employment or health insurance for the noncustodial parent;
 7. Child(ren) no longer live with you;
 8. Child(ren) still in high school **after** age 18;
 9. Child(ren) become disabled **before** age 18;
 10. Child(ren) come to live with you or birth of another child;
 11. A child marries, is adopted, joins the armed forces or is declared an adult by court order.
- requesting a review and adjustment of the existing support order once every three years or if there is a significant change in circumstances;
- turning in support payments you receive directly from the noncustodial parent when you are receiving cash assistance;
- repayment of support amounts received in error, including support payments from an IRS tax refund which are adjusted by the IRS. If you fail to enter into a repayment agreement with the CSE program, the outstanding balance may be reported to a credit reporting agency and money collected on your behalf by the CSE program may be withheld for repayment. Additionally, legal action may be initiated against you.

Application Instructions:

You must answer all questions. Please PRINT OR TYPE answers in black or blue ink. Check Yes, No, Unknown or write N/A (not applicable) in any space which does not apply. Use a separate sheet of paper if you need more room for any answer or if you have additional information regarding the noncustodial parent which is not covered by the questions on this form. **(Attach copies of all support court orders.) The application must be signed on pages 6 and 7. Services could be delayed if your application is not complete and signed.**

COMPLETE THE FOLLOWING ABOUT YOU, THE CUSTODIAN (CST), OF THE CHILD(REN):

Name (Last, First, Middle)		Other Last Names Used	
Resident Address (City, State & Zip Code)			How long lived in Nevada?
Mailing Address (If different than above)			
Home Phone No. ()		Work Phone No. ()	
Cell Phone No. ()		E-Mail Address:	
Social Security No.	Birth Date	Birth Place	<input type="checkbox"/> Male <input type="checkbox"/> Female
Height ft in	Weight lbs	Hair Color: Eye Color:	Race:
Employer Name & Address (City, State, & Zip Code)			Job Title
Are you: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Living with a boyfriend or girlfriend			
What is your relationship to the children? (Mother, father, grandparent, etc.) Date children began living with you (month/year)?			

MEDICAL/HEALTH INSURANCE INFORMATION:

Do you and the children have satisfactory medical/health insurance (not Medicaid)? <input type="checkbox"/> Yes <input type="checkbox"/> No Monthly cost?	
Is medical/health insurance available with your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Monthly cost?	Please attach a copy of your medical/health insurance card.

PUBLIC ASSISTANCE (DIVISION OF WELFARE AND SUPPORTIVE SERVICES) INFORMATION:

Did you apply for TANF cash assistance? <input type="checkbox"/> No If Yes, where? (City, State) When? (Month/Year)
Have you or the children received TANF cash assistance in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, where? (City, State) What year(s)?

CHILDREN INFORMATION:

Child's Name (Last, First, Middle)		<input type="checkbox"/> Male <input type="checkbox"/> Female	Pregnancy began in what state?
Social Security No.	Birth Place: Birth Date:	Race	How long has child lived in Nevada?
Child's Parents: <input type="checkbox"/> Never married <input type="checkbox"/> Lived together <input type="checkbox"/> Married <input type="checkbox"/> Divorced			
Date mother stopped living with child:		Date father stopped living with child:	
Date Parents Married: City, State:		Date Parents Divorced: City, State:	
Mother's Name:		Father's Name: On birth record? <input type="checkbox"/> Yes <input type="checkbox"/> No	

CHILDREN INFORMATION Continued:

Child's Name (Last, First, Middle)		<input type="checkbox"/> Male <input type="checkbox"/> Female	Pregnancy began in what state?
Social Security No.	Birth Place: Birth Date:	Race	How long has child lived in Nevada?
Child's Parents: <input type="checkbox"/> Never married <input type="checkbox"/> Lived together <input type="checkbox"/> Married <input type="checkbox"/> Divorced			
Date mother stopped living with child:		Date father stopped living with child:	
Date Parents Married: City, State:		Date Parents Divorced: City, State:	
Mother's Name:		Father's Name: On birth record? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Child's Name (Last, First, Middle)		<input type="checkbox"/> Male <input type="checkbox"/> Female	Pregnancy began in what state?
Social Security No.	Birth Place: Birth Date:	Race	How long has child lived in Nevada?
Child's Parents: <input type="checkbox"/> Never married <input type="checkbox"/> Lived together <input type="checkbox"/> Married <input type="checkbox"/> Divorced			
Date mother stopped living with child:		Date father stopped living with child:	
Date Parents Married: City, State:		Date Parents Divorced: City, State:	
Mother's Name:		Father's Name: On birth record? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Child's Name (Last, First, Middle)		<input type="checkbox"/> Male <input type="checkbox"/> Female	Pregnancy began in what state?
Social Security No.	Birth Place: Birth Date:	Race	How long has child lived in Nevada?
Child's Parents: <input type="checkbox"/> Never married <input type="checkbox"/> Lived together <input type="checkbox"/> Married <input type="checkbox"/> Divorced			
Date mother stopped living with child:		Date father stopped living with child:	
Date Parents Married: City, State:		Date Parents Divorced: City, State:	
Mother's Name:		Father's Name: On birth record? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Child's Name (Last, First, Middle)		<input type="checkbox"/> Male <input type="checkbox"/> Female	Pregnancy began in what state?
Social Security No.	Birth Place: Birth Date:	Race	How long has child lived in Nevada?
Child's Parents: <input type="checkbox"/> Never married <input type="checkbox"/> Lived together <input type="checkbox"/> Married <input type="checkbox"/> Divorced			
Date mother stopped living with child:		Date father stopped living with child:	
Date Parents Married: City, State:		Date Parents Divorced: City, State:	
Mother's Name:		Father's Name: On birth record? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PAYMENT HISTORY FOR NONCUSTODIAL PARENT (NCP) (starting with most recent month)

NCP's Name: _____

YEAR: _____

YEAR: _____

YEAR: _____

Month	Amount Due	Amount Paid	Month	Amount Due	Amount Paid	Month	Amount Due	Amount Paid
Jan			Jan			Jan		
Feb			Feb			Feb		
Mar			Mar			Mar		
Apr			Apr			Apr		
May			May			May		
June			June			June		
July			July			July		
Aug			Aug			Aug		
Sept			Sept			Sept		
Oct			Oct			Oct		
Nov			Nov			Nov		
Dec			Dec			Dec		
TOTAL			TOTAL			TOTAL		

YEAR: _____

YEAR: _____

YEAR: _____

Month	Amount Due	Amount Paid	Month	Amount Due	Amount Paid	Month	Amount Due	Amount Paid
Jan			Jan			Jan		
Feb			Feb			Feb		
Mar			Mar			Mar		
Apr			Apr			Apr		
May			May			May		
June			June			June		
July			July			July		
Aug			Aug			Aug		
Sept			Sept			Sept		
Oct			Oct			Oct		
Nov			Nov			Nov		
Dec			Dec			Dec		
TOTAL			TOTAL			TOTAL		

DECLARATION

I declare under penalty of perjury the information I have provided on this application is true and correct to the best of my knowledge and belief and the statements contained herein are made for the purposes stated herein including, but not limited to, obtaining assistance in paternity and order establishment, and the enforcement and distribution of child support. By signing this application, I acknowledge the responsibilities as listed and agree to the services the Child Support Enforcement Program provides.

Name of Applicant (please print)

Signature of Applicant

Date

Case Name: _____ Case Number: _____

DOMESTIC OR FAMILY VIOLENCE STATEMENT

I believe the release of my and/or the child(ren)'s address and/or other identifying information would unreasonably put me and/or the child(ren)'s health, safety, or liberty at risk.

NO

YES. Explain fully and attach filed copies of all relevant court orders and other documentation.

(If additional space is needed, continue on a separate sheet of paper.)

Disclosure of Information:

Any information contained in this application can be used in other cases in which you are involved, such as a change in child custody where you become a noncustodial parent. Information contained in CSE program cases is not given to anyone not directly involved in the administration of the program.

If the CSE program requests assistance of another state, the Uniform Interstate Family Support Act of 1996 (UIFSA) requires personal identifying information be provided to that state about you and the children in your custody, such as resident address. Nevada law provides protection for you and the children in your custody if there is serious risk of family violence or child abduction. A court can order personal identifying information not be given if the health, safety or liberty of you or the children in your custody would be at risk.

Declaration:

I declare under penalty of perjury that the information I have provided on this statement is true and correct.

Name of Applicant (Please Print)

Signature of Applicant

Date

INSTRUCTIONS FOR COMPLETING PAYMENT HISTORY FOR NONCUSTODIAL PARENT (NCP)

Purpose of Payment History for Noncustodial Parent (NCP)

The Payment History for Noncustodial Parent (NCP) is needed to determine how much is owed in past-due court-ordered child support. It is a monthly and yearly accounting of what was owed and what was paid based on your recollection or records.

If you do not accurately complete the payment history per these instructions, we will not collect your arrears.

Some things you need to know about Payment History for Noncustodial Parent (NCP)

If there is an order for support, complete a separate payment history for child support, spousal support and medical support. DO NOT add them all together to enter on one payment history.

If there is not a specific due date in the order, use the month following the filing date to start the obligation.

Make additional copies of the Payment History for Noncustodial Parent (NCP) as needed.

In the months when you did not receive a payment, write “0” for each of those months in the Amount Paid column.

How to complete Payment History for Noncustodial Parent (NCP)

You must sign and date the form.

Use a pen with black ink only. DO NOT USE A PENCIL.

Write clearly. Not being able to read your handwriting could result in a delay in enforcement of the past-due support.

NCP’s Name: Write the noncustodial parent’s full name in this field.

For each year that child support payments were owed, complete the payment history as follows:

1. YEAR: Write the year in the top left section.
2. Month / Amount Due: For each month, write the monthly amount the NCP was ordered to pay per your child support order.
3. Month / Amount Paid: For each month, write the amount you received in child support payments during that month. Include child support payments received from any source,

such as from the noncustodial parent, the noncustodial parent's employer, or another child support program or agency.

4. TOTAL: For each year, write the total in the Amount Due column and the Amount Paid column.

In the example on the next page, the first payment on the child support order was due in March 2007 in the amount of \$200.00 per month. The payment history is being completed in January 2012, so the last full month when child support was owed was in December 2011.

In this example, the past-due child support is calculated as follows:

\$11,600	Total child support due from March 2007 through December 2011
<u>- 2,875</u>	Total amount that NCP paid through December 2011
\$ 8,725	Total past-due child support

If you have any questions about completion of the Payment History for Noncustodial Parent (NCP), call our Family Support Contact Center at 671-9200.

EXAMPLE

PAYMENT HISTORY FOR NONCUSTODIAL PARENT (NCP) (starting with most recent month)

NCP's Name: John Andrew Smith

YEAR: 2011

YEAR: 2010

YEAR: 2009

Month	Amount Due	Amount Paid	Month	Amount Due	Amount Paid	Month	Amount Due	Amount Paid
Jan	200	0	Jan	200	0	Jan	200	200
Feb	200	0	Feb	200	0	Feb	200	100
Mar	200	0	Mar	200	0	Mar	200	300
Apr	200	0	Apr	200	0	Apr	200	50
May	200	0	May	200	0	May	200	0
June	200	0	June	200	0	June	200	0
July	200	0	July	200	0	July	200	0
Aug	200	0	Aug	200	0	Aug	200	25
Sept	200	0	Sept	200	0	Sept	200	100
Oct	200	0	Oct	200	0	Oct	200	0
Nov	200	0	Nov	200	0	Nov	200	0
Dec	200	0	Dec	200	0	Dec	200	0
TOTAL	2400	0	TOTAL	2400	0	TOTAL	2400	775

YEAR: 2008

YEAR: 2007

YEAR: _____

Month	Amount Due	Amount Paid	Month	Amount Due	Amount Paid	Month	Amount Due	Amount Paid
Jan	200	200	Jan			Jan		
Feb	200	0	Feb			Feb		
Mar	200	0	Mar	200	0	Mar		
Apr	200	0	Apr	200	200	Apr		
May	200	0	May	200	200	May		
June	200	0	June	200	200	June		
July	200	0	July	200	100	July		
Aug	200	0	Aug	200	400	Aug		
Sept	200	0	Sept	200	0	Sept		
Oct	200	0	Oct	200	200	Oct		
Nov	200	0	Nov	200	200	Nov		
Dec	200	200	Dec	200	200	Dec		
TOTAL	2400	400	TOTAL	2000	1700	TOTAL		

DECLARATION

I declare under penalty of perjury the information I have provided on this application is true and correct to the best of my knowledge and belief and the statements contained herein are made for the purposes stated herein including, but not limited to, obtaining assistance in paternity and order establishment, and the enforcement and distribution of child support. By signing this application, I acknowledge the responsibilities as listed and agree to the services the Child Support Enforcement Program provides.

Name of Applicant (please print)

Signature of Applicant

Date