

## APPLICATION FOR CHILD SUPPORT SERVICES NON-PUBLIC ASSISTANCE APPLICANT/RECIPIENT

**IMPORTANT:** If you are receiving ADC or Medicaid, do not complete this application because you became eligible for child support services when you signed the ADC/Medicaid application.

I, \_\_\_\_\_, request child support services from the \_\_\_\_\_ CSEA (Child Support Enforcement Agency). I understand and agree to the following:

- A. I am a resident of the county in which services are requested and no other Ohio county has jurisdiction over support – OR – I am requesting services from the Ohio county of jurisdiction.
- B. The only fee that can be charged for services is a one dollar application fee. Some counties pay this fee for the applicants.
- C. Recipients of child support services shall cooperate to the best of their ability with the CSEA. (See attached rights and responsibility information).
- D. In providing IV-D services, the CSEA and any of its contracted agents (e.g., prosecutors, attorneys, hearing officers, etc.) represent the best interest of the children of the state of Ohio and do not represent any IV-D recipient or the IV-D recipient's personal interest.

The Child Support Enforcement Agency can assist you in providing the following services:

**1. Location of Absent Parents.**

The agency can assist in finding where an absent parent is currently living, in what city, town, or state. The applicant can request 'Location Only Services', if the sole need is to find the whereabouts of the absent parent.

**2. Establishment or Adjustment of Child Support and Medical Support.**

The CSEA can assist you to obtain an order for support if you are separated, have been deserted, or need to establish paternity (fatherhood). The CSEA can also assist you in changing the amount of support orders (adjustment), and to establish a medical support order.

**3. Enforcement of Existing Orders.**

The CSEA can help you collect current and past-due child support.

**4. Federal and State Income Tax Refund Offset Submittals for the Collection of Child Support Arrearages.**

The agency can collect past-due support (arrearages) by intercepting a payor's federal and state income tax refunds in some cases.

**5. Withholding of Wages and Unearned Income for the Payment of Court Ordered Support.**

The agency can help you get payroll deductions for current and past-due child support and can intercept unemployment compensation to collect child support.

**6. Establishment of Paternity.**

The agency can obtain an order for the establishment of paternity (fatherhood), if you were not married to the father of the child. An absent parent may request paternity services.

**7. Collection and Disbursement of Payments.**

The CSEA can collect the child support for you, and send you a check for the amount of the payments received. Past-due support collected will be paid to you until all of the past-due support you are owed is paid.

**8. Interstate Collection of Child Support.**

The agency can assist you in collecting support if the payor is living in another state or in some foreign countries.

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone #: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Sex: \_\_\_\_\_

Race: \_\_\_\_\_  Single  Married

Relationship to Children: \_\_\_\_\_  Divorced  Separated

Military Service \_\_\_\_\_ Ever been on \_\_\_\_\_

(Branch, Dates): \_\_\_\_\_ Public Assistance?  
\_\_\_\_\_  
(When and Where) \_\_\_\_\_  
\_\_\_\_\_

## EMPLOYER INFORMATION

Employer Name: \_\_\_\_\_ Employer Phone #: \_\_\_\_\_

Employer \_\_\_\_\_ Is Medical Insurance Available?  
Address: \_\_\_\_\_

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

### CHILD 1

### CHILD 2

### CHILD 3

Name:		
Sex:		
Race:		
Social Security #:		
Date of Birth:		
Home Address:		

Location of Birth: (Country, State, City)			
Has Paternity (Fatherhood) been Established?			
Name(s) of Absent Parent(s):			
Is there an Order for Support?			
Is the Child covered by Medical Insurance?			

#### ABSENT PARENT INFORMATION

PARENT 1

PARENT 2

PARENT 3

Name (and alias):			
Home Address:			
Mailing Address:			
Social Security #:			
Date of Birth:			
Location of Birth (Country, State, City):			
Race:			
Sex:			
Height / Weight:			
Hair / Eye Color:			
Identifying Marks (Tattoos, scars, etc.):			
Names of Children:			
Name and Address of Employer:			

Employer Phone #:			
Medical Insurance Provided?			
Support Order #:			
Date of Support Order:			
Amount of Support:	\$	\$	\$
Order Frequency:	Per	Per	Per
Location where Order was issued:			
Military Service (Branch, Dates):			
Ever Incarcerated? (Location, Dates):			
Arrest Record (Location, Dates):			
Name, Address Current Spouse:			
Father's Name:			
Mother's Name (Maiden):			
Ever been on Public Assistance? (Location, Dates)			

Type(s) of Service(s) Requested:

- All services listed
- Location of absent parent only
- Other (please explain)

I understand that the Child Support Agency within 20 days of receiving this application will contact me by a written notice to inform me if my case has been accepted for child support services (IV-D Services).

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Investigator: \_\_\_\_\_  
Establishment Unit



Lorain County Department of Job and Family Services  
CHILD SUPPORT ENFORCEMENT AGENCY  
42485 North Ridge Rd. P.O. Box 4004 Elyria, Ohio 44036  
Call Center 440-284-4401 Toll Free 1-800-808-2991  
Fax: 440-462-0624 TDD: 440-284-4125  
47EST01  
INT-Questionnaire

## **CHILD SUPPORT QUESTIONNAIRE**

**SETS CASE NUMBER:** \_\_\_\_\_

**OBWP NUMBER:** \_\_\_\_\_ **TANF** **MEDICAL** **Both** \_\_\_\_\_

### **CUSTODIAL PARENT (CP) OR CARETAKER INFORMATION**

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_ (Maiden Name) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_

DOB \_\_\_\_\_ Social Security# \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Birthplace: City/State \_\_\_\_\_

Employer Name \_\_\_\_\_ Hire Date \_\_\_\_\_ Phone# \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Do you have any other income such as Social Security? \_\_\_\_\_

Married: Y \_\_\_\_\_ N \_\_\_\_\_ Current Spouse's Name \_\_\_\_\_

Divorced or Pending Divorce: Y \_\_\_\_\_ N \_\_\_\_\_ If Yes; Date \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_  
Case/Order# \_\_\_\_\_

Are there any court orders involving yourself or the child(ren) pending or in effect, (Juvenile  
Children Services, Domestic Violence or Protection Orders), etc.... ? Y \_\_\_\_\_ N \_\_\_\_\_. If Yes,  
Explain \_\_\_\_\_ Case/Order# \_\_\_\_\_

Provide copy of Protection order if applicable.

Are there any Orders involving yourself or the child(ren) pending or in effect in another State  
or Country? Y \_\_\_\_\_ N \_\_\_\_\_. If Yes; State \_\_\_\_\_ Country \_\_\_\_\_  
Case/Order# \_\_\_\_\_

**CHILD(REN) INFORMATION**

**Child one**

When and where was the child conceived? Date \_\_\_\_\_ City/State \_\_\_\_\_

Is child receiving Public Assistance cash benefits TANF      Medicaid      Both

Is child covered by Private Medical Insurance ? Y N

Name of Responsible Party: \_\_\_\_\_ Responsible Party Employer: \_\_\_\_\_

Is Child disabled? Y \_\_\_\_\_ N \_\_\_\_\_ Receiving SSI? Y \_\_\_\_\_ N \_\_\_\_\_ or Social Security Survivor Benefits? Y \_\_\_\_\_ N \_\_\_\_\_

Does the biological father's name appear on the child's birth certificate? Y \_\_\_\_\_ N \_\_\_\_\_

**Please provide a copy of the Child's Birth Certificate**

### **Child two**

When and where was the child conceived? Date \_\_\_\_\_ City/State \_\_\_\_\_

Where was the child born? City/State \_\_\_\_\_

Is child receiving Public Assistance cash benefits TANF Medicaid Both

Is child covered by Private Medical Insurance ? Y \_\_\_\_\_ N \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_ Responsible Party Employer: \_\_\_\_\_  
Is Child disabled? Y \_\_\_\_\_ N \_\_\_\_\_ Receiving SSI? Y \_\_\_\_\_ N \_\_\_\_\_ or Social Security Survivor

Does the biological father's name appear on the child's birth certificate? Y \_\_\_\_\_ N \_\_\_\_\_

## **ABSENT PARENT (AP) INFORMATION**

First Name	Middle	Last Name		
Street	City	State	Zip	Phone#
DOB	Social Security#	Sex : M/F	Race	Marital Status
US Citizen? Y ____ N ____		Birthplace: City _____	State _____	Country _____
AP's Mother First/M/Last Name		AP's Father First/M/Last Name		
Employer Name		Hire Date	Phone#	
Street	City	State	Zip	
Does the Absent Parent have a valid Driver's License? Y ____ N ____ In What State _____				
Is the Absent Parent incarcerated? Y ____ N ____ If Yes; Where: _____				
Inmate# _____		Release Date _____		
List Military Service _____		Active? Y ____ N ____	Retired? Y ____ N ____	
Does the Absent Parent have any other income such as Social Security Disability, Workman's Compensation, Unemployment, Pensions, Veterans Benefits...etc? Please list _____				
Does the Absent Parent pay child support for any other children? Y ____ N ____ If Yes, List Child(ren)'s name(s): _____				

**The information you give on this form will be the basis for the referral of your case for paternity and/or support establishment. Please fill out this form to the best of your ability.**

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Ohio Department of Job and Family Services  
**EXPLANATION OF STATE HEARING PROCEDURES**

**What is a State Hearing?**

If you think there has been a mistake or delay on your case, you may want to ask for a state hearing. You can ask for a hearing about actions by either the state department of job and family services or the local agency. Local agencies include the County Department of Job and Family Services (CDJFS), the County Child Support Enforcement Agency (CSEA), and agencies under contract with them.

A state hearing is a meeting with you, someone from the local agency, and a hearing officer from the Ohio Department of Job and Family Services (ODJFS). The person from the local agency will explain the action it has taken or wants to take on your case. Then, you will have a chance to tell why you think the action is wrong. The hearing officer will listen to you and to the local agency, and may ask questions to help bring out all the facts. The hearing officer will review the facts presented at the hearing and recommend a decision based on whether or not the rules were correctly applied in your case.

**How to Ask for a Hearing**

To ask for a hearing, call or write your local agency or write to the Ohio Department of Job and Family Services, Bureau of State Hearings, PO Box 182825, Columbus, Ohio 43218-2825. If you receive a notice denying, reducing or stopping your assistance or services, you will receive a state hearing request form. Fill out the request form and mail it to State Hearings. You may also fax your hearing request to State Hearings at (614) 728-9574.

We must receive your hearing request within 90 days of the mailing date of the notice of action. However, if you receive food assistance, you may request a hearing on the amount of your food assistance at any time during your certification period.

If someone else makes a written request for you, it must include a written statement, signed by you, telling us that person is your representative. Only you can make a request by telephone.

**How to Request a Telephone Hearing**

If you cannot attend the hearing at the scheduled location as a result of not having transportation, child care, medical limitations, etc., you can call 1-866-635-3748 and choose to participate by telephone. If you participate by telephone, the hearing officer assigned to your appeal will call you on the day of your hearing at the scheduled time for your hearing at the telephone number you provide.

**Continuing Assistance or Services**

If you receive a notice that your assistance or services will be reduced, stopped, or restricted, you must request a state hearing within 15 days of receiving that notice in order to continue receiving your benefits until your hearing decision is issued.

In the food assistance program, your benefits will not continue if you were denied or if the certification period has expired. After the certification period, you must reapply and be found eligible.

If your assistance or services have been changed without written notice, or if the change was made even though you requested a timely hearing, you can call the Bureau of State Hearings, to inquire if you should receive continuing benefits. Call us, toll free at the following number: 1-866-635-3748, and choose option number one from the automated voice menu.

If your assistance is continuing and you lose the hearing, you may have to pay back any benefits that you were not eligible to receive.

The continuing assistance provisions described in this section do not apply to the child support program. If you request a hearing about child support services, your hearing request will have no effect on your receipt of services while your hearing is pending.

**County Conference**

An informal meeting with a person from the local agency may settle the issue without the need for a state hearing.

Often this is the quickest way to solve a problem. At this meeting your case will be reviewed with you. If a mistake has been made, it can be corrected without the need for a state hearing. You can set up a county conference by asking your county worker. If you are not satisfied with the results, you can still have a state hearing.

You do not have to have a county conference to have a state hearing. Asking for a county conference will not delay your state hearing.

**When Will the Hearing be Held?**

After your request for a hearing is received, the Bureau of State Hearings will send you a scheduling notice giving the date, time and place of the hearing. This notice will be sent to you at least 10 days before the hearing. The notice will also tell you what to do if you cannot come to the hearing as scheduled.

**Where are Hearings Held?**

Hearings are usually held at the local agency. If you are unable to go there, the hearing may be held some other place that is convenient to you and to the other people involved. If you want the hearing held somewhere other than the local agency, be sure to tell us that in your hearing request.

**Postponement of the Hearing**

If you cannot come to the hearing as scheduled, or if you need more time to prepare, you can ask the hearings section for a postponement. In the food assistance program, postponement is limited to 30 days from the date of the first scheduled hearing. In all other programs, you must have a good reason to postpone the hearing.

## If You Do Not Attend the Hearing

The Bureau of State Hearings will send you a dismissal notice if you do not come to the hearing. If you want to continue with your hearing request, you must contact State Hearings within 10 days and explain why you did not come to the hearing along with any verification. Verifications are documents or papers that prove why you missed your scheduled hearing. Once you have submitted your good cause verification, the hearing authority will decide if the documentation you provide is sufficient. If you do not call within 10 days and show good cause or proof for missing the hearing, it will be dismissed and you will lose the hearing. The local agency can then go ahead with the action it was planning to take.

If you disagree with the dismissal, the dismissal notice will tell you how to ask for an administrative appeal.

## Before the Hearing

You may have someone (lawyer, welfare rights person, friend or relative) go to the hearing to present your case for you. If you are not going to be at the hearing, the person attending for you must bring a written statement from you saying he or she is your representative.

If you want legal help at the hearing, you must make arrangements before the hearing. Contact your local legal aid program to see if you qualify for free help.

If you do not know how to reach your local aid office, call 866-529-6446 (866-LAW-OHIO), toll-free, for the local number or search the Legal Aid directory at <http://www.ohiolegalservices.org/programs>. If you want notice of the hearing sent to your lawyer, you must give the Bureau of State Hearings your lawyer's name and address.

You and your representative have the right to look at your case file and the written rules being applied to your case. If your hearing is about work registration or employment and training, you may also look at your employment and training file. You can get a free copy of any case record documents that are related to your hearing request. Any person acting for you must provide a signed statement from you before looking at your case record or receiving copies of case record documents.

The local agency does not have to show you confidential records, such as names of people who have given information against you, records of criminal proceedings, and certain medical records.

Confidential records which you could not look at or question cannot be presented at the hearing or be used by the hearing officer in reaching a decision.

## Subpoena

You can ask the hearing authority to subpoena documents or witnesses that would not otherwise be available and are essential to your case. You must request the subpoena at least five calendar days before the date of the hearing and provide the name and the address of the person or document you want to subpoena.

## At the Hearing

You may bring witnesses, friends, relatives, or your lawyer to help you present your case. The hearing officer may limit the number of witnesses allowed in the hearing at any one time if there is not enough room. You and your representative will have the right to look at the evidence used at the hearing, present your side of the case without undue interference, ask questions, and bring papers or other evidence to support your case.

The hearing will be recorded by the hearing officer so that the facts are taken down correctly. After the hearing decision is issued, you can get a free copy of the recording by contacting the Bureau of State Hearings.

The hearing officer will listen to both sides but will not make a decision at the hearing. Instead, you will receive a written decision in the mail issued by the hearing authority.

## Group Hearings

The Bureau of State Hearings may combine several individual hearing requests into a single group hearing, but only if there is no disagreement about the facts of each case and all involve related issues of state or federal law or county policy. The notice to schedule your hearing will tell you if you are scheduled for a group hearing.

You and your representative will be allowed to present your own case individually and you will have the same rights at a group hearing as you would at an individual hearing.

## After the Hearing

You should receive a hearing decision within 60 days of your hearing request if the hearing was only about food assistance, and within 90 days for all other programs.

If you disagree with the hearing decision, your written decision will tell you how to ask for an administrative appeal.

## Compliance with the Hearing Decision

If the hearing decision orders an increase in your food assistance, you should get the increase about 10 days from the decision date. If the decision orders a decrease in your food assistance, you should get the new, smaller amount the next time you regularly get food assistance.

In all other programs, the agency must take the action ordered by the decision within 15 days of the date the decision is issued, but always within 90 days of your hearing request. Contact the Bureau of State Hearings if you have not promptly received the benefits awarded by the hearing decision.

## Another Action Requires Another Hearing

If you receive another prior notice that says the local agency wants to change your assistance or services while you are waiting for a hearing or hearing decision, you must ask for another hearing if you disagree with the new action. A separate hearing will be conducted on the new notice.

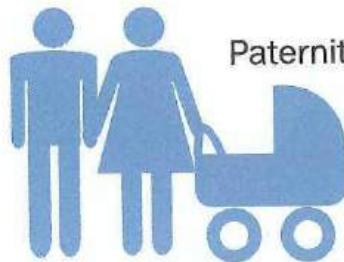
# PATERNITY ESTABLISHMENT



## Why Is Paternity Establishment Important?

Paternity establishment is the legal determination of fatherhood. By law, an unmarried female who gives birth is the sole residential and legal custodian of that child until a court makes an order.

By establishing paternity, a father gains the right to seek custody and parenting time. The child gains certain legal rights and privileges, as well, including inheritance rights.



Paternity establishment can provide a biological, emotional, and financial connection between a father and a child, and provide a legal basis for a child support order. Children need two involved parents, and there is evidence that children benefit greatly when both parents are actively engaged in their lives.

## How Can Child Support Help?

Paternity can be established in one of **four** ways:



**1 Genetic Testing:** You can submit to a painless mouth swabbing (buccal swab) to take DNA to establish paternity. If paternity has not already been established, genetic testing may be available **at no cost to you**. Bring your photo identification to the testing. Test results are typically returned within a few weeks and have a 99% accuracy rate.

**2 By Voluntary Acknowledgment:** You may sign an Acknowledgment of Paternity Affidavit for your child. Both parents must sign it, and this is usually completed at the hospital following the child's birth. It can also be completed at a later time at the child support agency or local health department. This Affidavit is final **sixty days** following the last signature. This option is not available if the mother is married to another person, or an Affidavit has already been filed for this child. If you have doubts about paternity, genetic testing should be requested.

# PATERNITY ESTABLISHMENT



- 3 Presumption:** If you were married at the time of the child's birth, or if you and the other parent have signed an Acknowledgment of Paternity Affidavit that is not yet final, there is presumption of paternity. This presumption may be disputed by either party through genetic testing.
- 4 Default:** A man that has been served with an order to appear for genetic testing, but fails to appear, may have paternity established in his absence by the court. This can be done through the testimony of the mother and any other relevant evidence.

## Will My Child's Last Name Change?

If you are seeking to establish paternity by genetic testing, and you and the other parent agree to change your child's last name, you must request a name change form (ask your child support agency for the JFS 04070). This form must be filled out and returned to the child support agency **before** the genetic testing results come back. This form only allows for a change in the child's last name; no changes will be made to the child's first or middle names. This is your only opportunity to address the name change for **free**.

## I Signed An Acknowledgment, But Now I Have Doubts. What Can I Do?

**Within sixty days** of the signing of the Acknowledgment, you can file to rescind the affidavit and pursue genetic testing through the child support agency in the county in which the child or legal custodian reside.

**Beyond sixty days**, you will have to bring a private court action to rescind the Acknowledgment, as a child support agency may not assist in disestablishing paternity. This must be filed within **one year** after paternity was established.



## Once Paternity Is Established, What Is The Next Step?

Once paternity has been established, you can seek child support, medical support and visitation/parenting time orders. Child support and medical support orders can be established at **no cost** to you through your child support agency. Visitation/parenting time orders can be requested through the court system. It is important to provide information and attend all hearings.



# Child Support Program Information

# SUPPORT ESTABLISHMENT



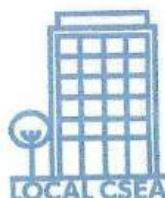
## From Birth to 18 Support is Key



### Why Is Support Establishment Important?

Every child deserves the support of both parents. Regular and consistent payments of support can lead to better outcomes for children. A child support order determines the amount of child support to be paid, to whom the support will be paid and which parent(s) will be responsible for health insurance.

### When Can Support Be Established?



Child support agencies can establish a support order for parents once paternity has been determined. Child support and medical support orders can be established at **no cost** to you through your child support agency. Agencies can use an administrative process to schedule parents to appear before an Administrative Hearing Officer for a hearing to determine a support obligation. The hearing officer issues an administrative order, which has the same weight as a court order. Administrative orders are effective 14 days after issuance. Parties have the right to object to the order and request a court hearing. If no objections are filed, the administrative order becomes final and is **legally binding**. It is important to provide information and attend all hearings.

Agencies **may** also file cases with the court to establish support in instances where the administrative process has failed, or in cases where the parties are married, but living separate and apart. Agency attorneys may be staff attorneys or prosecutors, and represent the State of Ohio and the **best interest of the child**.



Child support orders can also be established through court order from a divorce, dissolution, or other custody and support matter, outside of agency involvement.

# SUPPORT ESTABLISHMENT



## How Does Ohio Determine Support?

Ohio uses an Income Shares method, which calculates **each parent's financial share** for the support of the child, based on their income and adjustments. This guideline support calculation is set by law and required to be run on every case.

Some factors which are taken into consideration are the **Incomes of each parent**, other biological or adopted children of each parent, costs of medical insurance, daycare expenses and court ordered parenting time. Both parents must provide verification of their incomes for the past six months and their most recent income tax returns including schedules. Each child support order will include cash medical support and division of health care expenses. If you cover the health insurance for the child, be prepared to provide the cost for your coverage.

There are some circumstances which would allow the court to deviate from the standard guidelines such as a child's special needs. The child support agency **cannot deviate** from the guidelines. Just as every family is unique, so are the factors used for determining child support.

## Where Should Payments Be Sent?

All child support payments are processed and disbursed at a centralized processing center in Columbus. The following addresses should be used when submitting payments by check or money order:

**Obligor Parent Payments**  
Ohio Child Support Payment Central  
P.O. Box 182372  
Columbus, OH 43218-2372

**Debit card payments for Employers and Obligor Parents:**  
<https://oh.smartchildsupport.com/Employer/>

**Credit card payments for Obligor Parents:**  
<https://oh.smartchildsupport.com/Main>