

LUCAS COUNTY CHILD SUPPORT ENFORCEMENT AGENCY
 701 ADAMS STREET
 PO BOX 10018
 TOLEDO, OH 436990018

Date: .
 Application #:

APPLICATION FOR CHILD SUPPORT SERVICES

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

I, _____, request child support services from the LUCAS County Child Support Enforcement Agency. I understand and agree to the following conditions:

- 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. Recipients of child support services shall cooperate to the best of their ability with the CSEA. (See attached rights and responsibility information).

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 Modification of Child Support and Medical Support.
 - ♦ The CSEA can assist you in obtaining 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(modification), and to establish a medical support order.
3. Enforcement of Existing Orders.
 - ♦ The CSEA can help you collect current and back child support.
4. Federal and State Income Tax Refund Offset Submittals for the Collection of Child Support Arrearages.
 - ♦ The agency can collect back support(arrearages) by intercepting an obligor's federal and state income tax refunds on 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 back 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 in Ohio until the child has reached the age of 23.

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. Back support collected will be paid to you until all of the back 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 _____ Sex: _____

SSN: _____

Race: _____

Current Marital Status:

Relationship to children: _____

- Divorced Separated
 Single Married

Military Service (Branch, Dates) _____

Ever been on Public Assistance? _____

When? _____
Which State? _____

EMPLOYER INFORMATION

Employer Name: _____ Employer Phone _____

Employer Address: _____ Is Medical Insurance Available? _____

INFORMATION ON CHILDREN

	CHILD 1	CHILD 2	CHILD 3
Name:			
Sex:			
Race:			
Social Security #:			
Date of Birth:			
Home Address:			
Location of Birth: (County, City, State, Country)			
Has paternity (fatherhood) been established?			
Name 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: (County, City, State, Country)			

	PARENT 1	PARENT 2	PARENT 3
Race:			
Sex:			
Height / Weight:			
Hair / Eye Color:			
Identifying Marks: (Tattoos, Scars, etc.)			
Name and Address of Employer:			
Employer Phone #:			
Is Medical Insurance Provided?			
Support Order #:			
Date of Support Order:			
Amount of Support:			
Order Frequency:			
Location Where Order Was Issued:			
Military Service (Branch, Dates):			
Ever Incarcerated (Location, Dates):			
Currently Institution- alized? If yes, where?			
Arrest Record (Location, Dates):			
Name, Address Current Spouse:			
AP Father's Name:			
AP Mother's Name (Maiden):			
Has AP 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: _____

LUCAS COUNTY CSEA - Parentage and/or Support Establishment Information Sheet

(This Form Must Be Filled Out Completely)

Case No.: _____

These questions are personal but you are still required to answer them. If you are not the mom or alleged dad answer them to the best of your ability.

Additional questions required to process your request for paternity and/or support order establishment. Return with pages 2-5 of ODHS 7076.

Information About Yourself:

Are there any concerns of Domestic Violence or Abuse that needs to be brought to the case worker's attention?
 Yes No If yes, a case manager will contact you.

Name: _____
 How long have you been a Lucas County Resident? _____
 Phone: (where you can be reached during the day) _____

NOTE TO MOM: If genetic tests exclude ALL alleged dads you named, sanctions can occur for not providing sufficient information.

Did the mother of these children have sex with anyone else 2 months before or 2 months after becoming pregnant?
 Yes No If yes, who? _____

1.) Did the act of sexual intercourse which caused the mom to become pregnant take place in the State of Ohio? Yes No

2.) Have you ever been to Court before regarding the child(ren) in this case? Yes No
 a.) If yes, what Court? Juvenile Domestic Relations Probate
 What City? _____ What State? _____ Case No.: _____

3.) Who is the child(ren) living with? _____

4.) Who has Legal Custody of the child(ren)? _____

IF YOU ARE NOT THE MOTHER, YOU MUST PROVIDE COPIES OF PROOF OF LEGAL CUSTODY!!!

5.) Have you ever been involved with Children Services Board regarding your child(ren)? Yes No

If yes, please explain: _____

6.) Did anyone sign as father on the birth certificate(s)? Yes No
 If yes, who signed the birth certificate(s)? _____

7.) Is the mom (for the children on this case) now or has she ever been married to anyone? Yes No Unknown
 If yes, to whom? _____ County & State of Marriage: _____ Date of marriage: _____

8.) Is the mom divorced? Yes No Unknown
 If yes, from whom? _____ Date of divorce: _____
 Place of divorce: County & State: _____ Provide copy of order, if NON-Lucas County order

9.) Is there a divorce action pending for the mom? Yes No
 What is the anticipated date of the final hearing? _____ In what County & State will the divorce take place? _____
 If the case number is known, please provide: _____

More Detailed Information Regarding the Other Parent:

If AP #3 is involved, use a separate sheet to answer these questions regarding AP #3
 For convenience, the questions below refer to the other parent as an AP which means Absent Parent.

	AP#1	AP#2
Aliases/Nickname(s) of A/P:		
AP Phone Number(s)		
If date of birth is unknown, give age, month born, or zodiac sign:		
If present employer unknown, provide A/P's past employers (even if employed for a day):		

Specify any other benefits AP is or has received, such as unemployment, workers comp., social security, VA, etc.

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If AP owns property provide address, city and state

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Does AP visit the child(ren)?

<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how often?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how often?
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Does AP receive mail at your present address?

<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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When & where was your last contact with the AP?

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Has AP been married to or lived with someone else?

<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who?
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Does AP have child with someone else?

<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, with whom?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, with whom?
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Where did you meet AP? Be specific as to place & date

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Provide school names & graduation year or last year attended by AP (grade, high school, college)

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List all other states AP has lived, along with all known addresses:

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List all states in which AP may have or had a driver's license:

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Provide AP's other relatives (include addresses & indicate relationship to AP, even if deceased) on a separate sheet.

**** ATTACH A PHOTO OF ABSENT PARENT TO THIS QUESTIONNAIRE****

IF YOU ARE UNDER 18, PROVIDE NAME AND ADDRESS OF GUARDIAN AND YOUR RELATIONSHIP TO GUARDIAN.

Name:	Relationship to Guardian:			
Guardian:	Address:	City:	State:	Zip:

I have fully answered the questions on this form. The answers are true to the best of my knowledge. I understand that if the Child Support Enforcement Agency (CSEA) accepts my case, a Paternity action will be filed against the person I stated to be the other parent at no cost to myself. If I decide to hire a private attorney, legal fees will be my responsibility. I understand that the CSEA and its Staff Attorney and Hearing Officers represent the State of Ohio and not myself. I understand that I must fully cooperate with the CSEA. I understand that if I change my address, I must report it in writing to the CSEA. I further understand that I must appear at any court hearing or appointment scheduled. I understand that if I fail to cooperate with the CSEA, the Staff Attorney will have no alternative but to dismiss my case. If I am on ADC/TANF/OWF or MEDICAID, I understand that failing to cooperate with the CSEA may also affect my ADC/TANF/OWF and/or FOOD STAMPS payments.

I HAVE FULLY READ THE ABOVE OR IT HAS BEEN READ TO ME. I UNDERSTAND THE ABOVE AND THOSE PARTS I DID NOT UNDERSTAND HAVE BEEN FULLY EXPLAINED.

Your Signature:	Date:
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Interviewed by:

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 Human Services or the local agency. Local agencies include the County Department of Human Services (CDHS), the County Child Support Enforcement Agency (CSEA), and agencies under contract with them.

A state hearing is a meeting with, someone from the local agency, and a hearing officer from the Ohio Department of Human Services (ODHS). 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 it 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 followed 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 Human Services, State Hearings, 30 East Broad Street, 31st floor, Columbus, Ohio 43266-0423. If you receive a notice about denying, reducing or stopping your assistance or service, fill out that form and mail it to State Hearings.

We must receive your hearing request within 90 days of the mailing date of the notice of action. However, if you receive food stamps, you may request a hearing on the amount of your food stamps 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.

CONTINUING ASSISTANCE OR SERVICES

If you receive a notice that your assistance or services will be reduced, stopped or restricted, the action will not be taken until the hearing is decided if the agency received your hearing request within 15 days of the mailing date on the notice.

In the food stamp program, your benefits will continue only until the end of your certification period. After that you may 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 hearing, you can call the district hearings section. If you need help doing this, call the appropriate ODHS district office, toll free at the following numbers: Canton, 1-800-686-1569; Cincinnati, 1-800-686-1571; Cleveland, 1-800-686-1551; Columbus, 1-800-686-1568; and Toledo, 1-800-686-1572. If you do not know which district to call, ask your local agency.

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 caseworker.

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 district hearings section will send you a 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 also will 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 in your home or some other place convenient to you and to the other people involved. If you want the hearing held somewhere other than the local agency, be sure to indicate that on 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 district hearings section for a postponement. In the food stamp 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 district hearings section will send you a dismissal notice if you don't come to the hearing. If you want to continue with your hearing request, you must contact the district hearings section within 10 days and explain why you did not come to the hearing. The district hearings section will decide whether you had a good reason. If you do not call within 10 days and show good cause, the hearing 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 worker, 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 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 legal help. If you don't know how to reach your local legal aid office, call 1-800-589-5888, toll-free, for the local number. If you want notice of the hearing sent to your lawyer, you must give the district hearings section your lawyer's name and address.

You and your representative have the right to look at your 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 case 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 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 district hearings section to subpoena documents or witnesses that would not otherwise be available and that 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 subpoenaed.

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 tape 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 tape by contacting the district hearings section.

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 a few weeks later.

GROUP HEARING

The district hearings section may combine several individual hearing requests into a single group hearing, but only if there is not 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 or 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 sixty (60) days of your hearing request if the hearing was only about food stamps, and within ninety (90) days for all other programs. If you disagree with the hearing decision, your written decision will tell you how to ask for a administrative appeal.

COMPLIANCE WITH THE HEARING DECISION

If the hearing decision orders an increase in your food stamps, you should get the amount status in the hearing decision. If the decision orders a decrease in your food stamps, you should get the new smaller amount the next time you regularly get food stamps.

In all other programs, the agency must take action ordered by the decision within 15 days of the date the decision is issued, but always within ninety (90) days of the hearing request. Contact the district hearings section 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 decision, you must ask for another hearing if you disagree with the new action. Remember, the fact that you are waiting for a hearing or decision will not stop another action from being taken on your case. You must ask for another hearing on the new action.

RIGHTS AND RESPONSIBILITIES OF PARENTS RECEIVING CHILD SUPPORT SERVICES

Confidentiality of Case Material Information

- You have the right to see the parts of your file at the child support agency about you and action taken for you by the agency.
- You cannot see some parts of your file that are protected by confidentiality laws, such as information obtained from IRS.
- Information about you in the CSEA file is confidential. However, certain portions of your file become public record when a court is notified about your case.

Hearing Rights

If you disagree with any action, lack of action or delay by the CSEA, you can ask for a state hearing. For a full explanation of your hearing rights and the hearing process, please read the attached JFS 4059, Explanation of State Hearing Procedures.

OWF Participants

- As a condition of eligibility to receive OWF benefits, you give up the right to keep child and spousal support up to the amount of assistance you received.
- You must cooperate in establishing paternity for each child born, if you were not married to the father.
- You must assist the agency in getting support payments and any other payments.
- If you fail to cooperate without good cause (determined by your CSEA) you may be ineligible to receive OWF benefits.

While a family is receiving OWF, support collections are used to repay benefits. When a family leaves OWF, current support and family arrears are released to the family. Payments from the Internal Revenue Service (IRS) are applied to repay benefits before being applied to support payable to the household.

Medicaid Participants

While Medicaid benefits are received, cash medical support is paid to ODJFS to reimburse Medicaid benefits. If health insurance is available, that insurance will be used first for payment of medical bills. If you are eligible for medical assistance and are covered by a health insurance plan, it is your responsibility to notify the physician, hospital or other provider of medical services that you have medical insurance coverage and Medicaid coverage for the uninsured costs.

IV-E Foster Care Participants

If a child receives Title IV-E foster care benefits, the assignment includes current child support during the time the child is eligible for benefits and child support arrearages accruing before and during the time the child is eligible for benefits. Support that does not exceed foster care maintenance payments is distributed to reimburse Title IV-E benefits. When IV-E foster care maintenance benefits cease, the assignment of support right terminates, except for the amount of any unpaid support that accrued under the assignment.

The CSEA Can Assist You With The Following Available Services

1. **Location Of Absent Parent(s)**, including "Location Only Services" if the sole need is to find the absent parent.
2. **Establishment or Adjustment of Child Support and Medical Support**, if you are separated, have been deserted or need to establish paternity. The CSEA can help with a Review and Adjustment of your support order (if timely) and establish a medical support order.
3. **Enforcement of Existing Orders**, to help you get current support and back child support.
4. **Federal and State Income Tax Refund Offset**, by intercepting a payor's federal and state tax refunds.
5. **Withholding Of Various Types of Income**, to help you get payroll deductions for current and back support.
6. **Establishing Paternity**, by obtaining an order for paternity establishment, if you were not married to the father of the child. An absent parent may also request paternity services.

7. Collection and Disbursement of Payments, and send you a check for amount of payments received.
8. Interstate Collection of Support, can assist you if the payor is living in another state or in some foreign countries.

Review and Adjustment of Child Support Orders

Each party to the support order has a right to request a review for adjustment of the order thirty-six(36) months from the establishment of the order or from the date of the most recent review, or sooner, if certain circumstances are met. Contact the CSEA for further details.

Fees

- ♦ There is an application fee of one dollar for applicants not receiving OWF, Medicaid, or IV-E foster care benefits. The application fee may be absorbed by the CSEA.
- ♦ There is no charge to recipients of OWF, Medicaid, and IV-E foster care.

Child Support Overpayments

An overpayment is child support that you are not entitled to keep because:

- ♦ You have assigned (transferred) your rights to support to ODJFS.
- ♦ The payment was made to you instead of ODJFS.
- ♦ The payment was sent to you in error by ODJFS.

I understand that I am personally liable for returning any amounts paid to me in error, including amounts that must be returned because IRS or ODT accepts an amended tax return or complaint from the non-obligated spouse. I also understand, that in tax refund situations, I may be required to sign an affidavit attesting to the amount of support arrears.

Signature	Date
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