

# **Custodial Party Application for Child Support Services**



**Arkansas Office of  
Child Support Enforcement**

## **Application For Child Support Services**

This document contains important information about the Office of Child Support Enforcement (OCSE) policies and services.

For more information about OCSE please visit our web site: [www.childsupport.arkansas.gov](http://www.childsupport.arkansas.gov).

## **OCSE Will Provide The Following Services**

- Locate a noncustodial parent for the purpose of providing services
- Establish paternity for a child
- Establish an order for financial and medical support
- Enforce orders for financial and medical support
- Collect child support payments
- Modify your present child support order

## **You May Apply For Services If...**

You are the child's parent, legal guardian, or caretaker of a child under 18 years of age and who lives with you.

You may also apply to recover unpaid child support if the child is over the age of 18 but has not yet reached his or her 23<sup>rd</sup> birthday and an order for support was established when the child was a minor.

## **Application Fee Required**

**You do not have to complete this application if you or your child is currently receiving Medicaid, ARKids 1<sup>st</sup> A or B, or Transitional Employment Assistance (TEA).** You may need to fill out a different application or your

case may have been automatically referred to OCSE. For more information, call a local child support office listed in this booklet or call 501-682-8398.

If you are not a recipient of the public assistance services listed above, complete this application and include a \$25 application fee. Complete an additional application for each noncustodial parent.

## **The Cost Of Child Support Enforcement Services**

If you choose to receive child support enforcement services you will be charged fees for those services, unless you receive TEA cash benefits, Medicaid, or ARKids 1<sup>st</sup> A or B benefits for your child. The amounts charged help to partially defray the cost to the State of Arkansas and to the taxpayers of providing those services to you.

In addition to an application fee, a base fee is assessed for each month in which a child support payment is received in your case. The amount of the fee is 13% of the amount collected, but not more than \$18 per month. If no payment is received, you are not charged for that month. If legal action is required to establish or enforce the child support obligation in your case, a fee is charged to you for the services provided to you.

In addition to the base fee and any legal cost, the actual cost paid by OCSE for services such as paternity testing, IRS tax refund or administrative offset, court costs, filing fees, and transcripts of trials or depositions will also be charged to your case.

If the court orders the noncustodial parent to pay court costs and attorney fees, or for the cost of paternity testing, OCSE will take action to collect those costs and fees and reimburse

you for any amounts you have paid under your contract with OCSE.

Please see the OCSE Cost Recovery Schedule in this booklet for a detailed explanation and the amount of the fees and costs that may be charged to your case.

Fees and costs for services are withheld from any support collected on your behalf at a rate of 13% of the amount collected each month or the actual fees and costs due in your case, whichever is less. Any amount due over the amount actually withheld will continue to be subject to and collected at the maximum 13% rate.

If you have any questions regarding any fees or costs assessed, please contact the caseworker assigned to your case. He or she has the best information and should be able to fully answer your question.

## **OCSE Will Determine The Best Enforcement Methods Available**

Each case is different. We will carefully study your case to decide which enforcement methods will be most effective. Depending on the individual situation, we may take any or all of the following actions:

- Contact the noncustodial parent
- Withhold child support from wages
- Instruct an employer to enroll a child on a noncustodial parent's health insurance policy
- Withhold child support from unemployment and worker's compensation benefits
- Suspend a driver's, commercial driver's, recreational, occupational, business, or technical license
- Intercept a tax refund or lottery prize
- Report the debt to credit bureaus

- Garnish or freeze bank accounts or other assets
- Notify the employer of the obligated parent to enroll the child in the noncustodial parent's health plan
- Use other legal actions and collection remedies

**OCSE does not have the authority to provide assistance with custody or visitation problems.**

## **Medical Support**

Federal regulations require OCSE to establish and/or enforce medical support for children receiving child support services. OCSE must establish an order providing for the health care needs of the children. Either party may be ordered to provide insurance if it is available at a reasonable cost. If you currently have an insurance policy and wish to continue to be the party providing this coverage, please indicate your preference in the Medical Support section of the application. If neither party voluntarily obtains medical insurance, the decision will be made by the court.

## **Child Support Guidelines**

The Arkansas Supreme Court has established guidelines for setting support awards. The amount of support due will be based on the noncustodial parent's ability to pay according to these guidelines.

## **Modification**

You may request review of your court order once every three years. If the amount of support ordered is different than the amount that should be paid according to the guidelines and there has been at least a 20% or \$100 per month gross income change in the noncustodial

parent's gross income, OCSE will initiate action necessary to change the court order. A significant change in circumstances is required before OCSE will conduct a review more often than once every three years. Contact your caseworker for more information.

## Legal Representation

OCSE attorneys do not represent either party, but rather the State's interest in seeing that the children receive the support to which they are entitled. You are not required to hire a private attorney, but you may choose to do so. OCSE will work with your attorney, unless you instruct us to close your child support case. For us to effectively work your case, you or your attorney needs to contact us before taking any action that may affect your case. You or your attorney should give us copies of any documents or court orders that affect your child support case.

The noncustodial parent may also hire an attorney. Inform us immediately if you get letters or documents from the noncustodial parent or his or her attorney.

## We Will Keep Accurate Records Of Child Support Payments

After your case is open, the noncustodial parent or his or her employer must send all child support payments to the Arkansas Child Support Clearinghouse. Collections will be disbursed to you for the amount of the current support plus any past due support owed to you.

If you received TEA in the past, any child support due but not paid during the period in which you received TEA is owed to the State. Federal tax refunds intercepted will be applied first to any debt owed to the State as a result of past TEA or Foster Care payments made to

you or on behalf of your child. Payments from any other source will first be distributed to current support and past due obligations owed to you. Payments collected in excess of what is owed to you will be distributed to the debt owed to the State.

Some noncustodial parents owe support to more than one household. When these parents do not make a full monthly payment, each household receives an amount equal to its percentage share of the total owed.

While OCSE makes every effort to correctly post and apply payments to your case, situations may occur that can result in money being sent to you that you are not entitled to keep. If you receive money that you are not entitled to keep or the IRS takes back a tax refund paid on your case, you will be notified as soon as OCSE knows of the problem. If an overpayment occurs in your case, OCSE will outline repayment options for the return of the money in a way that is easiest for you and your particular situation. Those options may include returning the payment in full or permitting OCSE to recover the payment by withholding a portion of the child support payments received in your case until the money is paid back. **The child support services that you receive will not be affected by your choice regarding any requested repayment.** In all cases, Arkansas law requires OCSE to take all appropriate actions necessary to recover the money. If you fail to make arrangements to return the money that you are not entitled to keep, OCSE may take legal action against you.

## Arkansas State Claims Commission

The Arkansas State Claims Commission does not have any information concerning your child support case and can only address issues dealing with a payment that was actually received by

the Arkansas Child Support Clearinghouse and that you claim was mishandled in the way it was received, processed or sent out to you. The Arkansas State Claims Commission cannot address any other aspect of your child support case. If you believe a mistake, which has not been resolved by OCSE, has occurred dealing solely with the way the Arkansas Child Support Clearinghouse has received, handled, or sent to you a child support payment, you may file a claim for the amount you believe you have lost with the Arkansas State Claims Commission. You may request a form and instructions on how to file that form from the Arkansas State Claims Commission by calling (501) 682-1619 or by going to their website: [www.claimscommission.ar.gov](http://www.claimscommission.ar.gov).

## **We Protect Your Privacy**

Your privacy is protected by State and federal laws and regulations. OCSE will not give information about you to the noncustodial parent or other people without your permission or as otherwise required or permitted by law.

We may, as required by State or federal law, provide information about your case to other agencies, such as welfare agencies or child support agencies in other states.

Your Social Security number may be used to identify your case. When you sign the Application for Child Support Services, you give us permission to use your Social Security number as an identifier. The disclosure of your Social Security number is mandated by Public Law 104-193 in order that the Office of Child Support Enforcement may provide services related to the establishment of paternity and the establishment, modification, and enforcement of child support obligations.

## **Customer Service**

Should you have any questions or concerns regarding your case, please contact the local office assigned to your case. While you will have a caseworker assigned to you, other personnel in the local office will be able to assist you. Local office contact information is listed in this booklet.

As with any business, issues may come up which are difficult to resolve. If your local office is unable to answer your questions or concerns to your satisfaction, you may request an administrative review of your case. An office manager will conduct a review. You will be asked to submit your concern in writing. An Administrative Review Request form is available for your convenience in each office, as well as on the OCSE website. You may also request an administrative review in the form of a letter.

A supervisor will review your case thoroughly and provide a written response detailing his or her findings and any necessary action that will be taken to address your concerns. That written response will be mailed to you within 10 days of receipt of your request.

## **You May Close Your Child Support Enforcement Case**

If you want to close your enforcement case, send a written request to your local OCSE office. When we receive your request, we will close your case. **Your payments will continue to be processed through the Arkansas Child Support Clearinghouse.**

If you close your case and have received cash assistance in the past such as Transitional Employment Assistance (TEA) or Aid to Families with Dependent Children (AFDC)

for which the State has not been fully reimbursed, OCSE will continue to intercept federal income tax refunds of the noncustodial parent to repay the unreimbursed grant due to the State. This is the child support that was due but not paid during the time you received assistance.

If you owe fees and costs for the services provided to you, you will be responsible for the payments of that debt and will receive a separate letter advising you of the balance owed and the options available for paying the amount owed.

## **OCSE May Close Your Child Support Case**

OCSE may close your case if any of the following occur:

- You intentionally withhold important information
- You accept child support payments directly from the noncustodial parent
- You fail to cooperate in completing required forms or providing requested information
- You move and do not leave a forwarding address or phone number. We will mail a closure letter to your last known address. If you do not respond to the letter, we will close your case. You will be responsible for reimbursing OCSE for any unpaid fees or costs.

## **Automated Payment Information**

You may obtain payment information 24 hours a day, 7 days a week online at [www.childsupport.arkansas.gov](http://www.childsupport.arkansas.gov) or by calling 1-800-264-2445.

## **Receiving Your Child Support Payment**

Payments are normally sent by electronic means to a prepaid debit card issued to you or by direct deposit to a bank account. Once a child support order is entered, a prepaid debit card will be issued to you automatically and mailed to your address. This is a prepaid debit card, not a credit card. There is no bank account or credit check required. Your payments are loaded directly on the card, and you can use the card to make purchases or get cash, and transfer money from the prepaid card to another bank account.

If you prefer to receive payments by direct deposit, you may print a direct deposit request form from the OCSE website at [www.childsupport.arkansas.gov](http://www.childsupport.arkansas.gov) and go to Receiving Support/Electronic Payments. Or you may request a form from your local office.

If electronic payments of your child support poses a hardship, you may submit an exemption request to receive payments by paper checks. Contact your local office and they'll provide you with the required form.

## **Processing Your Request for Child Support Services**

Please sign the contract and complete the application fully and sign it. Unsigned and incomplete applications or contracts will be returned to you. The disclosure of your Social Security number is mandated by Public Law 104-193 in order that the Office of Child Support Enforcement may provide services related to the establishment of paternity and the establishment, modification, and enforcement of child support obligations.

Mail or bring the signed application and the signed Contract for Child Support Services

with a check or money order for the \$25 fee (no cash) to your local child support office. The original signed contract will be retained in your file; please retain a copy for your files.

Along with the application and contract for services, include certified copies of the original child support order, if there is one. If the original order has been modified (changed) one or more times, include certified copies of the modified orders.

If payments have been made to you through another state or through the Clerk of Court, include a certified copy of the child support pay records. You can get pay records from the Clerk of Court in the county and state where the order was filed or from the child support clearinghouse where you were receiving support. Include a statement, signed by you, listing all payments you received directly from the noncustodial parent or putative father.

If you ask OCSE to establish paternity for a child, please provide a copy of the child's birth certificate. If both parents signed an Acknowledgement of Paternity, provide that form. Copies of these forms are available at the Vital Records agency in the state where the child was born.

You do not have to complete the application and contract if you are currently receiving Transitional



Employment Assistance (TEA), Medicaid or ARKids 1<sup>st</sup> A or B. **If you receive TEA or Medicaid, contact your Department of Human Services (DHS) caseworker for a referral for free child support services. If you do not receive TEA or Medicaid, but the child for whom you are seeking services receives ARKids 1<sup>st</sup>, you must complete a different application, "Children Receiving ARKids 1<sup>st</sup>." Contact your local child support office or go to our website at [www.childsupport.arkansas.gov](http://www.childsupport.arkansas.gov) to obtain this application.**



## OCSE Cost Recovery Schedule

Fees, base cost, and other costs are charged to custodial parties who choose to apply for and receive child support services. The amount charged will be deducted from support paid in your case each month at a rate of 13% of any month's collections until the fees and costs are paid.

Fees or costs for services may be generated because the noncustodial parent failed to follow an agreement or court order. OCSE will request from the court that legal costs are added to the court order against the noncustodial parent. The OCSE cost schedule is as follows:

**Application Fee per noncustodial parent - \$25.00.** The application fee shall be a flat fee that will be paid by the applicant at the time the application for services is submitted. The application fee is nonrefundable and non-reimbursable.

**Base Cost – 13% of a total month's collection not to exceed a maximum cost of \$18.00.** Includes overhead costs and activities other than legal services. The base cost is charged for any month that OCSE receives a child support payment on your account.

### Legal Action

- **Initiation of Legal Action - \$80.00** - Assessed when a complaint, motion or petition with summons, order and citation, affidavit and arrest warrant or notice/order of hearing is prepared and forwarded to the clerk for processing in all cases (child support, paternity, interstate, criminal nonsupport, and contempt).
- **Out-of-Court Settlement - \$100.00.** Assessed when the initiated court action is resolved prior to court appearance in all cases.
- **In-Court Settlement - \$150.00.** Assessed when the initiated court action is resolved at the court appearance without trial.
- **Trial - \$250.00.** Assessed when the initiated court action is resolved by the court after a hearing is held.

### Other

- **Actual costs** will be assessed, based on actual costs incurred by the agency for monies expended for transcripts of trials or depositions, service of process fees, HLA chemical tests, DNA genetic tests, filing fees, and all other court costs. Also included are federal offset program fees, not to exceed \$25, if the offset is over \$100.
- **Financial Institution Levy Fee - \$35.00.** This fee will be charged for each levy which results in a monetary recovery from a participating financial institution or a levy against an insurance claim.
- **Insurance Claim Levy Fee - \$35.00** – This fee will be charged for each levy that results in a monetary recovery from an insurance claim.



## Arkansas Child Support Enforcement Offices

Local Office	Physical Address	Mailing Address	Phone	Counties Served
Batesville Extension Office	250 S. Broad Street Suite 201 Batesville, AR 72501	OCSE P. O. Box 3881 Batesville, AR 72503	870-698-2752 888-422-4780	Cleburne, Fulton, Independence, Izard, Stone
Benton Regional Office	318 Edison Avenue Suite 4 Benton, AR 72015	OCSE 318 Edison Ave., Ste. 4 Benton, AR 72015	501-860-6162 888-707-6273	Grant, Hot Spring, Saline
Berryville Extension Office	803 Champlain Street Berryville, AR 72616	OCSE P. O. Box 637 Berryville, AR 72616-0637	870-423-2979	Baxter, Boone, Carroll, Marion, Newton
Blytheville Extension Office	1102 Byrum Road Blytheville, AR 72315	OCSE P.O. Box 28 Blytheville, AR 72316-0028	870-763-5970	Mississippi
Camden Extension Office	151 Adams SE Camden, AR 71701	OCSE P.O. Box 580 Camden, AR 71701-0580	870-837-1838 800-300-6897	Calhoun, Cleveland, Dallas, Ouachita
Conway Extension Office	2455 Washington Ave, Ste 107 Conway, AR 72032	OCSE 2455 Washington Ave, Ste 107 Conway, AR 72032	501-329-1721 800-564-4111	Faulkner, Searcy Van Buren
El Dorado Regional Office	307 American Road Suite 140 El Dorado, AR 71730	OCSE P.O. Box 570 El Dorado, AR 71731	870-862-9785	Columbia Union
Fayetteville Regional Office	122 N. Bloomington Suite A Lowell, AR 72745	OCSE P.O. Box 769 Lowell, AR 72745	479-770-5443	Benton Madison Washington
Forrest City Regional Office	3945 N. Washington Forrest City, AR 72335	OCSE P.O. Box 1855 Forrest City, AR 72336-1855	870-633-7745 866-633-7745	Cross, Lee, Monroe, St. Francis, Woodruff
Hope Regional Office	811 N. Hervey Hope, AR 71801-1261	OCSE P.O. Box 1261 Hope, AR 71802-1261	870-777-8400 800-770-8401	Hempstead, Howard, Little River, Nevada, Pike
Hot Springs Extension Office	2228 Albert Pike, Suite H Hot Springs, AR 71913	OCSE 2228 Albert Pike, Ste H Hot Springs, AR 71913	501-321-1561	Clark Garland
Jonesboro Regional Office	2006 Latourette Drive Jonesboro, AR 72403	OCSE P.O. Box 16600 Jonesboro, AR 72403-6709	870-972-5510 888-390-5510	Craighead Greene Poinsett
Little Rock Regional Office	400 East Capitol Little Rock, AR 72202	OCSE P.O. Box 8057 Little Rock, AR 72203	501-371-5400	Pulaski Perry

<b>Local Office</b>	<b>Physical Address</b>	<b>Mailing Address</b>	<b>Phone</b>	<b>Counties Served</b>
Lonoke Extension Office	115 Jefferson Street Lonoke, AR 72086	OCSE P.O. Box 499 Lonoke, AR 72086-0499	501-676-2736	Lonoke
McGehee Extension Office	504 Hwy 65 North McGehee, AR 71654	OCSE 504 Hwy 65 N McGehee, AR 71654	870-222-4818 866-222-4525	Chicot Desha
Mena Extension Office	806 10 <sup>th</sup> Street Mena, AR 71953	OCSE 806 10 <sup>th</sup> St. Mena, AR 71953	479-394-6339 800-553-4752	Montgomery Polk Scott
Monticello Regional Office	428A West Gaines Monticello, AR 71655	OCSE 428A West Gaines Monticello, AR 71655	870-367-8763 800-358-3026	Ashley Bradley Drew
Pine Bluff Regional Office	2801 Olive Street Suite 6B Pine Bluff, AR 71611	OCSE P. O. Box 5809 Pine Bluff, AR 71611-5809	870-534-5271	Jefferson Lincoln
Pocahontas Extension Office	1905 Old County Rd Pocahontas, AR 72455	OCSE P.O. Box 427 Pocahontas, AR 72455	870-892-4911 877-744-7770	Clay, Jackson, Lawrence, Randolph, Sharp
Russellville Regional Office	800 East Main Street Suite A Russellville, AR 72801	OCSE 800 E Main St, Ste A Russellville, AR 72801	479-968-7051 800-342-5512	Conway, Johnson, Pope, Yell
Searcy Regional Office	2701 East Race Suite 2 Searcy, AR 72143	OCSE P.O. Box 590 Searcy, AR 72145-0590	501-268-6164 800-647-1677	Prairie White
Stuttgart Extension Office	211 South Leslie Street Stuttgart, AR 72160	OCSE P.O. Box 970 Stuttgart, AR 72160-0911	870-673-2721	Arkansas
Texarkana Extension Office	210 N. State Line Ave. Suite 400 Texarkana, AR 71854	OCSE 210 N. State Line Ave. Suite 400 Texarkana, AR 71854	870-772-3443 866-213-6643	Lafayette, Miller, Sevier
Van Buren Regional Office	3132 Alma Blvd. Van Buren, AR 72956	3132 Alma Blvd. Van Buren, AR 72956	479-471-8855 800-219-0134	Crawford, Franklin, Logan, Sebastian
West Helena Extension Office	648 North Sebastian W. Helena, AR 72390	OCSE P.O. Box 2502 W. Helena, AR 72390-0502	870-572-3545 800-304-4844	Phillips
West Memphis Extension Office	3821 N. Airport Road Marion, AR 72364	3821 N. Airport Road Marion, AR 72364	870-739-2555	Crittenden



# Office of Child Support Enforcement

Office Use Only	
Date Requested:	_____
Date Provided:	_____
Fee Paid: _____	Date Received: _____
Receipt #: _____	Case ID: _____

## Application for Child Support Services

Fill out the application completely. The more information we have, the better we are able to help you.

The disclosure of your Social Security number is mandated by Public Law 104-193 in order that the Office of Child Support Enforcement may provide services related to the establishment of paternity and the establishment, modification, and enforcement of child and/or medical support obligations.

Bring your completed contract and application together with a \$25 application fee to the local child support office nearest you or mail it to **OCSE, P.O. Box 8133, Little Rock, AR 72203.**

Be sure to attach:

- Certified copies of the original child support order, if there was one, and any modified (changed) orders
- Payment records from the clerk of court or another state child support agency
- The child's or children's birth certificates and an Acknowledgement of Paternity, if one was signed

<b>Information About The Children</b>
Please provide the following information for each child for whom you are seeking services.

Name (First, Middle, Last)	Sex	Date of Birth	Social Security Number	Place of Birth (County & State)	Paternity Acknowledgment Signed at Hospital?

<b>Information About You</b>			
Name			
Address			
City and Zip			
Mailing Address			
City and Zip			
Phone	Home ( )	Work ( )	Cell ( )
Email			
Social Security Number		Date of Birth	
Employer Name			
Address			
City and Zip			
Employer Phone Number			
Is health insurance available through your employer? Yes No (circle one)			
Are you the biological parent of the child or children for whom you are requesting services? Yes No If not, please explain your relationship to the child: _____			
Are you currently receiving SSI, SSA/SSD, VA Benefits, or Worker's Compensation? Yes No (circle one) If yes, please circle all that apply.			
Do you now receive, for yourself and /or the children listed above, TEA, Medicaid, or ARKids 1 <sup>st</sup> A or B? Yes No (circle one) If yes, please circle all that apply and provide the case number. TEA _____; Medicaid _____; ARKids 1 <sup>st</sup> A or B _____			
Have you ever in the past received cash public assistance for the children listed? Yes No (circle one) If yes, please provide the state or tribal name(s) and the timeframe during which assistance was received. State or tribe: _____ Years of assistance: from _____ to _____ State or tribe: _____ Years of assistance: from _____ to _____ State or tribe: _____ Years of assistance: from _____ to _____			
Do you have an attorney representing you on any matter related to the other parent? Yes No (circle one) If yes, please provide the following information about the attorney: Name: _____ Address: _____ Phone number: _____			
Are you or the children in your custody under an order of protection? Yes No (circle one) If yes, please provide a copy of the order.			
If you are the <b>parent</b> of the child or children for whom you are requesting services, please answer the following: Are you currently or have you ever been married? Yes No (circle one) If yes, please provide the following information: Name of current spouse: _____ Date of marriage: _____ Name of past spouse(s): _____ Date(s) of marriage: _____ Dates of divorce: _____			

### Information About The Noncustodial Parent

You may or may not know the following information about the noncustodial parent. Please provide information to the best of your ability.

Name			
Address			
City and Zip			
Mailing Address			
City and Zip			
Phone	Home ( )	Work ( )	Cell ( )
Email			
Social Security Number			Date of Birth
Employer Name			
Address			
City and Zip			
Physical description of the noncustodial parent: Eye Color _____ Hair Color _____ Height _____ Weight _____ Race _____ Marks (tattoos, scars, piercings, etc.)			
What are the names of the mother and father of the noncustodial parent (even if deceased)? Father's full name: _____ Mother's full name, including maiden name if known: _____			
Does the other parent currently receive SSI, SSA/SSD, VA Benefits, or Worker's Compensation or TEA? Yes No (circle one) If yes, please circle all that apply.			
Has the noncustodial parent ever been in the military? Yes No (circle one) If yes, what branch?		Has the noncustodial parent ever been in jail or prison? Yes No (circle one) If yes, where?	
Does the other parent own a car? Yes No (circle one)			
Year	Make/Model	License Number	State
If the noncustodial parent is currently unemployed, please provide the information for the last known employer to the best of your knowledge: Company name: _____ Address: _____ Phone: _____			
Is the noncustodial parent currently married? Yes No (circle one) If yes, list name of the current spouse: _____			
Is the noncustodial parent represented by an attorney? If yes, please provide the following information about the attorney: Name: _____ Address: _____ Phone: _____			

Please list any other information that you feel will help OCSE in working your case. For example: professional, business, or a commercial driver's license; other names he or she may use; or address where his or her parents reside.

### Medical Insurance Information

Does the child or children listed above currently have health insurance coverage? Yes No (circle one)

If yes, please provide the following information:

Name of Insurance Company: \_\_\_\_\_

Address, City and Zip: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Subscriber Number: \_\_\_\_\_

If the children have health insurance coverage, what is the relationship to the children of the person who is providing the coverage? \_\_\_\_\_

I prefer to have the responsibility to provide medical insurance for the child or children listed above.  
Yes No (circle one)

### Your Legal Status With The Noncustodial Parent

(circle one)

- Married      Date married: \_\_\_\_\_
- Separated      Date separated: \_\_\_\_\_
- Divorced      Date divorced: \_\_\_\_\_ Courthouse where divorce filed: \_\_\_\_\_
- Never married
- Relative      How are you related? \_\_\_\_\_
- I'm not related to the other parent

Is the noncustodial parent ordered by a court to pay child support? Yes No (circle one)

If Yes, which court (location)? \_\_\_\_\_ What was the court date? \_\_\_\_\_

What is the court-ordered dollar amount? \_\_\_\_\_ Weekly, monthly, bi-weekly (circle one)

Amount of back support owed: \_\_\_\_\_ as of \_\_\_\_\_ (date)

Date and amount of last payment: \_\_\_\_\_

### How did you learn about our services? (Circle all that apply)

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Radio</li><li>• Television</li><li>• Newspaper advertisement</li><li>• Brochure</li><li>• Educational presentation</li></ul> | <ul style="list-style-type: none"><li>• Expos and fairs</li><li>• Another state agency</li><li>• Referred by someone</li><li>• I am re-opening my case</li><li>• Other - please explain _____</li></ul> |
|--|---|

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

## Contract for Child Support Services

The applicant hereby and herein:

1. Authorizes the agency to assign legal counsel of its choice to act on behalf of the agency and applicant's assigned interest, and be the attorney of record for the agency to establish paternity and/or a monthly support obligation, and to enforce payment of such obligation. The attorney does not represent the applicant. There is no attorney/client relationship created between the applicant and the attorney.

2. Understands that the OCSE attorney represents the State's interest in having children adequately supported and in collecting overdue support. The applicant retains the right to employ separate private counsel.

3. Agrees that the agency shall have the right to collect from the noncustodial parent both current and past due support payments in the amount provided by the support order.

4. Agrees that the agency, rather than the Applicant, shall have any and all rights, title and interest in any and all property belonging to the noncustodial parent against which a claim may be placed for the collection of child/spousal support.

5. Agrees to forward to OCSE any and all support payments which he or she receives directly from the noncustodial parent after the date of acceptance of this application and contract.

6. Agrees to notify OCSE of any changes in the applicant's address.

7. Agrees to notify OCSE of any court action which may change or affect the support order.

8. Agrees that the agency retains all rights to enforce and collect child support arrearages and child support judgments in an amount equal to any unreimbursed Transitional Employment Assistance (TEA) grant which the applicant received prior to this contract regardless of the termination of this contract.

9. Agrees to pay all costs and fees charged for child support enforcement services pursuant to the Cost Schedule. A copy of the Cost Schedule for Services was provided to the Applicant with this contract for services and is incorporated herein by reference. Applicant understands costs and fees will be deducted from support collected at a rate not to exceed 13% of the total amount collected or the actual fees and costs due, whichever is less. Applicant understands that in interstate cases the responding state may charge additional costs.

10. Understands the agency will disburse support payments electronically to a prepaid debit card unless the Applicant requests payment to be made by direct deposit or is granted an exemption.

11. Acknowledges that if situations occur where money is received to which the Applicant is not entitled, the money must be returned voluntarily to OCSE, or, as required by Arkansas law, OCSE will take the appropriate actions necessary to recover that money. Any decision made regarding the method of recovery of the money will not preclude or affect child support services being provided to you by OCSE.

The agency herein:

1. Agrees to provide assistance in establishing a support obligation and paternity if needed, and/or collecting support on behalf of the applicant's minor children in such amount as is, or may be, provided for by a support order.

2. Agrees to assign legal counsel for establishment, collection and enforcement of child



support (including paternity establishment), and medical insurance premiums. The agency undertakes no representation of the applicant on custody, visitation or any other legal issues. Applicant retains the right to employ separate private counsel to represent applicant on any and all issues.

3. Agrees that the applicant retains the right to hire private counsel to represent his or her interests in any issue.

4. Agrees to exercise reasonable effort to establish an obligation and to make collections of child support on behalf of the applicant's children and spousal support on behalf of applicant, if included in an existing child support order.

5. Agrees to post and disburse, within two business days of being received and identified, amounts collected on behalf of the applicant less the deduction for costs as specified herein. EXCEPTION: A disbursement of collections made through offset of tax refunds will be made in the month following the month in which the collection is received. Federal tax refunds may be delayed up to six months if the refund was based on a joint return.

The State will exercise its right to collect support arrearages accrued during any period of time the applicant received TEA until the debt to the State is satisfied regardless of the cancellation or termination of this contract.

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Signature of Applicant for Services

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Date



## NOTES

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