

CSBG CUSTOMER CHILD SUPPORT INFORMATION SHEET



CHILD SUPPORT SERVICES DIVISION (CSSD) PROCESS AND CLIENT RESPONSIBILITIES

The Child Support Services Division of the Office of the DC Attorney General helps to locate absent parents, establish parentage, obtain support orders and collect support.

CSSD helps you if you receive a public assistance check (welfare/TANF) to care for a child under 21 and the CSSD is required by law to help you get your child support if:

- ❖ You get a TANF check
- ❖ Your child is in Foster Care
- ❖ You have a Medicaid card

CSSD Processes

- Cases scheduled on a first come first served basis
- Most cases go before a court hearing commissioner
- An attorney will prosecute your case on behalf of the CSSD at all hearings
- CSSD will use all appropriate remedies to enforce Superior Court Family Division Orders, including Wage Withholdings and interception of State/Federal tax refunds and Unemployment Compensation benefits
- All child support payments must be made through the DC Child Support Clearinghouse
- CSSD will attempt to collect any arrears owed to the State

Customer Responsibilities

- You must appear at all hearings when your participation is requested. Your attendance at out-of-state hearings/conference is at your discretion
- You must inform CSSD of ANY change of address within five (5) days in writing
- You must cooperate with CSSD in resolving your case and pay all fees when due
- You must inform CSS, in writing, if you hire a private attorney to represent you.
- Customer information needed when filing for child support:
 - Three certified copies of each out-of-state order; one certified copy of each D.C. order; Copies of Divorce Decree, Separation Agreements, etc.
 - A one-time \$5.00 non-refundable application fee. (Money Orders and checks ONLY)
 - Signed application
 - Notify the Child Support Services Division (CSSD) if a private attorney is involved in your case for actions other than child support matters
 - Mail materials to the following office at the following address:
 - Office of Attorney General
Child Support Services Division
441-4th Street, NW, suite 550 North
5th Floor
Washington, DC 20001
- Child support guideline calculator
 - Assist in determining the ability of each parent to pay and the needs of the child (ren)
 - The child support calculator is based on the DC Child Support Guideline
 - web site: (<http://csgc.oag.dc.gov/application/main/intro.aspx>)

I hereby acknowledge receiving information on child support and referrals services. _____
(Initials)

Customer Signature: _____ Date: _____

Staff Signature: _____ Date: _____