CHILD SUPPORT SERVICES CHILD SUPPORT SERVICES APPLICATION

Please check the service you want -	
Establishment of Paternity	Modification of Court Order
CUSTODIAL PARENT'S FULL NAME (first, middle,	last)
YOUR FULL NAME (first, middle, last)	
YOUR Social Security Number	Date of Birth (month, day, year)
By signing this form, I confirm that I h agree to the terms and limitations stated	ave had an opportunity to ask questions, and I

Please be advised that once the requested service has been completed, your child support case will be closed.

Date: _____ Signed: _____

CHILD SUPPORT SERVICES CHILD SUPPORT SERVICES QUESTIONNAIRE Non-Custodial Parent Application INSTRUCTIONS: Complete all questions in Section I

1.	NonCustodial Parent Full Name:		_SSN:
	Any former names you have used (including m Any alternate SSNs you have used:		
2.	Driver's License Number:		State:
3.	Sex: Male Female		
4.	Your Date of Birth: Your Place of Birth: City:	State or Country	/:
5.	Your Mailing Address:		
	Street City	State Zip	,
6.	Telephone number: Home: ()	Work: () C	ell: ()
7.	Email address:		
8.	Name of emergency contact:	Telephone	e number: ()
9.	Race: American Indian/Alaskan Native Black/African American Hispanic Pacific Islander Asian White/Caucasian Other		
10.	Your physical description:		
	Height: Weight: Eye C Tattoos, scars and other physical traits:		
11.	Your Mother's maiden name:		
12.	Full name of your Father:		
13.	Where are you currently working? Employer address:		
	Street	City	State Zip Code
	Telephone Number:		
14.	Are you on Active Duty in the Military? Yee If yes, Branch of Service:Rat Duty Station/Unit:		f Service:

15. Are you in the National Guard or Reserves? 🗌 Yes 🗌 No	
If yes, Branch of Service: Rank:	Date of Service:
16. Do you have an attorney? Yes No Name and address of attorney:	
17. Do you belong to a Labor Union or Professional Group? Name:	
 18. Do you attend a college, university or vocational school? If yes, Name: State: 	
 19. Do you have any other type of income? () Yes () No If yes, please check the appropriate resources: 	
 Social Security / SSI or SSDI Self Employment Source (Name/Address) Veteran's Benefits/Military Retirement 	Amount: \$
Worker's Compensation	Amount: ¢
 Insurance Source (Name/Address): Housing or Travel Allowance Source (Name/Address): 	
Trust Income Source (Name/Address):	
Rental Income Source (Name/Address):	
Other Income Source (Name/Address):	
 20. Does the child/ren receive disability payments from the Social disability? Yes No If yes, the amount received: Date c 21. Do you have any other natural or adopted children? Yes If yes, give child's or children's full names and ages: 	hild started receiving benefits:
Do any of the children listed above live with you? Yes If yes, list the child's full name and age:	No
22. Are you ordered to pay child support for any other children? If yes, list full names, ages, amount and state where ordered:	
 23. Do any of the children listed have special medical needs? If yes, explain: 	Yes No
24. Have you and/or the children received Public Assistance (cas ☐ Yes ☐ No Have you received Public Assistance (cash or TANF) in anot	ther state? 🗌 Yes 🗌 No
If yes, list all state(s)	and Date(s)

Children's Information:

Child's Full NameFirstMiddle	Last	Sex M/F	SSN	Birthdate Mo/Day/Yr	Custod First	lial Parent Na Middle	ame(s) Last
Child's Birthplace	City	State		Name of Fat	her listed	on birth cert	ificate

Child's Full Name		Sex	SSN	Birthdate	Custodi	al Parent Na	me(s)
First Middle	Last	M/F		Mo/Day/Yr	First	Middle	Last
Child's Birthplace	City	State	•	Name of Fath	er listed o	on birth certi	ificate

Child's Full Name First Middle		Sex M/F	SSN	Birthdate <i>Mo/Day/Yr</i>	Custod First	ial Parent Na <i>Middle</i>	ame(s) Last
Child's Birthplace	e City	State		Name of Fath	er listed	on birth certi	ificate

Child's Full Name			SSN	Birthdate Custodial Parent Name			me(s)
First Middle	Last	M/F		Mo/Day/Yr	First	Middle	Last
Child's Birthplace	City	State		Name of Fath	er listed	on birth certi	ficate
	-						

- 26. Is there a child support or medical order(s) for the child/ren? Yes No For which child/ren?
- 27. Are you the individual ordered to provide child support or medical support: If No, who is ordered to provide support: ______

Court Case Number	 County
State	

If unable to provide a court case number, please provide county, state and date of court order (Month/Year):

28. Have you or the custodial parent taken legal action modify support or establish paternity?

\Box Yes \Box No If ye	s, type of action:	
Who filed the action?		

Result of the action?

If there is a child support order, attach a copy of the order to this form. Attach Birth Certificates for <u>all</u> children <u>not</u> born in Kansas.

(Please provide a copy of the official birth certificate and not the certificate received from the hospital.)

Please continue to the next page.

<u>CHILD SUPPORT SERVICES</u> CHILD SUPPORT QUESTIONNAIRE

Custodial Parent (CP) Information

1. Custodial Parent's Name: _			Sex: 🗌 Male 🗌	Female
	First	Middle	Last	
Custodial Parent's other name	mes (Alias, Maider	, Nicknames, etc.): _		
2. SSN:	Date of Birth:	Aj	oproximate Age:	
		Month Day Year		
Has the Custodial Parent ev	ver used a different s	SSN? 🗌 Yes 🗌 No	D Unknown	
If yes, what is that number?	?			
3. CP's Place of Birth: City: _		State or G	Country:	Unknown
4. Current address:				
OR Str	eet	City	State	Zip Code
Last known mailing add	ress: Street	City	State	Zip Code
Date of address:		City	Sittle	Lip Coue
Physical Address: (If different		ess)		
ja na	8			Zip Code
Telephone Number: Home: ()	Work: ()	Cell: ()	
Email address:				
 5. What is the Custodial Parer American Indian/Alask Black/African America Hispanic Pacific Islander Asian White/Caucasian Other 6. Physical description of Cus Height: Weight Tattoos, scars and other phy 7. Give the full Maiden Name 8. Give the full Name of the C 9. Where does the Custodial F 	an Native n todial Parent: : Eye Co vsical traits: of the Custodial Pa Custodial Parent's Fa	rent's Mother:		
Employer address:				
Stree	-	City	State	Zip Code
Telephone Number:		Type of Busines	55:	
10. Where is the last place you Employer Name: Address:				
Str	eet	City	State	Zip Code
relephone Nulliber.			loyment:	

	y in the Military? 🔄 Yes 🔄 No
If yes, Branch of Service:	Rank: Years of Service:
Duty Station/Unit:	
	l Guard or Reserves? Yes No Unknown Previously Rank: Date of Service:
13. Does the Custodial Parent have an atto Name and address of attorney:	orney? Yes No Unknown
	ankruptcy? Yes No Unknown Year: Case Number: State:
15. Does the Custodial Parent have a drive If yes, in what state:	er's license? Yes No Unknown
	ed to a Labor Union or Professional Group? ne:
17. Has the Custodial Parent ever been arr	rested, put on probation, sent to prison or paroled?
	s, Date: Charge:
Court (City/County/State):	Prison/Jail (City//County/State):
Name of Probation or Parole Officer: _	
	d a college, university or vocational school? Yes No Unknown State:Date:
19. Does the Custodial Parent have any ot If yes, please check the appropriate res	ther type of income? Yes No Unknown sources:
Social Security / SSI or SSDI	
Social Security / SSI or SSDI	Address) Amount: \$
	Address) Amount: \$
Self Employment Source (Name/A	Address) Amount: \$
Self Employment Source (Name/A	Address) Amount: \$
 Self Employment Source (Name/A Veteran's Benefits Military Retirement Worker's Compensation Insurance Source (Name/Address)): Amount: \$
 Self Employment Source (Name/A Veteran's Benefits Military Retirement Worker's Compensation Insurance Source (Name/Address) 	
 Self Employment Source (Name/A Veteran's Benefits Military Retirement Worker's Compensation Insurance Source (Name/Address) Housing or Travel Allowance Source): Amount: \$
 Self Employment Source (Name/A) Veteran's Benefits Military Retirement Worker's Compensation Insurance Source (Name/Address) Housing or Travel Allowance Source Trust Income Source (Name/Address)): Amount: \$ urce (Name/Address): Amount: \$
 Self Employment Source (Name/A Veteran's Benefits Military Retirement Worker's Compensation Insurance Source (Name/Address) Housing or Travel Allowance Source Trust Income Source (Name/Address) Rental Income Source (Name/Address)): Amount: \$ urce (Name/Address): Amount: \$ ress): Amount: \$
 Self Employment Source (Name/A Veteran's Benefits Military Retirement Worker's Compensation Insurance Source (Name/Address) Housing or Travel Allowance Source Trust Income Source (Name/Address) Rental Income Source (Name/Address) Other Income Source (Name/Address)): Amount: \$ prece (Name/Address): Amount: \$ press): Amount: \$ dress): Amount: \$
 Self Employment Source (Name/A Veteran's Benefits Military Retirement Worker's Compensation Insurance Source (Name/Address) Housing or Travel Allowance Source Trust Income Source (Name/Address) Rental Income Source (Name/Address) Other Income Source (Name/Address) 20. If the Custodial Parent receives disabilit receive Social Security benefits from the Compensation): Amount: \$ urce (Name/Address): Amount: \$ ress): Amount: \$ tress): Amount: \$ ress): Amount: \$ ultiy payments from the Social Security Administration, does the child

If yes, list and describe as best you can including tag numbers and location. Use back of form if additional space needed:

22. Does the Custodial Parent have any other natural or adopted children? 🗌 Yes 🗌 No 🔲	Unknown
If yes, give child's or children's full names and ages and name of mother (if known):	

23.	Do any of the children listed in #22 live with the Custodial Parent? Yes No Unknown fyes, list the child's full name and age:	_				
24.	24. Is the Custodial Parent ordered to pay child support for any other children? Yes No Unknown If yes, list full names, ages, amount and state where ordered:					
25.	5. List friends and family members that the Custodial Parent is most likely to keep in touch:					
	Name Address Telephone Number Relationship	-				
26.	Ias the Custodial Parent ever received Public Assistance? 🗌 Yes 🗌 No 🗌 Unknown					
	f yes, Date: City: County: State:	_				
27.	n an emergency, how do you get in touch with the Custodial Parent?					
28.	Who is providing medical insurance for the child/children?	_				
	What is his or her relationship to the child?					
	Type of Medical Coverage: Private Insurance Tri-Care (military insurance) Medicaid Healthwave					
	Name of Insurance Company:					
	Address of Insurance Company:					
	Phone Number of Insurance Company:	_				
	Policy Number: Group Number:	_				
	Coverage Start Date:Cost per Month: \$Single: \$Family: \$	_				
	List Persons Covered on Policy:	_				
	Sypes of Coverage: Medical Hospital Drug Vision Dental					
	Employer Name Insurance is through:	_				
	Employer Address: Employer Telephone Number:	_				
29.	Do any of the children listed have special medical needs? Yes No					
	f yes, explain:					

	PATERNITY INFOR Complete this page for each child need		ed
30.	Have you, the mother and the child ever had paternity tes If yes, when: Where were the tests of	lone?	
	Month Day year	City	State
	Results of the tests:Ple	ase attach a copy of the geneti	c test results
31.	Are you requesting genetic testing be done? Yes	No	
32.	What was the date the doctor said the child was due?		
	What was the weight of the child when he/she was born?		
33.	Why do you think you are the father?		
34.	Have you ever admitted that you are the father of the chil		
0.11	If yes, Verbal or Written		
	When? Where?		
	Month Day Year Cit		State
35.	Have you ever lived in the same home with the child?] Yes 🗌 No	
	If yes, when? Where? Where		
	Month Day Year C	City State	
36.	Were you and the mother of this child ever married?	Yes 🗌 No	
	Month Day Year		
	If yes, are you still married? 🗌 Yes 🗌 No		
	If no, when and how did marriage end?		nt
37.	Was the mother of this child ever married to anyone else	? 🗌 Yes 🗌 No	
	If yes, date of marriage	Divorce Annulm	ent

CHILD SUPPORT SERVICES

Legal Rights and Duties

Instructions: Read this section and sign on the last page. If you have questions, please contact CSS at 1-888-757-2445.

The following are important things you need to know about the CSS Program and your Legal Rights and Duties.

No Attorney - Client Relationship:

- 1. The attorneys who work for the CSS Program work only for the Secretary of DCF.
- 2. Even if you benefit from their work, they **DO NOT** represent you.
- 3. They **CANNOT** give you legal advice.
- 4. They **CANNOT** do any legal work on your case that goes beyond the services provided by CSS.
- 5. The role of the CSS Attorney in child support cases is to act in the public interest to make sure parents, not the State, are the ones that support their children.
- 6. Any legal action that is taken is at the discretion of the CSS Attorney.
- 7. If the other parent raises issues that are beyond the scope of CSS, *including Visitation or Custody*, you will need to talk with a lawyer of your own choosing to protect your rights or for personal or legal advice. If you do not have a lawyer and you want one, you may call the Kansas Bar Association Lawyer Referral Service at 1-800-928-3111. A Kansas Legal Services Office may also be able to help you.

Use of Information:

- 1. Federal and state laws require CSS to protect private information you give CSS. Those laws also require CSS to use and share it. If you are afraid that our use of confidential information will cause harm to you or your child, talk with your CSS worker immediately.
- 2. Information you give the CSS Program or a CSS Attorney could be used if DCF needs to take action against you. For example, CSS may have to use information you give to enforce a child support order against you if a child leaves your home or if you keep child support that belongs to DCF.
- 3. When CSS has confidential information about the Custodial Parent, state or federal law may keep CSS from sharing that information with you.

Customer's Responsibilities:

As a participant in the CSS Program, I am responsible for:

- 1. Keeping CSS up to date with correct information about myself and the Custodial Parent, including new addresses and phone numbers, as well as, providing any other requested information or attesting to the lack of information under Penalty of Perjury.
- 2. Telling CSS immediately if a private attorney has been obtained for any domestic action including child custody and child support issues.
- 3. Telling CSS in writing if I want my case closed.
- 4. Assisting in identifying and locating the Custodial Parent's address and employment.
- 5. Attending as a witness when needed at any court or administrative procedure.
- **6.** Cooperating with the CSS Program and its staff.

CSS Program Responsibilities:

It is only fair for you to know the limitations of the CSS Program:

- 1. We cannot promise results.
- 2. While your CSS case is open, CSS staff will determine the appropriate procedures for your case and what priority it can have compared with other cases.
- 3. If your support is paid through a Court Trustee's Office, closing your CSS case does not close the Court Trustee case.
- 4. Although we would like to be able to, we can't call or write you regularly about your case. We will contact you when anything important happens or if more information is needed. You may contact the Child Support Call Center at 1-888-757-2445 (TTY 1-888-688-1666) at any time for a case update.

I have read the notices contained in this Section of this form. My signature below authorizes the CSS office to get certified copies of my child's birth certificate if the certificate is needed in the administration of the CSS Program.

I understand that each person who receives assistance must provide or apply for a Social Security number. I authorize the use of these Social Security numbers for such purposes as identification, program reviews, or audits and computer matching with other agencies and institutions, both public and private.

<u>Please be advised that once the requested service is completed, your child</u> <u>support case will be closed.</u>

I declare under penalty of perjury under the laws of the State of Kansas that the answers I have given in this questionnaire are true and correct.

Date: _____ Signed: _____

Please sign this form and return it to your local CSS office or submit via email to <u>cssapplications@dcf.ks.gov</u>.



IN THE DISTRICT COURT OF _____ COUNTY, KANSAS

VS.

Case No.

SHORT FORM DOMESTIC RELATIONS AFFIDAVIT OF _____ (name)

To be used ONLY with post-judgment Motions to Establish or Modify Child Support.

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1. Your Name:				
_	First	Middle	Last	
Residence:				
	Address	City	ST	Zip
Year of Birth:	Last Four Digits of S	SSN: XXX-XX	Phone	

2. Name(s), last four digits of SSN(s), year of birth, and age(s) of minor children of this marriage/relationship:

Name	SSN	Year of Birth	Age
	XXX-XX-	XX-XX	
	XXX-XX	XX-XX-	
	XXX-XX	XX-XX	
	XXX-XX	XX-XX	

3. Name(s), last four digits of SSN(s), and year of birth of minor children of other marriage/relationship(s) and facts as to custody and support payments paid or received, if any.

Nar	ne	Name of Custodia	n SSN XXX-XX XXX-XX XXX-XX XXX-XX	YOB XX-XX XX-XX XX-XX XX-XX	Support \$\$ \$\$ \$\$	Pd/Rec
4. You are employed by:		by: Name: Address: City, ST, Zip:				-
5.	Monthly income:					
	A. Wage	Earner, Gross Income	\$			
B. Self-Employed, Gross Income Reasonable Business Expense		Employed, Gross Income	\$			
		\$				
KS.	JC 7/2012	_				

		Self-Employme	nt Tax	\$	
6	Work Related	d Child Care Exp	enses.		
0.	A.	Weekly Cost Du \$	uring Summer	Name an	d Address of Provider
	B.	Weekly Cost Du \$	uring School Year		d Address of Provider
7.	□ Father □ A.		s Health Insurance fo ess of Health Insuran	r child(ren).	
	B.	Monthly cost of Monthly cost of Monthly cost of	ed on plan: `health insurance: \$ `dental insurance: \$ `vision insurance: \$ `drug prescription ins adding child(ren) to	surance: \$	
8.	\Box Father an	d Mother alterna e taxes: □ Singl	child(ren) for income te claiming child(ren e □ Head of Hous ed Filing Separately) for income ehold \Box N	
9.	□ Lon □ Pare	•	iting Time Adjustmen Istment	nt c	 ort requested adjustments must be attached): Special Needs Income Tax Adjustment Overall Financial Condition
re	emoved from □ Curre □ W-2 □ Writt	the documents p ent Pay Stub en Proof of Insur	prior to filing with t	he court. Last Writt Other	
	declare unde nd complete.	r penalty of perj	jury under the laws	of the state (of Kansas that the foregoing is true, correct
	Execute	ed on the	_day of		, 20

Name (Print):_____

	IN THE DISTRICT COURT OF	COUNTY, KANSAS
)	
VS.))	Case No
))	

NUTLIE DIGEDICE COUDE OF

(COUNTY OF ______)

VOLUNTARY ENTRY OF GENERAL APPEARANCE

COLDITELY IN ANG A G

COMES NOW the biological and noncustodial pare	nt,, o	f the
below minor children:		
Name	Year of birth	
And hereby waive service of process and voluntarily enters	appearance for myself. I waive out	r statutory
time to plead and further waive notice of trial and consent to	the case being heard at any time.	I further
acknowledge that I am not now, nor have I been within the l	ast sixty (60) days preceding the si	gning of
this Entry of Appearance, a member of the United States Art	med Forces.	
Noncustodi	al parent	
STATE OF KANSAS)) SS:	a parone	

KNOW ALL PERSONS that on the _____ day of _____, ____, before me, a Notary of Public in and for the County and State aforesaid, appeared ______ who is personally known to me to be the same person who executed the foregoing Voluntary Entry Of General Appearance and that such person acknowledged the foregoing signature as his/her own.

NOTARY PUBLIC
My term expires: _____