



Child Support Services



Parent Handbook

*Information for Parents
Who Owe Support*



Table of Contents

What is Kansas Child Support Services? 1

Locate Parents 2

Establish Parentage 2

Acknowledgment of Paternity 3

Genetic/DNA Testing 3

Establish Support Orders 3

Modify Existing Support Orders 4

Collect and Distribute Payments 4

Kansas Payment Center 5

Enforcement of Support Orders 6

Enforcement Actions 6

Incentives to Reducing State-Owed Arrears 7

Frequently Asked Questions 8

Communication with CSS 8

Custody and Parental Rights 8

Employment 9

Enforcement of Non-Payment 9

Incarcerated Parents 10

Additional Resources 12

What is Kansas Child Support Services?

Kansas Child Support Services (CSS) is dedicated to improving the lives of families throughout Kansas by ensuring consistent and stable financial support for Kansas children at no cost, regardless of income. Our mission is to empower families – offering the guidance and resources needed for a child’s future.


CSS offers many services, including:

- ✦ locating parents, I
- ✦ establishing parentage,
- ✦ setting up child support orders,
- ✦ modifying existing orders, and
- ✦ collecting and distributing payments.


Parents and caregivers can enroll for CSS to request the establishment of parentage or to seek a modification of a child support order. You may also be contacted by CSS if you are identified as a parent or potential parent by another party. If you receive paperwork from CSS, it is important to pay close attention. Ignoring this information can lead to misunderstandings or missed opportunities. It may also result in a court order being established without your input.

We are here to answer any questions regarding your child support case. Contact CSS for updates on your case and learn how you can provide ongoing support for your child.

Kansas Child Support Services

 (888) 757-2445

 DCF.CSSCustomer@ks.gov

 ChildSupport.dcf.ks.gov



Our No-Cost Services

Locate Parents

Before a child support order can be established, both parents of the child must be located. CSS can assist in locating parents living in or outside of Kansas.

Establish Parentage

Legal responsibility for minor children must be determined if it has not already been completed. If a child's parents were not married at the time the child was born, it may be necessary to establish parentage through genetic testing or a court order.

Once parentage is legally established, a child gains many rights and privileges, including the right to child support. Other rights may include rights to inheritance, rights to the parent's medical and life insurance benefits, and to Social Security and Veteran's benefits.

Staying involved is always in your best interest.



Establish Parentage, continued

Acknowledgment of Paternity

Unmarried parents have the option of signing a form called an *Acknowledgement of Paternity*. This is a legal document that is typically signed in the hospital after the child's birth. In Kansas, you are legally presumed to be the parent if you signed an *Acknowledgment of Paternity* for the child. If an individual signed this form and now has reason to believe they are not the biological parent, legal action must be taken to remove that person as the parent. CSS suggests seeking the advice of an attorney in this scenario.

Genetic/DNA Testing

If there is a question about paternity and an *Acknowledgment of Paternity* form was not signed, the court may order genetic or DNA testing. CSS will assist in scheduling the mother, child, and possible father(s) for testing at no cost. DNA is collected from the inside of the mouth, and the samples are sent to a laboratory for comparison. Once all parties have been tested, it typically takes six to eight weeks to receive the results.

The State of Kansas covers the cost of initial genetic testing. If one party disputes the test results, that party would then be responsible for the cost of any additional testing.

Establish Support Orders

Once legal responsibility for the minor child is determined, an order for child and medical support may be pursued. CSS completes an assessment of the case, compiles necessary documents, and schedules a hearing.

CSS uses the Kansas Child Support Guidelines established by the Kansas Supreme Court to consider the circumstances of those who pay and those who receive payment to calculate a fair amount for child support. A judge will review the information and order a monthly amount to be paid.

The Kansas Supreme Court Child Support Guidelines may be found at <https://kscourts.gov/About-the-Courts/Programs/Child-Support-Guidelines>.

Modify Existing Support Orders

As life changes, so should the child support order. Every three years, parties can request CSS review their case for modification. Child support orders may also be reviewed due to a change in circumstances, such as the age of child or out-of-pocket health insurance cost. There is no guarantee that child support amounts will be increased or reduced, and it may take several months for the modification process to be completed.

A modification packet can be requested by contacting CSS.

Collect and Distribute Payments

Once the court order has been established, CSS monitors the order to ensure payments are made regularly and in the correct amount.

The primary method of paying child support orders is through an Income Withholding Order (IWO). An IWO is sent to the employer of the parent ordered to pay support, and an automatic payroll deduction for child support is set up.

If a parent ordered to pay support is unemployed or self-employed, Kansas Child Support Services provides other tools to collect child support payments.

Voluntary child support payments should be made and submitted through our payment processing center, the Kansas Payment Center.

Kansas Payment Center

All support payments must be submitted through the Kansas Payment Center (KPC) and are sent to the recipient. Parents paying support are required to send all support payments to the KPC to ensure that they are recorded in the official payment record. **A child support payment will not be credited until it has been received by the KPC.**

KPC has many options and services for parents to pay child support. Voluntary payments can be made on the KPC website with a debit or credit card, direct bank transfer, or digital wallet (ApplePay, GooglePay, or Venmo) through KPCPay. If none of these options work for you, you may pay by mail. Always provide your court order and case numbers to ensure your payments are processed correctly. **Do not send cash!**

Pay Child Support Your Way

Choose to pay using any of these options:

- Credit/Debit Card
- E-check
- Pay by Mail:
P Box 758599 Topeka,
KS 66675
- PayPal
- PayNearMe
- Moneygram
- GooglePay
- ApplePay
- Venmo

**Cash payments are not accepted.*



1-877-572-5722
kspaycenter.com

Enforcement of Support Orders

Under federal and state law, parents have a legal duty to provide financial and medical support for their children. Once a child support order is in place, child support continues to be owed until it is paid in full.

Enforcement Actions

An order for child support does not guarantee that child support will be paid each month; therefore, CSS continuously monitors and reports non-paying individuals for administrative actions. Kansas CSS has the resources below to help children receive the support they need.

- ✦ Restriction of Driver's License
- ✦ Restriction of Professional Licenses
- ✦ Restriction of Licenses through Kansas Department of Wildlife & Parks
- ✦ Passport Denial
- ✦ Consumer Credit Bureau Reporting
- ✦ Collection of Federal and Kansas Tax Refunds
- ✦ Collection of Unemployment Insurance Benefits
- ✦ Attaching Personal Injury and Worker's Compensation Claims
- ✦ Property Liens
- ✦ Bank Garnishments




Incentives for Reducing State-Owed Arrears


CSS offers an incentive program for individuals paying child support with a focus on achieving stable employment through enhancing their personal lives, investing in their education, and progressing in their career.

Individuals who complete qualifying programs and courses AND make six consecutive months of their child support payments may receive up to \$4,500 in credit toward past-due child support owed to the State of Kansas. An additional \$1,500 may be applied after 12 months of consecutive payments.

Restrictions apply. Contact CSS today to verify any past-due child support you may owe to the State of Kansas.

 (888) 757-2445

 DCF.CSSIncentives@ks.gov

 ChildSupport.dcf.ks.gov

Qualifying Incentives

CAREER

\$2,000

- HVAC certification
- Barbershop or cosmetology licensure
- Forklift driver certification
- CDL certification
- Nursing certification
- Associate, bachelor's or master's degree
- Welding certification

EDUCATION

\$1,500

- Completion of a high school diploma or equivalent
- GED

SELF-IMPROVEMENT

\$1,000

- Fatherhood or parenting classes
- Finance classes
- Addiction classes
- Other personal enhancement classes

Frequently Asked Questions

Communication with CSS

Do I have to respond to CSS if I don't agree with the information I have received, or I don't think I am the parent?

Prompt communication with CSS is important. If you receive paperwork or other information from CSS, a response is typically required. If you are properly served with a notice of action and do not respond, the court may continue with a child support order without your participation or input.

Custody and Parental Rights

Can CSS help me get custody or shared parenting time?

No. CSS is unable to assist with parenting time, visitation, or custody matters.

Do I have to pay child support if I'm with my child's other parent?

When families are not living in the same household, the responsibility to provide for the children often falls on the parent who lives with the children. These parents frequently rely on the Kansas Department for Children and Families for necessary services, such as:

- ✦ Temporary Assistance for Needy Families (TANF)
- ✦ Medical Assistance
- ✦ Child care Assistance
- ✦ Food Assistance

In these circumstances, CSS is required to pursue a child support order.

My parental rights were terminated, do I still have to pay child support?

Ongoing child support orders will end once a parent's rights are terminated, meaning no future child support will be required. However, any past due child support, also known as arrears, must still be paid. You remain responsible for paying off any unpaid amounts until the child support obligation is paid in full.

Employment

Do I still owe child support even if I'm not employed?

Child support will continue to accrue if not paid. The unpaid support is referred to as arrears. The parent ordered to pay support is responsible for the arrears until paid in full.

Payments can be sent to the Kansas Payment Center while looking for work. Once employment is found, CSS should be notified so the necessary adjustments and considerations can be made.

Are there any services available to help me get a job so I can pay my child support?

If a paying parent is receiving benefit assistance such as Food Assistance from the Kansas Department for Children and Families, they may be eligible for services to help them find and keep a job. Contact (888) 369-4777 for more information.

KansasWorks is another service to help job seekers find employment and training opportunities.

Visit www.kansasworks.com for more information.

Enforcement of Non-Payment

Can CSS take my tax refund?

Yes. If the parent ordered to pay support owes arrears to the State of Kansas or to the custodial parent, federal or state tax returns may be intercepted. The amount will be applied as a payment toward any arrears amount owed.

Can CSS restrict me from getting certain licenses in Kansas?

CSS continuously monitors and reports non-paying individuals for administrative actions. These actions may impact the ability to obtain hunting and fishing licenses from the Kansas Department of Wildlife and Parks. Additional sanctions such as restriction of a driver's license or denial of a passport may also be imposed. For more information on other enforcement actions, please refer to the Enforcement Actions section of this handbook.

Incarcerated Parents

Do I still owe child support while I'm incarcerated?

Yes. Once a child support order is established, the child support continues to accrue even if you are incarcerated. Prompt communication with CSS is important to determine the next steps.

I don't have any income while I'm incarcerated. Do I still have to pay? Can I get my child support amount reduced?

Child support will continue to accrue even if it is not paid. This past due support is referred to as child support arrears. You are responsible for support until arrears are paid off. CSS can garnish inmate accounts of those incarcerated by the Kansas Department of Corrections.

A child support modification packet can be requested from CSS. There is no guarantee the child support amount will be reduced, and it may take several months for the court order process to be completed. If the child support amount is reduced, the new payment amount will take effect once the modified child support order has been filed and approved by the Judge. Arrears cannot be modified or reduced.

I currently have income while incarcerated. How do I make a child support payment?

If an individual works in a private industry or is on work release in Kansas, CSS is required by federal law to issue Income Withholding Orders (IWOs) to the Kansas Department of Corrections for both current child support payments and any arrears.

CSS cannot issue IWOs or garnish inmate accounts of those incarcerated in federal facilities. Federal inmates should make voluntary payments to avoid falling behind on their child support obligations.

Can I have someone else talk to CSS on my behalf while I am incarcerated?

Yes. A signed release of information form is required to be submitted to CSS naming the appointed party. This could be an attorney or a trusted individual. Contact CSS to request a release of information form.

What should I do about my child support case once I am released from prison?

You should contact CSS once released from prison to provide an update on their current address, living situation, and employment status. Prompt communication with CSS is important to determine the next steps.



Additional Resources

Kansas Department for Children and Families (DCF)

ChildSupport.dcf.ks.gov

Federal Office of Child Support Services (OCSS)

www.acf.hhs.gov/css

Kansas Judicial Branch Child Support Guidelines

<https://kscourts.gov/About-the-Courts/Programs/Child-Support-Guidelines>

Kansas Legal Services (KLS)

www.kansaslegalservices.org/topics/123/child-support





Connect with Us




Easily Apply for Child Support Services Online

 cssapply.dcf.ks.gov



Contact Us or Visit Us Online

 childsupport.dcf.ks.gov

 1-888-757-2445

Connect With Us on Social Media



@kansasdcf



@kansasdcf



@dcfkansas



Kansas Department for
Children and Families



Kansas CSS is committed to helping families without any associated costs or fees.