

Intake Form – Child Support

I. CLIENT INFORMATION

Last Name		First Name	
Client's Phone No.		Client's Email	
SSN		# of children	# of children supported by child support order(s)

The law requires that all Non-Custodial Parents (Parent not living with the Child) pay monetary child support to the Custodial Parent (Parent living with the Child) to aid in the cost of raising a shared Child. Child Support orders are entered by a Family Court and administered through the Child Support Enforcement Unit ("CSEU").

II. CHILDREN

This section seeks to understand how many children Client supports and the amount of support due per Child. Child 1 of __. (To include information about additional children, please refer to separate child specific intake sheets)

Child's first name		Child's last name	
Date of birth		<input type="checkbox"/> Male <input type="checkbox"/> Female	Is Child on public assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Custodial Parent's full name (assuming Client is non-custodial parent)			
Child's current address			

Child Support Order Information

Is a child support order currently in effect?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
Administering State		Date of Order	
Case Number		Payee?	<input type="checkbox"/> Custodial Parent <input type="checkbox"/> Department of Social Services
Support Obligation	\$ _____ per <input type="checkbox"/> Week <input type="checkbox"/> Bi-Week <input type="checkbox"/> Month		
Retroactive Support?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If yes, how much? \$ _____	
Is Support being garnished?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If yes, how much? \$ _____ per <input type="checkbox"/> Week <input type="checkbox"/> Bi-Week <input type="checkbox"/> Month	
Has Client been to Family Court to modify the original order?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If yes, when? What was the result?	
If no child support order is in place, explain how child is being provided for and/or whether Client believes that child support order should be in place			

III. WORK/INCOME HISTORY

The amount of child support a Non-Custodial Parent owes is calculated as a percentage of both parents' earning abilities and the number of children supported. If a client has arrears or is currently unable to keep up with child support obligations, this section should be completed in detail (including part-time employment and benefits income). This will help assess determine whether the client is eligible to petition for a downward modification of support. If, at the time the arrears accrued the client was earning less than the federal /state poverty level, he or she may also be eligible for a modification of arrears.

Time Period	Employer/Type of Work	Income / per pay period	Was Child Support paid during period?	If no income, was client on public assistance?
_____ - _____ (mo/yr) - (mo/yr)			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
_____ - _____ (mo/yr) - (mo/yr)			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:
_____ - _____ (mo/yr) - (mo/yr)			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:	<input type="checkbox"/> Yes <input type="checkbox"/> No Explain:

IV. ENFORCEMENT MECHANISMS

If Client falls behind on support payments, both the Family Court and CSEU can attempt to encourage payment through various enforcement mechanisms. Before any enforcement action can occur, Client should receive a notice in the mail. This section seeks to understand which, if any, administrative enforcement methods have been taken against Client and whether the Client has any remedies.

<p>CSEU Administrative Enforcement? (Check all that apply)</p> <p><input type="checkbox"/> Driver's License Suspension</p> <p><input type="checkbox"/> Property Execution – Seizure of bank accounts/other assets to satisfy past due support via Department of Tax</p> <p><input type="checkbox"/> State/Federal Tax Refund Offset</p> <p><input type="checkbox"/> Lottery Prize Intercept</p> <p><input type="checkbox"/> Add Amount – Temporary increases by 50%+ above regular amount, until arrears are paid off</p> <p><input type="checkbox"/> Credit Bureau Reporting</p> <p><input type="checkbox"/> Denial of New/Renewed Business/Professional License or Passport</p> <p><input type="checkbox"/> Other: _____</p> <p>Please explain:</p>
<p>Judicial Enforcement? (Check all that apply)</p> <p><input type="checkbox"/> Civil Money Judgment - Court Date: _____ Amount of Judgment: _____</p> <p><input type="checkbox"/> Property Lien - Court Date: _____ Property Description: _____</p> <p><input type="checkbox"/> Arrest / Incarceration - Dates: _____</p> <p><input type="checkbox"/> Mandatory Cash Deposit</p> <p><input type="checkbox"/> Participation in Work Program</p> <p><input type="checkbox"/> Suspension of State-Issued Professional, Business and Occupational Licenses</p> <p><input type="checkbox"/> Referral for Federal Criminal Prosecution</p> <p><input type="checkbox"/> Other: _____</p> <p>Please explain:</p>