



Child and Medical Support Authorization and Application for Services from the Office of Child Support

Medical Support Child Support

Please use a pen and print when completing this form. Use an additional sheet of paper if you need more room.

1. Custodial Parent or Guardian					
Name (Last, First, Middle initial)			Social security number		Date of birth
Telephone number with area code		E-mail address		Maiden name	
Marital status: <input type="checkbox"/> Married <input type="checkbox"/> Never married <input type="checkbox"/> Divorced		What is your relationship to the children?			
If married, to whom? _____		<input type="checkbox"/> Parent <input type="checkbox"/> Court-appointed guardian <input type="checkbox"/> Other, please explain _____			
Have you received child support in another state?					
<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, in what city and state _____ Dates? _____ ID no.? _____					
Have you received public assistance in another state?					
<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, in what city and state _____ Dates? _____ ID no.? _____					
Does the noncustodial parent owe past support to you? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, how much? _____					
2. Noncustodial Parent <i>(Please complete a separate form for each noncustodial parent.)</i>					
Name (Last, First, Middle initial)			Social security number		Date of birth
Telephone number with area code		E-mail address		Maiden name	
Mailing address: <input type="checkbox"/> Current <input type="checkbox"/> Last known			Physical address, if different: <input type="checkbox"/> Current <input type="checkbox"/> Last known		
Sex <input type="checkbox"/> M <input type="checkbox"/> F	Height	Weight	Hair color	Eye color	Scars or tattoos
Marital status: <input type="checkbox"/> Married <input type="checkbox"/> Never married <input type="checkbox"/> Divorced			Relationship of noncustodial parent to custodial parent or guardian		
If married, to whom? _____			<input type="checkbox"/> Never married <input type="checkbox"/> Married date _____ <input type="checkbox"/> Divorced date _____		
Name and address of employer: <input type="checkbox"/> Current <input type="checkbox"/> Last known			Dates of employment		Telephone number with area code
					E-mail address
Other sources of income			Property owned (give location)		
Mother's name and address			Father's name and address		
Vehicle information (Make, Model, Year, Color)		License plate number and state		Military branch and dates of service, if applicable	
				Do you know of any reason the noncustodial parent cannot pay child support?	
3. This noncustodial parent's children for whom you are seeking public assistance					
Full name of child		Social security number		Date and place of birth	
				Parents married at time of birth?	
				Has parentage been established?	
				<input type="checkbox"/> No <input type="checkbox"/> Yes	
				<input type="checkbox"/> No <input type="checkbox"/> Yes, voluntarily * <input type="checkbox"/> Yes, by court order	
				<input type="checkbox"/> No <input type="checkbox"/> Yes	
				<input type="checkbox"/> No <input type="checkbox"/> Yes, voluntarily * <input type="checkbox"/> Yes, by court order	
				<input type="checkbox"/> No <input type="checkbox"/> Yes	
				<input type="checkbox"/> No <input type="checkbox"/> Yes, voluntarily * <input type="checkbox"/> Yes, by court order	
Does this noncustodial parent have other children? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Don't know					

**Voluntarily means both parties have signed a "Voluntary Acknowledgement of Parentage" and it has been witnessed.*

Information about Child Support

Assignment of Rights

As a condition of eligibility for Reach Up or Postsecondary Education (PSE) financial assistance, federal and state laws require families to apply for and receive services from the Office of Child Support (OCS) and to assign all rights to support to the State of Vermont, Department for Children and Families (DCF). While families receive financial assistance, OCS collects support and forwards it to the Economic Services Division (ESD) of the Department for Children and Families (DCF).

Reach Up or PSE financial assistance may be funded with state or federal funds. Depending upon the type of funding, assignment of child support includes the rights to all current support up to the amount of the support obligation or the assistance grant, whichever is less. This includes amounts:

- owed while the family receives federally-funded financial assistance, no matter when the Office of Child Support (OCS) collects it. This means that current support that becomes arrears if not paid to the state in the month it is owed continues to be owed to the state;
- owed if collected while the family receives state-funded financial assistance.

Any additional amounts of child support collected while the family receives assistance that are not assigned under the above referenced assignments are disbursed to the family.

If you received public assistance (ANFC) prior to October 1, 1997, you have permanently assigned your past-due support and judgments. All permanently assigned amounts belong to the state.

Assignment of Medical Support Rights. To receive Medicaid or Dr. Dynasaur for yourself or your children, you must assign to the State of Vermont your rights to medical support and other third party payments (such as insurance and court ordered cash medical payments), for Vermont health care services reimbursed by Medicaid.

OCS uses your Social Security number to identify your child support case. By receiving OCS services, you are required to provide OCS with your and your child's social security numbers. (42 USC 666(a)(13) and 33 VSA 4103(a)(2)). Enrolling a child in health insurance requires the release of the child's social security number and mailing address to the other parent's employer.

Collection and Distribution of Child Support

If you do not receive financial assistance, OCS will send you the full amount of current support within two work days after OCS collects it. While you receive financial assistance, OCS will collect your support and forward it to the Economic Services Division (ESD) of the Department for Children and Families (DCF).

If you receive Reach Up or PSE financial assistance, ESD will issue up to the first \$50 of all current support collected as a **family bonus**. You will get the family bonus in addition to your grant. Support amounts over the first \$50 are called the **parent share**. ESD will issue the parent share as part of your grant. ESD issues the Reach Up or PSE grant, family bonus, and parent share as a single payment. ESD issues the family bonus and parent share two months after OCS collects those amounts as support.

If OCS collects more in current support than your Reach Up or PSE grant, ESD will close your grant and place you in a 12-month administrative period. During this 12-month period, OCS will send your current support within two work days after OCS collects it; and if your support amount drops below your grant amount when it closed, ESD will send you a letter and application forms so you can reapply for Reach Up or PSE financial assistance.

OCS will mail you an annual statement showing the amount of support OCS collected during the year.

Waiver of Cooperation

If you believe something OCS might do to pursue support (such as contacting the noncustodial parent to establish parentage, or to establish, modify, or enforce a support order) or something OCS might require you to do (such as appearing in court with the noncustodial parent) could cause the noncustodial parent to physically or emotionally harm you or the children involved, you may ask for a waiver of cooperation. You may ask for a waiver at any time. The department will give you a form called Waiver of Cooperation for Child Support and tell you how to apply. The department will review your request and send you a written notice of decision. If the department grants you a waiver, you may receive assistance without cooperating with OCS.

Before beginning any legal action to pursue support, OCS will send you a notice and remind you of your right to request a waiver. If you ask for a waiver, OCS will not actively pursue support while your request is being reviewed. There are exceptions, however, such as when you or the noncustodial parent file a court action and OCS represents the State of Vermont, or when your court order requires wage withholding and OCS sends notices to the noncustodial parent's employer.

Right to Appeal an OCS Action or Decision

If you disagree with an OCS action or decision in your child support case, you may ask for a review by a unit supervisor. If you disagree with the supervisor's decision, you may ask for a form called Request for Administrative Review. When OCS receives your completed form, someone will contact you and complete the review process.

If you receive state-funded financial assistance and disagree with a decision about child support forwarded from OCS to the Economic Services Division, you may ask for a fair hearing.

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