



## 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.

<b>1. Custodial Parent or Guardian</b>					
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? _____					
<b>2. Noncustodial Parent</b> (Please complete a separate form for each noncustodial parent.)					
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?	
<b>3. This noncustodial parent's children for whom you are seeking public assistance</b>					
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	
<b>Does this noncustodial parent have other children?</b> <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.

Custodial parent \_\_\_\_\_

Noncustodial parent \_\_\_\_\_

**4. Child support orders and modifications starting with the most recent**

*If there is no child support order, check here and proceed to #5*

Date of order	City and state where entered	Case or docket number	Weekly support amount	Past support owed?
				<input type="checkbox"/> No <input type="checkbox"/> Yes
				<input type="checkbox"/> No <input type="checkbox"/> Yes

**5. Noncustodial parent's medical insurance**

*If you do not have health insurance, check here and proceed to #6*

Type of coverage	Policy number	Cost for coverage of children's portion \$ _____ per _____
Name of insurance company	Names of children covered	

**6. Assignment of support rights**

As a condition of eligibility for Reach Up or Postsecondary Education 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 you receive financial assistance, OCS will collect your support and forward it to the Economic Services Division (ESD) of the DCF.

To receive financial assistance in the Reach Up or Postsecondary Education programs, I agree to assign all my rights to support from the above-named noncustodial parent to the State of Vermont, Department for Children and Families (DCF). I understand that my financial assistance may be funded with state or federal funds and, depending upon the type of funding of my grant, my assignment of child support includes my rights to all current support up to the amount of the support obligation or the assistance grant, whichever is less:

- owed to me while I receive federally-funded financial assistance, no matter when the Office of Child Support (OCS) collects it.
- owed to me if collected while I receive state-funded financial assistance.

Any additional amounts of child support collected while I am receiving state-funded assistance that are not assigned under the above referenced assignments will be disbursed to me.

**7. Assignment of medical support rights**

As a condition of eligibility for health care assistance, I agree to assign to the State of Vermont all rights to medical support and to third party payments (such as insurance and court ordered cash medical payments), for Vermont health care services reimbursed by Medicaid. I agree to cooperate in pursuing any actual or potential source of support or payments, including establishing paternity for my dependent children, if necessary. I understand federal law requires the state to obtain a court order requiring the noncustodial parent to provide private medical coverage for the children in my care and custody. Unless I request a waiver, I authorize the State to use all legal means necessary to establish medical support; and if I do not assign my rights and cooperate with the state, or I request a waiver that is denied, my health care benefits will end (unless I am a pregnant woman with income below 200% of the federal poverty level); however, the children in my care, if otherwise eligible, will still get health care benefits.

**8. Waiver request**

I do not wish to cooperate and request a waiver from the Economic Services Division (ESD) of DCF because I believe that fulfilling the responsibilities listed above may result in physical or emotional harm to the children or to me. I understand I must still provide all the information about the noncustodial parent.

**9. Signatures**

I authorize the Office of Child Support to collect and distribute child support to ESD as specified above in #6.

I certify that all information provided by me on this form is true and complete to the best of my knowledge and belief. I received a copy of this form and information sheet for my records. I further agree that my signature hereon indicates my consent to the automatic withholding from any future support payments collected on my behalf of amounts paid to me (1) in error, or (2) on the basis of a check received from the noncustodial parent and returned by a financial institution for insufficient funds. I specifically authorize such withholding without further notice to me.

I also understand that even after my Reach Up grant closes, my assignment of medical support rights to the state continues as long as my children continue to receive health care benefits, and I must cooperate with the state as outlined above.

\_\_\_\_\_ Date \_\_\_\_\_  
 Parent     Caretaker

\_\_\_\_\_ Date \_\_\_\_\_  
**Applicant's guardian, if the applicant is under age 18**

**Distribution:** Send a copy of this form to the custodial parent and to OCS.

## 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.

# U.S. Bank ReliaCard® Fee Schedule

Program Name: Vermont Child Support

Effective Date: May 2018

All fees	Amount	Details
<b>Get cash</b>		
ATM Withdrawal (in-network)	\$0	This is our fee per withdrawal. "In-network" refers to the U.S. Bank or MoneyPass® or SUM® ATM networks. Locations can be found at <a href="http://usbank.com/locations">usbank.com/locations</a> or <a href="http://moneypass.com/atm-locator">moneypass.com/atm-locator</a> or <a href="http://sum-atm.com">sum-atm.com</a>
ATM Withdrawal (out-of-network)	\$1.25	This is our fee per withdrawal. This fee is waived for your first ATM withdrawal per month, which includes both ATM Withdrawals (out-of-network) and International ATM Withdrawals. "Out-of-network" refers to all the ATMs outside of the U.S. Bank or MoneyPass or SUM ATM networks. You may also be charged a fee by the ATM operator even if you do not complete a transaction.
Teller Cash Withdrawal	\$0	This is our fee for when you withdraw cash off your card from a teller at a bank or credit union that accepts Visa®.
<b>Information</b>		
ATM Balance Inquiry (in-network)	\$0	This is our fee per inquiry. "In-network" refers to the U.S. Bank or MoneyPass or SUM ATM networks. Locations can be found at <a href="http://usbank.com/locations">usbank.com/locations</a> or <a href="http://moneypass.com/atm-locator">moneypass.com/atm-locator</a> or <a href="http://sum-atm.com">sum-atm.com</a>
ATM Balance Inquiry (out-of-network)	\$0	This is our fee per inquiry. "Out-of-network" refers to all the ATMs outside of the U.S. Bank or MoneyPass or SUM ATM networks. You may also be charged a fee by the ATM operator even if you do not complete a transaction.
<b>Using your card outside the U.S.</b>		
International Transaction	3%	This is our fee which applies when you use your card for purchases at foreign merchants and for cash withdrawals from foreign ATMs and is a percentage of the transaction dollar amount, after any currency conversion. Some merchant and ATM transactions, even if you and/or the merchant or ATM are located in the United States, are considered foreign transactions under the applicable network rules, and we do not control how these merchants, ATMs and transactions are classified for this purpose.
International ATM Withdrawal	\$1.25	This is our fee per withdrawal. This fee is waived for your first ATM withdrawal per month, which includes both ATM Withdrawals (out-of-network) and International ATM Withdrawals. You may also be charged a fee by the ATM operator even if you do not complete a transaction.
<b>Other</b>		
Card Replacement	\$0	This is our fee per card replacement mailed to you with standard delivery (up to 10 business days).
Card Replacement Expedited Delivery	\$15.00	This is our fee for expedited delivery (up to 3 business days) charged in addition to any Card Replacement fee.
Inactivity	\$2.00	This is our fee charged each month after you have not completed a transaction using your card for 365 consecutive days.

Your funds are eligible for FDIC insurance. Your funds will be held at U.S. Bank National Association, an FDIC-insured institution, and are insured up to \$250,000 by the FDIC in the event U.S. Bank fails. See [fdic.gov/deposit/deposits/prepaid.html](http://fdic.gov/deposit/deposits/prepaid.html) for details.

No overdraft/credit feature.

Contact Cardholder Services by calling **1-855-203-3824**, by mail at P.O. Box 551617, Jacksonville, FL 32255 or visit [usbankreliacard.com](http://usbankreliacard.com).

For general information about prepaid accounts, visit [cfpb.gov/prepaid](http://cfpb.gov/prepaid). If you have a complaint about a prepaid account, call the Consumer Financial Protection Bureau at 1-855-411-2372 or visit [cfpb.gov/complaint](http://cfpb.gov/complaint).

U.S. Bank ReliaCard® Pre-Acquisition Disclosure  
 Program Name: Vermont Child Support  
 Reference Date: June 2017

You have options as to how you receive your payments, including direct deposit to your bank account or this prepaid card. Ask your agency for available options and select your option.

Monthly fee	Per purchase	ATM withdrawal	Cash reload
<b>\$0</b>	<b>\$0</b>	<b>\$0</b> in-network <b>\$1.25*</b> out-of-network	<b>N/A</b>

---

ATM Balance Inquiry (in-network or out-of-network)	\$0
--	-----

---

Customer Service (automated or live agent)	\$0 per call
--	--------------

---

Inactivity (after 365 days with no transactions)	\$2.00 per month
--	------------------

---

**We charge 3 other types of fees. One of them is:**

---

Card Replacement (standard or expedited delivery)	\$0 or \$15.00
---	----------------

\* This fee can be lower depending on how and where this card is used. See the accompanying Fee Schedule for free ways to access your funds and balance information.

**No overdraft/credit feature.**  
 Your funds are eligible for FDIC insurance.

For general information about prepaid accounts, visit [cfpb.gov/prepaid](http://cfpb.gov/prepaid). Find details and conditions for all fees and services inside the card package or call 1-855-203-3824 or visit [usbankreliacard.com](http://usbankreliacard.com).