

South Carolina Department of Social Services

CUSTODIAL PARENT'S APPLICATION FOR CHILD SUPPORT SERVICES

The disclosure of your Social Security Number is mandatory, in accordance with section 466(a)(13) of the Social Security Act. Social Security Numbers are used by the South Carolina Child Support Services Division to assist in locating individuals for the purposes of establishing paternity and establishing, modifying and enforcing child support obligations

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Do you need an interpreter? ☐ Yes ☐ No Do you n	eed translated materials? ☐ Yes ☐ No
If yes to either or both of questions above, what is your prir	mary language?
Are you deaf or hard of hearing? ☐ Yes ☐ No	
If yes, check your methods of communication: 🗖 Sign Lan	guage Interpreter 🔲 TTY/Video Relay 🔲 Other

Child Support Services

The South Carolina Department of Social Services, Child Support Services Division (CSSD), offers the following services to Non-TANF applicants who complete and sign the application. It is important that you carefully read the entire application and complete it to the best of your ability. If the application is not complete, we will return the application to you for completion. Please read Part II, "What to Expect," and detach for your records.

Locate Only Service

"Locate Only" service means that one complete search for the NCP will be made. This will include a search of all sources available to the CSSD. If found, you will be provided with a verified address and/or employer for the NCP. Your case will then be closed. Successful results are not guaranteed.

"Locate Only" service does not include scheduling the case for a hearing to determine paternity, secure or enforce child support, or review for medical support. If you would like these services, please choose "Full Service."

Full Service

"Full Service" means every reasonable effort will be made to:

Do you have any other special accommodation needs? If yes, explain _

- Locate the non-custodial parent (NCP) if his/her location is unknown. There is no guarantee that the NCP will be located.
- Establish paternity, if the parents of the child/ren were never married and it is legally feasible to do so.
- Obtain an order for support based on child support guidelines, if legally feasible to do so. Obtain medical support, if available to the NCP at a reasonable cost.
- Provide enforcement services that could include any of the following: wage withholding; federal and state tax refund offsets; establishing liens on real or personal property, posting bonds or security to guarantee payments, revoking licenses, credit bureau reporting; and obtaining medical support. An additional fee will be required when utilizing tax refund offsets.

You also have the right to request that we review your child support order for possible modification every three years. The review of the case may result in an increase or decrease of the child support award.

To obtain either of the services listed above, you must:

Send the completed application to:

South Carolina Department of Social Services

Child Support Services Division

P.O. Box 1469

Columbia, South Carolina 29202-1469

- Completely fill out Part I. This must be completed before we can accept your application.
- Sign and date the application where indicated.
- Cooperate fully with CSSD in providing the needed information to proceed with the case.
- Although there is no fee for the application itself, you must pay any other fees that may be required (for example, tax intercept fees).

	"Locate Only" Applicants
l re	equest "Locate Only" services and understand that DSS will not pursue paternity or support establishment on my behalf.
	nder penalty of perjury, I declare that the information given in this application is true and complete to the best of my knowledge and belief. I have ad all application instructions and pages nine and ten, "What to Expect", and agree to the conditions and fees as outlined in this application.
Αp	plicant's Signature Date:
	Full Service Applicants Only you are applying for Full Service, complete and sign the Authorization and Assignment of Rights. Please note numbers 2, 5 and 8 require ecific answers. In order for CSSD to process your application accurately, all questions must be answered.
Αι	thorization and Assignment of Rights
	I do hereby apply to the South Carolina Department of Social Services (SCDSS), Child Support Services Division (CSSD) for Non-TANF services under Title IV-D of the Social Security Act. I hereby authorize the SCDSS to act in my behalf in enforcing and collecting my child support. In consideration for legal services and other assistance provided in obtaining child support, I hereby voluntarily assign and transfer unto SCDSS all the support rights, including those past, present and future, which I have against
	For the support of
	(Non-Custodial Parent) (Child/Children)
	For whom I have care and custody. (Child/Children)
4.	The assignment is subject to the terms and conditions of Title IV-D of the Social Security Act, as amended (42 USC 654(6)). I understand that when this application for services is accepted, one of the people with whom I may discuss my case is an attorney who is an employee of the CSSD. None of the services provided to me establish an attorney-client relationship with the CSSD attorney. The attorney is employed by the state of South Carolina and remains an attorney for the state. Submission of this application constitutes my acknowledgment and acceptance of this condition. I request that the CSSD obtain and/or enforce medical support from the NCP if it is available at a reasonable cost:
7.	□ Yes □ No, I have satisfactory insurance. I do hereby attest under penalties of perjury that the above information is true and complete to the best of my knowledge and belief and is given for the purpose of receiving services under Title IV-D of the Social Security Act. I have read all application instructions and pages nine and ten, "What to Expect", and agree to the conditions and fees as outlined in this application. I understand, that as part of the 2005 Deficit Reduction Act passed by Congress, beginning October 1, 2007, all applicants who have never received public assistance (AFDC/TANF) will be charged a \$35.00 fee each federal fiscal year (October - September) after \$500.00 in child support has been collected and paid out. This fee will not be charged until at least \$500.00 is collected and paid out. If you have more than one eligible case, the fee will be charged on each case meeting the \$500.00 threshold. Permission to Recoup An Overpayment: Upon written notification of payment error from Child Support Services Division, I agree to allow CSSD to retain up to 10 percent of any future child support payments to correct any overpayment I received. □ Yes □ No
7	Applicant's Signature Date
	Please Note:
	We take the safety of families receiving child support services seriously, and have developed the following questions to help us lessen some of the concerns you may have in petitioning for child support. We do not share your answers to these questions with the other parent. We also know that things in relationships can change, so you can change your answers to these questions in the future.
di	n answer of yes to any of these questions will prompt us to indicate on your case that no personal information is to be sclosed electronically on your case. Also, an alert will appear on your case so that any staff member viewing the case II be notified of the existence of this indicator.
	Have you ever applied for a restraining order for protection from the other parent? ☐ Yes ☐ No Have the police ever been called due to violence from the other parent? ☐ Yes ☐ No

PART I

Custodial Parent Information (Person with whom child or children is/are living)

Your Name: Last:	First:		Middle:	Suffix:
Maiden Name:	SSN:	Race:	Sex:	Current Marital Status
Place of Birth: City:	State:		B	Birthdate:
Residential Address:		Ho	me Telephone	:
City:	State:			Zip Code:
Cell Phone:	E-Mail Address:			
Mailing Address: c/o Last:	First:		Middle:	Suffix:
Address:	City:		State:	Zip Code:
Your Employer's Name:		Wo	rk Telephone:	
Address:	City:		State:	Zip Code:
Work Start Time:	Wo	rk End Time:		
f Currently Married, Spouse's Name	/Address:			
Place of Marriage: City:	State:		Date of	f Marriage:
If not currently married, have you eve	er been married? 🛘 Yes 🗖 No	If yes, p	provide the follo	owing:
Name of Former Spouse:	Date a	and Place of N	Marriage:	
If Divorced, Date and Place of Divorc	ce:			

Non-Custodial Parent Information					
Name: Last:	Firs	t:	Middle:		Suffix:
Sex:	_ Race:	SSN:		Date of B	Birth:
Place of Birth: City:		State:		Alias:	
Nickname:	Maide	n Name:	Driver's Lid	cense Numb	er:
Driver's License Date:		Drive	er's License State: _	 	
Current Marital Status:		If Married, NCF	o's Souse's Name: _		
Last School attended b	y NCP:				
Address:	City:		State:		Zip Code:
		-			Zip Code:
Is this address current?	Y 🗆 Yes 🗅 No 🗅 U	nknown Date Last L	ived There:	_ Home Tele	ephone:
Give directions to and	d a description of t	he NCP's home:			
Mailing Address: c/o La	ast:	First:		Middle:	Suffix:
Address:		City:	Sta	te:	Zip Code:
Cell phone:		_ E-Mail Address:			
Please furnish the follo	wing information on	the non-custodial par	ent's current or last	employer:	
Type of Employment: _		Is th	ne NCP currently en	nployed? 🗖	Yes □ No □ Unknown
Employer's Name:			Work Tele	phone:	
Employer's Address: _		City:	s	State:	Zip Code:
Date Last Worked:	Wł	nat is the NCP's mon	thly salary? \$	Sh	ift Worked:
Usual Occupation:			Other Skills:		
Please list the names	s and addresses of a	any other past employ	yers:		
Name:		Address:		Dat	e Last Worked:
What are the names of	of the non-custodia	Il parent's parents?	(Please indicate the	ir names eve	n if they are deceased.)
Father:		Moth	er:		
Last/Suffix/First/Middle	:	Maic	len Name/Last/First	/Middle	
Street or P.O. Box		Stree	et or P.O. Box		
City/State/Zip Code:		City/	State/Zip Code:		
Telephone:		Tele	phone:		

			Eye Color:e record? Yes No Unknown
. •			
	against you or your child/ren?		f the answer is yes, please be sure to
Arrest City:		_ State:	Zip Code:
Incarceration Date:	Release Date:	Incarce	ration Location:
Incarceration City:		_ State:	Zip Code:
Armed Forces Status:			Armed Forces Branch:
Armed Forces Entry Date:	Armed	Forces Discha	arge Date:
Does the NCP have income of	ther than employment inco	ne? □ Yes □	No □ Unknown
If yes, source of income:			Amount:
			Amount:
			Amount:
Does the NCP have any bank			
Name of Bank:	Account Numbe	r:	Type:(Checking/Savings)
Name of Bank:	Account Numbe	r:	Type:
			(Checking/Savings)
Assets:			
Does the NCP own any property	v (real estate, car, etc)? ☐ Yes	🗖 No 🗖 Unkno	own
Please list type and location: _			
What is the name of the insurer Carrier Name:	with whom the NCP has medic Type of Insur		overage? Policy Number:
	Case Inform	ation	
Do you have an attorney activel	y seeking support? 🛭 Yes 🗖 N	lo If yes, attorn	ney's name:
Do you have a previous court or (Please attach a copy of the court order)		If yes, provide	support order number:
Name of Court:		City:	State:
			es the NCP pay voluntarily? 🛘 Yes 🗖 N
Frequency of Support:		Date Last Pa	ayment Received:
Support Method: [D-Direct to You C-Through the Court	Effective Da	te of Support Order:
Are you willing to submit to a new	tornity tost? D Vos D No		
Are you willing to submit to a part	territy test? • Tes • No		

Child's Name: Last:		(Complete a separat	e section for each child)		
Has paternity been established for this child?	Child's Name: Last:	First:	M	iddle:	_ Suffix:
Were the parents married at the time of the child's birth? □ Yes □ No If no, describe the relationship: If Married: Date of Marriage: □ Place: □ If Divorced: Date: □ Place:	Sex: Race: SSN	·	Date of Birth:	Place of Birth	:
Complete Only If You Are NOT The Mother of This Child Who are the child's parents? Mother: Father:	Has paternity been established for the	is child? 🗖 Yes 🗖 No	What is your relations	ship to this child?_	
Complete Only If You Are NOT The Mother of This Child Who are the child's parents? Mother: Father:	Were the parents married at the time	of the child's birth?	Yes D No If no, des	cribe the relationsh	ip:
Who are the child's parents? Mother: Father: Relationship of the parents at the time of birth: If Married: Date: Place: If Divorced: Date: Place: Was the mother ever married to anyone else? Yes \ No Name: If Married: Date: Place: If Divorced: Date: Place: Was the mother ever married to anyone else? Yes \ No Name: If Married: Date: Place: If Divorced: Date: Place: Full Service Applicants Only (Answer if you are the MOTHER of this child. However, if you were married to the father when the child was born and this is his the following questions. If the father is already under a court order to support this child, please return a copy to us and omit the questions.) In which state did you become pregnant? When did you get pregnant? (Month/Day/Yec) No When did you get pregnant? (Month/Day/Yec) No What did the child weigh at birth? Lbs. Oz. Was the child? Early On Time Late Did the father: Buy any presents? Yes No Visit the child? Yes No Pay or offer to pay the medical bills of your pregnancy? Yes No Admit being the father? Yes No Have his picture taken with the child? Yes No Visit the hospital? Yes No Oiscuss Abortion? Yes No Discuss Abortion? Yes No Discuss Abortion? Yes No During the month before? During the month you got pregnant?	If Married: Date of Marriage:	Place:	If Divorced: Da	ate: P	lace:
Who are the child's parents? Mother: Father: Relationship of the parents at the time of birth: If Married: Date: Place: If Divorced: Date: Place: Was the mother ever married to anyone else? Yes No Name: If Married: Date: Place: If Divorced: Date: Place: Was the mother ever married to anyone else? Yes No Name: If Married: Date: Place: If Divorced: Date: Place: Full Service Applicants Only (Answer if you are the MOTHER of this child. However, if you were married to the father when the child was born and this is his the following questions. If the father is already under a court order to support this child, please return a copy to us and omit the questions.) In which state did you become pregnant? When did you get pregnant? (Month/Day/Ye) No When did you get pregnant? (Month/Day/Ye) No What did the child weigh at birth? Lbs. Oz. Was the child? Early On Time Late Did the father: Buy any presents? Yes No Visit the child? Yes No Pay or offer to pay the medical bills of your pregnancy? Yes No Admit being the father? Yes No Have his picture taken with the child? Yes No Visit the hospital? Yes No Oiscuss Abortion? Yes No Discuss Abortion? Yes No Discuss Abortion? Yes No During the month before? During the month you got pregnant?	Compl	ote Only If You Are i	NOT The Mother of T	his Child	
Relationship of the parents at the time of birth: If Married: Date: Place: If Divorced: Date: Place: Was the mother ever married to anyone else?	-	-			
If Married: Date: Place: If Divorced: Date: Place: Was the mother ever married to anyone else?					
Was the mother ever married to anyone else?					
If Married: Date: Place: If Divorced: Date: Place:					
(Answer if you are the MOTHER of this child. However, if you were married to the father when the child was born and this is his the following questions.) In which state did you become pregnant? When did you get pregnant? (Month/Day/Yec.). Did the father have his name put on the birth certificate or sign a voluntary paternity acknowledgement? Yes No What did the child weigh at birth? Lbs Oz. Was the child? Early On Time Late. Did the father: Buy any presents? Yes No Visit the child? Yes No Pay or offer to pay the medical bills of your pregnancy? Yes No Admit being the father? Yes No Visit the hospital? Yes No Discuss Abortion? Yes No Offer to marry you? Yes No Direct No During the month before? During the month after?	•				
Did the father have his name put on the birth certificate or sign a voluntary paternity acknowledgement? Yes No What did the child weigh at birth? Lbs Oz. Was the child? □ Early □ On Time □ Late Did the father: Buy any presents? □ Yes □ No Visit the child? □ Yes □ No Pay or offer to pay the medical bills of your pregnancy? □ Yes □ No Admit being the father? □ Yes □ No Have his picture taken with the child? □ Yes □ No Visit the hospital? □ Yes □ No Discuss Abortion? □ Yes □ No Were you having sexual relations with anyone other than the father during the month you got pregnant? □ Yes □ No During the month before? During the month after?	the following questions. If the father is alre	ady under a court order	to support this child, plea	ase return a copy to us	and omit the followi
□ Yes □ No 3. What did the child weigh at birth? Lbs Oz. Was the child? □ Early □ On Time □ Late 4. Did the father: Buy any presents? □ Yes □ No Visit the child? □ Yes □ No Pay or offer to pay the medical bills of your pregnancy? □ Yes □ No Admit being the father? □ Yes □ No Have his picture taken with the child? □ Yes □ No Visit the hospital? □ Yes □ No Discuss Abortion? □ Yes □ No 5. Were you having sexual relations with anyone other than the father during the month you got pregnant? □ Yes □ No During the month before? During the month after?					
Did the father: Buy any presents? □ Yes □ No Visit the child? □ Yes □ No Pay or offer to pay the medical bills of your pregnancy? □ Yes □ No Admit being the father? □ Yes □ No Have his picture taken with the child? □ Yes □ No Visit the hospital? □ Yes □ No Discuss Abortion? □ Yes □ No Were you having sexual relations with anyone other than the father during the month you got pregnant? □ Yes □ No During the month before? During the month after?	-	n the birth certificate o	or sign a voluntary pat	ernity acknowledge	ment?
Buy any presents? \(\text{ Yes } \) No Visit the child? \(\text{ Yes } \) No Pay or offer to pay the medical bills of your pregnancy? \(\text{ Yes } \) No Admit being the father? \(\text{ Yes } \) No Have his picture taken with the child? \(\text{ Yes } \) No Visit the hospital? \(\text{ Yes } \) No Discuss Abortion? \(\text{ Yes } \) No Were you having sexual relations with anyone other than the father during the month you got pregnant? \(\text{ Yes } \) No During the month before? During the month after?	. What did the child weigh at birth? $_$	Lbs	Oz. Was the child?	Early On Tim	e 🗖 Late
☐ Yes ☐ No During the month before? During the month after?	Buy any presents? Yes No Visit the child? Yes No Pay or offer to pay the medical bills Admit being the father? Yes Have his picture taken with the chil Visit the hospital? Yes No	No d? □ Yes □ No		s 🗖 No	
	,	vith anyone other than	n the father during the	month you got preg	gnant?
If yes to any of these questions, provide names and addresses:	During the month before?		_ During the month af	ter?	
	If yes to any of these questions, pro	ovide names and add	resses:		

e following questions. If the father is already under a court order to support this child, please return a copy to us and omit the follow testions.) In which state did you become pregnant? When did you get pregnant? (Month/Day/Year) Did the father have his name put on the birth certificate or sign a voluntary paternity acknowledgement? Yes No What did the child weigh at birth? Lbs Oz. Was the child? Early On Time Late Did the father: Buy any presents? Yes No Visit the child? Yes No Pay or offer to pay the medical bills of your pregnancy? Yes No Admit being the father? Yes No Have his picture taken with the child? Yes No Visit the hospital? Yes No Discuss Abortion? Yes No Offer to marry you? Yes No			(0	Complete a separate s	section for each child)		
Has paternity been established for this child?		Child's Name: Last: _		First:		Middle:	Suffix:
Were the parents married at the time of the child's birth?		Sex: Race:	SSN:		Date of Birth:	Place o	f Birth:
Complete Only If You Are NOT The Mother of This Child Who are the child's parents? Mother: Father:_ Relationship of the parents at the time of birth: If Married: Date: Place: If Divorced: Date: Place: Was the mother ever married to anyone else? Yes No Name: If Married: Date: Place: If Divorced: Date: Place: Full Service Applicants Only Inswer if you are the MOTHER of this child. However, if you were married to the father when the child was born and this is his child, e following questions. If the father is already under a court order to support this child, please return a copy to us and omit the follow lestions.) In which state did you become pregnant? When did you get pregnant? (Month/Day/Year) Did the father have his name put on the birth certificate or sign a voluntary paternity acknowledgement? Ves No What did the child weigh at birth? Lbs Oz. Was the child? Early On Time Late Did the father: Buy any presents? Yes No Visit the child? Yes No Admit being the father? Yes No Have his picture taken with the child? Yes No Discuss Abortion? Yes No Discuss Abortion? Yes No Offer to marry you? Yes No Were you having sexual relations with anyone other than the father during the month you got pregnant? Yes No During the month before? During the month after?		Has paternity been es	tablished for this	child? ☐ Yes ☐ N	lo What is your relati	ionship to this c	hild?
Complete Only If You Are NOT The Mother of This Child Who are the child's parents? Mother:		Were the parents mar	ried at the time o	of the child's birth?	☐ Yes ☐ No If no, d	describe the rela	ationship:
Who are the child's parents? Mother: Father: Relationship of the parents at the time of birth: Place: If Divorced: Date: Place: Place: Was the mother ever married to anyone else? \[\] Yes \[\] No Name:		If Married: Date of Mar	rriage:	Place:	If Divorced: I	Date:	Place:
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If Married: Date: Place: If Divorced: Date: Place: Was the mother ever married to anyone else?	W	ho are the child's pare	nts? Mother:		Father:_		
Was the mother ever married to anyone else?	Re	elationship of the parer	nts at the time of	birth:			
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Full Service Applicants Only Inswer if you are the MOTHER of this child. However, if you were married to the father when the child was born and this is his child, of following questions. If the father is already under a court order to support this child, please return a copy to us and omit the follow puestions.) In which state did you become pregnant? When did you get pregnant? (Month/Day/Year) Did the father have his name put on the birth certificate or sign a voluntary paternity acknowledgement? Pes No What did the child weigh at birth? Lbs Oz. Was the child? Early On Time Late Did the father: Buy any presents? Yes No Pay or offer to pay the medical bills of your pregnancy? Yes No Admit being the father? Yes No Have his picture taken with the child? Yes No Discuss Abortion? Yes No No Were you having sexual relations with anyone other than the father during the month you got pregnant? Yes No During the month before? During the month after?	W	as the mother ever ma	rried to anyone	else? 🗖 Yes 🗖 No	Name:		
Answer if you are the MOTHER of this child. However, if you were married to the father when the child was born and this is his child, he following questions. If the father is already under a court order to support this child, please return a copy to us and omit the follow usestions.) In which state did you become pregnant? When did you get pregnant? (Month/Day/Year) Did the father have his name put on the birth certificate or sign a voluntary paternity acknowledgement? Yes No What did the child weigh at birth? Lbs Oz. Was the child? Early On Time Late Did the father: Buy any presents? Yes No Visit the child? Yes No Pay or offer to pay the medical bills of your pregnancy? Yes No Have his picture taken with the child? Yes No Discuss Abortion? Yes No Discuss Abortion? Yes No Discuss Abortion? Yes No During the month before? During the month after?	lf I	Married: Date:	Place:	If	Divorced: Date:	Place:	
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Buy any presents? Yes No Visit the child? Yes No Pay or offer to pay the medical bills of your pregnancy? Yes No Admit being the father? Yes No Have his picture taken with the child? Yes No Visit the hospital? Yes No Discuss Abortion? Yes No			at birth?	Lbs	Oz. Was the child?	□ Early □ On	Time □ Late
Visit the child? Yes No Pay or offer to pay the medical bills of your pregnancy? Yes No Admit being the father? Yes No Have his picture taken with the child? Yes No Visit the hospital? Yes No Discuss Abortion? Yes No Were you having sexual relations with anyone other than the father during the month you got pregnant? Yes No During the month before?		•				·	
Pay or offer to pay the medical bills of your pregnancy? Yes No Admit being the father? Yes No Have his picture taken with the child? Yes No Visit the hospital? Yes No Discuss Abortion? Yes No Were you having sexual relations with anyone other than the father during the month you got pregnant? Yes No During the month before? During the month after?		• • •					
Admit being the father? Yes No Have his picture taken with the child? Yes No Visit the hospital? Yes No Discuss Abortion? Yes No				our prognancy? 🗖	Voc D No		
Have his picture taken with the child? ☐ Yes ☐ No Visit the hospital? ☐ Yes ☐ No Discuss Abortion? ☐ Yes ☐ No Offer to marry you? ☐ Yes ☐ No Were you having sexual relations with anyone other than the father during the month you got pregnant? ☐ Yes ☐ No During the month before? During the month after?			•	our pregnancy:	163 🗖 110		
Discuss Abortion? ☐ Yes ☐ No Offer to marry you? ☐ Yes ☐ No Were you having sexual relations with anyone other than the father during the month you got pregnant? ☐ Yes ☐ No During the month before? During the month after?		=		ı Yes □ No			
. Were you having sexual relations with anyone other than the father during the month you got pregnant? ☐ Yes ☐ No During the month before? During the month after?		•					
☐ Yes ☐ No During the month before? During the month after?							
		•	l relations with a	nyone other than t	the father during the	month you got	pregnant?
If ves to any of these questions, provide names and addresses:	D	uring the month before	?		During the month af	ter?	
	lf	yes to any of these qu	estions, provide	names and addre	sses:		
	_						

Child's Name: Last: Sex: Race: Has paternity been es Were the parents man	SSN:tablished for this child	Da	te of Birth:	Place o	f Birth:
Has paternity been est	tablished for this child				
Were the parents man		? 🗖 Yes 🗖 No W	hat is vour relation	anabin to this o	1.11.10
·	ried at the time of the			manip to this c	niia?
If Married: Date of Ma		child's birth? 🗖 Y	es 🗖 No If no, de	escribe the rela	ationship:
	rriage: P	Place:	If Divorced: [Oate:	Place:
	Complete Only If You	ou Are NOT The	Mother of This	Child	
Who are the child's pare	nts? Mother:		Father: _		
Relationship of the parer	nts at the time of birth:	- 			
If Married: Date:	Place:	If Div	orced: Date:	Place: _	
Was the mother ever ma	arried to anyone else?	☐ Yes ☐ No Na	me:		
If Married: Date:	Place:	If Divo	orced: Date:	Place:	
Answer if you are the MOTHE ne following questions. If the uestions.)	R of this child. However, i	-	to the father when th		
In which state did you be	ecome pregnant?		When did you	ı get pregnant	? (Month/Day/Year)
Did the father have his □ Yes □ No	name put on the birth	certificate or sigr	a voluntary pate	rnity acknowle	` ,
What did the child weigh	at birth? Lb	s Oz.	Was the child?	1 Early □ On	Time 🗖 Late
Did the father: Buy any presents? Yes Visit the child? Yes Pay or offer to pay the n Admit being the father? Have his picture taken v Visit the hospital? Yes Discuss Abortion? Yes	☑ No medical bills of your pro □ Yes □ No with the child? □ Yes es □ No	□ No	s □ No arry you? □ Yes	□ No	
Were you having sexual ☐ Yes ☐ No					regnant?
During the month before	e?	Dur	ing the month afte	er?	
If yes to any of these qu	uestions, provide name	es and addresses	3:		

	(Complete a separate s	ection for each child)		
Child's Name: Last:	First:	N	/liddle:	Suffix:
Sex: Race: SSN	N:	Date of Birth:	Place of	Birth:
Has paternity been established	for this child? 🗖 Yes 🗖 N	o What is your relatio	nship to this ch	ild?
Were the parents married at the	time of the child's birth?	🗅 Yes 🗅 No If no, de	scribe the relati	onship:
If Married: Date of Marriage:	Place:	If Divorced: D	ate:	Place:
Comple	ete Only If You Are NOT	the Mother of This C	Child	
Who are the child's parents? Moth	er:	Father:		
Relationship of the parents at the	time of birth:			
If Married: Date: Place	e: If	Divorced: Date:	Place:	
Was the mother ever married to a	nyone else? 🛭 Yes 🗖 No	Name:		
If Married: Date: Place	e: If I	Divorced: Date:	Place:	
e following questions. If the father is alrequestions.) In which state did you become pre	-			
. Did the father have his name put ☐ Yes ☐ No				
. What did the child weigh at birth?	Lbs	Oz. Was the child?	🗆 Early 🗅 On	Time 🗖 Late
Did the father: Buy any presents? ☐ Yes ☐ No Visit the child? ☐ Yes ☐ No Pay or offer to pay the medical bit Admit being the father? ☐ Yes ☐ Have his picture taken with the child of	I No nild? □ Yes □ No		⊐ No	
. Were you having sexual relations □ Yes □ No	with anyone other than th	e father during the mo	onth you got pre	egnant?
During the month before?		During the month afte	er?	
If yes to any of these questions, p	provide names and addres	sses:		
	novide names and address	3363.		

PART I

What to Expect

(Please read this page and the next carefully and DETACH for your records.)

The South Carolina Department of Social Services (DSS) provides child support services to Custodial Parents (guardians) through its Child Support Services Division (CSSD). You must complete the application to open a case with the CSSD.

The CSSD uses its resources to help a custodial parent (CP) to:

- Locate the non-custodial parent (NCP).
- Establish paternity if the child/children was/were born out of wedlock.
- Establish a child support/medical support order against the NCP.
- Work with the appropriate Family Court staff to enforce the child support order.
- Review the case for modification of the child support order upon the request of the CP or the NCP.

All cases accepted by the CSSD are handled on a first come, first served basis. Claims for visitation, custody or other issues that are often associated with child support are not handled by CSSD.

You must complete this application as thoroughly and accurately as possible and return it to the address indicated so that the CSSD may determine your eligibility for child support services. When completing the application, you may not know the answer to all of the questions, but you should provide as much accurate information as possible. Please double check any information about which you are not certain. The more accurate the information you provide, the faster and more efficiently CSSD can process your case.

South Carolina law requires that you notify the CSSD in writing when you move, change your name, change jobs or change your telephone number (at home or at work) so that staff will be able to contact you without delay. You must notify the CSSD of these changes within 10 days of the change. If you do not notify the CSSD as required, the court or the CSSD may take actions on your case without your knowledge.

If you cannot provide a current address for the non-custodial parent, CSSD's first step is to locate the person. Our Parent Locate Unit will use the information that you provide to obtain a home or work address. The time it takes depends on how much information you have provided. The NCP's Social Security number is always helpful, but this does not mean our parent locators will be able to find the NCP right away. If you apply for "Parent Locate Services Only," we will notify you when we obtain information about a home and/or work address. We will not take further action unless you request it.

If you apply for "Full Service" and if we locate the NCP, your case will be turned over to a child support specialist in one of CSSD's regional offices for legal action. If you already have a court order for child support, CSSD will take steps to enforce that order. You should attach a copy of your support order or divorce decree and any modifications to that order.

If you do not have a court order for child support, the regional office staff will bring legal action to obtain a court order. The regional office will notify you in writing of any court hearings or conferences that you must attend.

Please keep in mind that we cannot tell you how long these proceedings may take. It may take longer under any of the following circumstances: the NCP moves or quits his or her job after the location is determined; the NCP refuses to admit paternity or to pay child support, thus requiring additional court hearings; or the NCP is located outside of South Carolina.

Please understand that we need your full cooperation throughout this entire process. Your failure to cooperate could result in CSSD closing the case. Before CSSD takes any action to close a case, we will send you a letter indicating what will be required to avoid case closure. You may also close your case at any time by mailing to CSSD a written statement requesting case closure. As a state agency operating under state law and federal law, legal requirements and policies may conflict with what you request. If a conflict of interest arises, CSSD staff will contact you to discuss the situation.

Child support payments from the NCP will be received by the State Disbursement Unit (SDU). Other child support payments received through intercept actions (e.g. federal tax intercept, state tax intercept, unemployment benefits and lottery winnings) will not be received through the SDU but will be processed directly into the CSSD's Palmetto Automated Child Support Systems (PACSS). PACSS will distribute and disburse all child support collections in accordance with federal laws and state laws and policies.

If you have ever received, but do not currently receive, Temporary Assistance to Needy Families (TANF), formerly known as Aid to Families with Dependent Children (AFDC), the rules for calculating the portion of child support collections paid to you may result in child support collections being retained by CSSD to repay TANF benefits paid to you.

If you have never been on TANF, you will receive the amount of child support paid less any applicable federal or state fees. Once PACSS determines the amount of child support to be paid to you, the SDU will make this payment to you.

The SDU will provide you with a document that allows you to choose whether your payments will be made to a stored value card (i.e. debit card) or to a bank account that you designate.

In addition to working with the appropriate Family Court staff to enforce your child support order, CSSD will refer the case to our Tax Intercept Unit for assistance in collecting the past-due child support. If the NCP has a qualifying arrearage, CSSD will refer the NCP to the South Carolina Department of Revenue and/or the Internal Revenue Service (IRS) for the possible interception of any refund that the NCP might be due from the year's tax returns. You may be charged a nominal fee for the successful use of this service. If you have received AFDC or TANF and arrearages are owed to the state, the money collected by tax offset must first be applied to satisfy that arrearage.

You are protected by Title VI of the Civil Rights Act and can make written complaints to the Director, South Carolina Department of Social Services, P.O. Box 1520, Columbia, South Carolina 29202-1520, within 180 days, if at any time you believe you are denied services or otherwise discriminated against because of race, color, creed, sex, religion or national origin.

Listed below are the telephone numbers of CSSD offices.

Thank you for your cooperation. The Department of Social Services pledges to make every effort to help you obtain the child support owed to your family.

Central Inquiry: 1-800-768-5858

Tax Intercept Unit: (803) 898-9314/1-800-922-0852 or 1-888-454-5360

Additional information can be found at www.dss.sc.gov.

NOTICE

The Child Support Services Division (CSSD) and South Carolina Department of Social Services does not seek retroactive child support and reimbursement of pregnancy expenses as referenced in Section 63-17-325 of the South Carolina Code of Laws as CSSD has been advised by the federal Office of Child Support Services (OCSS) that these activities are not subject to federal financial participation under Title IV-D of the Social Security Act. However, you may be entitled to such retroactive child support and reimbursement of pregnancy expenses. If you are interested in seeking retroactive child support and/or reimbursement of pregnancy expenses, you may wish to seek private legal counsel.

DSS Form 2700-1 (JUL 24) Edition of APR 21 is obsolete.