



## INSTRUCTIONS FOR DSS FORM 1211

**Purpose:** DSS Form 1211 is used by the Department of Social Services to request child support information from family court.

### **Part I: To be completed by DSS**

1. From: Enter the county name, county address, county telephone and fax numbers from where the form is being sent.
2. Case Name: Enter the name of the client as it appears on the case record.
3. Case Number: Enter the case number as assigned and used by the Department of Social Services.
4. Caseworker's Name: Enter the name of the caseworker.
5. To: Enter the name, address (if known), telephone number and fax number of organization the form is being sent to for verification.
6. Date: Enter the date that the form is completed.
7. Indicate the length of time for which information is being requested.
8. Check the appropriate box to indicate the attachment of a copy of the court order.

### **Part II: To be completed by Family Court**

1. Amount of Court Ordered Support: Indicate the amount of support designated by the court order.
2. Date Support Payments Began: Enter the date that the support payments actually began being paid.
3. Frequency of Payments: Enter the payment schedule.
4. Amount of Court Ordered Support: Check the appropriate box.
5. Date and Net Amount of Support Paid: Enter the date and the amount of support paid.
6. Name(s) of Children: Enter the name(s) of the child(ren) on whose behalf child support payments are being made.
7. Name of NCP: Enter the name(s) of the non-custodian parent(s) who may be paying child support.
8. Signature of Researcher: Enter the name of the researcher providing the information.
9. Telephone: Enter the telephone number of the researcher.
10. Date: Enter the date that the form is completed.