

South Carolina  
Department of Social Services

# Child Support and You



Courtesy: U.S. Census Bureau

## Child Support Services Division

A Division of the South Carolina Department of Social Services

### Contact Information

You may contact the branch or unit you need at the address or telephone number listed below. If you do not know the **Regional Office** assigned to your case, you may contact our **Central Inquiry Unit** and they will be able to assist you.

Before contacting us, please be sure to visit our **Frequently Asked Questions page** on the internet at [www.state.sc.us/dss/csed](http://www.state.sc.us/dss/csed)

#### Central Inquiry Unit

Child Support Services Division  
Central Inquiry Unit  
P.O. Box 1469  
Columbia, SC 29202-1469  
Phone: 1-800-768-5858

#### Financial Services Branch

Child Support Services Division  
Financial Services Branch  
P.O. Box 1469  
Columbia, SC 29202-1469  
Phone: 1-800-768-5858

### REGIONAL OFFICES

#### Columbia Regional Office

Child Support Services  
Columbia Regional Office  
P.O. Box 1270  
Columbia, SC 29202-1270

Physical Address:

3150 Harden St. Extension  
Columbia, SC 29203-6856

Phone: 1-800-768-5858 • Fax: (803) 898-9465

Aiken, Bamberg, Barnwell, Calhoun, Chester, Edgefield,  
Fairfield, Kershaw, Lancaster, Lexington, McCormick, Newberry,  
Orangeburg, Richland, Saluda, Union, York

#### Charleston Regional Office

Child Support Services  
Charleston Regional Office  
P.O. Box 150012  
Charleston, SC 29412-5012

Physical Address:

3346 Rivers Ave./Suite E  
N. Charleston, SC 29405-5715

Phone: 1-800-768-5858 • Fax: (843) 953-9155

Allendale, Beaufort, Berkeley, Charleston, Colleton, Dorchester,  
Hampton, Jasper

#### Florence Regional Office

Child Support Services  
Florence Regional Office  
P.O. Box 1071  
Florence, SC 29503-1071

Physical Address:

2120 Jody St./Suite D  
Florence, SC 29501-2008

Phone: 1-800-768-5858 • Fax: (843) 413-5512 or 413-6513

Chesterfield, Clarendon, Darlington, Dillon, Florence, Georgetown,  
Horry, Lee, Marion, Marlboro, Sumter, Williamsburg

#### Greenville Regional Office

Child Support Services  
Greenville Regional Office  
P.O. Box 17799  
Greenville, SC 29608-8799

Physical Address:

714 N. Pleasantburg Dr./Suite 200  
Greenville, SC 29607-1640

Phone: 1-800-768-5858 • Fax: (864) 282-4634

Abbeville, Anderson, Cherokee, Greenville, Greenwood, Laurens,  
Oconee, Pickens, Spartanburg

## Child Support Overview

Any custodial parent (CP) residing in South Carolina, who has physical custody of a child and needs assistance in obtaining child support payments, may apply to the South Carolina Department of Social Services, Child Support Services Division (CSSD) for services.

CSSD will help you locate the non-custodial parent (NCP), establish paternity (legal fatherhood) if needed, establish and enforce child support payments and ask that the NCP provide health insurance if available. Once the NCP has been placed under a child support order, the NCP is responsible to make child support payments through the Family Court and the CSSD will work closely with the court to ensure payments are made. When an NCP resides in another state, the state child support agencies work together in establishing and enforcing child support orders. If you already have an order for child support but are not receiving payments, CSSD has many tools available to help you with enforcement of your order including contempt proceedings, tax intercept and license revocation.

## The Child Support Process

**How Do I Apply?** Persons receiving assistance under the Temporary Assistance for Needy Families (TANF) Program or Medicaid are automatically eligible to receive services from the CSSD at no cost. Persons not receiving TANF must complete an application form and pay a nonrefundable \$25 application fee. To request an application, you may contact your local county SCDSS office, the CSSD office nearest you, (see addresses and telephone numbers listed in this brochure) or the CSSD office in Columbia at 1-800-768-5858. The NCP may also apply for services to have paternity (legal fatherhood) established or to have the amount of support they are paying reviewed. The NCP may contact the nearest CSSD office or the Columbia office to request an application.

**What About Court Hearings?** When the NCP resides in South Carolina, court hearings are held in the county where the NCP resides. If the NCP lives out of state, in most cases the court hearing will be held in the other state. The custodial parent (CP) would not be required to attend the out-of-state hearing.

**How Long Does It Take to Obtain a Child Support Order?** Upon verification of the NCP's address, the notice is served. At this point, after the notice is served, it usually takes less than three months. It may take longer if the NCP lives out of state.

## How is the Amount of Child Support Determined?

The amount of child support will be based on the South Carolina Child Support Guidelines. The guidelines consider the income of both parents, other biological children in the home, other court-ordered child support payments and day care and health insurance costs.

Once the amount of child support is established, the CP or NCP has the right to request that the CSSD review the child support order every three years. The review may indicate that an upward or downward modification of child support is warranted. If your child support case is not a SCDSS case, you should contact the Family Court where your child support is paid for advice and/or assistance with a review.



Courtesy: U.S. Census Bureau

## What If My Job Status Changes?

Losing a job for whatever reason can leave many individuals feeling anxious and overwhelmed. It can be an uncertain and difficult time and, if you are a single parent, it may be even harder to answer "how will I provide for my family?"

If you, as a gainfully employed single parent, have never received child support or sought the services of the SCDSS CSSD, you may want to consider pursuing child support. The CSSD can help you during this transition period as you seek new employment.

If you are currently paying child support and your job status is changing, you need to contact your Family Court Office where your child support is paid, or your local SCDSS CSSD, to make them aware of your employment status and your ability to pay child support.