INSTRUCTIONS

MARYLAND DEPARTMENT OF HUMAN RESOURCES
Child Support Enforcement Administration

If you prefer you may complete this form online at http://dhr.maryland.gov/child-support-services/

Form No.: DHR/CSEA 980/980A
Form Name: Application for Support Enforcement Services
Purpose: The purpose of this form is to gather information from the individual applying for child support enforcement services.
Instructions: Complete Sections I, II, III, IV and VI. Child support personnel shall complete Sections VII and VIII.

SECTION I: CUSTODIAL PARENT
Provide all information requested. If “Family Violence is checked, provide corroborating evidence (e.g., police reports) or reason to believe that the disclosure of such data might result in physical or emotional harm to a custodial parent, noncustodial parent or a child in a case. NOTE: Corroborating evidence is not required. Indicating family violence will impact the quality of service provided by restricting the amount of information that can be shared with and obtained from the federal government and other secure resources.

SECTION II: SUPPORT - CHILDREN
Provide all information requested.

SECTION III: NONCUSTODIAL PARENT
Provide most recent information. The DATE after LAST KNOWN ADDRESS refers to the latest date in which the information was known to be correct.

SECTION IV: HEALTH INSURANCE
If either parent has individual health insurance coverage or health insurance coverage for the child(ren), check the appropriate box and enter information about the insurance company, if known.

SECTION V: LEGAL REPRESENTATION

SECTION VI: PAYMENTS AND SIGNATURES
After completing the required information the form must be signed by the applicant.

SECTION VII: SERVICES REQUIRED
To be completed by Child Support staff.

SECTION VIII: VALIDATION
The child support staff person shall check the appropriate box, sign the form, enter his/her title and the date of the validation Note: Some applicants will complete more than one application. In those instances, check “$15.00 application fee paid” on one form only. Check “Fee previously paid” on all others.

ATTACHMENT: FINANCIAL STATEMENTS
Provide all information requested.

Distribution: Original – Case folder, 1 copy to applicant, 1 copy to Fiscal if accompanied by fee, 1 copy to prosecutor, if necessary.
INFORMATION FOR SUPPORT ENFORCEMENT SERVICES

Please complete this form carefully and provide as much detailed information as possible. Legibly print the answers on this form. If you are the custodial parent, complete a separate form for each noncustodial parent from whom you want support. The accuracy of the information you provide may affect how your case is handled. Disclosure of your Social Security number, and the Social Security number(s) of your child(ren), is required by federal law (42 USC 666(a)(13)). The Child Support Enforcement Administration will use these Social Security numbers only for the purpose of establishing and enforcing support for you and your family. If you do not understand any questions on this form, please call 1-800-332-6347.

SECTION I: CUSTODIAL PARENT – (PARENT OR RELATIVE WITH WHOM THE CHILDREN RESIDE)

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<th>Full legal name (First, Middle, Last)</th>
<th>Maiden Name</th>
<th>Alias Name</th>
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<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Social Security number</th>
<th>Driver’s license number</th>
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<th>Home phone</th>
<th>Business phone</th>
<th>Pager/cell phone</th>
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<th>Name of nearest relative</th>
<th>Relationship</th>
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☐ Family Violence: I believe that disclosure of my address or other identifying information might result in physical or emotional harm to me or my child. (Please see instructions on page 1.)

☐ I believe the other party (parent) will cooperate with this office to establish, modify and enforce a support order.

☐ I think the father will request genetic testing.

SECTION II: SUPPORT – CHILDREN:

<table>
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<tr>
<th>Name</th>
<th>Social Security Number</th>
<th>Date of Birth</th>
<th>State and County Where Born</th>
<th>Sex</th>
<th>Race</th>
<th>Relationship to you</th>
<th>State Where Conception Occurred</th>
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1. If you are the biological mother of the child(ren), were you married to a man other than the noncustodial parent at the time the child(ren) were conceived or born? □ Yes □ No

2. What is your relationship to the noncustodial parent?
   □ Never married □ Currently married □ Separated □ Divorced □ Other ______________________

3. Date married:__________ State where married:_________ Date/place divorced/separated:_________________

4. If separated, have divorce proceedings been started by a private attorney and/or is court action currently pending? □ Yes □ No
   If yes, please list name, address, and phone number of the attorney and the County and State in which court action is pending: __________________________________________________________________________

   Is child support included in this action? □ Yes □ No

5. If the parents were not married: Has paternity been established for the child(ren)? □ Yes □ No

6. Was an Affidavit of Parentage signed? □ Yes □ No □ Other ______________________

7. Was paternity established by Court Order? □ Yes □ No □ Other ______________________

8. If you answered YES to question #6 or 7 above, please list the children for whom paternity has been established or an Affidavit of Parentage signed:
   __________________________________________________________________________

9. Do you have a court order for child support from this noncustodial parent? □ Yes □ No

10. If you answered yes to #4, 5, 6, 7, 8 or 9 above, show where paternity/support was ordered. Include a copy of the order with your application.
    County State Court docket # Date of order

11. Does the noncustodial parent pay support? □ Yes □ No

12. If yes or sometimes, to whom does the noncustodial parent pay support?
    □ To you □ To a child support agency □ Other ______________________

13. Name and address of the child support agency: ____________________________________________________
    __________________________________________________________________________

14. Date support last paid: ___________________ Amount: $________________________

15. Is support paid by a military allotment? □ Yes □ No

16. Have you ever received Temporary Cash Assistance (TCA, formerly AFDC or “welfare”), Medical Assistance, or previously applied for Child Support Services? □ Yes □ No
   If yes, list the County and State: ______________________ Date of last TCA check if applicable: __________

17. Date of the noncustodial parent’s last contact with applicant or child:__________________________
SECTION III – NONCUSTODIAL PARENT  (Parent from whom you want support)

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<thead>
<tr>
<th>Full legal name (First, Middle, Last)</th>
<th>Alias/Nickname</th>
<th>Home phone</th>
<th>Business phone</th>
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<tbody>
<tr>
<td>Date of birth</td>
<td>Race</td>
<td>Sex</td>
<td>Social Security number</td>
</tr>
<tr>
<td>Address or last known address</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
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<td>E-mail/web address</td>
<td>Eyes</td>
<td>Hair</td>
<td>Height</td>
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<td>Identification marks:</td>
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<tr>
<td>Driver’s license number</td>
<td>Automobile tag number</td>
<td>Automobile make/model</td>
<td>Year</td>
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1. Current or prior military service dates:  From _________ to _________  What branch? ____________________________

2. Has the noncustodial parent ever been in jail?  ☐ Yes  ☐ No  Dates:  From _________ to _________
   Name of jail: ____________________________  Address: ____________________________________________

3. Noncustodial parent’s place of birth: ___________________________________________________________

4. Is noncustodial parent a member of a Union/Local?  ☐ Yes  ☐ No  If yes, please specify: __________________

5. Name of nearest noncustodial relative: _________________________________________________________  Relationship _________
   Address | City | State | Zip Code |

6. Name of noncustodial parent’s mother: ____________________________  Maiden name: __________________
   Address | City | State | Zip Code |

7. Name of noncustodial parent’s father: __________________________________________________________
   Address | City | State | Zip Code |

8. Noncustodial parent’s current or last known employer: ____________________________
   Employer’s address: _________________________________________________________________
   Phone number: ____________________________  Employment History – Dates:  From _________ to _________

9. Does noncustodial parent receive a pension, disability benefits, social security, or have any other source of income?  ☐ Yes  ☐ No  ☐ Unknown
   Income amount: $ _____________  From what source: ____________________________________________
10. Does noncustodial parent have a license, certificate, registration or permit that is necessary to practice or work in a particular business, occupation or profession?  □ Yes  □ No  If yes, what type? ___________________

11. Does the noncustodial parent have other child support cases?  □ Yes  □ No  □ Unknown
   If yes, what State or States? ___________________

12. Do you have a photograph of the noncustodial parent?  □ Yes  □ No  If yes, please attach photograph.

SECTION IV – HEALTH INSURANCE

1. Do the children have health insurance?  □ Yes  □ No  □ Unknown

2. Insurance provided by  □ Mother  □ Father  □ Other (State, Stepparent, Grandparent, etc)
   Name/relationship of Other provider ______________________________

3. Name, address, and phone number of health insurance company covering child(ren). ______________________
   __________________________________________________________________________________________
   __________________________________________________________________________________________
   Policy number: __________________ Group number: _____________ Effective date: ________________
   Policy expiration date: _________________________________

4. Name and address of employer providing the health insurance. _______________________________________
   __________________________________________________________________________________________

5. Name of child(ren) covered by the health insurance. ______________________________________________
   ______________________________________________________
   ______________________________________________________

6. Type of coverage provided: (Check appropriate coverage)
   □ HMO  □ PPO/PPN  □ POS  □ Pharmacy  □ Dental  □ Vision  □ Hospital services
   □ Physician services  □ Other ___________________
SECTION V: LEGAL REPRESENTATION
An attorney working in the child support enforcement program represents the Child Support Enforcement Administration of the State of Maryland. The attorney does not represent you or your personal interest and there is no attorney-client relationship between you and the attorney, between you and the child support office, or any employees thereof. Any information you provide may not be treated as confidential, except as provided by law. You may be required to appear as a witness in court. Your failure to appear for court pursuant to an order or subpoena could result in your arrest.

SECTION VI: PAYMENTS AND SIGNATURES
Payments are applied to current support first, then arrears. If an obligor has more than one obligation, any payments collected by earnings withholding will be allocated among families in accordance with 45 CFR 303.100(a)(5).

Fee Disclosure: I understand I may be required to pay a nonrefundable $15 application fee even if the agency does not succeed in getting support for the child(ren). A $15 annual user fee may be deducted from my support payment if collections exceed $3,500.

Maryland’s Child Support Enforcement Administration (CSEA) disburses child support payments via Direct Deposit into your checking account. You will be asked to complete a Direct Deposit application form once your Child Support accounts are open. If you do not submit a Direct Deposit application when your accounts are opened, a Bank of America debit card will be issued to you.

I understand that I may be required to return money sent to me in error and can agree to have it taken incrementally from future payments. Failure to agree to have it taken out of future payments will not affect my application for services.

☐ I agree to recoupment from future payments.

I am applying for support enforcement services on behalf of the child(ren) listed in this application. I personally have provided all information in this document. I further agree to notify my local MCSEA office immediately of any change in my residential or mailing address, telephone number, income, expenses or employment. I have either read this application and all of the information contained in it, or have had it read to me. I have received a copy of the Customer Rights and Responsibilities and I agree to meet all obligations imposed upon me by submitting and signing this application.

I solemnly affirm under the penalties of perjury that the statements given are true and correct to the best of my knowledge, information, and belief.

Applicant’s Signature ____________________________________ Date __________________

DO NOT WRITE BELOW THIS LINE

SECTION VII: SERVICES REQUIRED
☐ All establishment/enforcement services
☐ Location of other parent
☐ Establishment of paternity
☐ Establishment/enforcement of health insurance only
☐ Collection/enforcement
☐ Modification
☐ Establishment of court order

SECTION VIII: VALIDATION
☐ $15 application fee paid
☐ Fee previously paid
☐ No fee paid. Explanation _________________________________
☐ Medical Assistance client. Fee does not apply.
☐ TCA applicant-fee deferred.

Validator’s Signature (CSEA Staff) __________________________ Date ________________
Customer Rights and Responsibilities

As a Customer of the Child Support Enforcement Administration (CSEA) you have the following rights and responsibilities:

- The right to available services regardless of your race, color, creed, national origin, or as defined by ADA.
- The right to information regarding client rights including a copy of this document and/or an explanation of client rights in a language of your choice, to the extent possible, and access to an interpreter in order to understand exercise and protect your rights.
- The right to have your case record kept private as required by State and Federal laws.
- The right to make suggestions or complaints when you think your services have been delayed or you disagree with a decision.
- The right to get appropriate services that follow State, Federal, and local laws and regulations.
- The right to be treated with respect and courtesy.
- The right to be informed about any fee required in order to receive services.

As a Customer of this agency you have a responsibility to:

- Treat staff with respect and courtesy,
- Give correct and complete information about persons involved in your case,
- Inform CSEA immediately about changes in legal custody, your address, employment, income and health insurance,
- Provide copies of all relevant court orders,
- Attend all scheduled appointments,
- Respond truthfully and timely to letters, notices or other inquiries from the Agency, and
- Notify your local Child Support office before filing any civil or criminal action concerning child support.
ATTACHMENT – FINANCIAL STATEMENT

I, _________________________________________________________, state that I am the ☐ mother/ ☐ father or __________________________________________ of the minor children listed below:

State Relationship (aunt, guardian, grandmother, etc.)

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<tr>
<th>Name</th>
<th>Date of Birth</th>
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The following is a list of my income and expenses. * See definitions before completing.

Total monthly income (before taxes) $___________________

Child support I am paying for my other child(ren) each month $___________________

Alimony I am paying each month to ____________________________ $___________________ Name of Person

Alimony I am receiving each month from ____________________________ $___________________ Name of Person

For the children listed above:

Monthly health insurance premium $___________________

Work-related monthly childcare expenses $___________________

Extraordinary monthly medical expenses $___________________

School/transportation expenses $___________________

*To figure the monthly amount of expenses, weekly expenses should be multiplied by 4.3, and yearly expenses should be divided by 12. If you do not pay the same amount each month for any of the categories listed, determine your average monthly expense.

**Total Monthly Income:** Include income from all sources including self-employment, rent, royalties, business income, salaries, wages, commissions, bonuses, dividends, pensions, interest, trusts, annuities, social security benefits, workers compensation, unemployment benefits, disability benefits, alimony or maintenance received, tips, income from side jobs, severance pay, capital gains, gifts, prizes, lottery winnings, etc. do not report benefits from means-tested public assistance programs such as food stamps or TCA.

**Extraordinary Medical Expenses:** Uninsured expenses over $100 for a single illness or condition including orthodontia, dental treatment, asthma treatment, physical therapy, treatment for any chronic health problems, and professional counseling or psychiatric therapy for diagnosed mental disorders.

**Child Care Expenses:** Actual child care expenses incurred on behalf of a child due to employment or job search of either parent with amount to be determined by actual experience or the level required to provide quality care from a licensed source.

**School and Transportation Expenses:** Any expenses for attending a special or private elementary or secondary school to meet the particular needs of the child or expenses for transportation of the child between the homes of the parents.

I solemnly affirm under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information and belief.

_____________________________________________  ____________
Signature                                      Date

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