



## Correct information will help process your case

Please provide as much of the following information as possible about you, your minor child(ren) and the other parent.

- Full legal names and any other names used
- Dates of birth
- Birth certificates
- Marriage certificates
- Social Security numbers
- Addresses
- Employment information, including employment history
- Income and assets (property, cars, boats)
- Child support payment records
- Copies of all existing court orders (temporary or final), including child support orders, legal divorce documents, visitation orders, restraining orders, and any other orders involving your children



### You can help!

The more complete information you provide, the faster you will see results.

Contact a local child support agency:

**866-901-3212 toll-free**  
(within the U.S.)

**TTY 866-399-4096**



Edmund G. Brown Jr., *Governor*  
*State of California*

Diana S. Dooley, *Secretary*  
*California Health and Human Services Agency*

Kathleen Hrepich, *Interim Director*  
*California Department of Child Support Services*

1-866-901-3212 (toll-free)  
TTY 1-866-399-4096 (toll-free)  
[www.childsup.ca.gov](http://www.childsup.ca.gov)

PUB 246 (11/2012)

# Opening a Child Support Case



Department of  
Child Support Services

## What you can expect once your case is opened

Once your case is opened, we will follow up on the information you have given us. The local child support agency will send you a letter with your case information after opening the case.

### Locate the other parent

If you don't know the other parent's address, we will try to obtain it. Any information you can give us—like current or past jobs, addresses, and earnings—will help us find the other parent.

### Establish paternity

The local child support agency can help you establish paternity with a Paternity Opportunity Program Declaration or a court order. The Declaration is a form you can fill out that must be signed by both parents to establish paternity without going to court. The local child support agency will help you arrange for testing when the child's father is in question.

### Obtain a child support order

Legal action will be taken to get child support from the noncustodial parent. The amount of child support is determined by the income of each parent and the amount of time each parent spends with the child, among other issues.

### Enforce the child support order

The local child support agency has a number of ways to collect child support for children. The most common way is by withholding part of the noncustodial parent's wages from his or her paycheck.

### Interstate cases

Child support orders can be obtained and enforced even when the other parent lives in another state.



## Tell us about changes . . .

Contact us if there is a change, for you or the other party, in any of the following:

- Address
- Employment
- Custody/visitation
- Public assistance
- Court orders

## Opening a child support case

The local child support agency provides services to parents, guardians and caretakers of minor children. Our services are available regardless of marital status or income.

There are two types of cases: non-public assistance and public assistance.

### Non-public assistance cases

We will open a case when you complete an application for services.

### Public assistance cases

If you are receiving public assistance, we will open a case when we receive a referral from the county welfare department that is providing assistance. When the custodial party is receiving public assistance, the first \$50 of child support collected each month goes to the custodial party and the rest is used to pay back public assistance.

When a child is removed from the home, whether voluntarily or involuntarily, and placed in foster care, a child support case may be opened and one or both parents may be required to pay child support to help in the cost of foster care.

When a minor child is receiving Medi-Cal only, a case is opened to establish paternity and medical support. A child support order will also be established if requested by the parent.

You can get an application from our office.