



— DEPARTMENT OF —
ECONOMIC SECURITY

Division of Child Support Services

How to Apply for IV-D Child Support Services

Who can apply for IV-D Child Support Services?

- Anyone who needs to establish paternity
- Anyone who needs to establish child support or a medical support order
- Anyone who already has a support order who needs help to collect support payments

If you are receiving public assistance from Temporary Assistance for Needy Families (TANF), Medicaid or federally-assisted foster care programs, you have been automatically referred to the Division of Child Support Services (DCSS) for services.

If you have safety concerns for you or your children, there are some protections available when establishing a child support order.

What is the first step in applying for IV-D Services?

To apply for IV-D child support services, you can download an application on the DCSS website at des.az.gov/dcass. You may also call your local DCSS office and request an application in the mail, or you may walk in to your local DCSS office and pick up the application.

Are there any other costs?

Under federal law, DCSS is required to charge a yearly \$35 service fee on cases where the custodial parent has never received public assistance and has received \$550 of support within the federal fiscal year (October 1- September 30). You may be charged more than one fee each year if you have more than one applicable case.



There is an \$8.00 monthly handling fee for the noncustodial parent for cases with a support order.

If paternity has not been established, genetic testing may be needed to establish the identity of the father. The State will advance the costs of the testing so that if the alleged father is proven by genetic testing to be the biological father, the father will reimburse the State for the cost. If the alleged father is proven not to be the biological father through genetic testing, he does not have to reimburse the State. If your case involves dealing with a child support enforcement agency in another state, there could be extra costs.

Other states have different rules regarding fees and costs for child support services. If the noncustodial parent is in another state, ask your caseworker about the possible costs involved for that state.

Do I have to fill out any paperwork?

There will be certain paperwork you will need to complete depending on if you are establishing paternity, a child support order or enforcing an existing court order. DCSS will provide you with the forms that you need to complete. Complete forms using black ink only and have them witnessed and notarized if necessary. A DCSS staff person can be a witness and there are notaries available to you at the local child support office to notarize the documents for you.

You may need to complete a copy of the Affidavit of Direct Payment which you can download from the website: des.az.gov/dcss

What kind of information will I need to provide about the noncustodial parent (NCP)?

The following list of information about the NCP will help DCSS work your case:

- name, address, date of birth and social security number
- name and address of current or recent employer
- names of friends, relatives, names of organizations to which he/she might belong
- information about his/her income and assets - pay slips, tax returns, bank accounts, investment or property holding
- physical description and/or picture

The most important piece of information that you can provide is the NCP's social security number. Keep in mind that DCSS needs enough information to pursue your case.

Will I be asked any personal questions?

If DCSS must establish paternity for your child(ren), you will be asked questions that are of personal nature. These questions are necessary in helping DCSS locate the absent parent of your child. Your answers will remain confidential.

I don't have a support order. Is it possible for DCSS to establish one for me?

Yes. DCSS can help you establish a support order, as well as paternity, if that is an issue in your case. You will need to provide as much information to DCSS as possible to help in establishing your support order. Contact your local DCSS office for details.

Can DCSS help me establish a medical support order?

Yes. If your current order does not include medical support, DCSS can help you add medical support to it. Contact your local DCSS office for details.

At what point can I not apply for child support?

In Arizona, you can apply for IV-D child support services at any time until the child(ren)'s emancipation. Emancipation is when a child becomes legally responsible for him/herself. In Arizona, if a child reaches the age of 18 while still in high school or an accredited high school program, support can continue. Emancipation occurs on the date when the child graduates from high school or turns 19.





I already have a support order, but the payments are barely enough for my child. Is it possible to change the amount of monthly support I receive?

If you receive IV-D child support services, DCSS can help you request a modification of your current support order if you qualify. If there is a situation that is substantial and continuing which would change your support order by fifteen percent or more (for example, the noncustodial parent may have received a large pay raise or deduction at work), you are eligible to complete the Request for Modification Review. A modification review is conducted by the courts based on the current income of the parents, the Arizona child support guidelines, and any applicable credits. The review may result in an increase, decrease or no change in your child support order.

If I am applying for public assistance, do I have to supply information about the biological absent parent?

To be eligible for the TANF program, you must provide information that will help identify the other parent so DCSS can establish an order and collect child support. Child support collected while you are receiving public assistance (TANF) will be used to reimburse the State of Arizona for the time you were receiving TANF money. Once you are no longer receiving TANF money, the current support will be sent to you.



How can DCSS make collecting child support as safe as possible?

Many family violence victims are worried about collecting child support but want to go forward with a support case because they need the financial support. Many victims also feel that both parents should be responsible for the children.

It is important to tell the DCSS staff about safety concerns so that precautions can be taken to help you receive child support services safely. Provide DCSS with documentation of family violence, such as a current protective order, police reports or a written statement from a family violence advocate. However, it is not necessary to have a police report or protective order to get a family violence flag on your case. Your case information can be flagged for family violence which will prevent any information about you or your child from appearing on documents DCSS files with the court. Cases that are flagged for family violence are handled with caution and some of the protections available include:

- Not requiring to negotiate with the other parent in an in-office negotiation conference
- Not requiring both parents to negotiate in the same room in court. Parents will speak with a child support attorney separately.

If at any time the consequences of collecting child support outweigh the benefits, it may be safer to close your case. If you are receiving public assistance and it is not safe to open a case or receive child support services, DCSS can provide a “good cause” waiver that stops the child support process.

How do I get protection if I’m worried about my safety or the safety of my child(ren)?

Tell DCSS as soon as possible about your concerns. You can ask for protections when your case is opened and at any time after that.

- Every time you contact the DCSS office, let the staff person know you’ve asked for family violence protections. This is especially important before court or if you have a meeting scheduled in the child support office.

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Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for further information about this policy, contact the Division of Child Support Services at 602-252-4045; TTY/ TDD Services: 7-1-1 • Disponible en español en línea o en la oficina local.

CSE-1051A PAMNA (11-20)

