

FOR OFFICE USE ONLY
Request Date: _____
Date 408 Sent: _____
Date 408 Received: _____

APPLICATION FOR CHILD SUPPORT SERVICES

Thank you for requesting information about child support services. The Division of Child Support (DCS) is responsible for administering the child support program in the State of South Dakota under Title IV-D of the Social Security Act. The DCS provides the following services: locate; paternity and order establishment; and enforcement of child support and medical support orders.

DCS services are available to custodial and noncustodial parents, alleged fathers, and individuals who have court ordered legal custody/guardianship over the minor child(ren) for whom services are being sought. The application is the initial starting point for DCS services and this Notice describes DCS's services, the responsibilities of the persons receiving the services, the fees, the accounting procedures, and the use and disclosure of information for Non-TANF cases. There is a \$5.00 application fee associated with this service.

Note: If you are not the parent of the child(ren) for whom you are applying for services, you must have legal custody and/or guardianship of the child(ren) and a copy of the court order must be attached to the application.

Confidentiality/Interpreter Needs

Federal and State laws and regulations limit the use and disclosure of confidential information about applicants and recipients of Child Support services.

Do you need interpreter services? Yes No

If yes, specify what type of services you require (language type, sign, etc.)

(Interpreter services are provided free of charge.)

Nondiscrimination Statement

As a recipient of Federal financial assistance and a State or local government agency, the Department of Social Services does not exclude, deny benefits to, or otherwise discriminate against any person on the ground of race, color, or national origin, or on the basis of disability or age in admission or access to, or treatment or employment in, its programs, activities, or services, whether carried out by the Department of Social Services directly or through a contractor or any other entity with which the Department of Social Services arranges to carry out its programs and activities; or on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation or disability in admission or access to, or treatment or employment in, its programs, activities, or services when carried out by the Department of Social Services directly or when carried out by sub-recipients of grants issued by the United States Department of Justice, Office on Violence against Women.

To file a complaint of discrimination, you may write to:

U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue S.W., Washington, D.C. 20205-9410; by Fax (202)690-7442; or by email at program.intake@usda.gov . Individuals who are deaf, hard of hearing, or have speech difficulties and wish to file a complaint, please contact USDA through the Federal Relay Service at (800)877-8339 or (800)845-6136 (Spanish).

Or write to:

U.S. Department of Health and Human Services, Office of Civil Rights, 200 Independence Ave S.W., Washington, D.C. 20201; by phone (800)368-1019 (voice) or (800)537-7697 (TDD); by Fax (202)619-3818; by email ocrmail@hhs.gov; or online at <http://www.hhs.gov/ocr/civilrights/complaints/index.html> .

Or write to:

Discrimination Coordinator, Director of DSS Division of Legal Services, 700 Governors Drive, Pierre, SD 57501; by phone (605)773-3305; or by email DSSinfo@state.sd.us .

Social Security Numbers

Social Security Numbers are used by the Division of Child Support program to locate individuals for purposes of establishing paternity, modifying, and enforcing support obligations. See 42 U.S.C. §666(a)(13). If you do not have a Social Security Number or the noncustodial parent's Social Security Number is unknown, the DCS will not deny your application.

Race/Ethnicity

Race/Ethnicity is an optional requirement. However, race/ethnicity may be used to aid in determining parentage and allows the DCS to determine whether or not the DCS has jurisdiction over a noncustodial parent who may be Native American residing on reservation/trust land.

Please fill in each blank and print legibly or type your answers. Read all instructions carefully and answer each question as completely as possible. If you are unable to understand or complete the forms, or need assistance in completing the forms, please contact any DCS office for assistance. **Incomplete applications and/or forms will not be processed and will be returned to you for completion and/or corrections.**

Complete a separate application form for each parent. If you need another form, you may contact any DCS office or download an application from <http://dss.sd.gov/formspub/>.

I. REQUESTED SERVICES

Please indicate the service you are requesting (select only one).

A. Establish paternity and a support order for a minor child(ren) who was not born during the marriage of the mother and father. Yes No

The following must be attached for this service:

- DSS-SE-408CP/RA, Application for Child Support Services (pages 1-9). You must sign this document in the presence of a Notary Public.
- Affidavit in Support of Establishing Paternity (pages 11-15). You must sign this document in the presence of a Notary Public. If there is more than one child, you will need to complete an Affidavit for each child.
- DSS-SE-481, Financial Statement (pages 17-19). You must sign this document in the presence of a Notary Public.
- DSS-SE-449, Affidavit of Payments (page 21). You must sign this document in the presence of a Notary Public.
- Verification of Income (wage stubs, tax return).
- Copy of child's birth certificate.
- Picture of Father/Mother of child, if applicable.
- \$5.00 application fee. Fee is waived if you or the child(ren) is receiving TANF or Medicaid. Fee may be paid by cash, money order or by check. Money order or check should be made payable to Division of Child Support.

Or B. Establish a child support order for a minor child(ren). Yes No

The following must be attached for this service:

- DSS-SE-408CP/RA, Application for Child Support Services (pages 1-9). You must sign this document in the presence of a Notary Public.
- DSS-SE-481, Financial Statement (pages 17-19). You must sign this document in the presence of a Notary Public.
- DSS-SE-449, Affidavit of Payments (page 21). You must sign this document in the presence of a Notary Public.
- Paternity Affidavit, genetic test results, court order establishing paternity, documentation showing the child was born during the marriage of the mother and father, or adoption order.
- Copy of child's birth certificate.
- Verification of Income (wage stubs, tax return).
- Picture of Father/Mother of child, if applicable.
- \$5.00 application fee. Fee is waived if you or the child(ren) is receiving TANF or Medicaid. Fee may be paid by cash, money order or by check. Money order or check should be made payable to Division of Child Support.

Or C. Enforcement of a child support order for a minor child(ren). Yes No

The following must be attached for this service:

- DSS-SE-408, Application for Child Support Services (pages 1-9). You must sign this document in the presence of a Notary Public.
- DSS-SE-430, Affidavit of Arrearages (pages 25-28). Instructions for completing this form are on page 23. You must sign this document in the presence of a Notary Public.
- DSS-SE-431A, Child Support Payment Authorization Form (page 29).
- Copy of all court orders, including Divorce Decree or other court order for child support. Be sure all orders have been signed by a Judge. If a Stipulation and Agreement was signed, the Stipulation and Agreement must be attached to the appropriate court order.
- \$5.00 application fee. Fee is waived if you or the child(ren) is receiving TANF or Medicaid. Fee may be paid by cash, money order or by check. Money order or check should be made payable to Division of Child Support.

II. APPLICANT INFORMATION

Legal Name (First, Middle and Last)		Maiden Name (if applicable)
Residential Address (Street, City, State, Country, Zip Code)		Home Phone Number (include area code)
Mailing Address (if different than above) (Street, City, State, Country, Zip Code)		Cell Phone Number (include area code)
Employer Name and Address		Employer Phone Number (include area code) May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, best time to contact you:
Date of Birth (MM/DD/YYYY)	Ethnicity (Optional): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino Select one or more Race (Optional): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other	Have you received TANF in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the state(s).
Social Security Number (if available) _____ - _____ - _____		Have you received child support services in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the state(s).
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		Do you have an open child support case in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the state(s).
State of Birth		
Please provide the following information about a close friend or relative who will always be able to get in touch with you if we are unable to reach you. Name: _____ Relationship: _____ Address: _____ Street City State Country Zip Code Phone Number (include area code): _____		
If you are the custodial parent, please complete the following. If you are a caretaker with legal guardianship, skip this section. At the time of the child's birth, were you married to another person other than the noncustodial parent being named in Section IV? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is your spouse's name (First, Middle, Last) _____ Last known address (City, State, Country, Zip Code) _____ _____ Date of Marriage (Month, Day, Year) _____ Place of Marriage (City, State, Country) _____		

III. MINOR CHILDREN

List the full legal name (name listed on birth certificate) and complete the following information for each child who lives with you for the noncustodial parent listed in Section IV. If the child(ren) has any full siblings, not residing with you, please include them below and note with whom they reside. **Attach a copy of the birth certificate to the application.**

<p>_____</p> <p>First Name</p> <p>_____</p> <p>Middle Name</p> <p>_____</p> <p>Last Name</p> <p>_____</p> <p>Suffix (Jr, II, etc.)</p>	<p>Sex</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p> <p>Date of Birth (MM/DD/YYYY)</p> <p>____/____/____</p> <p>Social Security Number (if available)</p> <p>____-____-____</p> <p>Place of Conception (State)</p> <p>_____</p> <p>Place of Birth (City, State)</p> <p>_____</p>	<p>Ethnicity (Optional):</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p>Select one or more Race (Optional):</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Other</p>	<p>Was the child born during marriage of the mother and father? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, was an Acknowledgment of Paternity or Paternity Affidavit completed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide a copy and indicate what State the acknowledgment/affidavit was filed in? _____</p> <p>Was the child adopted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide date of adoption. _____ (Attach a copy of order)</p> <p>Your relationship to the child:</p> <p><input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian</p> <p>Does the child reside in your household? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please explain: _____</p> <p>_____</p>
<p>_____</p> <p>First Name</p> <p>_____</p> <p>Middle Name</p> <p>_____</p> <p>Last Name</p> <p>_____</p> <p>Suffix (Jr, II, etc.)</p>	<p>Sex</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p> <p>Date of Birth (MM/DD/YYYY)</p> <p>____/____/____</p> <p>Social Security Number (if available)</p> <p>____-____-____</p> <p>Place of Conception (State)</p> <p>_____</p> <p>Place of Birth (City, State)</p> <p>_____</p>	<p>Ethnicity (Optional):</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p>Select one or more Race (Optional):</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Other</p>	<p>Was the child born during marriage of the mother and father? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, was an Acknowledgment of Paternity or Paternity Affidavit completed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide a copy and indicate what State the acknowledgment/affidavit was filed in? _____</p> <p>Was the child adopted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide date of adoption. _____ (Attach a copy of order)</p> <p>Your relationship to the child:</p> <p><input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian</p> <p>Does the child reside in your household? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please explain: _____</p> <p>_____</p>
<p>_____</p> <p>First Name</p> <p>_____</p> <p>Middle Name</p> <p>_____</p> <p>Last Name</p> <p>_____</p> <p>Suffix (Jr, II, etc.)</p>	<p>Sex</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p> <p>Date of Birth (MM/DD/YYYY)</p> <p>____/____/____</p> <p>Social Security Number (if available)</p> <p>____-____-____</p> <p>Place of Conception (State)</p> <p>_____</p> <p>Place of Birth (City, State)</p> <p>_____</p>	<p>Ethnicity (Optional):</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p>Select one or more Race (Optional):</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Other</p>	<p>Was the child born during marriage of the mother and father? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, was an Acknowledgment of Paternity or Paternity Affidavit completed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide a copy and indicate what State the acknowledgment/affidavit was filed in? _____</p> <p>Was the child adopted? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide date of adoption. _____ (Attach a copy of order)</p> <p>Your relationship to the child:</p> <p><input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian</p> <p>Does the child reside in your household? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please explain: _____</p> <p>_____</p>

IV. NONCUSTODIAL PARENT INFORMATION

First Name		Middle Name	Last Name	Maiden Name (if applicable)
Alias, Nickname or Other Names				Home Phone Number (include area code)
Residential Address (Street, City, State, Country, Zip Code)				Cell Phone Number (include area code)
Mailing Address (if different than above) (Street, City, State, Country, Zip Code)				Is the Mailing Address current? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If no, address was current as of (MM/DD/YYYY): _____
Has the noncustodial parent lived in SD? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown List other states the noncustodial parent has lived in:				Was he/she ever in jail or prison? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____ Where? _____
Date of Birth (MM/DD/YYYY) If date of birth unknown, please provide approximate age: _____	Ethnicity (Optional): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino Select one or more Race (Optional): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other			Is he/she in the Military Service? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, what branch? _____ National Guards? <input type="checkbox"/> Yes <input type="checkbox"/> No Does he/she receive monthly military or veteran's benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, explain:
Social Security Number (if available) _____ - _____ - _____	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female			
Place of Birth	Height	Weight		
Eye Color	Hair Color	Any distinguishing features:		
What are the names/addresses of the parents of the noncustodial parent?			Name/Address/Phone Number of friends that may know his/her address.	
Mother's Maiden Name (important when SSN is unknown)			Does he/she pay child support in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, please list the state(s).	
Name and address of current or past employer.			Employer Phone Number (include area code) Is this a current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If no, when did he/she last work there?	
What is his/her usual occupation?	Where did you meet the noncustodial parent? (Place, City, State)		How do you contact the noncustodial parent in case of an emergency?	
Sources of Income: List monthly amounts, if any, by each. Self-employment: \$ _____ SSI: \$ _____ Retirement Benefits: \$ _____ Social Security: \$ _____ Unemployment: \$ _____ Veterans Benefits: \$ _____ Workers' Compensation: \$ _____ Rental: \$ _____ Other Income (explain):				

V. HEALTH INSURANCE INFORMATION

Do any of the children receive medical assistance (Medicaid or Title 19) or CHIP? Yes No

If yes, please list those children: _____

Does the child(ren) have Indian Health Service (IHS) coverage? Yes No

If yes, what is the Tribal ID #? _____

Does either parent have private health insurance for the child(ren)? Yes No

If yes, please list the child(ren) that have private health insurance coverage and attach a copy of the insurance card or verification of insurance.

Name of Child Covered	Insurance Coverage		Name and Address of Insurance Company	Policy #	Name of Policy Holder
	Start Date	End Date			
_____	__/__/____	__/__/____		Group #	
_____	__/__/____	__/__/____		Type of Insurance <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Pharmacy <input type="checkbox"/> Other	
_____	__/__/____	__/__/____			

Monthly Cost for the Insurance: \$ _____ Total Number of persons covered under this policy: _____

Monthly Cost of Insurance for single (self only) coverage: \$ _____

NOTE: If you currently do not provide health insurance coverage, DCS may enter an order requiring the noncustodial parent (individual listed in Section IV) to obtain health insurance if it is available through his/her employment. Medicaid is not considered satisfactory health insurance.

VI. RELATIONSHIP TO THE NONCUSTODIAL PARENT (Fill in all that apply – i.e. if you were previously married but now divorced, please complete both the Married and Divorce sections.)

Relationship	Date (MM/DD/YYYY)	City	State/Province	Country
<input type="checkbox"/> Never Married	N/A	N/A	N/A	N/A
<input type="checkbox"/> Married				
<input type="checkbox"/> Separated without legal document (if marked, information regarding marriage should be filled in above)				
<input type="checkbox"/> Legally Separated (if marked, information regarding marriage should be filled in above)				
<input type="checkbox"/> Divorced (if marked, information regarding marriage should be filled in above)				
<input type="checkbox"/> Other				

VII. COURT ORDER INFORMATION (Fill in all that apply.) Attach copies of all orders relating to paternity, custody and child support. If a Stipulation and Agreement was signed, the Stipulation and Agreement must be attached to the appropriate court order.

Type of Order	County	State	Date of Order (MM/DD/YYYY)	Docket Number	Amount Ordered	Frequency
<input type="checkbox"/> No Order						
<input type="checkbox"/> Paternity						
<input type="checkbox"/> Temporary/ Separation						
<input type="checkbox"/> Custody						
<input type="checkbox"/> Divorce						
<input type="checkbox"/> Adoption						
<input type="checkbox"/> Other						

NOTE: If you are attaching a divorce decree, please include the Complaint and Stipulation Agreement to the divorce decree.

VIII. ATTORNEY INFORMATION – If at any time you initiate an action, or are served with documents regarding divorce, child support, custody and/or parenting time, you must contact DCS immediately.

1. Do you currently have an attorney or agency representing you on any matter related to the parent of the child(ren)?

Yes No

If yes:

Name of Attorney: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Does the attorney or agency know you are requesting DCS services? Yes No

2. Does the noncustodial parent have an attorney or agency representing them in any matter related to the child(ren)?

Yes No

If yes:

Name of Attorney: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

3. Have there been any documents (i.e. divorce summons and complaint, custody or parenting time) filed with the court which relate to the child(ren)? Yes No Unknown

If yes:

City: _____ County: _____ State: _____

REQUIREMENTS OF COOPERATION

I declare and affirm under penalties of perjury that the information contained herein has been examined by me, and to the best of my knowledge and belief, is in all things true and correct. **Note: A person who signs this document knowing the information to be false or untrue, in whole or in part, is guilty of perjury – a Class 5 Felony punishable by imprisonment of not more than five years and a fine of not more than \$10,000.**

I understand as an applicant for child support services, I am required to cooperate with the DCS. This may include providing verbal or written information, participating in genetic testing to establish paternity, appearing as a witness at court hearings necessary to pursue the requested child support services, and notifying the DCS of any changes in my address and/or telephone number. **I understand that failure to cooperate may result in my case being closed.**

I understand the DCS has the right to determine which child support services will be provided to me. By signing this application, I agree DCS can take any necessary legal action to establish, modify and enforce a child and/or medical support obligation.

I understand the DCS has the responsibility to protect identifying personal information upon receipt of a protection order which has been entered by the court. If my case is involved in a court action, the information contained in this document, INCLUDING addresses, social security numbers, and names may become a matter of public record. **I also understand the law allows the court to order the DCS to release information if the court determines the release of information would not put at risk my health, safety, or liberty or that of the child(ren).**

I understand listing Social Security Numbers for myself and my children is voluntary according to 42 U.S.C. 405(c)(2)(C). DCS requests these Social Security Numbers according to 42 U.S.C. 654 and 666. As provided by federal statutes 42 U.S.C. 654A(d) and Title IV-D of the Social Security Act. DCS uses these Social Security Numbers to establish, modify and enforce child support or medical support, establish paternity, or other child support program purposes. The numbers may become known to the other parent and to others as a result of these actions and purposes.

I understand legal services for the state may be provided by private attorneys. **I also understand such attorneys do not represent me or the child(ren) listed herein, but represent the DCS.**

I understand that I may ask DCS to close my case by notifying DCS verbally or in writing.

I understand DCS has the authority to close my case as outlined in SERVICES.

I understand if I received Temporary Assistance to Needy Families (TANF), support collected from the noncustodial parent's federal income tax refund is applied to the money owed to the state before any is paid to me.

I understand that I am personally liable to return any support I received from the DCS paid to me in error. This includes money the DCS must return to the IRS.

I understand that I am not to contact the noncustodial parent's employer and doing so can result in my case being closed.

I understand that any payments I receive after submitting my application must be turned in to the DCS for processing and proper credit.

I understand the DCS has the authority to sign papers, act on my behalf, cash checks from the noncustodial parent and send that money to me.

I have applied for South Dakota Division of Child Support (DCS) services. The DCS is authorized by law to take all actions necessary to work my case.

I am the Mother Father Other (list relationship)_____

This authorization is effective until I request the DCS to close my case or until the DCS notifies me it has closed my case, whichever is later.

Applicant's Signature: _____ Date: _____

Sworn to and subscribed this _____ day of _____, _____.

Notary Public
My Commission expires: _____

(Seal)

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AFFIDAVIT IN SUPPORT OF ESTABLISHING PATERNITY

Petitioner: Name (first, middle, last) IV-D Case: TANF
 IV-E Foster Care
Social Security Number Medicaid Only
 Former Assistance
Respondent: Name (first, middle, last) Never Assistance
Non-IV-D Case:
Social Security Number

FILE STAMP

Responding IV-D Case Identifier _____
Responding Tribunal Number _____
Initiating IV-D Case Identifier _____
Initiating Tribunal Number _____

A Separate Affidavit is Required for Each Child Needing Paternity Established

SECTION I

I, _____, on oath, under penalty of perjury depose and allege:
Name (First, Middle, Last)

- 1. I am the natural mother of the child named below:
 natural father
 other; explain in Section IV

Child's Full Name (First, Middle, Last)	Child's Date of Birth (Month, Day, Year)	Place of Birth (City, County, State)
Date Mother Got Pregnant (Month, Year)	Full Term Pregnancy <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, Explain)	Where Mother Got Pregnant (City, County, State)
		Mother's Maiden Name (first, middle, last)

- 2. The child was conceived as a result of sexual intercourse between _____ and me during the time stated above.
Name (First, Middle, Last)
- 3. a. A man is named as the father on the child's birth certificate. Yes (attach certified copy) No
If Yes, the man's name and address are:
- b. A man was married to the natural mother, and the child's birth occurred within a year of the end of the marriage. Yes No
If Yes, the man's name and address are: Date marriage ended _____ (Month, Day, Year)
- c. A man signed the acknowledgment of paternity **before an acknowledgment became a legal finding of paternity under State law.** (prior to July 1, 1994) Yes (Attach certified copy) No
- d. A man acted as and presented himself to be the child's father. Yes No
If Yes, the man's name and address are:
- e. Genetic tests were completed to determine the biological father of the child. If Yes, attach results. Yes No

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SECTION II (TO BE COMPLETED BY MOTHER ONLY)

1. I had sexual intercourse with another man (other than the man I am naming as the child's natural father) during the time 30 days before or 30 days after the child was conceived. Yes No
(If Yes, complete the following.)
 - a. The name(s) and address(es) of the other man/men:
 - b. The other man/men are biologically related to the man I am naming as the child's natural father.
 Yes No If Yes, state the biological relationship (e.g. brother, cousin, uncle, etc)
 - c. I do not believe the other man/men is/are the father because:

2. I was married at the time of this child's birth. Yes No (If Yes, complete the following.)
 - a. Husband's name (First, Middle, Last) and last known address:
 - b. Explain why the husband is not the father of this child and attach all appropriate documents, including divorce decree, genetic test results and prior findings of non-paternity, if any:

3. _____ is the father of this child. The following facts support my
Name (First, Middle, Last)
allegations of paternity:
 - a. We lived together. Yes No Dates: _____ to _____
Location: _____
 - b. I have told welfare officials that he is the father of this child. Yes No
 - c. I told him that he was the father of the child. Yes No
 - d. He is named as the father on the birth certificate. Yes No Certified Copy Attached
 - e. He signed an acknowledgment of paternity **before an acknowledgment became a legal finding of paternity under State law.** (prior to 7/1/1994) Yes No Certified Copy Attached
 - f. He admitted being the father of the child. Yes No
 - g. He sent cards/letters regarding the pregnancy and/or about the child. Yes No Copies Attached
 - h. He was present at the birth of the child. Yes No
 - i. He visited the child at the hospital following birth. Yes No
 - j. He offered to pay abortion expenses. Yes No
 - k. He offered to pay medical expenses. Yes No
 - l. He paid for birth related expenses. Yes No
 - m. He claimed the child on tax returns. Yes No
 - n. He has provided food, clothing, gifts, or financial support for the child. Yes No If Yes, explain in Section IV.
 - o. He lived with the child. Yes No If Yes, explain in Section IV.
 - p. He visited the child. Yes No If Yes, explain in Section IV.
 - q. The child resembles him. Photo attached Yes No If Yes, explain in Section IV.
 - r. There are witnesses to my relationship with him. Yes No
(If yes, list names and addresses and briefly describe relevant facts known by each under Section IV)

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SECTION III (TO BE COMPLETED BY FATHER ONLY)

The following facts support my belief and statements that I am the father of this child:

- a. The mother and I lived together. Yes No Dates: _____ to _____
Location: _____
- b. The mother told me that I am the father of the child. Yes No
- c. I am named as the father on the birth certificate. Yes No Certified Copy Attached
- d. I signed an acknowledgment of paternity **before an acknowledgment became a legal finding of paternity under State law.** (prior to 7/1/1994) Yes No Certified Copy Attached
- e. I was present at the birth of the child. Yes No
- f. I visited the child at the hospital following birth. Yes No
- g. I offered to pay abortion expenses. Yes No
- h. I offered to pay medical expenses. Yes No
- i. I paid for birth related expenses. Yes No
- j. I claimed the child on tax returns. Yes No
- k. I have provided food, clothing, gifts, or financial support for the child. Yes No If Yes, explain in Section IV
- l. I lived with the child. Yes No If Yes, explain in Section IV
- m. I visited the child. Yes No If Yes, explain in Section IV
- n. The child resembles me. Photo attached. Yes No If Yes, explain in Section IV
- o. There are witnesses to my relationship with the child's mother. Yes No

(If yes, list names and addresses and briefly describe relevant facts known by each under Section IV)

SECTION IV – OTHER PERTINENT INFORMATION (including detailed explanations for “YES” responses in Section II or Section III above)

Continued on Attached Sheet(s), incorporated by reference

All of the information and facts contained in this AFFIDAVIT IN SUPPORT OF ESTABLISHING PATERNITY are true and correct to my best knowledge and belief. I agree to submit myself and, if I am the custodian, my child to genetic testing as may be necessary to establish paternity.

Date	Signature
Sworn to and Signed before me this Date, County, and State	Notary Public/Official and Title
	_____ Commission Expires

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STATE OF SOUTH DAKOTA)
IN THE MATTER OF THE CHILD)
SUPPORT OBLIGATION OF) SS
_____)

FINANCIAL STATEMENT

DCS #: _____

Please answer every question or state not applicable if the question does not pertain to your financial situation. If you need more space to answer a question, please attach additional sheets if necessary to fully answer any item. Be sure to attach a copy of your most recent paycheck stub and a copy of your last filed Federal Income Tax Return, including a copy of your W-2. Be sure to date and sign the financial statement in front of a notary. To calculate your montly gross income multiply your hourly wage by the number of hours per pay period, multiply this by the number of pay periods, and then divide by 12.

PERSONAL INFORMATION

Name: _____ Birthdate: _____
Address: _____ Driver License #: _____
_____ Phone: Home: () _____
Bank Name: _____ Work: () _____
Address: _____ Cell: () _____

EMPLOYMENT INFORMATION

Employer: _____ Dates employed: From: _____
Employer Address: _____ To: _____
Employer's Phone #: _____ Occupation: _____
Rate of Pay: \$ _____ per _____ hours worked per week: _____ Tips: \$ _____ per _____

GROSS MONTHLY INCOME

1. \$ _____ Salary, Wages, Tips, Commissions, Bonus or Other Designations
2. \$ _____ Gain or profit from a business or profession (self-employment)
3. \$ _____ Pension, retirement, disability, veterans, social security or insurance payments
4. \$ _____ Interest, dividends, rentals, royalties or other gain
5. \$ _____ Gain from sale, trade or conversion of capital assets
6. \$ _____ Unemployment insurance and workers compensation benefits
7. \$ _____ Benefit in lieu of compensation including, but not limited to, military pay allowances
8. \$ _____ Other income (including Spousal Support received). Explain _____
9. \$ _____ **TOTAL GROSS MONTHLY INCOME** (add lines 1 through 8).

HEALTH INSURANCE INFORMATION

Do you have health care insurance available for dependents? Yes No
If you provide health care insurance (medical, optometric, dental or orthodontic, or counseling costs) for your child(ren) please complete the following:

Name of the Health Care Insurance Company: _____
Address of the Health Care Insurance Company: _____

Policy Number of the policy: _____ Total monthly cost of the insurance: _____

Persons covered under the policy of insurance: _____

If you can identify the exact amount of the premium each month that is solely for the child(ren) in this matter, please specify that amount. \$ _____

Cost of insurance for single (self only) coverage: \$ _____

Please attach to this page verification of health insurance coverage and cost of the health insurance coverage. You must provide verification of the cost of adding the child(ren) to existing coverage, the cost of self only coverage and family coverage, or the cost of private coverage for the child(ren).

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OTHER INFORMATION

Do you make payments on any other child support orders for children other than those involved in this proceeding? No Yes

If yes, how much per month? \$_____ (Attach a copy of the court order and evidence of payments. If not attached, the amount will not be considered.)

Do you make payments for spousal support? No Yes

If yes, how much per month? \$_____ (Attach a copy of the court order and evidence of payments. If not attached, the amount will not be considered.)

Do you make contributions to an IRS qualified retirement plan not exceeding 10% of gross income?

No Yes

If yes, how much per month? \$_____ (Attach documentation showing the amount being contributed. If not attached, the amount will not be considered.)

STATE OF SOUTH DAKOTA)

)

COUNTY OF _____)

_____, being first duly sworn, on oath, deposes and says that he/she is the above named parent who completed this financial statement, that he/she has read the foregoing financial statement and knows the contents thereof, and that to the best of his/her knowledge, and belief found after reasonable inquiry it is true and correct.

Note: A person who signs this document knowing the information to be false or untrue, in whole or in part, is guilty of perjury – a Class 5 Felony punishable by imprisonment of not more than five years and a fine of not more than \$10,000.

Signature of above named parent

Sworn to and subscribed this ___ day of _____, _____.

Notary Public
My commission expires:_____

(Seal)

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AFFIDAVIT OF PAYMENTS

One of the two options must be selected.

I, _____ DO NOT request prior period child support owed to me during the time I was not receiving TANF from the State of South Dakota or from any other state, and/or Tribal TANF program. The reason I do not desire prior period child support is:

I, _____ DO request prior period child support owed to me from the period of _____ (date of birth of child or date of separation from noncustodial parent, whichever is later) to and including _____. Child support is not due and owing from the noncustodial parent during the months he resided in the same household as the child(ren).

Any payments received after submission of this document must be turned in to the DCS for processing and proper credit.

PLEASE LIST THE PAYMENTS RECEIVED FROM THE NONCUSTODIAL PARENT BELOW:

YEAR:	YEAR:	YEAR:	YEAR:
JAN:	JAN:	JAN:	JAN:
FEB:	FEB:	FEB:	FEB:
MAR:	MAR:	MAR:	MAR:
APR:	APR:	APR:	APR:
MAY:	MAY:	MAY:	MAY:
JUN:	JUN:	JUN:	JUN:
JUL:	JUL:	JUL:	JUL:
AUG:	AUG:	AUG:	AUG:
SEP:	SEP:	SEP:	SEP:
OCT:	OCT:	OCT:	OCT:
NOV:	NOV:	NOV:	NOV:
DEC:	DEC:	DEC:	DEC:
TOTAL PAYMENTS:	TOTAL PAYMENTS:	TOTAL PAYMENTS:	TOTAL PAYMENTS:

I declare and affirm under the penalties of perjury that the information contained herein has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Note: A person who signs this document knowing the information to be false or untrue, in whole or in part, is guilty of perjury – a Class 5 Felony punishable by imprisonment of not more than five years and a fine of not more than \$10,000.

Sworn to and subscribed this _____ day of _____, _____.

 Signature of Plaintiff

 Notary Public
 My Commission Expires: _____
 (SEAL)

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AFFIDAVIT OF ARREARAGES

Please complete the SE-430, Affidavit of Arrearages, worksheet if child support arrearages are owed by the noncustodial parent. If there is more than one year of arrearages, please attach additional sheets.

INSTRUCTIONS:

1. **Noncustodial Parent's Name:** Write in the full name (first name and last name) of the parent who is ordered to pay child support.
2. **Custodial Parent's Name:** Write your full name (first name and last name).
3. **County:** Write the name of the county in which the child support order was entered in. If the child support order was entered in a tribal court, write the name of the tribal court.
4. **State:** Write the name of the state in which the child support order was entered in. If the child support order was entered in a foreign country, write the country's name.
5. **Docket No:** Write the court docket number from the court order.
6. **Date of Order:** Write the date the court order was entered/filed by the court.
7. **YEAR:** Beginning with the first year child support was court ordered, write the year. For example: if the child support order was entered on May 12, 2015, you would write 2015.
8. **Child Support Amount Due** column: In this column, you will indicate the monthly child support obligation that is court order. For example: the child support order states the noncustodial parent will pay \$450 per month beginning May 1, 2015. You would start with May 2015 and write \$450. This amount would be written in each consecutive month which the \$450 is court ordered. If the child support order was modified, the amount would change based upon the amount stated in the modified order.
9. **Alimony Amount Due** column: If alimony is court ordered, enter the monthly court ordered alimony in the Alimony Amount Due column for each month the alimony is due.
10. **Amount Paid** column: For each month, indicate the total amount paid by the noncustodial parent in the Amount Paid column.
11. **Balance Due** column: Please use a running balance in the Balance Due column.
12. **Comments** column: If there is any specific information regarding the obligation or payments made during a given month, please note that in the Comments column. For example: If the noncustodial parent is allowed an abatement for parenting time (visitation) during the summer months and the child support obligation is less for that month, this should be noted in the Comments column.
13. Be sure to indicate the total amount due and the time period in the signature section. The total amount due must equal the running balance total.
14. Be sure to sign and date in front of a notary. Failure to do so will result in your application being returned to you.
15. Affidavit of Arrears forms may be filed with Circuit Court. Therefore, it is important to complete the Affidavit of Arrears correctly and accurately. If you have any questions about completing this form, please contact the DCS office.

NOTE: Any payments received after your application has been submitted must be turned in to the DCS for processing and proper credit.

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AFFIDAVIT OF ARREARAGES

Noncustodial Parent's Name: _____

Custodial Parent's Name: _____

County: _____ State: _____

Docket No: _____ Date of Order: _____

YEAR:

	Child Support Amount Due	Alimony Amount Due	Amount Paid	Balance Due	Comments
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					

The total amount of arrears due and owing is \$_____ from the period of _____ to and including _____.

I declare and affirm under the penalties of perjury that the information contained herein has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Note: A person who signs this document knowing the information to be false or untrue, in whole or in part, is guilty of perjury – a Class 5 Felony punishable by imprisonment of not more than five years and a fine of not more than \$10,000.

 Custodial Parent

Sworn to and subscribed this _____ day of _____, _____.

 Notary Public

My Commission Expires: _____

(SEAL)

Noncustodial Parent's Name: _____

Custodial Parent's Name: _____

YEAR:

	Child Support Amount Due	Alimony Amount Due	Amount Paid	Balance Due	Comments
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					

YEAR:

	Child Support Amount Due	Alimony Amount Due	Amount Paid	Balance Due	Comments
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					

Noncustodial Parent's Name: _____

Custodial Parent's Name: _____

YEAR:

	Child Support Amount Due	Alimony Amount Due	Amount Paid	Balance Due	Comments
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					

YEAR:

	Child Support Amount Due	Alimony Amount Due	Amount Paid	Balance Due	Comments
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					

Noncustodial Parent's Name: _____

Custodial Parent's Name: _____

YEAR:

	Child Support Amount Due	Alimony Amount Due	Amount Paid	Balance Due	Comments
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					

YEAR:

	Child Support Amount Due	Alimony Amount Due	Amount Paid	Balance Due	Comments
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					

**South Dakota Department of Social Services, Division of Child Support
Child Support Payment Authorization Form**

PERSONAL INFORMATION (Please Print)		
Name (First, Middle, Last):		
Mailing Address:		Apartment Number:
City:	State:	Zip Code:
Country:		
Daytime Telephone:		Social Security Number:
Disclosure of the Social Security number is requested for purposes of ensuring correct identification of individuals in the state case registry. Social Security numbers are required to be included in the state case registry pursuant to 42 USC 654a(3) and (e)(4)(D). Failure to disclose this information will affect enrollment in the direct deposit option.		
Please select from the available options:		
<input type="checkbox"/> OPTION #1: DIRECT DEPOSIT (effective as soon as form is processed by DCS office)		
Financial Institution Name:		
Financial Institution Routing Number:		
Financial Institution Account Number:		
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings		
By selecting Direct Deposit, I authorize the Division of Child Support (DCS) to credit my child support payments to the above account and, if necessary, reverse any incorrect payments made in error. <u>I acknowledge that a new enrollment form must be completed if I choose to change financial institutions or account numbers.</u> I further acknowledge that I must notify the DCS immediately, in writing, if my account is closed. Your name must appear on the account. Child support payments will be received by your bank within two to three business days after the DCS applies the payment. ***Remember to attach a voided check/copy of check to this form or a letter from your financial institution including your routing number and account number. Do not attach a deposit slip; the routing number is not always correct.***		
<input type="checkbox"/> OPTION #2: U.S. BANK RELIACARD (effective as soon as enrolled by DCS office)		
*Note: To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means for you: When you open an account, U.S. Bank will ask for your name, address, date of birth and other information that will assist them to identify you. U.S. Bank may also ask to see your driver license or other identifying documents.		
As soon as we receive your form, we will process your enrollment. Your card will arrive through the mail within 5-7 business days of your enrollment. For security reasons, your card will arrive in a plain, white, windowed envelope with a Fargo, North Dakota or Indianapolis, Indiana return address. You must activate your card to receive your payments. If you opt for the ReliaCard, you may experience a delay in receiving your initial child support payment to ReliaCard if the card has not yet arrived to your address. Child support payments will be deposited to your U.S. Bank ReliaCard within two to three business days after DCS applies the payment.		
<input type="checkbox"/> OPTION #3: Exemption Request		
I am requesting an exemption from electronic payment of my child support because:		
<input type="checkbox"/> There is no ATM or financial institution that allows Visa cash advances within 50 miles of my home or employer location, and I am unable to establish a checking or savings account at a financial institution. (You must include documentation that a financial institution denied an application to establish an account or that a financial institution has involuntarily closed your account within the past 12 months.)		
<input type="checkbox"/> I am currently involved in legal proceedings, such as bankruptcy, which requires payments to be sent to a trustee or other representative payee. (Please attach documentation.)		
<input type="checkbox"/> I have a court-appointed guardian or conservator. (Please attach documentation.)		

Your Signature: _____ **Date:** _____

Mail this completed form to:
Division of Child Support
Direct Deposit Coordinator
700 Governors Drive
Pierre, SD 57501

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AGREEMENT FOR CHILD SUPPORT SERVICES

This document includes the terms and conditions of the services which will be provided in your child support case by the South Dakota Department of Social Services, Division of Child Support (DCS). It is important to read the entire document carefully and sign in all places where your signature is required without altering the document.

SERVICES

1. DCS will determine the methods and strategies used to collect support and fulfill its duties.
2. Current support must be due and owing for at least one minor child and the applicant is the child's parent or legal guardian. If only past due support is owed, DCS is unable to accept your application for services.
3. DCS cannot provide child support services directly to you if you are a child seeking support from your parents. Your legal guardian or custodian, however, may seek assistance from us on your behalf.
4. DCS will make reasonable efforts, consistent with its priorities and procedures, to:
 - a. Locate the noncustodial parent;
 - b. Establish paternity if paternity for a minor child has not previously been established by one of the following: child born during the marriage (or within ten months after dissolution of marriage) of the mother and father; paternity affidavit signed by the mother and father; genetic testing; court order establishing paternity; or adoption order. Application must be received at least 90 days prior to child being emancipated.

If DCS establishes paternity and the child was born in SD, an order adjudicating paternity will be filed with the Office of Vital Records. Vital Records will add the father's name to the child's birth record. The child's birth certificate will be amended to reflect both parents' names. If the child was born in another state, one of the parents will need to contact the Vital Record agency in the other state to obtain the necessary paperwork to add the father's name to the birth record. The other state may assess a fee for adding the father's name to the birth record.
 - c. Establish a child support order for a minor child(ren). In the process, DCS will ask that the noncustodial parent maintain a health insurance policy for the child(ren) if you do not have adequate health insurance. Application must be received at least 90 days prior to child being emancipated.

If the child was born in SD and order adjudicating paternity is entered, the order will be filed with the Office of Vital Records. Vital Records will add the father's name to the child's birth record. The child's birth certificate will be amended to reflect both parents' names. If the child was born in another state, one of the parents will need to contact the Vital Record agency in the other state to obtain the necessary paperwork to add the father's name to the birth record. The other state may assess a fee for adding the father's name to the birth record.
 - d. Enforce an existing child support order. If there is not a minor child for whom current support is due and owing, DCS will be unable to provide child support enforcement services to you.
 - e. Enforce health insurance coverage if (1) you do not have satisfactory health insurance coverage, (2) the support order includes provisions for health insurance coverage to be maintained by the noncustodial parent, and (3) health insurance is available through the noncustodial parent's employer. If there is no court order for support or the current support order has no provision for health insurance, the DCS may require you to file a petition to modify the order to include health insurance coverage. DCS will not collect deductibles, co-insurance amounts, or past due medical costs from the noncustodial parent unless you have obtained a judgment for those amounts.
 - f. Collect and distribute child support payments as required by law;
 - g. Collect court ordered spousal support if current child support is being collected, under the same court order;
 - h. Review cases for potential adjustment in the support amount, either upward or downward, using South Dakota's child support guidelines. A review of the support amount may be requested by either parent.
5. DCS will use reasonable efforts to obtain child support for you. The DCS cannot predict how long that will take or guarantee we will be successful. The DCS will work to ensure you receive all the support that is legally owed to you. DCS will evaluate the case circumstances and proceed with the appropriate enforcement action determined necessary to attempt collection of the child support.

6. DCS monitors delinquent child support payments at the end of the month. If the support order requires the noncustodial parent to pay on a specific day of the month, it will be very difficult to monitor. Under income withholding, the payments are made when the employer does payroll. Payments range from weekly to monthly. Often times the payment must go through the Clerk of Courts, other states, tribal courts, or foreign countries before the actual payment is received in the Child Support Payment Center. Some child support agencies recover costs incurred for the child support services. If your case is referred to another state, tribal child support agency, or foreign country, the responding agency may assess fees or may withhold fees from the support collected, including IRS tax offset moneys.
7. If a divorce decree orders the non-custodial parent to pay alimony and child support, the DCS shall enforce the alimony and child support. However, DCS cannot enforce only alimony.
8. If the noncustodial parent lives in another state other than South Dakota or another jurisdiction, DCS may have to refer your case to the other agency to establish paternity and/or a child support order, or enforce the child support order. Because of the differences in state laws and procedures, cases referred to other agencies present additional issues and often take more time. DCS will release any information contained in the case file to another state or jurisdiction when interstate enforcement action requires the information.
9. DCS does not have jurisdiction over Native Americans residing on Indian reservations or trust land. Therefore, if the noncustodial parent is Native American and resides on Indian land, the DCS may not be able to establish paternity or a support obligation. If there is a court order for support, the DCS may only be able to provide limited enforcement services. If the tribe has a federally approved child support program, DCS may be able to refer your case to their child support program to establish paternity and/or child support order, or enforce the child support order.
10. In performing services to you, DCS is assisted by attorneys. These attorneys represent the state. They are not your personal attorneys.

This means no attorney-client relationship exists between you and the DCS attorney. It also means in the event of a conflict between your interests and those of the state, the DCS attorney will have to resolve the conflict in favor of the state's interest.

DCS cannot provide all services that you may receive from a private attorney. For example, DCS cannot provide services to you regarding custody, parenting time, or any other issue not directly related to child support.

If you require legal advice, desire specific legal action, or desire routine involvement in deciding the methods to be used in your case, you may want to consider using a private attorney who may be able to provide you with more individualized service.

11. Your case will close under the following conditions:
 - a. DCS will immediately close your case:
 - i. Upon your written or verbal request; or
 - ii. When DCS has been advised that you have applied for child support services or public assistance in another state.
 - b. DCS will provide a Notice of Intent to Terminate Services:
 - i. If your child has reached the age of majority, there is no longer a current support order and arrears are under \$500 or unenforceable under state law;
 - ii. If your child has not reached the age of majority but there is no longer a current support order and arrears are under \$500 or unenforceable under state law;
 - iii. If DCS is unable to contact you for more than 60 days despite attempts to do so that include at least one letter sent by first class mail to your last known address;
 - iv. If DCS cannot obtain jurisdiction over the noncustodial parent;
 - v. If the noncustodial parent has died and no further action can be taken;
 - vi. If paternity cannot be established because the child is 18 years of age, or genetic testing or the court has excluded the alleged father;
 - vii. If DCS has been unable to locate the noncustodial parent for 3 years if the noncustodial parent's social security number is known or for 1 year if the noncustodial parent's social security number is not known;
 - viii. If the noncustodial parent has been institutionalized in a psychiatric facility or is incarcerated with no chance of parole and cannot reasonably be anticipated to pay support for the time remaining until the child(ren) reach the age of majority;
 - ix. If the noncustodial parent has a medically verified total and permanent disability with no evidence of support potential;

- x. If the noncustodial parent is a citizen of and lives in a foreign country, does not work for the United States government or for a company with offices in the United States, has no reachable domestic income or assets, and DCS does not have reciprocity with the foreign country;
- xi. If DCS has documented evidence that you have not cooperated and your cooperation is essential for the next enforcement step.
Failure to cooperate may include:
 - 1) Failure to appear at a DCS office or at another location designated by DCS to provide information, testimony, or evidence for the purpose of legal proceedings;
 - 2) Failure to appear for genetic testing;
 - 3) Failure to complete any future forms which are required in order for DCS to proceed with your child support case;
 - 4) Repeated contacts with the noncustodial parent's employer regarding child support payments being withheld;
 - 5) Failure to forward any child support payments received directly by you to DCS;
 - 6) Failure to repay the DCS any child support collections you receive that you are not entitled to keep; or
 - 7) Failure to notify DCS if you change residential and/or mailing address.

DCS will not terminate services for any of these reasons if you contact DCS, **within 60 days** after issuance of a written notice of intent to terminate, and provide information that could lead to the location of the noncustodial parent or to the establishment or enforcement of a support order. After 60 days, you may request DCS to reinstate your services if changed circumstances could lead to the establishment of paternity, establishment of a support order, or the enforcement of a support order.

TAX REFUND OFFSET

1. DCS may submit your case for federal tax refund offset. With this method of collecting child support arrears, the noncustodial parent's tax refund is intercepted and applied to arrears.
2. Conditions for submittal for tax refund offset are as follows:
 - a. The support obligation must have been established under a court or administrative order and you are eligible for Non-TANF services.
 - b. The amount of past due support must not be less than \$500.00
 - c. The noncustodial parent's name and social security number has been verified.
3. There is no guarantee that monies will be collected on your behalf, or that the noncustodial parent will be entitled to receive a federal income tax refund that can be intercepted by the DCS.
4. If a collection is made on your behalf, DCS has the authority to hold the refund if it involves a joint tax return for up to six months before sending the collection to you.
5. If you have received public assistance in the past and any state has submitted a debt for federal tax refund offset, the State's debt may be satisfied first.
6. Other federal agencies submitting debts may also be satisfied first.
7. You are personally liable for repayment of any monies received by you that were an overpayment, including any amounts that may be returned to the noncustodial parent due to the filing of an amended return by the noncustodial parent's spouse. The amended return may be filed as much as six years later.

ACCOUNTING PROCEDURES

1. DCS will endorse checks, money orders, and drafts received for you in payment of support. This is necessary to allow the DCS to process payments.
2. When money is collected for child support, DCS will determine where the money should be applied according to federal and state disbursement requirements. If alimony is due and owing, payments received shall be proportionately applied to the current child support, medical support and alimony.

Example: Payments are usually applied to current child and medical support first. However, money sent from a federal tax refund offset is applied to the arrears which were certified (reported) to the IRS.

3. When the noncustodial parent, an employer, the Secretary of the Treasury, etc., sends a support payment to DCS, DCS will send the appropriate amount to you. This is an “advance” of funds pending the actual processing of the support payment. If the office is unable to process the support payment for any reason, you must repay DCS.

Example A: If the noncustodial parent’s support check is written on insufficient funds and efforts to get the noncustodial parent to make the check good fail, you must repay the amount of the advance to DCS.

Example B: If the IRS takes back the amount of the federal tax refund offset, you must repay the amount of the advance to DCS.

To facilitate this repayment process, you may authorize DCS to withhold a reasonable amount from future support payments as repayment. This authorization may be given as part of the application process but it is not a requirement in order to receive services from DCS. If you do not give authorization as part of the application process and repayment becomes necessary, DCS will attempt to set up a repayment plan with you or seek repayment through the courts if necessary.

ELECTRONIC DISBURSEMENT OF CHILD SUPPORT PAYMENTS

DCS is the central payment processing center for the State of South Dakota for child support payments. To meet federal requirements to disburse as reliably, efficiently and cost-effective as possible, the DCS will transmit payments to you electronically.

You have two options for receiving your child support payments: 1) You may choose to have your child support payments directly deposited into your bank account; OR 2) You can receive your payments through an electronic payment card called the US Bank ReliaCard Visa. Enclosed for your convenience is the Child Support Payment Authorization Form. You will need to complete, selecting either direct deposit (Option 1) or the US Bank ReliaCard Visa (Option 2). **If you do not enroll in Direct Deposit or return the completed form within 30 days of receipt of the first child support payment, the DCS will notify US Bank to issue you a ReliaCard Visa.** When you receive the ReliaCard Visa, you will receive information on how to use the card for ATM withdrawals, point of sale purchases, cash back options, fee, and other available transactions.

The DCS will allow you to be exempt from enrolling in Direct Deposit or receiving a ReliaCard Visa, if you meet certain conditions. The Request for Exemption which must be completed and returned to our office with the required documentation is Option 3 on the form. DCS will then review your exemption request and notify you of our decision.

NOTE: If you do not have a child support order, you are not required to enroll in Direct Deposit or the ReliaCard Visa at this time. Once a child support order has been entered, DCS will send you the appropriate documents so you can either enroll in Direct Deposit or the ReliaCard Visa.

ADMINISTRATIVE COMPLAINT PROCEDURES

A recipient of DCS services is entitled to an administrative review of a complaint where there is evidence that an error occurred or an action should be taken on their case. To obtain a review, a recipient may contact the assigned DCS Child Support Specialist with the complaint in an attempt to informally resolve the same.

A recipient may also submit a written complaint to the DCS specifying the nature of the complaint and the action requested to be taken by the DCS. Upon receipt of the written complaint, DCS shall conduct a review of the complaint and, if appropriate, take necessary corrective action. The DCS shall advise the recipient either orally or in writing of any action taken to resolve the complaint.

A recipient is also entitled to request a fair hearing as allowed by law.

PROTECTING YOUR PRIVACY

DCS protects the safety and privacy of its customers to the extent permitted by law. In handling a case, it may be necessary to provide information from a case file to other agencies or persons who work cooperatively with us (attorneys, court personnel, other child support enforcement agencies, genetic testing laboratories), but this is only done for the purpose of and to the extent necessary to provide child support enforcement services to you. Confidentiality and privacy of personal information are protected under state and federal laws and regulations. Agreements between DCS and other agencies govern our sharing of information and require adherence to the confidentiality and privacy laws.

PROTECTION ORDERS: The DCS is prohibited from releasing information on the whereabouts of one party to another party when a protection order has been entered by the court. If you have a protection order in place, please provide a copy with this application. If you obtain a protection order in the future, you must notify the DCS at that time.

SOCIAL SECURITY NUMBER: When the DCS provides services to you, the DCS must use your Social Security Number of your child(ren). Therefore, you should understand that by signing this Agreement, you are authorizing the use of Social Security Numbers as an identifier for all child support purposes.

YOUR RIGHT TO WITHDRAW FROM THIS AGREEMENT: You may terminate from this Agreement and close your case at any time. If you wish to terminate, notify the DCS in writing. If you are receiving Child Care services through the Department of Social Services, your child care benefits may be terminated. If you are receiving any other form of government subsidy or assistance, you are encouraged to contact that agency to determine if your subsidy will be affected by closing your child support case.