

CSE CHECKLIST

Case No. _____

Client _____

Non-Custodial Parent _____

TOPIC	Client	NCP	REMARKS
Purpose of IV-D Program			
Program Services (in detail where appropriate)			
<ul style="list-style-type: none"> ● Location ● Paternity ● Support ● Collection/distribution ● Enforcement 			
Continuation of services to former public assistance recipients			
Non-refundable application fee for non-public assistance cases			
Annual mandatory \$25.00 fee for services (never assistance cases)			
Client signature on Application (DSS-4451)			
Confidentiality of information and records			
Non-cooperation consequences			
IV-D attorney's role			
Right to counsel			
Genetic testing procedures			
Computation of child support amounts			
Retroactive Support (State / Client)			
Administrative Review Procedures			
Income withholding procedures			
Filing fees (if appropriate)			
Explanation of medical support services for: <input type="checkbox"/> TANF <input type="checkbox"/> Non-TANF <input type="checkbox"/> MAO			
Tax intercept procedures			
<ul style="list-style-type: none"> ● delinquent accounts submitted annually ● debts to state collected first ● six month delay if refund filed jointly ● tax refunds subject to adjustment up to six years 			
Uses of Social Security numbers			
Payment Options:			
<ul style="list-style-type: none"> ● Direct Deposit – Authorization for Automatic Deposit of Child Support (DSS-4718) ● Debit Card (Automatic enrollment after receipt of 1st check) 			
Support distribution process			
Overpayment procedures			
Explanation of next step in the child support process			