

# Child Support Enforcement Handbook



**KANSAS**  
DEPARTMENT OF SOCIAL  
AND REHABILITATION SERVICES  
**Child Support Enforcement**



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AND REHABILITATION SERVICES

**Child Support Enforcement**

CSE Customer Service Call Center  
Toll Free 1-888-7-KS-CHILD (1-888-757-2445)  
TTY 1-888-688-1666  
[www.usa-800.com/rback/kschild/kschild.asp](http://www.usa-800.com/rback/kschild/kschild.asp)

Kansas Payment Center  
Toll Free 1-877-KPC-KPCC (1-877-572-5722)  
[www.kspaycenter.com](http://www.kspaycenter.com)

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## **INTRODUCTION**

The **Kansas Child Support Enforcement** (CSE) program provides services such as locating noncustodial parents, establishing paternity, establishing and enforcing support orders and collecting child support payments. CSE also provides services to assist parents in securing health insurance coverage for their children. The Kansas CSE Program is part of the Integrated Services Delivery branch of the **Department of Social and Rehabilitation Services (SRS)**.

To help you understand CSE terms (which appear in boldface), a glossary can be found in the last section of this Handbook.

## **STARTING CHILD SUPPORT SERVICES**

Any parent or person with custody of a child who needs help to get a child support or medical **support order** created, or help getting the payments that are owed may get CSE services. This person is referred to as the **custodial parent (CP)** or **applicant recipient (AR)**. The person that we are trying to collect child support/medical support from is referred to as the **non-custodial parent (NCP)** or **absent parent (AP)**.

### **Who may receive CSE services?**

CSE Services are automatic for all children who are receiving Temporary Assistance for Families (TAF) or child care. Children in Foster Care are automatically referred to CSE for child support/medical support services.

There are no eligibility requirements (i.e. income limitations, residence) to make application for CSE Services. However, the extent of services provided may be limited by legal factors and the relationship to the child for whom services are requested.

Every application will be handled on an individual basis and the circumstances will be evaluated. CSE reserves the right to decline an application as situations warrant. A circumstance may include when a judge indicates there is no legal standing on the case, therefore, CSE would be unable to provide any services.

CSE Services are available regardless of the applicant's income, but CSE may charge a small fee. Usually, the child needs to be living with you. If you are owed past due support under an order though, the child does not have to be living with you.

### **Where do I apply for CSE services?**

The custodial parent can apply for child support services through any local Social and Rehabilitation Services (SRS) Center, or by completing an application online. To access the online service, go to [www.srskansas.org](http://www.srskansas.org) and select "Apply for Services."

Contact the CSE Call Center at 1-888-7-KS-CHILD or 1-888-757-2445/ TTY 1-888-688-1666.

If the child is receiving TAF, Medicaid or child care services from SRS, you do not need to apply separately for CSE services.

SRS has developed many **Access Points** statewide for individuals who do not have an SRS office within their community.

### **Does CSE guarantee the NCP will be found, or that child support will be paid?**

No, there is no guarantee. CSE will, however, do all that is possible to provide the most complete service. CSE cannot guarantee that support will be paid on a regular basis.

The goal of the Child Support Enforcement program is for every child to have a support order with payments being made regularly.

### **LEGAL RIGHTS AND DUTIES**

The following are important things you need to know about the CSE program and your legal rights and duties:

1. **Assignment of support rights.** When you sign the application for services, you assign (turn over) your rights to past, present and future support to the Secretary of SRS. This lets CSE act for you and do the work that is needed for your case.

Signing the application also gives the Secretary of SRS the legal power to endorse support checks while your CSE case is open. This allows the State to handle and process the support payments quickly.

Everyone receiving CSE services assigns support rights in this way. If you have never received public assistance (TAF, for example), SRS will not keep support payments. If you are receiving TAF benefits, SRS will keep the support payments until your TAF case closes. This is also the rule if your child is in Foster Care. After the TAF or Foster Care case closes, payments for current support (the amount due that month) will go to you, but SRS may keep payments for past due support. The Handbook section entitled “Distribution Policy” explains this in more detail.

2. **Fees for CSE services.** There is a fee for CSE services. The fee is not charged while you are receiving TAF benefits, child care, Medicaid or Food Stamps from SRS. The basic fee is 4% of support that is collected for you (\$4.00 of every \$100.00). When the fee applies, CSE will deduct it from the support payment before it is sent to you.

If your case needs services from the child support program in another state, that state may also charge fees. If they do, they will deduct their fee from the support payment before it is sent to Kansas.

CSE will not charge you an application fee just for opening a CSE case.

3. **No attorney-client relationship.** The attorneys who work for the CSE program work only for the Secretary of SRS. Even if you benefit from their work, they do *not* represent you. They cannot give you legal advice. They cannot do any legal work on your case that goes beyond CSE services. The role of the CSE attorney in child support cases is to act in the public interest to make sure parents, not the state, are the ones that support their children.

If the other parent raises issues that are beyond CSE services (such as visitation or custody), you will need to talk with a lawyer of your own choosing to protect your rights or for personal legal advice.

4. **Use of information.** Federal and state laws require CSE to protect private information you give us. Those laws also require CSE to use and share it.

If you are afraid that our use of confidential information will cause harm to you or your child, talk with your CSE worker immediately (see section on “Family Violence/Protection from Abuse”).

CSE may have to use information you gave us to enforce a child support order against you, if a child leaves your home.

When CSE has confidential information about the NCP, state or federal law may keep us from sharing that information with you.

5. **Misdirected payments.** If you receive support money you are not supposed to get, you must return that money to SRS (even if SRS made the mistake). If you do not return it, administrative or legal action can be taken against you to recover the money. By signing the application for CSE services, you agree to allow CSE to recover the money out of future support payments.
6. **Limited CSE services for judgment interest.** If there is unpaid child support owed, the law where the order was issued may let you collect judgment interest from the debtor. CSE will not calculate the total amount of interest that is due or ask the court to figure it for you. However, if you have an order that states the total amount of interest due from the debtor, CSE will enforce and collect that interest along with the unpaid support. You will need to talk with a lawyer of your own choosing if you are interested in getting this kind of an order. Money CSE collects in your case will be counted toward judgment interest *after* all past due support is paid in full.

From time to time the details included in particular types of CSE services may change. For example, establishing an order for past medical expenses that you paid for the child is not part of the service CSE provides when establishing a new support order. If there is a specific detail about CSE services that you are strongly interested in, please contact the CSE Customer Service Center to find out whether that detail is within the scope of services that CSE provides and what options you may have.

You may have other legal rights and duties involving your child or CSE services. You will need to talk with a private lawyer (one who does not work for the CSE program) to protect those rights or for personal legal advice.

The laws and rules which control the CSE program change from time to time. You may request a new copy of this Handbook any time. You may contact the CSE Customer Service Call Center at 1-888-7-KS-CHILD/1-888-757-2445 to determine if your copy of the Handbook is up-to-date.

### **Family Violence/Protection from Abuse**

It is the policy of the Kansas Child Support Enforcement Program to protect potential victims of domestic violence or child abuse by not disclosing their whereabouts and by notifying the Secretary of the US Department of Health and Human Services (HHS) of the potential for domestic violence or child abuse.

When it is needed, a **Family Violence Indicator (FVI)** is set by CSE that puts special limits on CSE's computer record for that person. The FVI must be set if:

- 1) There is a Protection from Abuse (PFA) order,
- 2) The Economic and Employment Support worker has decided there is good cause for the person not to cooperate with CSE or,
- 3) There is potential for physical or mental harm to the child or to the custodial parent.

The potential for physical or mental harm must be verified by the individual's statement and one piece of corroborating evidence.

Such “corroborating evidence” may be physical evidence of domestic violence, a copy of the police report or a notarized statement from any other individual who has knowledge of the circumstances.

During the time a FVI is in place, no CSE work that will reveal the whereabouts of the potential victim may be done. CSE will do any work needed on the case that does not reveal the person’s location.

If there is evidence that the FVI is no longer necessary or appropriate, CSE will notify the person who is the potential victim by mail, offering them an opportunity to provide evidence to support retaining the indicator. If the potential victim does not reply, or does not provide convincing evidence and has been so advised, the FVI shall be removed.

### **What does the CSE agency need to know?**

The CSE office must have enough information to pursue your case. The more details you can provide, the easier it will be to process your case and collect child support payments for your child(ren).

- The CSE application (**Support Questionnaire**) provides important information needed to begin working your case. Be sure to review the form for completeness and accuracy.
- Mothers will be asked questions about the child’s conception and the alleged father if paternity is an issue.
- If the non-custodial parent needs to be found, one of the most helpful pieces of information you can provide is his or her Social Security Number. This can sometimes be found on old tax forms, check stubs or medical records.
- A non-custodial parent’s last known address, last known employer, information about friends and family, and whether he or she is a member of the Armed Forces is also helpful.
- Support orders are based on both parents’ ability to pay. You may be required to provide financial information. This may include information about your income, property, savings accounts, etc.

**Are there other forms I will need to fill out to receive CSE services?**

Yes, sometimes CSE will provide a set of forms for you to complete. For example, if paternity (the child’s father) is an issue, a **Paternity Questionnaire** will be needed.

**What documents do I need to give CSE?**

If you do not have an order and paternity is an issue, we need letters, notes or anything in writing where the alleged father has said or implied the child is his. If the alleged father signed a paternity acknowledgment at the time of the child’s birth or later, it can be used to establish an order for support. In addition, the child’s birth certificate is required.

Copies of divorce decrees or separation agreements are needed. These documents can be obtained from the county court in which the order(s) was granted. Also include all child support orders, modifications and records of child support payments received in the past.

**Does the NCP have a right to spend time with the child (visitation)?**

Visitation, also referred to as “parenting time”, is often the key to a healthy relationship between your child and the NCP. If there is no visitation order, you and the NCP can arrange visitation informally by agreement. Once a support order is established, either parent may ask a court to set visitation arrangements. If there is a disagreement, the court would have to settle the matter.

Visitation is separate from child support services, and is not handled by CSE. It is an issue that must be handled by a private attorney.

**If the NCP does not make child support payments, do I have to allow visitation?**

If a visitation order exists, you must follow that order until the court changes it.

## **DESCRIPTION OF CSE SERVICES**

If you are applying for child support services and are not receiving any type of **public assistance**, you have the option of choosing which type of service you wish CSE to provide for you. You must select the type of service you want on the Child Support Enforcement Application. Your two choices are:

*Full services* - Child Support Enforcement will provide any service needed, which includes locating the absent parent and employer, establishing support orders (including paternity and orders for health insurance coverage) and enforcing support orders. Actions such as paternity, establishment and enforcement are explained later in this Handbook.

*Locate only* - CSE will use its resources to locate the current address or employment address of the non-custodial parent. The custodial parent is informed of the locate information and the case file is then closed.

## **LOCATING THE NON-CUSTODIAL PARENT**

To set and enforce a support order, CSE must know where the **non-custodial parent** lives and/or works.

### **How does CSE locate the non-custodial parent?**

CSE may perform nationwide searches using the non-custodial parent's Social Security Number. Also, CSE may check records of state agencies such as motor vehicle registration, unemployment insurance, correctional facilities, economic assistance, etc. If the NCP changes jobs, the **State Directory of New Hires (SDNH)** notifies CSE about the new employer.

### **What if the non-custodial parent cannot be found in Kansas?**

Kansas will ask for help from other states, or from the **Federal Parent Locator Service (FPLS)**. The FPLS searches for addresses in records of Federal agencies, such as the Department of Defense and the Social Security Administration.

## **If the NCP is in the military, but the duty station is unknown, will CSE be able to do anything?**

Increased security since September 11, 2001, has made this more complicated. With the parent's Social Security Number, CSE can still take steps to establish and enforce the parent's duty of support.

## **ESTABLISHING PATERNITY**

If a child's mother was not married at the time the child was born it is usually necessary to establish paternity. Paternity establishment is the legal way to recognize the relationship between a father and his child.

## **What are the benefits of establishing paternity?**

Once paternity is legally established a child gains many rights and privileges, including the right to child support. Other rights may include rights to inherit, rights to the father's medical and life insurance benefits, and to Social Security and Veteran's benefits. Another benefit is having a full family medical history, which can help if the child has inherited any special health problems. Your child may not be able to claim these benefits if paternity has not been legally established. These rights may be different in other states.

## **How is paternity established voluntarily (by agreement)?**

1. Kansas hospitals give unmarried parents of a newborn the chance to acknowledge the father's paternity and have his name put on the birth certificate.
2. If papers are not signed at the time of the child's birth, the parents may go to the local Kansas court to sign forms and have the father's name added to the birth certificate.
3. A father may sign a voluntary agreement and agreed order establishing paternity that is filed with the court.

## **What if he denies he is the father, or says he is not sure?**

CSE can arrange for genetic testing which can indicate a probability of paternity and can establish a legal presumption of paternity. Genetic tests have an accuracy range of between 90 and 99 percent. They can also exclude a man who is not the biological father.

### **Who is responsible for paying for the genetic test?**

The non-custodial parent may be charged the cost of genetic testing if the results prove he is the father. If he is not the father, the State of Kansas will pay for the testing.

### **What if I am not sure who the father is?**

CSE needs to know about each possible father, even if his full name is unknown. Each possible father may be required to submit to a genetic test. These tests are very accurate and it is almost always possible to determine who fathered a child. Paternity law may require us to give notice to all possible fathers if we go to court.

You will be asked about any other sexual relationships you may have had during the time the child was conceived.

The information you provide to CSE staff about paternity is treated as highly confidential. For more information, see #4 (“Use of Information”) in the “Legal Rights and Duties” section at the beginning of this Handbook.

### **Can paternity be established if the alleged father lives in another state?**

Yes. Depending on the facts in your case, CSE will file a case to establish the order in Kansas, or in the state where he lives.

### **ESTABLISHING AND ENFORCING A SUPPORT ORDER**

It is necessary to have an order for child support stating the amount due each month and how it is to be paid. If needed, CSE will ask for an order for the non-custodial parent to pay child support and provide medical insurance coverage. Once an order has been established the Child Support Enforcement Program will try to make sure payments are made regularly and in the correct amount.

### **How is the amount of monthly child support set?**

The State of Kansas has a uniform child support guideline that the District Court must follow when setting a child support order.

These guidelines balance the needs of the child, other children in the family, the cost of day care and medical insurance, and the earnings of both parents. Adjustments may be made to fit special circumstances.

### **Can child support be established and enforced if the non-custodial parent lives in another state?**

Yes. If necessary, Kansas may require the state where the non-custodial parent lives to establish and/or enforce a child support order.

### **What if the NCP is in jail or prison?**

If the non-custodial parent is in a Federal Penitentiary, Kansas prison or jail, CSE can still initiate legal action. If the non-custodial parent is not on a work release program and has no assets, efforts to collect child support may not be successful.

### **What enforcement actions can CSE take to get the non-custodial parent to pay?**

The most effective way to collect child support is by an **Income Withholding Order (IWO)**. An IWO is sent to the employer, who sets up an automatic payroll deduction for support.

However, if the non-custodial parent's employer is unknown or the non-custodial parent is self-employed, other actions such as **passport denial, recreational license denial, driver's license restriction**, Consumer Credit Bureau reporting, **Offset** (tax intercept) or **contempt** can be used. The more we know about the NCP's bank accounts, real estate, personal property and licenses, the more successful our efforts will be.

### **What happens when the non-custodial parent quits a job where the IWO is in place?**

Basically, as long as CSE knows who the new employer is, the IWO will follow the non-custodial parent. If the new employer is not known, CSE will work to locate the new employer or to find property that can be used to pay child support.

### **Can a lien be issued against property?**

Yes. In Kansas, liens may apply to real estate or to certain kinds of personal property. However, a lien on property does not, by itself, result in the immediate collection of any money. It only prevents the owner from selling, transferring or borrowing against the property until the child support is paid.

### **My monthly child support has always been the same. Can I get it increased?**

Once child support is set, it continues at the same rate until it is legally changed. Normally, CSE will review your case every three years to see if a **modification** of your child support order under the support guidelines is appropriate. Your case can be reviewed sooner if there is a substantial change in circumstances. For a Kansas order, this could be when a child turns six, twelve or when a permanent change in income(s) would make the support order change by ten percent or more. If either parent asks CSE to review and modify the order, it could go either up or down, depending on the facts at that time.

### **How long will the order for current support last?**

It depends on the law of the state that issues the order. For Kansas orders, current support lasts until the child is emancipated (reaches adulthood). For most children, that is their 18th birthday. If a child turns eighteen while still attending high school, the child's current support order automatically continues until the end of that school year. In very rare cases, the court may order it to go on until the child turns nineteen.

Kansas current support orders automatically go down as each child is emancipated. For example, an order for three children will be reduced by one-third when the oldest child becomes an adult. That is usually a good time for the custodial parent to ask CSE to review the order for the younger child(ren).

### **The non-custodial parent has been ordered to provide health insurance, but has not done so. What can CSE do?**

CSE will take steps to enforce health coverage which is available to the non-custodial parent through a group plan.

If there is a group plan, CSE will find out whether the child has been enrolled. If the child is not yet enrolled, CSE will notify the employer that they must enroll the child. If necessary, CSE will take legal action to ensure this gets done.

### **What is a CSE contractor?**

In some parts of the state, SRS contracts with attorneys outside SRS to work CSE cases. A CSE contractor may be the district **court trustee**, the county attorney, a private law firm or a private company who has a contract with the Secretary of Social and Rehabilitation Services to provide legal services to CSE. These contract attorneys represent the Secretary of SRS. Your relationship to them is the same as it would be to an SRS attorney.

### **The non-custodial parent has declared Bankruptcy and says he/she does not have to pay. Is this true?**

Generally, the answer is no. However, the answer can depend on the type of debt owed (current or arrears only) and the type of Bankruptcy that was filed and when it was filed. October 17, 2005, is the date upon which the new Bankruptcy Code took effect.

Different rules can apply depending upon whether the Bankruptcy was filed before or after that date.

If the non-custodial parent is in Bankruptcy at the time you begin to receive support services or files for Bankruptcy while those services are being provided, CSE needs to be informed as early as possible so assessments can be made and appropriate actions can be taken.

### **If the non-custodial parent does not make child support payment on time, how soon will CSE enforce the order for payments?**

The non-custodial parent has thirty calendar days from the due date to make the payment before it is considered delinquent. Once the thirty calendar days have passed and the non-custodial parent is one full month delinquent, CSE may take enforcement actions against the absent parent. The unpaid amount of child support becomes an arrearage.

## **KANSAS PAYMENT CENTER (KPC)**

All support payments for CSE cases are handled by the **Kansas Payment Center (KPC)**.

- The NCP or NCP's employer must send all payments directly to KPC. The NCP will not get credit for the payment until it arrives at KPC.
- If a payment is received for a CSE case, KPC sends it that evening to CSE. During the night CSE calculates how much of the payment (if any) will be disbursed (sent out) to the custodial parent.
- The next morning, CSE tells KPC who to send support money to and how much. That day, KPC processes the outgoing payment to the CP. The payment will be disbursed (sent out) to the custodial parent by printed check, electronic transfer into their bank account or debit card.
- KPC has a website where you can look up the payment record for your case, or see whether a disbursement has been sent. The website also has directions for setting up direct deposit and other useful information Go to: [www.kspaycenter.com](http://www.kspaycenter.com).

### **Is there a phone number where I can check on payments?**

You may hear recent payment information by calling **KPC's Interactive Voice Response (IVR)** system at 1-877-572-5722 (toll free). The IVR is available twenty-four hours a day, seven days a week. The IVR also has pre-recorded answers to common questions, along with general information about KPC. If you do not have a touch-tone phone, you will be transferred to an operator. Operators are available from 8:00am to 5:00pm, Central Time, Monday through Friday (excluding state holidays).

### **Do I have the option of receiving support faster than by a paper check through the mail?**

Yes, in fact we encourage you to sign up for Direct Deposit or for the KPC Debit Card. Either option will get the money to you faster and more securely than mailed paper checks. **Direct Deposit** means that your child support is deposited electronically into your personal checking or savings account.

The **KPC Debit Card** is also electronic, but does not require you to have a checking or savings account and does not require a credit check.

For more information or to sign up for either option, please contact the KPC at 1-877-572-5722 (toll free) or you can visit the KPC's website at [www.kspaycenter.com](http://www.kspaycenter.com) for more information.

### **What if I receive payments directly?**

Payments received directly by you from the non-custodial parent need to be turned in or reported to the Call Center immediately in order for the non-custodial parent to receive proper credit for all payments made. If you are receiving TAF or your child is in Foster Care or custody of the Juvenile Justice Authority (JJA), all child support must be turned in.

If you withhold any child support while receiving TAF assistance, the State may collect the child support back from you. If we are unable to collect from you, the State may get a court order for you to repay the amount you withheld. In addition, the State may keep any tax refund you would have received and apply it to this debt, or recover the money out of future payments.

### **How are payments handled from other state court orders?**

If payments are made to an office in another state, we will ask the other state to send those payments to KPC. KPC will have an account set up so that you will be able to find out about payments using the website or IVR. When these payments come to KPC, they will be handled as usual.

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### ***DISTRIBUTION POLICY***

If you have never received public assistance, all collections for current and past due support will be distributed to you, after deduction of any CSE fees that apply.

The distribution policy mainly affects cases where a child is now receiving or has received public assistance as:

- TAF
- Medicaid
- Foster Care, or
- Care in the custody of the Juvenile Justice Authority

*Note:* In a Medicaid only case, the State will only keep cash support that is specifically identified in the court order as being ordered for the child's medical needs. All other cash support goes to the family.

Collections are normally applied to debts in the following order:

- 1) The current month's support.
- 2) Any support owed to you for any months after a public assistance case closed.
- 3) Any support owed to you for months before a public assistance case opened (This depends on how much public assistance was paid).
- 4) Any support owed to SRS for the months before and during the time the public assistance case was open.

### **Current Support**

If a child support obligation exists, payments will be applied to the current month's obligation until it is met. If you are *not* receiving public assistance, the full amount of any current support, less a collection fee, will be sent to you within two business days (allowing for mail time).

If you *are* receiving public assistance, any child support payment that the non-custodial parent makes is assigned to the State to repay assistance costs. This is part of your agreement with SRS that allows you to receive cash assistance.

### **Arrearage**

If there is an arrearage owed to both you and the State of Kansas, you will be paid first until your claim is paid in full. If fees apply to your case, they will be deducted before the money is sent. Any additional payments of back support will be kept by SRS. Federal tax refunds intercepted from the non-custodial parent are an exception and are always applied to SRS debts first.

If there is no current support obligation and a judgment owed to the State of Kansas exists, the payment will be kept by SRS.

### **ISSUES NOT ADDRESSED BY CSE**

Services CSE can provide are limited in several ways. For example, CSE cannot represent you in court on issues such as custody or visitation. The absent parent may bring custody or visitation issues to the attention of the judge when child support matters are before the court. If this happens, you will need to represent yourself or hire a private attorney to represent you. Whenever possible, CSE will take action in a way that will minimize the opportunity for custody or visitation issues to be brought before the court.

The CSE Program is also unable to obtain a divorce decree or legal separation for you. We can seek child support orders for parents who are married but separated.

In addition, CSE is not responsible for calculating interest amounts. CSE will enforce judgment interest if the total owed is clearly stated.

### **Customer Relations/Concerns**

You have a right to apply for Child Support Enforcement (CSE) services. If you feel CSE has not provided the services we are required to provide, please contact the CSE Call Center at 1-888-7-KS-CHILD/1-888-757-2445. CSE will make every attempt to reach an agreement both you and the Child Support program feel is acceptable.

## GLOSSARY OF CSE TERMS

**Absent Parent (AP)** - See “Non-Custodial Parent (NCP)”

**Access Points** - Agreements with community partners to provide information about SRS services..

Access Points range from a brochure and application rack in the local grocery store to meeting space in the community library. An Access Point may also be a community partner who provides access to a phone, fax or the internet.

**Agreed Order** - A court order that does not require a trial or argument in court because both sides agree to the terms of the order.

**Applicant/Recipient (AR)** - See “Custodial Parent (CP)”

**Arrearage** - The total amount of support payments that are due but have not been paid.

**Child Support Enforcement (CSE)** - Program that provides a full set of services to establish and enforce child support and medical support orders.

**Contempt** - A finding by the court that a person has willfully refused to obey the order of the court. If a finding of contempt is made, the court may set a punishment which could include jail. The judge may also set conditions a person must comply with or risk further punishment. Contempt actions are usually a last resort used when all other enforcement actions have failed.

**Court Trustee** - Many, but not all, Kansas district courts have a trustee who is responsible for the enforcement of child support orders issued by that district court. CSE has contracts with some trustees to provide enforcement services on cases.

**CSE Specialist** - An employee of CSE who acts as the case manager for a child support case. This employee may also be referred to as a “case coordinator,” “collection officer,” or as a “human service specialist.”

**Current Support** - The amount of support ordered to be paid each month. A single child support payment may include current support and an additional amount to be applied to the arrearage.

**Custodial Parent (CP)** - The person who has primary care, custody, and control of the child(ren). A caretaker relative or government agency may be treated as a CP.

**Department of Social and Rehabilitation Services (SRS)** - An agency that administers social service related assistance programs such as Child Support Enforcement, Medicaid, Economic Assistance and Employment Preparation.

**Direct Deposit** - The way a payment from the Kansas Payment Center is automatically deposited into your bank account. This process avoids mail delays and lost or stolen checks.

**Driver's License Restriction** - If a NCP is behind in paying court ordered child support, the NCP's Kansas Driver's License can be restricted. This information will be provided to the Kansas Department of Motor Vehicles and the NCP's license will be restricted. This restriction will allow the NCP to only drive to and from work.

**Establishment** - The legal process of creating an order for a parent to support a child. It begins with paternity establishment if there is no legal relationship between the father and the child.

**Family Violence Indicator (FVI)** - A marker put on CSE computer records to prevent address information from being released if there is potential for domestic violence or child abuse.

**Federal Parent Locator Service (FPLS)** - The FPLS can search for addresses in records of the IRS, Department of Defense, National Personnel Records Center, Social Security Administration, Department of Veterans Affairs, State Employment Security Agencies and the National Directory of New Hires.

**Federal Tax Offset** - See "Offset"

**Foster Care** - Placement of a child into SRS's custody by a court.

**Income Withholding Order (IWO)** - An order that directs an employer to withhold regular amounts from each paycheck an Absent Parent receives. The employer then sends this money to KPC as child support.

**Interactive Voice Response (IVR)** - A phone system at KPC for Customer Service information about child support payments. The toll free number is 1-877-572-5722.

**Juvenile Justice Authority (JJA)** - A state agency responsible for the care, custody and control of juvenile offenders. Support rights for those children are automatically assigned to the State. Under an agreement between JJA and SRS, CSE provides child support enforcement services for those children.

**Kansas Payment Center (KPC)** - A central unit created by law to process all child support payments in the State of Kansas.

**Locate** - The process of finding the address and/or employer of the non-custodial parent.

**Modification** - The legal process of changing the terms of a court order, such as the amount of monthly support.

**Non-Custodial Parent (NCP)** - The parent who does not have primary physical nor residential custody of the child on the CSE case. A non-custodial parent can be either the father or the mother.

**Non-TAF** - Not currently receiving cash assistance.

**Notice of Assignment (NOA)** - A legal notice filed with the court that states who is entitled to support payments in a CSE case.

**Offset** - A way to collect past due support by attaching federal tax refunds (Federal Offset) or payments from the State of Kansas (State Offset). State Offset will automatically apply to tax refunds, lottery winnings, a portion of Unemployment Insurance, and other payments owed to the AP. The AP's Social Security Number must be known for offset to be used.

**Passport Denial** - CSE has the capability to deny a passport to any person owing a child support arrearage in an amount greater than \$2,500.

**Paternity Order** - A legal document showing who is the father of a child.

**Paternity Questionnaire** - A form used by CSE to gather information about the person you think is the father. It is used when there is no legal relationship between the non-custodial parent and child. This form asks for information about the father and what happened around the time of conception.

**Public Assistance** - Programs administered by Social and Rehabilitation Services Public assistance includes Temporary Assistance for Families (TAF), Medicaid, Child Care, Food Stamps and Foster Care assistance.

**Recreational License Denial** - If a NCP is behind in paying court ordered child support, the NCP can be denied the purchase of a recreational license. Payment information will be provided to the KS Department of Wildlife and Parks. Once DWP has been notified, they are required to deny the sale of a recreational license. Recreational licenses include Hunting Licenses, Stamps, Tags, Fishing Licenses, Trapping Licenses, Boating Permits, Park and Camping Fees.

**State Directory of New Hires (SDNH)** - This directory is a database of employment information on newly hired employees reported to a State. This information also goes to the National Directory of New Hires, where it is used by the Federal Parent Locator Service.

**State Tax Offset** - See “Offset”

**Support Questionnaire** - A form used by CSE to gather information about the Absent Parent and any existing court orders. It is used to gather the information needed to begin working a child support case.

**Temporary Assistance for Families (TAF)** - Temporary cash assistance to families in need.

**TTY** - Text Telephone.



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