

<b>OFFICE USE ONLY</b> NTANF _____ MED only _____
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<b>Child Support Services Division</b> 550 W 7 <sup>th</sup> Ave Suite 310 Anchorage, AK 99501-6699
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**CHILD SUPPORT INFORMATION (NTANF)**

COMPLETE A SEPARATE FORM FOR EACH NONCUSTODIAL PARENT. PLEASE PRINT IN INK.

The information you provide will be used to establish and/or enforce child support based on a NTANF grant opening. Information about Child Support Services Division is provided at the back of this form, see pages 5-7. **Please remove those pages for your reference.**

Your name: \_\_\_\_\_ Your SSN: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Driver's License: State \_\_\_\_\_ No. \_\_\_\_\_  
 Your relationship to children:  Father  Mother  Other (explain) \_\_\_\_\_  
 Non-custodial parent's full legal name: \_\_\_\_\_ SSN: \_\_\_\_\_

**Important Information:** If a Tribal TANF grant has opened and CSSD has been notified by the tribe, we will continue to enforce child support for you even after the NTANF grant has closed, until such time as you submit a withdrawal from services form to CSSD. This form is not an application for child support services without notification from the tribe of an open grant.

If you **DO NOT** have an open NTANF grant and wish to apply for child support services only, please go to: [www.childsupport.alaska.gov](http://www.childsupport.alaska.gov) or, if you do not have access to the internet and would like CSSD to mail you an application, please check here:  **Yes, please mail me an application to the above address.**

**SUPPLYING INFORMATION TO CSSD – CONFIDENTIALITY AND SAFETY**

You are required by law to give CSSD information to get child support for a child receiving Native Temporary Assistance payments (NTANF). This means you will be asked to tell the name of the non-custodial parent and where he or she lives and works. You must help CSSD establish paternity if the child has no legal father, whether or not you are an intact family. **If you are receiving NTANF, any money you receive from the non-custodial parent for child support must be given to the tribe through CSSD.**

If you believe that enforcing child support will bring harm to you or your children, and you can provide support for your belief, you may claim good cause by marking the 3<sup>rd</sup> option below. You will be asked by your Tribal TANF caseworker to complete "Good Cause" claim forms.

If you want to cooperate with CSSD in getting child support, but you are afraid that you or your children will be harmed if the non-custodial parent has your address, you may request CSSD keep your address confidential. CSSD will automatically send you paperwork or you can contact CSSD (see page 7 for contact information) to request the forms. Otherwise, your address may be released to the non-custodial parent.

You must cooperate with CSSD or you must have good cause not to cooperate. If you do not cooperate and you do not have good cause; your NTANF assistance payment may be reduced and sent to a NTANF approved third party for your family. CSSD will continue to pursue child support against the non-custodial parent, even if you DO NOT cooperate, unless the Tribe approves good cause.

- I agree to cooperate with CSSD (sign below and complete the rest of this form)
- I agree to cooperate with CSSD but I want my address kept confidential (sign below and contact CSSD)**
- I believe I have good cause to not cooperate with CSSD (sign below and do not complete the rest of this form)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**INFORMATION ABOUT THE CHILD or CHILDREN**

Child's full name	State child	Date	Place of	Child's Social	Father's full name	Is father on birth
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	conceived in	Of birth	birth (city, county, state)	Security Number		certificate? If no, complete Page 5
						O Yes O No
						O Yes O No
						O Yes O No
						O Yes O No
						O Yes O No

**INFORMATION FOR LOCATING THE NONCUSTODIAL PARENT**

If a question does not apply, write "N/A." If you don't know the answer, write "UNKNOWN."

Other names non-custodial parent may use: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Sex: \_\_\_\_\_ Eye color: \_\_\_\_\_ Hair color: \_\_\_\_\_

Scars, tattoos, distinguishing features: \_\_\_\_\_ Driver's License: State \_\_\_\_\_ No. \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Above address is  current  last known (as of when \_\_\_\_\_) Phone: \_\_\_\_\_

Mailing address (if different from above): \_\_\_\_\_

If the non-custodial parent lives in another state, did he or she live or work in Alaska?  Yes  No

If yes, when did he or she leave Alaska? \_\_\_\_\_ What was his or her last address in Alaska?

\_\_\_\_\_  
\_\_\_\_\_

Does the non-custodial parent have relatives in Alaska?  Yes  No If yes, who and where?

\_\_\_\_\_  
\_\_\_\_\_

Non-custodial parent's usual occupation:  
\_\_\_\_\_

Employer	Employer address & phone	Dates of employment (if known)

Does the non-custodial parent have medical insurance for the children?  Yes  No  I don't know If yes, provide type, policy, group number, etc.

Union member? \_\_\_\_\_ Tribe or Native Corporation member? \_\_\_\_\_

List other payments or benefits the non-custodial parent receives (unemployment, retirement, disability, insurance settlements, SSI): \_\_\_\_\_

Other assets (bank accounts, stocks, land, property):  
\_\_\_\_\_

**MARITAL STATUS INFORMATION**

Please provide the following information about the parents of the children listed on this form:

- Married:                                      Date: \_\_\_\_\_                                      Where: \_\_\_\_\_
- Married and separated:                      Date of separation: \_\_\_\_\_                      Where: \_\_\_\_\_
- Divorce pending:                                      Date filed and at what court: \_\_\_\_\_
- Divorced:                                      Date final: \_\_\_\_\_                                      Where: \_\_\_\_\_
- Never married:                                      If the parents never married, has paternity been established by court or administrative order for each child listed?     Yes     No Explain: \_\_\_\_\_

**CUSTODY AND SUPPORT ORDERS**

Is there a custody order regarding the children?     Yes     No

**If yes, provide the following information about the order:**

State/County: \_\_\_\_\_ Court/Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Do you have a child support order?     Yes     No

**If yes, provide the following information about the order:**

State/County: \_\_\_\_\_ Court/Agency: \_\_\_\_\_ Date: \_\_\_\_\_

**ASSIGNMENT OF SUPPORT**

When you receive NTANF you must sign over to the tribe any child support or spousal support payments owed to you for any month in which you receive assistance. If the non-custodial parent pays child support while you are receiving NTANF, you must turn the support payments over to CSSD. This is true even if there is no child support order in effect.

*If CSSD sends a child support payment to you in error, they will contact you to arrange repayment of that money. If you want to repay the overpayment gradually out of future child support payments, instead of immediately in a lump sum, check this box.*

**If you are applying for NTANF you must complete the “Statement of Child Support Received”, which CSSD will send you when they open a child support case on your behalf.**

**Send copies of all paternity, custody, and support orders, and divorce or dissolution decrees.**

Under penalty of perjury, I attest that the above information is true and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructions for Completion of Paternity Witness Statement – (on page four)**

The Child Support Services Division (CSSD) will start an action to establish paternity of the children listed on your application if you checked "no" on the top of page 2 because the father is not listed on the birth record. **If you are the Mother of the children, YOU MUST fill out the following Paternity Witness Statement for each child. If you are a 3<sup>rd</sup> party (not Mother or Father) and are applying for services, you DO NOT need to complete this form.**

- Read each question carefully and answer all the questions as best as you can.
- Please use ink to answer each question.

**After you complete the Paternity Witness Statement(s):**

- Sign the form(s) in front of a “Witness”. This would be an adult that watched you sign the form and verified your identification, or it could also be a Tribal TANF caseworker.
- Be sure the “Witness” completes their portion – at the bottom of the form.

PATERNITY WITNESS AFFIDAVIT

Petitioner:
State of Alaska, Dept of Revenue
Child Support Services Division

CSSD Case No: \_\_\_\_\_

A Separate Statement is required for Each Child needing Paternity Established
(Use the back of the form if additional space is needed)

1. I, \_\_\_\_\_, on oath, under penalty of perjury depose and allege:

I am the natural mother of the child named below.

Child's Full Name (First, Middle, Last) Child's Date of Birth Child's Gender Place of Birth, (City, County, State)

Date Mother Got Pregnant (Month, Date, Year) Full Term Pregnancy Where Mother Got Pregnant (City, County, State)
p Yes p No (If no explain)

The child was conceived as a result of sexual intercourse between \_\_\_\_\_ and me during the time stated above.

a. A man is named as the father on the child's birth certificate. p Yes p No

If Yes, the man's name and address are: \_\_\_\_\_

If the child was born in another state or country, you must send CSSD a copy of the birth certificate.

b. I was married at the time of this child's birth. p Yes p No. (If Yes, complete the following).

A. Husband's name (first, middle, last) and last known address: \_\_\_\_\_

B. State why husband is not the father of this child and send all appropriate documents, including divorce decree, genetic test results and prior findings of non-paternity, if any. \_\_\_\_\_

c. Genetic tests were completed to determine the father of the child. p Yes p No

If Yes, send results, explain outcome, and list name(s) and address(es) of man/men tested: \_\_\_\_\_

2. 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. p Yes p 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. p Yes p 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: \_\_\_\_\_

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 (Do not sign unless you are before a witness)
Witness (Print Name)
Witness Signature Date Signed
Address of Witness
Telephone # of Witness

**STATE OF ALASKA  
DEPARTMENT OF REVENUE  
CHILD SUPPORT SERVICES DIVISION**

**INFORMATION ABOUT CHILD SUPPORT SERVICES**

CSSD provides child support services for parents or third-party custodians. CSSD can:

- collect and mail out child support payments;
- establish paternity;
- establish child support and medical support orders;
- enforce child support orders, even if the paying parent is not in Alaska;
- modify support orders if there is good reason;
- require banks, employers, the Permanent Fund, and others to withhold the paying parent's income or assets;
- attach IRS tax refunds to collect child support; and
- provide interstate services when parents move to other states.

**There is no fee for these services, although the costs of determining paternity may be charged to the father. CSSD cannot monitor or modify visitation or custody orders; a court must address those matters.**

**Child Support Payments**

Support orders established by CSSD begin with the month CSSD receives the application, unless the children received NTANF earlier. Once CSSD receives an application or notification of NTANF, all support payments must be made through CSSD unless a court order specifically provides otherwise. If a custodian receives a direct payment before the case is set up, the custodian must tell CSSD, in writing, how much was received and when. Money collected by CSSD is paid to the custodian, unless the custodian or the child is receiving or has received NTANF. In those cases, the Tribal debt must be repaid.

**Establishing Paternity**

If paternity has not been established and child support is requested, CSSD will establish paternity. This generally occurs when a child is born to unmarried parents. If the child was born in Alaska, parents can contact the Bureau of Vital Statistics to complete an affidavit if they agree about paternity. If the child was born in another state and the parents agree with regard to paternity, they can contact that state to sign and submit an affidavit of paternity. If the parents do not agree, CSSD will require genetic tests to determine paternity. The father may be required to pay for genetic tests and related costs if he proves to be the biological father.

**Establishing Support Orders**

CSSD calculates child support amounts using the Child Support Guidelines in Alaska Court Rule of Civil Procedure 90.3. This rule requires that the child support obligation be a percentage of the adjusted annual income of the non-custodial parent based on the number of children in the support order. Parties can ask for exceptions. If a parent does not provide income information, CSSD will use the best information available to determine the parent's income from all sources.

We use an "Administrative Child Support Order" when we issue a child support and medical support order. Either party can appeal the findings in that order and present evidence. After an administrative review, we may change those findings. Either party may appeal our decision to a Department of Administration hearing officer. Either party may then appeal the hearing officer's decision to the superior court.

## **Enforcing Support Orders**

If child support is owed and CSSD identifies the non-custodial parent's employer, bank account, or other financial account, we normally issue an Order to Withhold and Deliver those wages or assets. The withholding order is a standard method of ensuring timely support payments. Support is withheld directly from the payroll office or the bank account. Non-custodial parents who want to make additional payments, or who are self-employed, may pay by check or money order. Please include the case number with the payment, and send it to the payment mailing address (see the cover sheet of this application). Cash payments can be made only in person, and only in Anchorage.

Failure to pay support may result in collection actions including liens, judgments, withholding from Permanent Fund Dividends, wages, or other income, credit bureau reporting, the seizure of bank and financial accounts, and other civil and criminal law actions. Non-custodial parents who owe more than four months of child support may lose their occupational licenses or their driver's licenses. Non-custodial parents who owe \$2,500 or more in past child support (arrears) risk losing their passports. We file liens on real estate if arrears are at least \$2,500 or equal to one year's support. CSSD may take the non-custodial parent's federal income tax refunds to pay arrears. If the custodian received public assistance in Alaska, then the IRS refund is applied first to reimburse the state. IRS funds remaining after the state is paid go to the custodian.

## **Modifying Support Orders**

Either party, or the state, has the right to request a review of a child support order. Both parties will be required to provide financial information to CSSD. Private agreements between parties are not valid unless approved by the court. Situations that could result in a modification are:

- a child listed in the order has reached the age of majority or been legally emancipated;
- the child support guidelines were adopted or significantly amended after the support order was issued;
- the obligor's income has changed to the extent that support would change by 15 percent; or
- medical support or post-majority support language is needed in the order.

If a court has issued a support order, usually the court must modify the order, but this may not always be the case. Regardless of whether you have a court or an administrative order, you can still submit your request for modification to CSSD. If CSSD or another child support agency issues an administrative support order, the agency can modify it.

## **Your Rights and Responsibilities**

Alaska law allows interest to be charged on payments received ten or more days past the due date, on judgments, and on most arrearages. If you use CSSD services, you must notify us immediately of the following:

- address changes,
- new employment, or changes in earnings;
- permanent custody changes;
- visitation when there is a court order for visitation;
- payments received directly from the non-custodial parent;
- availability of medical insurance coverage for the children;
- any action by the parties that may affect support (such as seeking a new or modified court order, custody changes, adoptions, bankruptcy, or other collections).

We invite parties to attend and participate in case proceedings and hearings to protect their interests. An Assistant Attorney General represents CSSD; parties may hire attorneys at their own expense.

## **Tribal TANF**

If the custodian receives cash assistance through Tribal TANF, CSSD automatically provide Child Support Services without requiring a CSSD application. In NTANF cases, child support must be assigned to the tribe. This means the state will establish a child support order and keep the child support received up to the amount of NTANF paid out. Enforcement cannot stop while NTANF is being received, while the children are in licensed foster care, or if the other party applies for services. If you close your NTANF grant, CSSD services will stop upon the custodian's written request, although enforcement to recover money owed to the tribe may continue. This means that when CSSD receives notice that you have closed your NTANF grant, we will send you a notice that we've been advised of such and that you may withdraw from services if you choose. CSSD will include a withdrawal from services form for your convenience. If you re-apply for NTANF prior to CSSD receiving your withdrawal from CSSD services, your case will continue charging. You will not be able to close your case with CSSD until your NTANF grant has once again closed and you have withdrawn from services.

## **Requesting Confidentiality**

The Child Support Services Division may be required to release information about you or your children to other parties or agencies. Information that may be released may include names, addresses, social security numbers, and birth dates. This information will be released only when authorized by law and only as needed to take action on your case. This information will not be released to the general public. However, if your case is filed in court, information in the court case may be available to the public.

**If you or your children have been victims of domestic violence, including harassment, threats, mental and emotional abuse, physical violence including sexual assault or incest, and parental kidnapping, you may ask that information about your address and location be kept confidential.**

You must complete an "Affidavit and Request for Address Confidentiality," which will be mailed to you when CSSD opens a case on your behalf. This form must be signed before a notary or a witness, and returned within 30 days. Attach any documents you have (such as police reports, protective orders, restraining orders, or medical records) to show why you believe the release of information about your address or your location would threaten your well-being or your children's. CSSD will review your request and get back to you in writing. Please call CSSD if you have questions.

## **Contacting CSSD**

Our automated KIDSLINE provides answers to common questions and allows you to access payment information and leave messages for caseworkers. Also, you may visit one of our offices or go to our web page at [www.childsupport.alaska.gov](http://www.childsupport.alaska.gov) for more information. Please let us know if you need assistance or other accommodations to use our services.

**KIDSLINE: (907) 269-6900    KIDSLINE Toll Free (in Alaska): 1-800-478-3300**  
**TDD: (907) 269-6894        TDD machine Toll Free (in Alaska): 1-800-370-6894**

**Statewide -Main Office**  
550 W 7<sup>th</sup> Ave Suite 310  
Anchorage AK 99501-6699  
(907) 269-6900

**Fairbanks**  
675 7<sup>th</sup> Ave Station J2  
Fairbanks AK 99701-4531  
(907) 451-2830

**Mat-Su**  
845 W Commercial Drive  
Wasilla AK 99654-6937  
(907) 357-3550

**Southeast**  
333 Willoughby Avenue, 11<sup>th</sup> Floor  
Juneau AK 99801  
(907) 465-5887

**Mailing address for payments**  
CSSD  
PO Box 102760  
Anchorage AK 99510-2760