

# IV-D CHILD SUPPORT SERVICES APPLICATION/REFERRAL

Michigan Department of Human Services (DHS) – Office of Child Support (OCS)

FOR OFFICE USE ONLY

Date Requested	Date Provided	Date Filed	Program	<input type="checkbox"/>	748 Provided
IV-D Case No.	DHS Case No.	County	District	Unit	Worker

Please check your relationship to the children for whom you are applying for child support services:

- Custodial Parent    
  Non-Custodial Parent or Alleged Father    
  Other Caretaker, Specify \_\_\_\_\_
- **Custodial Parent** - Complete all sections of the form, enter information about you in Section A.
  - **Non-Custodial Parent or Alleged Father** – Complete all sections of the form except Section F, enter information about you in Section B.
  - **Other Caretaker** - Complete all sections of the form, enter information about you in Section A. Complete information about each parent who is not in the home in Section B. (Please complete a separate application for each parent who is not in the home.)

### A. INFORMATION ABOUT THE CUSTODIAL PARENT/CARETAKER OF THE CHILD

1. Name (First, Middle, Last, Suffix)	Maiden Name (if applicable)		2. Birthdate		3. Social Security No.	
4. Home Address (P.O. Box No., No. and Street)	City	State	Zip Code	County		
5. Home Phone No. (     )	6. Work Phone No. (     )		7. Cell Phone No. (     )			

### B. INFORMATION ABOUT THE PARENT WHO IS NOT IN THE HOME

8. Parent's Name (First, Middle, Last, Suffix)	Maiden Name (if applicable)		9. Social Security No.		10. Birthdate		11. Age		12. Sex (M or F)	
13. Home Address (P.O. Box No., No. and Street)	City	State	Zip Code	14. Home Phone No. (     )		15. Cell Phone No. (     )		23. License Plate Number		
16. Weight	17. Height	18. Hair Color		19. Eye Color						
20. Birthplace (City, State)	21. Driver's License Number	22. Car (Make, Model and Year)		25. Any Visual Marks or Scars?						
24. Race or Ethnic Code:		<input type="checkbox"/> Alaskan Native <input type="checkbox"/> American Indian <input type="checkbox"/> Asian or Pacific Islander		<input type="checkbox"/> Hispanic <input type="checkbox"/> Multiracial – More than one racial-ethnic group <input type="checkbox"/> Black, not of Hispanic origin		<input type="checkbox"/> White <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Other		28. Phone No. (     )		
26. First Employer Name		27. Employer Address (P.O. Box No., No. and Street)		City		State		Zip Code		31. Phone No. (     )
29. Second Employer Name		30. Employer Address (P.O. Box No., No. and Street)		City		State		Zip Code		

### C. MARITAL STATUS INFORMATION

32a. Has the mother ever married? <input type="checkbox"/> No <input type="checkbox"/> Yes, If Yes->	b. Name of Spouse		c. Date Married		d. Place (City, County, State)	
33a. Is the mother <input type="checkbox"/> Separated <input type="checkbox"/> Legally Separated >>	b. Date		c. Court Order Exist? <input type="checkbox"/> No <input type="checkbox"/> Yes, If Yes->		d. Court Order No.	
34a. Is the mother <input type="checkbox"/> Divorced <input type="checkbox"/> Divorce filed >>	b. Date		c. Court Order Exist? <input type="checkbox"/> No <input type="checkbox"/> Yes, If Yes->		d. Court Order No.	
		e. Where (City, County, State)		e. Where (City, County, State)		

Please attach a copy of all court orders pertaining to the family members listed on this application, including Personal Protection Orders and guardianship papers.

**D. INFORMATION ABOUT CHILD(REN)**  
**Child One (Please include separate pages if more than three children)**

35a. Child's Full Name (First, Middle, Last, Suffix)

b. Birthdate

c. Social Security Number

d. Sex (M or F)

e. City, County & State of Birth

f. Who paid for the birth of child (Medicaid, Private Insurance, Mother, Father, Other)?

g. When and where did the mother become pregnant?

Date

City

County

State

h. Has the father completed a document admitting he is the father of the child, such as an Affidavit of Parentage or is there a court order establishing paternity?  Yes  No  
 If yes, provide the following information about that document:

Date

City

County

State

CHILD'S HEALTH CARE COVERAGE INFORMATION (attach copy of card(s), front & back)

36a. Policy Holder's Name

b. Health Care Company Name (Non-Medicaid)

c. Coverage Type  
 PPO  PPOM  Traditional

d. Policy or Group No.

**Child Two**

37a. Child's Full Name (First, Middle, Last, Suffix)

b. Birthdate

c. Social Security Number

d. Sex (M or F)

e. City, County & State of Birth

f. Who paid for the birth of child (Medicaid, Private Insurance, Mother, Father, Other)?

g. When and where did the mother become pregnant?

Date

City

County

State

h. Has the father completed a document admitting he is the father of the child, such as an Affidavit of Parentage or is there a court order establishing paternity?  Yes  No  
 If yes, provide the following information about that document:

Date

City

County

State

CHILD'S HEALTH CARE COVERAGE INFORMATION (attach copy of card(s), front & back)

38a. Policy Holder's Name

b. Health Care Company Name (Non-Medicaid)

c. Coverage Type  
 PPO  PPOM  Traditional

d. Policy or Group No.

**Child Three**

39a. Child's Full Name (First, Middle, Last, Suffix)

b. Birthdate

c. Social Security Number

d. Sex (M or F)

e. City, County & State of Birth

f. Who paid for the birth of child (Medicaid, Private Insurance, Mother, Father, Other)?

g. When and where did the mother become pregnant?

Date

City

County

State

h. Has the father completed a document admitting he is the father of the child, such as an Affidavit of Parentage or is there a court order establishing paternity?  Yes  No  
 If yes, provide the following information about that document:

Date

City

County

State

CHILD'S HEALTH CARE COVERAGE INFORMATION (attach copy of card(s), front & back)

40a. Policy Holder's Name

b. Health Care Company Name (Non-Medicaid)

c. Coverage Type  
 PPO  PPOM  Traditional

d. Policy or Group No.

**E. GENERAL INFORMATION**

41. I believe that disclosure of my address or other identifying information may result in physical or emotional harm to me or the child.  Yes  No

42. I have received or I am currently receiving benefits from the Family Independence Program (FIP) or I have received past benefits from Aid to Dependent Children (ADC).  
 Yes  No

If yes, when? \_\_\_\_\_ Where?

43. I have received or I am currently receiving Medicaid (MA).  Yes  No  
 If yes, when? \_\_\_\_\_ Where?

44. I am currently receiving: Food Assistance Program (FAP)  Yes  No Child Development and Care (CDC)  Yes  No  
 Where?

**F. ACKNOWLEDGEMENT FOR CUSTODIAL PARENTS AND CARETAKERS**

The Michigan Office of Child Support (OCS) processes child support payments through the Michigan State Disbursement Unit (MSDU), which is part of the Department of Human Services (DHS). The MSDU receipts and distributes payments by direct deposit to a bank account, to a debit card, or by paper check.

If I am sent money in error or overpaid, the MSDU will take all the necessary steps to correct errors in the processing of my child support payments. By checking the "yes" box below, I give OCS permission to withhold an incremental amount specified below from future child support payments owed to me. To revoke my consent, I must notify the Friend of the Court office. Failure to check "yes" has no effect on my eligibility for IV-D Child Support services through OCS.

Yes, (circle one) 10% 25% or 50% Failure to choose a percentage will result in a default amount of 25%.  
 No, please contact me before you attempt to recover an amount from my support payments.

**G. ACKNOWLEDGEMENT FOR ALL APPLICANTS**

I request child support services available under Title IV-D of the Social Security Act.

All Services  
 Locate Only (for custodial parents and caretakers only)  
 Medical Support Only (for Medicaid cases only)

I understand that disclosure of my Social Security number is mandated by the Social Security Act, 42 USC 666(a)(13), in order that Michigan's child support program may provide services related to the establishment of paternity and the establishment, modification and enforcement of child support obligations. I understand that I must cooperate in taking support action to ensure that my child support case remains open. I declare that the information provided above is true and correct to the best of my knowledge and agree to report changes in my circumstances that may affect support action in my case.

I certify that I have received a copy of DHS Publication 748, "Understanding Child Support, A Handbook for Parents."

Applicant's Signature (Signature is Required) \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Printed Name \_\_\_\_\_

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

This institution is an equal opportunity provider.

Authorities:  
 45 CFR 302.33 Completion: Application is voluntary for non-assistance applicants.  
 R 400.3009 MAC and R 400.5008 MAC Failure to complete may result in loss of benefits from Child Development and Care (CDC) and the Food Assistance Program (FAP). Current FAP and CDC recipients are not required to sign the form.  
 42 USC 654(29) Failure to provide information may result in loss of Family Independence Program (FIP) benefits for all family members and loss of Medicaid (MA) for all adult members.

**Return completed application to:**  
 Michigan Office of Child Support  
 Central Functions Unit  
 P.O. Box 30744  
 Lansing, MI 48909