

Additional info/questions for enrollee

<b>Additional info about the enrollee</b>		Date: _____
Name		Do you have an attorney? If so, we will need written permission to speak with you. _____ Who? _____
County of residence		How long have you lived in Indiana?
Hair color	Eye Color	Race
		Name other identifying features: (moles, birthmarks, tattoos)
Your mother's name:		Your father's name:
Your mother's complete address		Your father's complete address
Your mother's phone numbers		Your father's phone Number
Is your mother living? ( ) Yes or ( ) No		Is your father living? ( ) Yes or ( ) No
Provide name and phone # of someone who could always reach you.		
Is there a history of family violence? ( ) Yes or ( ) No	Is there a police report or protective order or both? When/Where?	
Was the child conceived in Indiana?	If not, provide County and State of conception.	
Are you living with the child's other parent?	When did you last live together?	
Have there been other Court filings or cases opened with another child support agency? Where? What happened?		
Do you have child care costs for when you work? Yes or No	Your cost?	
Do you have other children, that are not involved on this case? Do not include stepchildren.	List names, birthdates, living arrangements for your other children?	
If child age 2+, why wasn't something filed before now? Was there an agreement, living together until recently...?		

[ ] I would prefer my notifications by mail **OR** [ ] Request for email Notification(complete below)

I understand that it is my responsibility to keep my address updated with the Court and the Clerk. I also understand that I am required to keep my email address updated with the Prosecutor's Office at all times. I am aware that some things may not be sent by email due to the confidential nature. The email notifications can continue until there is a written request to stop.

\_\_\_\_\_  
Signature

\* I understand that I am not represented by the Floyd County Prosecutor's Office. The Prosecutor's Office represents and shall protect and promote the interests of the State of Indiana and these may sometimes conflict with my interests or desires.

\_\_\_\_\_  
Initials

\* I understand that the State can apply payments to reimburse TANF paid out for my child(ren).

\_\_\_\_\_  
Initials

\* I understand that the Prosecutor's Office can not discuss matters of custody, parenting time, divorce and property settlement matters, adoption, termination of rights, the assignment to claim your child on taxes or anything regarding another person's taxes.

\_\_\_\_\_  
Initials

\* I have read, reviewed and understand the Notice and Case Progression info that was provided to me.

\_\_\_\_\_  
Initials

Additional info/questions for enrollee

**Additional info about the other parent/or non-custodial parent (NCP)**

Name:		Email address:	
Does the other parent have a Facebook account?		Is the other parent receiving Public Assistance?	
Has the other parent ever been arrested: ( )Yes ( )No	Dates:	Where:	
What type of charges? (Ex; marijuana, dealing, drinking/driving, theft, battery )			
Mother's Name:		Father's Name:	
Mother's Complete Address		Father's Complete Address	
Mother's Phone Numbers		Father's Phone Numbers	
Is their mother living? ( ) Yes or ( ) No		Is their father living? ( ) Yes or ( ) No	
Is other parent currently married? ( )Yes or ( )No	Name of Spouse/Other		
Is other parent living w/ someone? ( )Yes or ( )No			
Does other parent have any other children? ( )Yes or ( )No		Is other parent on Probation or Parole?	
List info on his/her other children (names, ages, living with, Court Orders, location of Court Orders)			
List any previous employers and addresses			
For paternity cases: Will the alleged father admit without paternity tests?			
For other state residents: Will the other parent accept service?			
Has the other parent ever supported or bought things for the child(ren)?			
Has the other parent ever paid direct payments to you for child support?		How much?	

List any unique information that you feel is important to your case.
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## DEFINITIONS:

- Custodial Parent: Parent or caretaker with custody of the children.
- Absent Parent: Parent that is absent from the home where the children live.(AKA - non custodial parent.)
- Alleged Father: He is believed to be the father, but Paternity has not been established in Court or by paternity affidavit.
- Paternity: Establishes who the child's father is. (parentage)
- Modify: To modify support - would change the amount of support ordered.
- Arrearages: Back Support owed. \$ can be owed to the State of Indiana or the custodial parent.
- Delinquent: If payments are not paid regularly and according to the Order, then that absent parent would be delinquent.
- Petitioner: Whoever files the original petition. Can be either custodial parent or absent parent.
- Respondent: Person who responds to filing of Petitioner.
- Served: The absent parent has to be notified of Court hearings. Proof of the notification is called being served.
- TANF: Money paid by the State of Indiana from Welfare Department to aid certain families.
- Medicaid: A health insurance program provided by the State.
- Assistance: You or your children receive assistance if you or your children are on TANF or Medicaid.
- Entry: This is a document signed by the Judge. (Also called an Order.)
- Petition: A document filed by an attorney (attorney's office) that requests something from the Court. (also called Motion)
- Example: Motion to Modify requests that the Court modify the Order.
- Cause #: Number that identifies each case for the Court.
- UIFSA: Uniform Interstate Family Support Act: This is what allows us to send paperwork to another state and request that the other state enforce or establish paternity or child support because the absent parent lives in that state.
- Arrearage Calculation: An audit can be done to determine an arrearage if any exists.
- Emancipation: When the child becomes of age. Indiana law states that a child emancipates automatically when that child turns 19. The date of emancipation can change, only by motion to the Court.(certain conditions must be met)
- Intercept: The intercept program can take the taxes of delinquent parents. The federal government has determined that the information received by this program is confidential and cannot be released to you or anyone else.
- Participants: The only participants of a case are the custodial parent and the absent parent. Information cannot be released to anyone other than the participants of a case. A participant can also be called a party.
- Paternity Affidavit: This form is signed in the hospital at the time of the birth of the child by either one parent or both parents and states that they acknowledge that they are the parents of the child. This is not a birth certificate.

## NOTICE

- Arrearage calculations and complaints/requests for enforcement must be made in writing. A request can be mailed or forms can be completed here at the office. You must request enforcement. If you do not contact us, we don't know you need enforcement.
- We will not be able to provide payment records or check child support payments. Instead, you must contact the Clerk in person or in writing or contact the Kids Line (800) 840-8757.
- Our office cannot get involved or answer questions on custody or visitation matters. You can contact an attorney with questions. We are unable to give out copies of the visitation guidelines, because that would be involving us in visitation. The number for Legal Aid is (812) 945-4123. The pro-bono attorney program number is 812-288-8002.
- We cannot provide legal advice. You can speak with an attorney if you have questions. We cannot recommend an attorney. That would show favoritism.
- All tax information is confidential. Tax Intercepts are involuntary payments. Payments from tax offsets are not guaranteed. We cannot give out any information regarding involuntary payments to anyone, even the CP or AP. You can call the Kids Line (800) 840-8757 to find out about payments.
- If you have a Court Order, you are responsible for providing to us the Order.
- Always have your photo ID available if you want case information.
- We will be unable to process your request for enforcement, until the non-custodial parent(payor) is 3 weeks behind.
- You must keep your address and phone # updated with our office and the Clerk's Office. Also, keep us updated with any Chins cases, change of custody or adoption of the child and any other aspect that may affect your case.

## CASE PROGRESSION

- A case is started with our office by completing an enrollment form. This will include providing the requested documents or information.
- Our intake counselor will do the initial interview and will let you know who your caseworker will be.
- We will attempt to verify the location of the other parent. (this may take a few weeks)
- After the location has been verified, the case is referred to a caseworker.
- Each caseworker works the remainder of the case.
- The caseworker determines the next action on the case & determines the next course of action.
  - If paternity needs established – a petition is prepared, signed (by requestor and Prosecutor), and filed. This petition includes support.
  - If the absent parent lives in another state, UIFSA paperwork is prepared, completed and signed (by participant and caseworker), and sent to the other state to establish and/or enforce.
  - If enforcement is requested, the caseworker determines arrearage and can send delinquency letters. If the delinquency letters fail to get a response (payments or valid reason), the caseworker and Prosecutor can prepare and file contempt or determine if any other enforcement procedure will apply.
  - If modification is requested, the caseworker gathers income information and determines whether to file modification.
- Requests for arrearage calculations, enforcement, modifications and agreements must be made in writing.
- Status requests can be made by telephone or in writing.
- Criminal cases are established only after the civil enforcement has been exhausted. The Prosecutor makes this determination on a case by case basis.