

Department of Social and Health Services

Olympia, Washington

EAZ Manual

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Category	Child Support
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Summary

Updated the EAZ chapter Child support to reflect a new DOH form title/number Acknowledgement of Parentage DOH 422-159.

Child Support

Revised ~~June 29, 2017~~ March 4, 2020

Purpose:

This chapter provides information and instructions on the assignment of support rights to the State. It includes the requirement to cooperate with the Division of Child Support (DCS) as a condition of eligibility for TANF and SFA.

WAC 388-422-0005 What happens to my child and spousal support when I get public assistance?

- [Clarifying Information and Worker Responsibilities](#)

WAC 388-422-0010 Do I have to cooperate with the division of child support (DCS)?

- [Clarifying Information](#)

WAC 388-422-0020 What if you are afraid that cooperating with the division of child support (DCS) may be dangerous for you or the child in your care?

- [Worker Responsibilities](#)

WAC 388-422-0030 What happens if my support is more than my TANF or SFA cash benefit?

- [Worker Responsibilities](#)

Clarifying Information - [WAC 388-422-0010](#)

Cooperation

1. Explain to the parent/caregiver that they have assigned the support rights for each child applying for or getting TANF / SFA by signing the application, and unless a Social Service Specialist (SSS) determines that good cause for noncooperation exists, they must cooperate with DCS. DCS will provide full support enforcement services which may include enforcement of the noncustodial parent's (NCP) obligation to provide health insurance and contribute his/her share of uninsured medical expenses for the child(ren). DCS also enforces existing orders for spousal maintenance owed to the parent/caregiver.
2. At the interview, have the parent or caregiver relative completes a [DSHS 18-334, Your Options for Child Support Collection while receiving Temporary Assistance for Needy Families \(TANF\)](#) on each Non-Custodial parent (NCP) of each child in the TANF/SFA assistance unit, indicating whether or not cooperating with DCS may be dangerous for the applicant or the child. During the interview, code each NCP page and document for each NCP whether the custodial parent (CP) or caregiver states that it is safe for DCS to collect or asks that we determine good cause for noncooperation. For phone interviews, mail a General

Correspondence Letter (0050-01) with the 18-334(s) and request the parent/caregiver complete, sign and return the 18-334(s). Don't pend the TANF application for the 18-334(s).

3. Both parents in a two-parent household must help DCS establish paternity for each child in the assistance unit.
4. For unmarried, two-parent TANF applicants where the father isn't named on the child's birth certificate, give the mother and alleged father the pamphlet titled, "Establishing Parentage for Your Child's Sake... What Every Parent Should Know", DSHS 22-586(X). Encourage them to sign a notarized ~~Paternity Acknowledgment, DOH/CHS 021~~[Acknowledgement of Parentage DOH 422-159](#) in the CSO. If the parents choose not to sign the Paternity Acknowledgement, explain to them that the father will be referred to DCS for paternity establishment and both will be required to cooperate with DCS unless good cause exists.
5. There is no requirement for the parent/caregiver to cooperate with DCS when they claimed good cause verbally or in writing and the department's decision is pending. For more information on how to process a case when a custodial parent requests good cause after a noncompliant sanction has been entered, see worker responsibilities 9.
6. Whenever possible, the SSS will interview the parent/caregiver on the same day the Good Cause claim is received.
7. If a parent/caretaker claims good cause at a phone interview immediately refer the good cause claim to the SSS without waiting for the returned 18-334(s). The SSS will schedule an interview as soon as possible no later than 20 days from the good cause claim. For more information, see the good cause section below and the Social Services Manual - [Good Cause](#).
8. DCS determines when a parent/caregiver isn't cooperating with DCS as required and notifies the CSO what the parent/caregiver must do to be considered "cooperating with DCS".
9. DCS also determines when a parent/care giver resumes cooperation and notifies the CSO. Lift imposed non-cooperation sanctions effective the date that DCS declares is the date the parent/caregiver began cooperating.