



Transforming lives

STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
DIVISION OF CHILD SUPPORT (DCS)

Application for Nonassistance Support Enforcement Services

Instructions

Read this form carefully. Complete the Child Support Referral, Declaration of Support Payments, and this form. Return the completed forms to the Division of Child Support (DCS) at the address listed on page 4. Except for your signature, print your responses in blue or black ink only.

Information About Me

NAME (FIRST, MIDDLE, LAST) TELEPHONE NUMBER SOCIAL SECURITY NUMBER
STREET ADDRESS CITY STATE ZIP CODE

Information About the Noncustodial Parent

NAME (FIRST, MIDDLE, LAST)

Payments

I understand that DCS can send support payments to me by Electronic Funds Transfer (EFT) by depositing the payments directly into my checking or savings account. I authorize direct deposit by completing the following bank account information. (Attach a voided check.)

Bank Name Bank Routing Number
Checking Savings

Bank Account Number

If I do not authorize direct deposit, DCS will automatically mail me a stored-value Visa debit card called the DCS debit card. If DCS enrolls me in the DCS debit card program, DCS will deposit my support payments to the card rather than to my bank account.

Declaration

I declare that I:

- 1. Am not receiving and have not asked for support enforcement services from another state or authority.
2. Either have physical custody of the children for whom I am seeking current support or had physical custody of the children for the time when the support debt occurred.
3. Have the legal custodian's permission to care for the children.
4. Did not wrongfully deprive the legal physical custodian of custody of the children.
5. Am not receiving public assistance funds for the children.

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

SIGNATURE PLACE SIGNED DATE

Acknowledgement regarding payments sent in error and/or overpayments: Unless I check the "No" box below, my signature on this application gives the Division of Child Support (DCS) permission to keep up to 10 percent of my current child support payments and all of my past-due payments made on this case until payments sent in error are recovered in full.

No. Please contact me before you attempt to recover a payment sent in error from my future support payments.

DCS will provide the same level of full enforcement services whether or not I check the "No" box. DCS may use other collection methods to recover a payment sent in error, which could include income withholding and other actions allowed under RCW 74.20A.270.

I want DCS to provide child support enforcement services to me and my children. I want DCS to accept and endorse all child support payments (checks, money orders, electronic funds transfers, etc.) collected for me.

If I now receive child support payments through a state or tribal court or state or tribal child support enforcement agency, I want the court or agency to send all payments to DCS.

I read and understand the **Nonassistance Support Enforcement Information** form that I received with this application.

I understand that:

1. DCS charges me a \$35 annual fee if I have never received Temporary Assistance to Needy Families (TANF), Tribal TANF, or Assistance to Families with Dependent Children (AFDC) for children in my household. DCS retains this fee (between October 1<sup>st</sup> and September 30<sup>th</sup>) from child support collected after DCS has disbursed \$550 in child support payments to me on a case in a federal fiscal year. If I have more than one case, I may be charged a fee on each case where \$550 is disbursed to me. **If I have received TANF, Tribal TANF, or AFDC from another state I must provide proof, such as a sworn statement from the public assistance agency or a certified copy of my assistance records, to DCS. DCS may charge the fee until I provide that proof.** If paying the \$35 fee creates a hardship for my family, I may ask for an exception by requesting a Conference Board.
2. If DCS refers my case to another state for enforcement, the other state may charge a fee for a particular service. The other state may collect its fees by retaining a part of the child support collection.
3. DCS will need to release my name and my children's names to the noncustodial parent.
4. I must provide my social security number to DCS. DCS will use the number for child support enforcement purposes as defined in Title IV-D of the Social Security Act.
5. DCS cannot collect child support debts barred by the statute of limitations.
6. DCS cannot require an Indian tribe, a tribally-owned business, or an Indian-owned business located on a reservation to withhold child support from income paid to a noncustodial parent. If a tribe and DCS have an agreement to do so, DCS will ask the tribe to enforce my child support order.
7. DCS will enter my child support order into the Washington State Support Registry (WSSR).
8. If I have a court order that requires the noncustodial parent to pay child support through the WSSR, my case will remain in the WSSR until a court releases my order.
9. DCS will distribute child support collections on my case as required by federal and state law. DCS will:
  - a. Apply current child support to the month in which it is received.
  - b. Send me the current child support. (If the noncustodial parent has more than one child support order and a collection does not cover all current support orders, DCS divides the collection proportionally between the cases.)
  - c. Retain an annual \$35 fee payment (between October 1<sup>st</sup> and September 30<sup>th</sup>), if I have never received AFDC, TANF, or Tribal TANF funds as a custodian of minor children, after \$550 in child support is disbursed to me on the case in a year.
  - d. Apply collections that exceed one month's current child support to past-due child support (if any).
  - e. If I received TANF or AFDC in the past, DCS will distribute past-due child support (except payments from the Internal Revenue Service (IRS)) as follows:
    - (1) First, to any past-due support owed to me that was never assigned to the state.
    - (2) Second, to any past-due support that was temporarily assigned to the state.
    - (3) Third, to any past-due support owed to me for my children's medical support.
    - (4) Fourth, to any past-due support that was permanently assigned to the state by a public assistance assignment.
    - (5) Fifth, to any medical support assigned to the state.

10. Collections received from the IRS are always applied to past-due support. Payments from the IRS are distributed in the following order:
  - a. First, to permanently assigned past-due financial support.
  - b. Second, to temporarily assigned past-due financial support.
  - c. Third, to permanently assigned past-due medical support.
  - d. Fourth, to any support owed that was never assigned to the state.
11. WAC-388-14A-2037 explains permanently assigned arrears. WAC 388-14A-2038 explains temporarily assigned arrears.
12. I must return money DCS pays me if I:
  - a. DCS sends me money in error.
  - b. Receive more money than the noncustodial parent owes (also called an overpayment).
13. DCS may recover the overpayment and/or payment in error by withholding from future child support received for me, without further notice to me. This is called an "offset" and is allowed by RCW 26.23.035(3). I may request in writing on page one of this application that DCS contact me before seeking payment recovery by offset. DCS may contact me at a later date to seek permission for offset or to notify me in writing that DCS plans to recover a payment by offset unless I respond. When DCS has authority to recover by offset, the following occurs:
  - a. DCS withholds up to 10 percent of my future current support payments.
  - b. DCS withholds up to 100 percent of my future past-due support payments.
14. DCS may take other collection actions allowed by RCW 74.20A.270 to recover overpayments and/or payments sent to me in error. This applies even after I stop receiving child support payments through DCS. DCS chooses this option, DCS will serve a notice on me. If no objection is received, DCS is allowed to
  - a. Send my employer or other person or organization that holds assets for me an ***Income Withholding for Support***. This order / notice requires my employer or other person or organization to withhold the amount of the payment in error and/or overpayment from my earnings, income, and assets.
  - b. File liens against my real and personal property.
  - c. Use any DCS collection remedy available under Chapters 26.09, 26.18, 26.23, and 74.20 RCW.
15. RCW 26.23.110 allows DCS to collect unreimbursed medical expenses (including copayments, deductibles, and premiums as defined in WAC 388-14A-1020) incurred on behalf of the children from me under certain circumstances. DCS may do so by:
  - a. Reducing the debt owed to me.
  - b. Reducing any current support owed to me by no more than 50 percent each month for a year or less.
  - c. Opening a new collection case against me and using any DCS collection remedy except license suspension.
16. If my support order requires me to provide health insurance coverage, DCS may enforce that requirement if the noncustodial parent requests it. Enforcement may include establishing a cash medical obligation for monthly premiums, not to exceed 25 percent of my basic child support obligation as shown in the worksheets for my support order.
17. DCS does not represent me or the other party to my child support order. To protect my interests, I should take part in all hearings or court appearances about my child support order. If I do not attend and participate in a hearing, an Administrative Law Judge may grant any requests made by DCS or the other party to my child support order without further notice to me.
18. DCS can deposit my support payments directly into my bank account by Electronic Funds Transfer (EFT). **If I do not authorize direct deposit, DCS will automatically mail me a stored-value Visa debit card, called the DCS debit card.** If DCS enrolls me in the DCS debit card program, DCS deposits my support payments to the card rather than to my bank account. In most cases, support payments are available in my bank account or on my DCS debit card within three business days after DCS applies them to the case. The DCS debit card can be used anywhere VISA is accepted or at ATM machines. For more information about electronic payments or other options for receiving payments, I can call 800-468-7422 or go on-line at [www.dshs.wa.gov/esa/division-child-support](http://www.dshs.wa.gov/esa/division-child-support).
19. DCS may serve written notices on me by first class mail. DCS may serve these notices to my last-known address.

I agree to:

1. Send DCS all support payments that I get from anyone other than DCS. I must send DCS the payments within eight days.
2. Tell DCS immediately if my children receive any of the following paid on behalf of the noncustodial parent. The noncustodial parent may receive support payment credit for the benefit payments your children receive. You may be asked to confirm these payments. If giving credit shows that the noncustodial parent has overpaid, you may be required to repay the overpaid amount. Generally, the children's custodian must apply for those benefits.
  - a. A benefit paid by the Department of Labor and Industries or a worker's compensation benefit paid by a self-insurer paid after July 1, 1990.
  - b. A disability dependency benefit or retirement benefit from the Social Security Administration paid after July 1, 1990.
  - c. An apportionment of benefits from the Department of Veterans Affairs on or after July 24, 2015.
3. Tell DCS if I ask another person or agency to collect child support for me.
4. Tell DCS if my address or my children's address changes.
5. Send DCS copies of all child support orders that change the support requirements or custody of the children named in my case.

If you have questions, contact:  
DIVISION OF CHILD SUPPORT  
PO BOX 11520  
TACOMA WA 98411-5520

Within \_\_\_\_\_ calling area \_\_\_\_\_

Outside \_\_\_\_\_ calling area \_\_\_\_\_

TTY/TDD services available for the speech or hearing impaired.

Visit our web site at: [www.dshs.wa.gov/esa/division-child-support](http://www.dshs.wa.gov/esa/division-child-support)

No person, because of race, color, national origin, creed, religion, sex, age, or disability, shall be discriminated against in employment, services, or any aspect of the program's activities. This form is available in alternative formats upon request.
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U.S. Bank ReliaCard® Pre-Acquisition Disclosure  
 Program Name: Washington Division of Child Support  
 Reference Date: June 2017

You have options as to how you receive your payments, including direct deposit to your bank account or this prepaid card. Ask your agency for available options and select your option.			
Monthly fee	Per purchase	ATM withdrawal	Cash reload
<b>\$0</b>	<b>\$0</b>	<b>\$0</b> in-network <b>\$0.99*</b> out-of-network	<b>N/A</b>
ATM Balance Inquiry (in-network or out-of-network)			\$0
Customer Service (automated or live agent)			\$0 per call
Inactivity			\$0
<b>We charge 3 other types of fees.</b> One of them is:			
Card Replacement (standard or expedited delivery)			\$0 or \$15.00
<p>* This fee can be lower depending on how and where this card is used. See the accompanying Fee Schedule for free ways to access your funds and balance information.</p> <p><b>No overdraft/credit feature.</b> Your funds are eligible for FDIC insurance.</p> <p>For general information about prepaid accounts, visit <a href="http://cfpb.gov/prepaid">cfpb.gov/prepaid</a>. Find details and conditions for all fees and services inside the card package or call <b>1-866-363-4136</b> or visit <a href="http://usbankreliacard.com">usbankreliacard.com</a>.</p>			

U.S. Bank ReliaCard® Fee Schedule  
 Program Name: Washington Division of Child Support  
 Effective Date: May 2018

All fees	Amount	Details
<b>Get cash</b>		
ATM Withdrawal (in network)	\$0	This is our fee per withdrawal. "In-network" refers to the U.S. Bank or MoneyPass® ATM networks. Locations can be found at <a href="http://usbank.com/locations">usbank.com/locations</a> or <a href="http://moneypass.com/atm-locator">moneypass.com/atm-locator</a> .
ATM Withdrawal (out-of-network)	\$0.99	This is our fee per withdrawal. This fee is waived for your first 2 ATM withdrawals per ACH, which includes both ATM Withdrawals (out-of-network) and International ATM Withdrawals. "Out-of-network" refers to all the ATMs outside of the U.S. Bank or MoneyPass ATM networks. You may also be charged a fee by the ATM operator even if you do not complete a transaction.
Teller Cash Withdrawal	\$0	This is our fee for when you withdraw cash off your card from a teller at a bank or credit union that accepts Visa®.
<b>Information</b>		
ATM Balance Inquiry (in network)	\$0	This is our fee per inquiry. "In-network" refers to the U.S. Bank or MoneyPass ATM networks. Locations can be found at <a href="http://usbank.com/locations">usbank.com/locations</a> or <a href="http://moneypass.com/atm-locator">moneypass.com/atm-locator</a> .
ATM Balance Inquiry (out-of-network)	\$0	This is our fee per inquiry. "Out-of-network" refers to all the ATMs outside of the U.S. Bank or MoneyPass ATM networks. You may also be charged a fee by the ATM operator.
<b>Using your card outside the U.S.</b>		
International Transaction	2%	This is our fee which applies when you use your card for purchases at foreign merchants and for cash withdrawals from foreign ATMs and is a percentage of the transaction dollar amount, after any currency conversion. Some merchant and ATM transactions, even if you and/or the merchant or ATM are located in the United States, are considered foreign transactions under the applicable network rules, and we do not control how these merchants, ATMs and transactions are classified for this purpose.
International ATM Withdrawal	\$2.50	This is our fee per withdrawal. This fee is waived for your first 2 ATM withdrawals per ACH, which includes both ATM Withdrawals (out-of-network) and International ATM Withdrawals. You may also be charged a fee by the ATM operator even if you do not complete a transaction.
<b>Other</b>		
Card Replacement	\$0	This is our fee per card replacement mailed to you with standard delivery (up to 10 business days).
Card Replacement Expedited Delivery	\$15.00	This is our fee for expedited delivery (up to 3 business days) charged in addition to any Card Replacement fee.

Your funds are eligible for FDIC insurance. Your funds will be held at U.S. Bank National Association, an FDIC-insured institution, and are insured up to \$250,000 by the FDIC in the event U.S. Bank fails. See [fdic.gov/deposit/deposits/prepaid.html](http://fdic.gov/deposit/deposits/prepaid.html) for details.

No overdraft/credit feature.

Contact Cardholder Services by calling **1-866-363-4136**, by mail at P.O. Box 551617, Jacksonville, FL 32255 or visit [usbankreliacard.com](http://usbankreliacard.com).

For general information about prepaid accounts, visit [cfpb.gov/prepaid](http://cfpb.gov/prepaid). If you have a complaint about a prepaid account, call the Consumer Financial Protection Bureau at 1-855-411-2372 or visit [cfpb.gov/complaint](http://cfpb.gov/complaint).

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