

Administrative Policy No. 4.12

Subject: Delegation of Authority to Administer State IV-D Plan

Information Contact: Director, Division of Child Support
Mail Stop 45860, (360) 664-5000
TTY (360) 664-5011 or (888) 928-5687

Authorizing Source: RCW 43.20A.110
Office of the Secretary

Effective Date: November 1, 1987

Revised: October 8, 2021

Approved By: Original signed by Lori Melchiori
Senior Director, Office of Policy and Rules

Purpose

This policy delegates the authority to administer the State IV-D Plan (“state plan”) to the director of the Division of Child Support.

Scope

This policy applies to all Department of Social and Health Services (DSHS) organizational units.

Definitions

Attorney in fact means a person designated to act as an authorized agent of DSHS.

State IV-D Plan means the state's formal plan for administering Title IV-D of the Social Security Act.

Policy

The director of the Division of Child Support shall have all powers and authority necessary to:

- A. Establish, enforce, modify, collect, and disburse child support and medical support obligations; establish parentage; and take other related actions.

- B. Subpoena witnesses, administer oaths, take testimony, and order the production of papers, books, records, and documents.
- C. Notify and take action against:
 - 1. Any person owing child support or related debt to the state, and
 - 2. Any person, firm, entity, corporation, association, political subdivision of the state of Washington, agency of state or federal government, or any officer or agent thereof, possessing support monies in violation of chapters [26.18](#), [26.23](#), [74.20](#) or [74.20A](#) RCW, or an assignment of support rights.
- D. Issue legal process, which may include:
 - 1. Notices, including notices of support debt, notices of support owed, notices of support owed for uninsured medical expenses, notices and findings of financial responsibility, and notices of noncompliance;
 - 2. Liens and releases of liens, and satisfactions of judgment;
 - 3. Orders to withhold and deliver, national medical support notices, or income withholding orders;
 - 4. Assignments of earnings, demands for payment, garnishments, attachments, or withholding instruments; and
 - 5. Certifications and releases of noncompliance with a support order pursuant to license suspension, passport revocation and denial, Internal Revenue Service refund offset, and administrative offset.
- E. Seize and sell property subject to a support lien.
- F. Act as attorney in fact and endorse all drafts, checks, money orders, or other negotiable instruments representing support payments.
- G. Set and reset the level and schedule of payments to be paid on a support debt.
- H. Release or refund monies taken under an order to withhold and deliver, national medical support notice, income withholding order, or other withholding action.
- I. Delegate functions of the State IV-D Plan, including to other state or local agencies or officials or any official with whom a cooperative agreement has been entered into, and ensure that the other state or local agency or official complies with the requirements of the state plan.
- J. Purchase services from any person or private agency to assist in the performance of the IV-D functions and ensure that these persons or private agencies comply with the requirements of the state plan.