## Things to remember...

- The Child Support Services Attorneys do not act as attorneys for either of the parties involved, but as attorneys for the Placer County.
- Once you have returned your completed application to our office, you should receive a case opening letter in about 20 working days.
- This office does not handle issues regarding custody or visitation.

This pamphlet is intended to be instructive as to the general procedures of the Department of Child Support Services, and should be used for informational purposes only.

Placer County

DEPARTMENT OF CHILD SUPPORT SERVICES


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# OPENING A CHILD SUPPORT CASE

## Placer County Department of Child Support Services

**INFORMATION THAT CAN ASSIST YOU WITH CASE OPENING**

## WHO QUALIFIES

Any person who is the primary caretaker of the minor(s) or any parent who does not reside with the primary caretaker but wishes to initiate a court ordered obligation may open a child support case.

Child support services are provided to all individuals, whether or not they are recipients of public assistance. The services are FREE of charge.

These services include:

* Establishing child support, paternity, and/ or medical support
* Enforcing child, spousal, and medical support, and
* Modifying child support orders.
* Locate

There are two types of cases opened in this office: Public Assistance (TANF and Foster Care) and Non– Public Assistance.

## THERE ARE TWO TYPES OF CASES

**PUBLIC ASSISTANCE**

If you are receiving Public Assistance, you have automatically assigned to the Department of Child Support Services ( DCSS), or the State of California, you right to receive all or a portion of current and past due child support. A case will be opened in this office upon receipt of a referral from Health and Human Services.

If you are receiving Medi-Cal only, (no cash aid), a referral from the Health and Human Services will be sent to our office. We will establish paternity, medical support and if requested, child support.

**NON-PUBLIC ASSISTANCE**

If you are a resident of Placer County, and you are not receiving Public Assistance in this county, you may request that an Application for Services be sent to you. When our office receives your completed application and other necessary documents, your case will be opened.

Whether you receive public assistance or not, DCSS will ask that you provide as much information as possible regarding you and the other parent. The more accurate the information you provide, the quicker you will see results. The following are examples of information you should try to provide:

* Full legal name and address of the parent
* Date of birth and a physical description of the parent
* Birth Certificate of the child
* Social Security Number
* Date of marriage– If none, and if the other parent resides in another state, did she/he ever live in California?
* Child support court order—if one exists, or any other court order which provides for child support payments, such as a divorce order
* Name and address of the other parent's current or most recent employer.
* Information pertaining to other parent's income and assets such as paystubs, tax returns, bank statements, investments, or property documents.

This information may be found on old paystubs, income tax returns, credit/loan applications, bank accounts, insurance or health records, or military/union records. If you do not have these documents, you may be able to obtain copies by writing to the appropriate agency.

Once your completed application has been received and processed by our office, you will receive a case opening letter. The letter will provide you with your DCSS Personal Identification Number (PIN) and case number. Please note this number, as you will be asked to provide it whenever you contact our office.

**THE DEPARTMENT OF CHILD SUPPORT SERVICES DOES NOT REPRESENT EITHER PARTY**