



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

**APPLICATION FOR CHILD SUPPORT SERVICES**

It is this agency's desire to act in the best interest of you and your child(ren) at all times. Therefore, we want to give you some important information regarding how your case will be handled.

**INFORMATION YOU NEED TO KNOW**

- You must notify us immediately if you move or change your telephone number.
- Your cooperation is required.
- You must return any money sent to you in error.
- You must notify us in writing if you wish to cancel services.

**WE CAN ATTEMPT TO**

- Locate a parent whose whereabouts are unknown,
- Establish paternity for a child,
- Establish and enforce court orders for child support payments, unpaid medical bills, and/or medical insurance,
- Review and modify child support orders, and
- Collect child support arrears using a variety of enforcement methods, including intercepting federal income tax refunds.

**WE CANNOT**

- Guarantee that our attempts to establish or enforce child support will be successful,
- Handle matters that are not related to child support such as divorce, visitation or custody disputes, or
- Give your case priority over any other cases we have.

**AFTER WE RECEIVE YOUR COMPLETED APPLICATION, WE WILL**

- Review your case,
- Decide the proper action to take on your case, and
- Make every effort to provide the needed service.

**IN ADDITION**

- We will contact you if we need additional information from you, and to inform you of appointments and court hearing dates.
- Your signature on the application form indicates your agreement that the agency may file a legal action in your case and may close your case if you do not cooperate.
- Our attorneys represent the State of Tennessee. They will help provide you with child support services, but they do not represent you or any other individual.
- Case information will be given out only for child support purposes.
- All child support payments will be processed through the State Disbursement Unit in Nashville, Tennessee.

**State of Tennessee**  
**Department of Human Services**  
**Information Gathering Letter**

In accordance with federal law and U.S. Department of Health and Human Services (HHS) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, contact HHS. Write HHS, Director, Office for Civil Rights, Room 506-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call (202) 619-0403 (Voice) or (202) 619-3257 (TTY). HHS are equal opportunity providers and employers. You may also write Tennessee, DHS, Civil Rights Compliance Officer, James K. Polk Building, 505 Deaderick Street 14<sup>th</sup> Floor, Nashville, TN 37243, (615) 313-4748.

NOTE: Each individual's Social Security number (SSN) is a critical part of case processing. Based on section 466(a)(13) of the Social Security Act [42 U.S.C. 666(a)(13)], you are required to disclose Social Security numbers to the child support agency. They will be used by the State's child support enforcement program to locate individuals for the purposes of establishing paternity and establishing, modifying, and enforcing support obligations. It is possible that your SSN and those of the child(ren) will be used to file interstate child support enforcement actions and to enroll the child(ren) as beneficiaries of health insurance coverage, and, as such, may be released to the other parent. The alternate residential parent's SSN is necessary to properly identify that parent for the purpose of locating him/her, for submitting cases for the Treasury Offset Program, and for other child support enforcement activities.

The information requested in this application must be provided by every applicant for child support services, regardless of whether they are the primary residential parent / caretaker or the alternate residential parent of the child(ren). **If you are the primary residential parent (PRP) / caretaker**, enter information about yourself in Section II and enter information about the alternate residential parent in Section III. **If you are the alternate residential parent (ARP)**, enter information about the primary residential parent / caretaker in Section II and enter information about yourself in Section III.

**If you were married when the child(ren) was born, or when the child(ren) was conceived, or within three hundred (300) days after the marriage was terminated for any reason, Tennessee law states your husband is the legal father of your child(ren), and he will be pursued for child support.**

**I. INFORMATION ABOUT THE APPLICANT FOR CHILD SUPPORT SERVICES**

1. Are you

The **PRIMARY RESIDENTIAL PARENT (PRP) / CARETAKER** of the child(ren) for whom services are requested  
(The PRP is the parent with whom the child(ren) resides more than 50% of the time) **NOTE:** For the purpose of completing this application, also check this box if the child(ren) for whom you are requesting services resides/reside with you exactly 50% of the time.  
or

The **ALTERNATE RESIDENTIAL PARENT (ARP)** of the child(ren) for whom services are requested  
(The ARP is the parent with whom the child(ren) resides less than 50% of the time)

If you are the **ALTERNATE RESIDENTIAL PARENT (ARP)**, are you applying for

- A review and modification of your support order, or
- To establish paternity for the child(ren)?

**NOTE: Any application for child support services will result in this agency taking action as needed to enforce support obligations.**

2. Are you under age 18 and unmarried?  Yes  No If yes, provide the following information about your parent or guardian:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home): (\_\_\_\_) \_\_\_\_\_ (Cell): (\_\_\_\_) \_\_\_\_\_ (Work): (\_\_\_\_) \_\_\_\_\_

3. Do you have reason to believe that the ARP might try to harm you or the child(ren) if we try to contact him/her, or as the result of any action we might take on your child support case?  Yes  No

If yes, please attach documentation, such as Police Report, Order of Protection, etc.

**FOR STATE USE ONLY**

**Foster care worker's name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Approval date:** \_\_\_\_\_ **Social Services Number:** \_\_\_\_\_ **IVE Case Number:** \_\_\_\_\_

**II. INFORMATION ABOUT THE PRIMARY RESIDENTIAL PARENT (PRP) / CARETAKER**

If you are the primary residential parent (PRP) or caretaker of the child(ren), provide the following information about yourself.

If you are the alternate residential parent (ARP), complete this section with information about the primary residential parent (PRP) / caretaker.

1. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
Maiden Name: \_\_\_\_\_

2. What is the caretaker's relationship to the child(ren) (mother / father / grandmother / etc.)? \_\_\_\_\_

3. Identifying information for the primary residential parent (PRP) / caretaker

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_ Sex: \_\_\_\_\_

Email Address: \_\_\_\_\_ Would you like to opt in to Email Messaging:  Yes  No

Address of the primary residential parent (PRP) / caretaker

**MAILING** address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone (Home): (\_\_\_\_) \_\_\_\_\_ (Cell): (\_\_\_\_) \_\_\_\_\_ (Work): (\_\_\_\_) \_\_\_\_\_

Would you like to opt in to Text Messages?  Yes  No If YES, which number do you want associated with Text Messages?  Home  Cell

**LIVING** address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

How do you prefer your caseworker to contact you?  Mail  Email  Home  Cell  Work

4. Primary residential parent (PRP)'s / caretaker's employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. Has the primary residential parent (PRP) / caretaker ever been married to the alternate residential parent (ARP)?  Yes  No

If yes, provide any of the following information that applies:

Marriage Date: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Divorce Date: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Separation Date: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

6. Is any other agency or attorney involved in pursuing child support at this time?  Yes  No

If yes, give the name of the agency/attorney: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Has there ever been ANY legal action involving this child(ren)?  Yes  No If yes, describe the action: \_\_\_\_\_

**Answer questions # 7 and 8 only if you are the primary residential parent (PRP) / caretaker of the child(ren)**

7. Do you currently receive, or have you ever received Medicaid benefits?  Yes  No

Do you currently receive, or have you ever received public assistance, Families First, benefits?  Yes  No

If yes, for what period of time? From : \_\_\_\_\_ To: \_\_\_\_\_

Did you receive these benefits in Tennessee?  Yes  No In which other state(s) did you receive these benefits? \_\_\_\_\_

8. Name, phone number and address of a person we can contact if we are not able to reach you.

Name: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**III. INFORMATION ABOUT THE ALTERNATE RESIDENTIAL PARENT (ARP)**

If you are the alternate residential parent (ARP), provide the following information about yourself.

If you are the primary residential parent (PRP) / caretaker, provide the following information about the alternate residential parent (ARP) of the child(ren).

If you were married when the child(ren) was born, or when the child(ren) was conceived, or any time during the 300 days before the birth of your child(ren), Tennessee law states your husband is the legal father of your child(ren).

If you are applying for support from more than one alternate residential parent (ARP), you must complete a separate application for each alternate residential parent (ARP). If different persons could possibly be the father of the same child(ren), make a note of this in Section V, Page 5 of this application.

1. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

2. Alias or nicknames: Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

3. What is the alternate residential parent (ARP)'s relationship to the child(ren)?  Father  Mother

4. Phone number(s) for the alternate residential parent (ARP).

Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Has ARP ever lived in Tennessee?  Yes  No

5. Address of the alternate residential parent (ARP):

Current or last known **MAILING** address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Is mail delivered to this address?  Yes  No

Current or last known **LIVING** address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you confirm the ARP lives here?  Yes  No

6. Is the alternate residential parent (ARP) self-employed?  Yes  No If yes, in what occupation? \_\_\_\_\_

7. Alternate residential parent (ARP)'s **current** employer: \_\_\_\_\_

Address: \_\_\_\_\_ Work number: (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate residential parent (ARP)'s **previous** employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

8. General information about the alternate residential parent (ARP)

Social Security number	Birthplace (city/county/state)	Date of birth
Approximate age	Driver's license number (include state)	Sex
Race	Height	Weight
Hair color	Eye color	Photograph provided?
Distinguishing marks	Known disabilities	Email Address

9. Is the alternate residential parent (ARP) currently in  jail  or prison? If yes, provide the following information:

Name of the institution: \_\_\_\_\_ Expected release date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

10. Is this alternate residential parent (ARP) on  probation  or parole? If yes, provide the following information:

Parole or probation officer's name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

11. Has the alternate residential parent (ARP) ever served in the armed forces?  Yes  No If yes, which branch? \_\_\_\_\_

Dates of service: From: \_\_\_\_\_ To: \_\_\_\_\_

Is the alternate residential parent (ARP) retired from the military or in the reserves?  Yes  No

12. Does the alternate residential parent (ARP) receive any pensions or benefits from the federal government (Social Security, SSI, VA, retired military, etc.) or from other sources?  Yes  No

If yes, provide: Source (1): \_\_\_\_\_ Approximate monthly income amount \_\_\_\_\_

Source (2): \_\_\_\_\_ Approximate monthly income amount \_\_\_\_\_

Source (3): \_\_\_\_\_ Approximate monthly income amount \_\_\_\_\_

13. Describe any assets the alternate residential parent (ARP) may own.

Cars, trucks, motorcycles	Make:	Model:	Year:
	Color:	License plate number:	State:
Bank accounts:			
Real estate:			
Other assets:			

14. Other contacts for the alternate residential parent (ARP). Give any information you have, even if it is incomplete:

Mother (first/middle/last name )	Maiden Name	Phone number:
Address/City/State		Zip

Father (first/middle/last name)	Phone number:
Address/City/State	Zip

Friend or other relative (first/middle/last name)	Phone number:
Address/City/State	Zip

**IV. COURT ORDER INFORMATION**

Is there a court order for child support for the child(ren) for whom child support services are requested?  Yes  No  
 If yes, provide any information you have about the existing court order(s). Attach copies of the orders and payment records, if available.

Name of the court that issued the order	Date of the order
Docket/case number	County/State
How are payments made? (through court, IV-D agency, or directly to caretaker)	Amount of support ordered
Pay frequency ordered (weekly, monthly, other, etc.)	Payment due date
Date and amount of the last payment/collection	Amount of the arrearage

**V. Use the area below to provide any additional information about your case that you think the child support office may need, including the names of any other possible fathers of the child(ren) for whom you are applying. (Add a separate sheet if needed)**

---



---



---



---



---



---



---

**VI. INFORMATION ABOUT THE CHILD(REN)'S MEDICAL SUPPORT**

Which parent provides medical insurance for the child(ren)? Mother \_\_\_\_\_ Father \_\_\_\_\_ Both \_\_\_\_\_ Neither \_\_\_\_\_

Carrier name: \_\_\_\_\_

Policy number: \_\_\_\_\_ Insured's name: \_\_\_\_\_

Monthly insurance premium: \_\_\_\_\_ Number of family members covered by policy: \_\_\_\_\_

Name(s) of the child(ren) who are covered by this policy

_____	_____
_____	_____
_____	_____

Do the child(ren) have any unpaid medical bills? Yes No (If yes, provide itemized detail and copies of all bills.)

Have you presented the unpaid medical bills to the insurance company? Yes No (If yes, provide a copy of the Explanation of Benefits from the insurance company.)

Have you presented the unpaid medical bills to the other party? Yes No (If no, provide the other party a copy of the unpaid bills now.)

Do the child(ren) have any recurring medical expenses not covered by health insurance? Yes No

**VII. INFORMATION ABOUT THE CHILD(REN)**

List below each of the children of the other parent shown on this application for which you are requesting child support services. For each child, provide all of the necessary information and a copy of that child's birth certificate. Attach additional sheets if needed.

1. Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City / County / State of Birth: \_\_\_\_\_

a. Were the parents married to each other at the time of birth?  Yes  No

b. Was the mother married to another person at the time of birth?  Yes  No

c. If this child was born out of wedlock, has paternity been established?  Yes  No

d. If yes, was paternity established by:  
 voluntary acknowledgment,  court order,  other (please specify): \_\_\_\_\_

e. Is this child covered by the alternate residential parent (ARP)'s health/medical insurance policy?  Yes  No

2. Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City / County / State of Birth: \_\_\_\_\_

a. Were the parents married to each other at the time of birth?  Yes  No

b. Was the mother married to another person at the time of birth?  Yes  No

c. If this child was born out of wedlock, has paternity been established?  Yes  No

d. If yes, was paternity established by:  
 voluntary acknowledgment,  court order,  other (please specify): \_\_\_\_\_

e. Is this child covered by the alternate residential parent (ARP)'s health/medical insurance policy?  Yes  No

3. Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City / County / State of Birth: \_\_\_\_\_

a. Were the parents married to each other at the time of birth?  Yes  No

b. Was the mother married to another person at the time of birth?  Yes  No

c. If this child was born out of wedlock, has paternity been established?  Yes  No

d. If yes, was paternity established by:  
 voluntary acknowledgment,  court order,  other (please specify): \_\_\_\_\_

e. Is this child covered by the alternate residential parent (ARP)'s health/medical insurance policy?  Yes  No

**INFORMATION ABOUT THE CHILDREN (continued)**

4. Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City / County / State of Birth: \_\_\_\_\_

a. Were the parents married to each other at the time of birth?  Yes  No

b. Was the mother married to another person at the time of birth?  Yes  No

c. If this child was born out of wedlock, has paternity been established?  Yes  No

d. If yes, was paternity established by:  
 voluntary acknowledgment,  court order,  other (please specify): \_\_\_\_\_

e. Is this child covered by the alternate residential parent (ARP)'s health/medical insurance policy?  Yes  No

5. Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City / County / State of Birth: \_\_\_\_\_

a. Were the parents married to each other at the time of birth?  Yes  No

b. Was the mother married to another person at the time of birth?  Yes  No

c. If this child was born out of wedlock, has paternity been established?  Yes  No

d. If yes, was paternity established by:  
 voluntary acknowledgment,  court order,  other (please specify): \_\_\_\_\_

e. Is this child covered by the alternate residential parent (ARP)'s health/medical insurance policy?  Yes  No

6. Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City / County / State of Birth: \_\_\_\_\_

a. Were the parents married to each other at the time of birth?  Yes  No

b. Was the mother married to another person at the time of birth?  Yes  No

c. If this child was born out of wedlock, has paternity been established?  Yes  No

d. If yes, was paternity established by:  
 voluntary acknowledgment,  court order,  other (please specify): \_\_\_\_\_

e. Is this child covered by the alternate residential parent (ARP)'s health/medical insurance policy?  Yes  No



## APPLICATION

I, \_\_\_\_\_, am applying for Child Support services provided by the Child Support Agency of the Tennessee Department of Human Services. I understand and acknowledge the following **by initialing each line below**:

- \_\_\_\_ The Child Support attorney handling my case represents the State of Tennessee, not me personally.
- \_\_\_\_ The information that I supply is the source for any petition filed for me.
- \_\_\_\_ The Child Support office will act to enforce the alternate residential parent (ARP)'s legal child support obligations. If the Child Support office determines any action to be improper or unwarranted, it will not take that action.
- \_\_\_\_ If I give any information or testimony that a court finds to be false, the State may prosecute me for perjury.
- \_\_\_\_ If I get any money as the result of fraud on my part, I understand that the State may charge me with fraud. Also, the State may require me to pay back any money that I get through fraud.
- \_\_\_\_ The Child Support office does not promise the success of any action, or results within a given time.
- \_\_\_\_ The services provided by the Child Support agency only include enforcing rights to child support, obtaining and enforcing health insurance orders, establishing paternity, and in some limited cases, obtaining spousal support. These services do not include actions involving custody, visitation, or similar issues. If such issues are raised in this case, I understand that I must secure other representation.
- \_\_\_\_ Since anyone in the State may apply for Child Support services, this means the Child Support office may provide services to others whose interests conflict with mine.
- \_\_\_\_ I must pay filing fees or court costs if the court determines I am able to pay them. In addition, if I have never received Families First / Temporary Assistance to Needy Families (TANF) benefits, the State will, effective October 1, 2018, charge me a \$35 annual fee for providing child support services, but only after collecting at least \$550 for my case in an annual period. To pay this fee, the State will keep the next \$35 in child support that it collects for my case after the initial \$550. If my case requires action by another state, I must also pay any filing fees or associated costs the other state requires for my case to proceed.
- \_\_\_\_ If I have received TANF or Families First benefits in the past, any support collected each month above the current support owed each month will be kept by the State to repay the TANF/Families First benefits I have received.
- \_\_\_\_ If the child(ren) in this case receive Medicaid, I must tell the Child Support office immediately
- \_\_\_\_ If I get a private attorney to represent me in obtaining child support, I agree to tell the Child Support agency immediately.
- \_\_\_\_ My case will be submitted to the IRS Treasury Offset Program if it meets the following conditions:
- A. A court or administrative agency has ordered the alternate residential parent (ARP) to pay support.
  - B. A copy of the order, and any changes to the order, are on file in the Child Support office. Also, there must be a copy of the court's payment record on file in the Child Support office. If there is no court payment record, I must give the Child Support office a signed affidavit of the amount owed by the alternate residential parent (ARP).
  - C. The alternate residential parent (ARP) must owe at least \$500.00 past due child support under such order.
  - D. The Child Support office has the Social Security number (SSN) of the alternate residential parent (ARP).
- \_\_\_\_ I further understand that if my case is submitted for the IRS Treasury Offset Program:
- A. There is no guarantee that money will be collected on my behalf. A Treasury Offset Program collection through the Federal Tax Refund Offset Program is only possible if the alternate residential parent (ARP) files a tax return and is due a refund from the IRS.
  - B. If money is collected through this process and a joint return is involved, the State has the right to hold the refund for six months before sending any collections to me.
  - C. If I have received TANF or Families First benefits, the State will keep part or all of the refund to repay any TANF/Families First benefits previously provided by the State.
  - D. The State has the right to withhold amounts from future IRS offsets if I do not voluntarily repay amounts paid to me in error.
  - E. The IRS charges a fee up to \$25.00 for each collection made through the offset program. This fee will be deducted before I receive any collection.
- \_\_\_\_ **I must repay to the State any money that I am overpaid, or that is sent to me in error.**
- A. I am personally liable for the return of any amounts I receive in error to correct an overpayment owed to the State for any reason to correct my child support account, including but not limited to payments sent to me in error.
  - B. By checking the consent box at the end of this paragraph I am indicating consent to automatic withholding, without further notice, from any future support payments collected on my behalf of amounts paid to me in error until the balance is paid in full. My consent is optional. The services I receive will not be affected by the choice I make. If I give consent and later change my mind, I must notify the Child Support office in writing that I wish to withdraw my consent. If I do not give consent to withholding by checking the "do not consent" box, the State is not prevented from seeking to correct an error using all legal remedies available to them of which I will be responsible for payment of any costs of such action, including court costs and attorney fees. **(If neither of the following boxes is checked, it will be presumed that I have provided my consent.)**

**I consent to such withholding.**

**I do NOT consent to such withholding.**

I swear or affirm that the information I have provided in support of this application is correct to the best of my knowledge, information, and belief. I will cooperate with the Department of Human Services and the local Child Support office in the matter. Further, I swear or affirm that I have read this affirmation and acknowledgment. I declare that I understand it fully and agree with the terms.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date