

Additional info/questions for applicant

Additional info about the applicant			Date: _____
Name		Do you have an attorney? If so, we will need written permission to speak with you. _____ Who? _____	
County of residence		How long have you lived in Indiana?	
Hair color	Eye Color	Race	Name other identifying features: (moles, birthmarks, tattoos)
Your mother's name:		Your father's name:	
Your mother's complete address		Your father's complete address	
Your mother's phone numbers		Your father's phone Number	
Is your mother living? () Yes or () No		Is your father living? () Yes or () No	
Provide name and phone # of someone who could always reach you.			
Do you have physical custody of the child(ren)?		Do you have LEGAL custody of the child(ren)?	
Was the child conceived in Indiana?		If not, provide County and State of conception.	
Are you living with the child's mother/father?		When did you last live together?	
Have there been other Court filings or cases opened with another child support agency? Where? What happened?			
Do you have child care costs for when you work? Yes or No		Your cost?	
Do you have other children, that are not involved on this case? Do not include stepchildren.		List names, birthdates, living arrangements for your other children?	
If child age 2+, why wasn't something filed before now? Was there an agreement, living together until recently...?			

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I would prefer my notifications by mail

OR

Request for Email Notification

I understand that it is my responsibility to keep my address updated with the Court and the Clerk. I also understand that I am required to keep my email address updated with the Prosecutor's Office at all times. I am aware that some things may not be sent by email due to the confidential nature. The email notifications can continue until there is a written request to stop.

Signature

Additional info/questions for applicant

Additional info about the other parent/or non-custodial parent (NCP)

Name:		Email address:	
Does the other parent have a Facebook account?		Is the other parent receiving Public Assistance?	
Has the other parent been arrested: ()Yes ()No	Dates:	Where:	
What type of charges? (Ex; marijuana, dealing, drinking/driving, theft, battery)			
Mother's Name:		Father's Name:	
Mother's Complete Address		Father's Complete Address	
Mother's Phone Numbers		Father's Phone Numbers	
Is their mother living? () Yes or () No		Is their father living? () Yes or () No	
Is other parent currently married? ()Yes or ()No Is other parent living w/ someone? ()Yes or ()No		Name of Spouse/Other	
Does other parent have any other children? ()Yes or ()No		Is other parent on Probation or Parole?	
List info on his/her other children (names, ages, living with, Court Orders, location of Court Orders)			
List any previous employers and addresses			
For paternity cases: Will the alleged father admit without paternity tests?			
For other state residents: Will the other parent accept service?			
Has the other parent ever supported or bought things for the child(ren)?			
Has the other parent ever paid direct payments to you for child support?		How much?	

List any unique information that you feel is important to your case.
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TITLE IV-D WAIVER OF RIGHTS FOR FLOYD COUNTY

This waiver of rights should only be signed after being read.

The Prosecutor's Client is the State of Indiana.

I, _____, the custodial parent or guardian, acknowledge that the Floyd County Prosecuting Attorney is an agent of the State of Indiana and the Indiana Family and Social Services Administration, and cannot serve as a private attorney to custodial parents or guardians. The function of the Floyd County Prosecuting Attorney is to protect and promote the interests of the State of Indiana at large and the best interests of children, and these may conflict with my interests or desires.

The Prosecutor's Office Provides Child Support Services

I understand that the Prosecuting Attorney does not actually represent parents or guardians, but is merely providing child support services under Title IV-D of the Federal Social Security Act. Pursuant to federal and State law, our office provides four (4) basic services:

- 1 Location of absent parents for enforcement purposes.
- 2 Establishment of paternity and other support orders.
- 3 Enforcement of support orders.
- 4 Modification of support orders.

No representation or for Visitation, Custody, Divorce or Property matters

I acknowledge that the Office of the Floyd County Prosecuting Attorney CANNOT provide me with representation with regard to visitation, custody, property settlements, or divorce proceedings. I am aware of the fact that, pursuant to the mandates of Title IV-D of the Social Security Act, the Floyd Co. Prosecutor's Office is not allowed to become involved in matters such as custody, visitation, or property settlement. I am aware that I may consult with a private attorney or a legal services agency concerning these issues.

No Attorney – Client Relationship exists or is created

Floyd Co. Prosecutor, and that information is not protected by an attorney client relationship. Accordingly, any information provided to the Floyd Co. Prosecutor's Office may be used in the prosecution of criminal offenses or civil violations without regard for the source of the information. I further acknowledge that involvement in the Title IV-D Child Support Program does not protect me from prosecution for any criminal offense or civil infraction.

My signature verifies that I have read and understand this waiver and that I accept the terms of this waiver.

Date

Custodial Parent/Guardian

I have read, understand, and received copies of the information provided in the information sheets, namely, Title IV-D Waiver of Rights for Floyd County, Notice, Case Progression, and Definitions.

Date

Custodial Parent/Guardian

NOTICE

- Arrearage calculations, complaints/requests for enforcement, and requests for modification must be made in writing. A request can be mailed or forms can be completed here at the office. You must request enforcement. If you do not contact us, we don't know you need enforcement.
- We will not be able to provide payment records or check child support payments. Instead, you must contact the Clerk in person or in writing or contact the Kids Line (800) 840-8757.
- Our office cannot get involved in or answer questions on custody or visitation matters. You can contact an attorney with questions. We are unable to give out copies of the visitation guidelines, because that would be involving us in visitation. The number for Legal Aid is (812) 945-4123.
- We cannot provide legal advice. You can speak with an attorney if you have questions. We cannot recommend an attorney.
- Tax Intercepts are involuntary payments. We cannot give out any information regarding involuntary payments to anyone, even the CP or AP. You can call the Kids Line (800) 840-8757 if you want to check payments. Information will still be confidential.
- If you have a Court Order, you are responsible for providing to us the Order.
- Always have your photo ID available if you want case information.
- We will be unable to process your request for enforcement, until the AP (absent parent - without custody) is at least 3 weeks behind.
- You must keep your address and phone # updated with our office and the Clerk's Office. Also, keep up updated with any change of custody of the child and any other aspect that may affect our office.

CASE PROGRESSION

A case is started with our office by completing a questionnaire/application. This may include requested documents or information.

A caseworker will do the initial interview and will let you know the caseworker's name.

We will attempt to verify the location of the non-custodial parent. (this may take a few weeks) After location has been verified, the case is referred to a caseworker.

Each caseworker works the remainder of the case and determines the next course of action.

If paternity needs established - a petition is prepared, signed, and filed. This petition includes support.

If support needs established - a petition is prepared, signed and filed.

If the absent parent is in another state, UIFSA paperwork may be prepared, signed and sent to the other state for them to establish or enforce.

If enforcement is requested, the caseworker determines arrearage and can send delinquency letters. If the delinquency letters fail to get a response (payments or valid reason), the caseworker can file contempt or determine if any other enforcement procedure will apply.

If modification (with valid reason) is requested, the caseworker gathers income information and determines whether to file for modification.

Requests for audits/arrearage calculations, enforcement and modifications must be in writing.

Status requests can be made by telephone or in writing.

Criminal cases are established only after the civil enforcement has been exhausted. Determination by Prosecutor

DEFINITIONS:

Custodial Parent: Parent or caretaker with custody of the children.

Absent Parent: Parent that is absent from the home where the children live.(AKA - non custodial parent.)

Alleged Father: He is believed to be the father, but Paternity has not been established in Court or by paternity affidavit.

Paternity: Establishes who the child's father is. (parentage)

Modify: To modify support - would change the amount of support ordered.

Arrearages: Back Support owed. \$ can be owed to the State of Indiana or the custodial parent.

Delinquent: If payments are not paid regularly and according to the Order, then that absent parent would be delinquent.

Petitioner: Whoever files the original petition. Can be either custodial parent or absent parent.

Respondent: Person who responds to filing of Petitioner.

Served: The absent parent has to be notified of Court hearings. Proof of the notification is called being served.

TANF: Money paid by the State of Indiana from Welfare Department to aid certain families.

Medicaid: A health insurance program provided by the State.

Assistance: You or your children receive assistance if you or your children are on TANF or Medicaid.

Entry: This is a document signed by the Judge. (Also called an Order.)

Petition: A document filed by an attorney (attorney's office) that requests something from the Court. (also called Motion)

Example: Motion to Modify requests that the Court modify the Order.

Cause #: Number that identifies each case for the Court.

UIFSA: Uniform Interstate Family Support Act: This is what allows us to send paperwork to another state and request that the other state enforce or establish paternity or child support because the absent parent lives in that state.

Arrearage

Calculation: An audit can be done to determine an arrearage if any exists.

Emancipation: When the child becomes of age. Indiana law states that a child emancipates automatically when that child turns 19. The date of emancipation can change, only by motion to the Court.(certain conditions must be met)

Intercept: The intercept program can take the taxes of delinquent parents. The federal government has determined that the information received by this program is confidential and cannot be released to you or anyone else.

Participants: The only participants of a case are the custodial parent and the absent parent. Information cannot be released to anyone other than the participants of a case. A participant can also be called a party.

Paternity Affidavit: This form is signed in the hospital at the time of the birth of the child by either one parent or both parents and states that they acknowledge that they are the parents of the child. This is not a birth certificate.