

CHILD SUPPORT PROCESSES OPTIONS FOR CANADA

APPENDIX E

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

NOTICE AND FINDING OF FINANCIAL RESPONSIBILITY - HEARING REQUESTED (RCW 26.16, RCW 26.18, RCW 26.21, RCW 26.23, RCW 74.20, RCW 74.20A, WAC 388-11, WAC 388-14)

TO:

RE:

SSN:

The Division of Child Support (DCS) is scheduling an adjudicative proceeding (hearing) to set the amount of child support that you must pay. If you do not attend this hearing, an Administrative Law Judge will set your child support amount without your input. You will receive another notice telling you of the time, date, and place of the hearing. If you do not receive the notice within two weeks, call the DCS field office at the telephone number list on page 4.

Federal and state laws require DCS to establish and enforce your child support order because:

1. Your children have received public assistance. Or,
2. You or the custodial parent requested our services. Or,
3. Your court order requires us to set your child support amount. Or,
4. Your court order does not set your child support amount.

DCS and the custodial parent do not agree on the child support amount. Before sending you this notice, DCS told the custodial parent of the child support amount proposed by DCS. The custodial parent objected to the amount DCS computed and proposed another amount. DCS listed the amount proposed by DCS on page 2 and the amount the custodial parent proposed on page 3. You, DCS, and the custodial parent will resolve this dispute in the hearing. Both you and the custodial parent will be equal parties in this hearing.

If you do not appear at the hearing, an Administrative Law Judge may set your child support equal to or lower than the highest amount proposed by either DCS or the custodial parent.

You can avoid the hearing by reaching an agreed settlement with DCS and the custodial parent. To discuss an agreed settlement, contact your Support Enforcement Officer (SEO) at the address or telephone numbers listed on page 4. You must complete negotiations with your SEO before the hearing date.

Our records show that your social security number is _____.

CHILD SUPPORT AND INCOME FIGURED BY DCS

DCS believes you owe child support for the children listed below.

Names	Birth Dates	Social Security Numbers
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DCS set the following child support amount for you.

1. \$ _____ current monthly child support based on:
 - a. _____ children under age 12 at \$ _____ per month for each child.
 - b. _____ children age 12 or older at \$ _____ per month for each child.
 - c. Additional expenses, credits, deviations, or limitations as shown on the attached *Washington State Child Support Schedule* work sheet \$ _____.
2. \$ _____ total past-due child support for the periods:

DCS based your child support on the combined monthly net income \$ _____. (You can find this amount on line 4 of the enclosed *Washington State Child Support Schedule* work sheet proposed by DCS.) DCS based your share of the combined income on:

1. Your actual known net income.
2. Imputed (estimated) net income. DCS estimated your income because we have incomplete income information.
3. The Approximate Media Net Income Chart (listed in the *Washington State Child Support Schedule*). DCS used this chart because we do not have your current income information.
4. Your employment status. DCS knows that you are unemployed or underemployed because you are complying with a family reunification plan. Therefore, DCS did not impute income to you.

NOTE: If any of your children are in foster care and you are unemployed or underemployed because you are complying with a family reunification plan, DCS should not impute income to you. If this is the case and DCS marked box 2 or 3 above, contact the SEO named on page 4.

DCS records show that your employer is _____

CHILD SUPPORT AND INCOME FIGURED BY THE CUSTODIAL PARENT

The custodial parent proposed the following child support amount for you.

1. \$ _____ current monthly child support based on:
 - a. _____ children under age 12 at \$ _____ per month for each child.
 - b. _____ children age 12 or older at \$ _____ per month for each child.
2. \$ _____ total past-due child support for the periods:

DCS enclosed the documentation submitted by the custodial parent to support this claim.

HEALTH INSURANCE

Your child support order or agreed settlement will include a requirement for you to provide health insurance for the children named in this notice. DCS will enforce this requirement if both of the following are true.

1. Health insurance is available through your employer or union. (If your children are eligible for Indian Health Services, it satisfies this requirement.)
2. The monthly health insurance premium required to cover your children is not more than 25 percent of your basic child support obligation. Your basic child support obligation will be defined at the hearing or in an agreed settlement.

YOUR RESPONSIBILITIES

After you receive this notice, you must:

1. Make all child support payments to the Washington State Support Registry (WSSR). **We will not give you credit if you make payments to anyone else.**
2. Make all payments payable to WSSR and mail the payments to:
WASHINGTON STATE SUPPORT REGISTRY
PO BOX 45868
OLYMPIA WA 98504-5868
3. Include your social security number and account number IN _____ on all payments and correspondence.
4. Tell us if your address changes.
5. Tell us immediately if a court or child support agency from another state asks you to make child support payments to them.

6. Complete and return the following forms. (The sooner you return these completed forms, the better opportunity you have of arriving at an agreed settlement and avoiding a hearing.)
 - a. The enclosed *Health Insurance Information*.
 - b. The enclosed blank *Washington State Child Support Schedule*.
 - c. The enclosed *Statement of Resources and Expenses*.
7. Send DCS copies of the following documents. (The sooner you send DCS these documents, the better opportunity you have of arriving at an agreed settlement and avoiding a hearing.)
 - a. Your most recent pay statement and your last two federal tax returns.
 - b. Any other information that you believe would affect the amount of child support that you owe.

You may file an action in a state court or tribal court (if eligible) to obtain a child support order at any time.

1. If you file a court action, you must serve notice on the Attorney General's office and the other party to your child support order.
2. Filing a court action may not affect the child support owed under this notice for periods before a state or tribal court enters a child support order for your case.

See the enclosed *Responsible Parent's Rights and Responsibilities* for more information.

DISCLOSABLE INFORMATION

DCS has some or all of the following information:

1. The custodial parent's social security number and residence address.
2. Your dependent children's residence address.

To request any of the above information, write to the DCS field office listed below. State the reason you want the information.

Date

Authorized Representative
DIVISION OF CHILD SUPPORT

If you have questions, contact
DIVISION OF CHILD SUPPORT

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

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.

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