

## Noncustodial Parent's Rights and Responsibilities

The Division of Child Support (DCS):

1. Establishes and enforces child support orders and medical support obligations.
2. Reviews child support orders for possible modification.
3. Receives, records, and distributes child support payments through the Washington State Support Registry (WSSR).

### Noncustodial Parent

You are a noncustodial parent. A noncustodial parent is a natural father, or an acknowledged adoptive or adjudicated father, natural mother, or an adjudicated or adoptive mother who must provide financial support for dependent children. State and federal laws impose this duty.

### Child Support Payments

Usually, you will have to pay child support. After DCS serves you a notice requiring you to pay child support, DCS **will not credit** your account for payments sent to anyone other than WSSR, a tribal court or child support agency, or another state's court or child support agency. DCS will not credit your account for money paid directly to the other party to the support order unless money was paid from an agency for a dependent benefit, such as Social Security Administration, Department of Labor and Industries, or the Department of Veteran Affairs for the purposes of a child support obligation.

1. Tell DCS immediately if another state or tribal child support agency or a state or tribal court asks you to make child support payments to them.
2. Do not send payments to anyone other than the address for the WSSR listed below unless DCS tells you in writing that we closed your case.

You must make all support payments to the Washington State Support Registry (WSSR). You may pay by any of the following methods:

1. Payroll deduction. Most support orders allow DCS to collect support by payroll deduction or require payment through the WSSR. If your order allows DCS to do so, DCS will try to collect support by payroll deduction.
2. Personal check, money order, certified check, or cashier's check. Send all check and money order payments to:  
WASHINGTON STATE SUPPORT REGISTRY  
PO BOX 45868  
OLYMPIA WA 98504-5868
3. Electronic Funds Transfer (EFT). EFT allows automatic deduction of support payments from a checking or savings account each month. For more information, call 800-468-7422.
4. Internet. An Internet payment allows deduction of support payments from a checking or savings account. For more information, visit the DCS web site at <https://secureaccess.wa.gov>.
5. Credit or Debit card. For more information, visit the DCS web site at <https://www.dshs.wa.gov/esa/division-child-support/creditdebit-card-payments>.

If your bank returns one of your checks or fails to honor an EFT or Internet payment because of nonsufficient funds, DCS will accept future payments only by cash, money order, cashier's check, certified check, or payroll deduction.

Include your account number **IN** \_\_\_\_\_ on all payments and correspondence.

If you have legal reasons for not providing financial support for your children or if DCS mistakenly involved you in this process, notify DCS immediately.

If DCS notifies you that we are suspending collection of your support obligation, your obligation may become collectible in the future. DCS will notify you before taking this action.

If you are confined to or sentenced to more than six months in a jail, prison, or correctional facility, your child support order may be temporarily reduced (abated) to \$10 per month for each child support order. You, the custodial parent, or DCS can request the abatement. If abatement applies to your case, you will receive notification from DCS explaining the terms of the abatement and each person's right to ask for a hearing if they disagree. The amount will increase to 50% of the support order in the fourth month after you are released, and will increase again to 100% of the original amount one year after release.

## Medical Support Obligations

If your support order requires you to provide health insurance for your children, DCS will take action to enforce your obligation. If your support order requires you to pay cash medical support, DCS will establish the dollar amount you are required to pay and collect that amount.

1. Tell DCS immediately if anything changes regarding your health insurance coverage for the children named in your support order.
2. Cash medical support includes a proportionate share of unreimbursed medical expenses and a medical premium share (cash payment) if required by your order when health insurance is not provided.

If your support order requires the custodial parent to provide health insurance coverage or to pay for uninsured medical expenses, you can apply for full child support enforcement services and:

1. Ask DCS to enforce the custodial parent's obligation to provide health insurance. DCS may enforce the obligation depending on the circumstances of your case.
2. Ask DCS to collect uninsured medical expenses including copayments, deductibles, and premiums as defined in WAC 388-14A-1020 from the custodial parent.

If your support order does not require the custodial parent to provide health insurance, a medical premium share, or to pay for uninsured medical expenses, as defined in WAC 388-14A-1020, you can apply to DCS to review your order for modification or you can petition for modification on your own.

## Types of Appeals

**Conference Board.** A conference board is an administrative (noncourt) DCS process used to resolve many disputes, explain policies, and clarify facts.

1. A conference board may review both court-ordered and noncourt-ordered child support cases.
2. A conference board may issue a decision without a meeting with you. If you have a meeting, you may discuss your case with DCS management who may overrule prior DCS decisions. A conference board can change some actions taken by DCS staff but cannot change actions required by law.

**Adjudicative Proceeding (hearing).** A hearing is also an administrative (noncourt) process. A hearing is more formal than a conference board but less formal than a court action.

1. State law only offers a hearing for some situations. If DCS serves you with a notice, the notice tells you if you have a right to a hearing. An Administrative Law Judge (ALJ) presides at a hearing. ALJs are not DCS employees.
2. In a hearing, an ALJ reviews your case and rules on your dispute. To stop DCS from enforcing your child support order, you must ask for a hearing within 20 days (if you received the notice in Washington State) or within 60 days (if you received the notice outside Washington State) after you receive your notice.
  - a. You can ask for a hearing after the 20 or 60 day limit. However, DCS will enforce your support order until we receive a hearing decision. DCS will not refund any money collected while awaiting a hearing decision.
  - b. If you ask for a hearing more than one year after you receive your notice, you will need to show good cause (a good reason for making a late request). The ALJ may not grant your late request. However, you may have a right to a modification of your future child support obligation even if you do not have a good reason for a late hearing request.
3. You will be mailed a copy of the ALJ's decision. The ALJ's decision will contain information about your appeal rights.
4. If appropriate, DCS will tell both parties to your support order when we receive a request for a hearing. Both parties may take part in the hearing.

If you have questions:

DIVISION OF CHILD SUPPORT  
PO BOX 11520  
TACOMA WA 98411-5520

Within \_\_\_\_\_ calling area \_\_\_\_\_

Outside \_\_\_\_\_ calling area \_\_\_\_\_

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

Visit our web site at: [www.dshs.wa.gov/esa/division-child-support](http://www.dshs.wa.gov/esa/division-child-support)

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. This form is available in alternative formats upon request.