



### Child Support Websites

For Division of Child Support (DCS) information:  
[www.childsupportonline.wa.gov](http://www.childsupportonline.wa.gov)

Child Support Internet Payment Service:  
<https://secure.dshs.wa.gov/home/default.aspx?rfs=PleaseLogin>

Information for Victims or Survivors of Domestic Violence:  
<https://wscadv.org>

Child Support Calculator:  
<https://fortress.wa.gov/dshs/dcs/SSGen/Home>

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### Division of Child Support Offices:

<b>Everett</b> .....	800-729-7580 425-438-4800
<b>Kennewick</b> .....	800-345-9981 509-374-2000
<b>Olympia</b> .....	800-345-9964 360-664-6900
<b>Seattle</b> .....	800-526-8658 206-341-7000
<b>Spokane</b> .....	800-345-9982 509-363-5000
<b>Tacoma</b> .....	800-345-9976 253-597-3700
<b>Vancouver</b> .....	800-345-9984 360-696-6100
<b>Wenatchee</b> .....	800-535-1113 509-886-6800
<b>Yakima</b> .....	800-441-0859 509-249-6000
<b>Headquarters</b> .....	800-457-6202 360-664-5000

If you would like to open a case with the Division of Child Support (DCS), you can visit your local child support office, contact us at 800-442-KIDS (5437) or go to our website at:  
[www.childsupportonline.wa.gov](http://www.childsupportonline.wa.gov)



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## Washington State's Child Support Program



## How to Obtain or Modify a Child Support Order On Your Own



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## What You Need to Know – How to obtain or modify a child support order on your own

### Are you trying to prepare or modify your own child support order?

#### What kind of help is available?

You have several options if you can't afford your own attorney:

- Courthouse Facilitator
- [www.courts.wa.gov/court\\_dir](http://www.courts.wa.gov/court_dir)
- CLEAR (Coordinated Legal Education and Referral)  
1-888-201-1014
- Washington Law Help [www.washingtonlawhelp.org](http://www.washingtonlawhelp.org)

#### Where can you get the forms you need?

Several websites have forms you can download:

- Forms for Washington state courts  
[www.courts.wa.gov/forms/](http://www.courts.wa.gov/forms/)
- DSHS Division of Child Support forms  
<http://www.dshs.wa.gov/dcs/Resources/Forms.asp>
- Washington Law Help  
[www.washingtonlawhelp.org](http://www.washingtonlawhelp.org)

You can also get hard copies of court forms from Courthouse Facilitators or from some Superior Court Clerks.



#### Do your children receive public assistance?

When there is current or past Temporary Assistance for Needy Families (TANF) paid for your children, the state must approve your child support order before entry by the court.

Use the form: *Declaration Regarding Public Assistance*, FL All Family 132, which can be downloaded at <http://www.courts.wa.gov/forms/?fa=forms.static&staticID=14>, to advise the court, whether or not the state requires approval.

#### Do you think that trying to get child support would be dangerous?

- If you are on TANF, you can claim good cause not to cooperate.
- Even if you are not on TANF, there are ways to protect your information.

#### How do you calculate the support amount?

The Washington State Child Support Schedule (WSCSS) is used to set child support amounts, whether you are entering a brand new order or modifying an existing order.

You can use the online child support calculator at <https://fortress.wa.gov/dshs/dcs/SSGen/Home>, to figure out what the amount should be.

The facts of your case may allow for setting the obligation at an amount higher or lower than the amount you get from a basic calculation.

#### How do you get the other parent's income amount?

DSHS' Division of Child Support (DCS) can give you information about the other parent's income but can't tell you where the income comes from.

If you have an open DCS case and you need help finding income information for the other parent, contact your Support Enforcement Officer (SEO) and ask for information about income.

If you don't have an open DCS case with the other parent, you can use the Request for Income Information form to ask DCS if we have income information for the other parent. You can get the form from the courthouse facilitator or you can ask us to attempt to locate the information you need by filling out and submitting an 18-701 form which you can download at <https://www.dshs.wa.gov/sites/default/files/ESA/dcs/documents/18-701.pdf>.



#### How can you enforce your child support order?

Although most support orders provide for DCS enforcement, you can provide for direct payment of support or another payment method.

Whatever the order requires, you can apply for DCS services:

- Sign the "application line" at the end of the child support order.
- Download an application from our website.
- Call DCS and request an application.

#### Can you ask DCS to help you enter or modify a child support order?

Yes, but you need to have an open DCS case.

You can apply to open a DCS case. If you are on TANF, you automatically have a DCS case (unless you claimed good cause not to cooperate).

#### What if you don't have a child support order but want one?

We can help!

Although we can't help you with your dissolution or parenting plan, we may be able to assist you in getting an administrative child support order.

Contact us at:  
**1-800-442-KIDS**  
or visit our website at:  
[www.childsupportonline.wa.gov](http://www.childsupportonline.wa.gov)