PROGRAM OVERVIEW BOOKLET

WYOMING CHILD SUPPORT PROGRAM

SERVING FAMILIES THROUGH EXCELLENCE

A Program of the Wyoming Department of Family Services

Has life changed?

• Job Loss • Recently Divorced •
• Had a New Baby •
• Child Recently Graduated •
• Support Payments Difficulties •
• Need Help Collecting Payments •
• Received Custody of a Child •

We can help.

• Paternity Establishment •
• Enforcement • Adjustments •
• Reviews • And more...

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WHY THE *WYOMING CHILD SUPPORT PROGRAM*?

Navigating the many aspects of child support can often be confusing and frustrating - leaving you not knowing where to turn. At the Wyoming Child Support Program, we can help.

The Wyoming Child Support Program (WCSP) is dedicated to helping families maneuver the many aspects of child support from issues collecting and paying support, to accessing professional services, to establishing paternity. We promote the safety, well-being, and self-sufficiency of families and we have offices throughout Wyoming to better assist you.

We hope this booklet helps you better understand all we have to offer as well as your rights and responsibilities. It outlines the fees related to child support services and explains how child support is collected and paid.

You can find more information at **childsupport.wyo.gov.**

We look forward to serving you.

This handbook is for informational purposes only. You should consult a WCSP representative or an attorney of your choice prior to making any decisions regarding your particular situation.

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So, how can WCSP help me?

The Wyoming Child Support Program can help you with child support services such as:

- Establishing Paternity
- Establishing child support
- Enforcing child support
- Reviewing child support orders

WCSP is administered by the Wyoming Department of Family Services. It is governed by state and federal law, state and federal regulations and Title IV, Section D of the Social Security Act.

This handbook will help you understand the WCSP services and your rights and responsibilities. It outlines the fees related to child support enforcement services and explains how child support is collected and paid.

If you feel that cooperating with and/or pursuing child support services might cause you or your child(ren) physical or emotional harm, please tell us about your concerns.

While we can never guarantee anyone's safety, if you choose to tell us we will do our best to help you access our services more safely and connect you with help. If you are receiving state aid, we will explain options that may relieve you of the requirement to cooperate in pursuing child support.

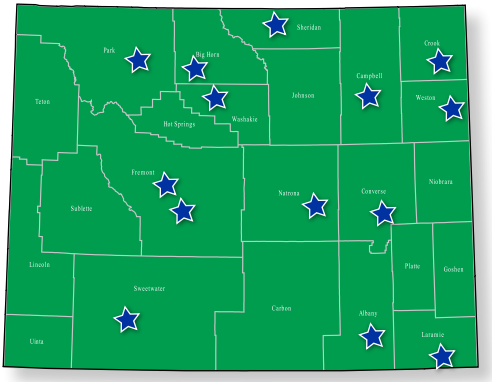
National Domestic Violence hotline:
1-800-799-7233 or **www.thehotline.org**

Where is WCSP located?

While we are headquartered in Cheyenne, WCSP has 15 locations in Wyoming's nine (9) judicial districts The Wind River Indian Reservation operates two (2) child support programs, separate and apart from the WCSP. ***The addresses and telephone numbers of the local offices are listed at the end of this guide.***

Child support payments are processed through the State Disbursement Unit (SDU) in Cheyenne and some Clerks of District Court.

You can also find the most up-to-date location contact information on our website at **childsupport.wyo.gov/locations.**



I need help getting child support

If you need help establishing paternity (determining the legal father of your child), obtaining a child support order or locating a parent; contact the local child support office nearest you.

If you already have a child support order and you need help collecting or reviewing that support order, contact the child support office in the county where your support order was entered or registered.

Please keep in mind that if the parent ordered to pay support has no income or assets, it may be difficult to collect support.

I need to pay child support

WYOMING LAW REQUIRES child support be paid through the Clerk of District Court or the State Disbursement Center (the child support program payment center in Cheyenne).

You should not make child support payments directly to the custodial parent or caregiver. There will not be an official record of payment and you may not receive credit.

If you want to pay child support, have payments withheld from your income, review your order or want to discuss your arrears balance, you should contact the child support office in the county where your order was entered or registered.

If you have any questions regarding how to make support payments, the Wyoming Child Support Program now offers several ways to may a payment. Please visit our website at **childsupport.wyo.gov** for the latest payment options.

Am I eligible for child support services?

There is a good chance you are eligible! Child support services are available to the following persons, ***regardless of need or income:***

- Any parent or caregiver who is owed child support or child support arrears;
- Any parent who is ordered to pay child support or owes child support arrears;
- Any parent who wants to establish paternity and/or a support obligation for their child; and
- Any caregiver who has physical or legal custody of a child and wants to establish the child's paternity and/or collect child support.

OK, so I qualify. How do I apply?

To obtain child support services, you can apply online at ***childsupport.wyo.gov***.

Applications may also be obtained by visiting, calling or writing a district child support office. Your case will be opened upon receipt of your completed application with required attachments and payment of the $25.00 fee, if applicable.

How much will this cost me?

The cost to open a child support case is $25.00.

There is no fee if you are currently receiving *Personal Opportunities with Employment Responsibilities (POWER)* and/or Medicaid benefits. If you previously received POWER and/or Medicaid, the local child support office will review federal and state requirements to determine if a fee is required.

There is also a $35.00 fee per year that will be retained from child support payments by WCSP if the amount of child support collected is $550.00 or more in the federal fiscal year of October 1 through September 30. The fee is automatically taken from your child support payment once the $550.00 is collected on your case. This fee is required by a federal law and is known as the Deficit Recovery Act (DRA) fee.

In cases where the child's custodian received POWER benefits and $550.00 or more in support is collected in a federal fiscal year, there is no DRA fee for services.

Finally, when the WCSP intercepts a noncustodial parent's tax refund through the Federal Offset Program, the custodial parent is charged a $25.00 processing fee.

What services are NOT provided?

The Wyoming Child Support Program does NOT provide the following:

- Establishing, enforcing or modifying custody orders;
- Establishing, enforcing or modifying visitation orders;
- Divorce actions;
- Enforcing property and/or debt division provisions of a divorce decree;
- Collection of attorney fees owed to a custodial parent;
- Obtaining judgment for children's medical expenses not covered by insurance;
- Collection of children's medical expenses not covered by insurance, unless reduced to judgment in the original support order or reduced to judgment after the order is entered; or
- Providing legal advice to a parent or caretaker.

Child Support Program attorneys do not represent any parent or caregiver except the State of Wyoming.

Support orders established through the district court by the WCSP will specify the parent or caregiver of the child and the parent(s) ordered to pay support.

Parents and caregivers may ask the court to order visitation, and noncustodial parents may ask the court to award them custody in the action filed by the WCSP, but the WCSP will not participate in those issues.

Parents and caregivers with questions or concerns about visitation and custody should consult an attorney of their choice regarding their rights and options.

How do you collect child support for me?

The WCSP collects child support through a variety of methods. Most child support is collected through an income withholding order to the employer of the parent.

Other collection methods include, but are not limited to:

- Credit bureau reporting;
- Intercepting tax refunds (Federal Offset Program);
- Passport denial;
- Asking the state where the noncustodial parent lives to register/enforce the order;
- Civil contempt actions through the district court;
- Lien and levy on bank accounts;
- Suspension of driver's license or other professional licenses;
- Suspension of Wyoming Game & Fish Department licenses;
- Attaching real or personal property; and
- Federal prosecution for nonpayment of child support.

The local WCSP office will continually assess your case to determine the most effective methods of enforcing the order. Your input is welcome, but the case will be enforced according to state and federal regulations. You have the choice of closing your case to either collect support on your own or to hire an attorney to assist you.

Most enforcement actions require that notice must be given to the noncustodial parent order to pay. Often times, the parent order to pay must be personally served with legal documents. The process of locating the parent order to pay and obtaining personal service on them can be difficult and time-consuming.

Tell me about custodial parents?

RIGHTS & RESPONSIBILITIES OF CUSTODIAL PARENTS & CAREGIVERS

If you are the custodial parent of a child and want support from the other parent, or if you are a caregiver and want support from the child's parent(s), you have the right to apply for child support services.

Caregivers of a child who are not receiving support from the child's parent or parents have a legal right to child support under Wyoming law.

Working as a team, we can be successful in providing services to you. We need you to provide the WCSP with as much accurate information as you can concerning the other parent or the noncustodial parent(s) and the child(ren) in your care.

The WCSP will need a complete application and documentation from you in order to open your case. It is very important to promptly answer any correspondence you receive from the WCSP. In some circumstances, you will need to provide a completed financial affidavit with your financial documentation attached.

Custodial parents and caregivers must notify the Clerk of District Court ***in writing*** of any address change. You will need to notify your child support caseworker if your address, phone number and/or employment changes.

It is also very important to notify your caseworker if you get new information regarding the non-custodial parent(s) such as a new job or new address, or when a child leaves your care, or when a child is on his/her own and no longer under your care.

And what about non-custodial parents?

RIGHTS & RESPONSIBILITIES OF NON-CUSTODIAL PARENTS

If you are the non-custodial parent of a child and want to have paternity and/or a child support order established, you have the right to apply for child support services.

Non-custodial parents of a child have a right to associate with their child; however, it is the responsibility of the non-custodial parent to have visitation rights established by the District Court. Noncustodial parents also have a right to seek custody of the child, but it is the responsibility of the non-custodial parent to petition the court to award custody to him/her.

Working as a team, we can be successful in providing services to you. We need you to provide the WCSP with as much accurate information as you can concerning the other parent and the child(ren) in your care.

The WCSP will need a complete application and documentation from you in order to open your case. It is very important to promptly answer any correspondence you receive from the WCSP. In some circumstances, you will need to provide a completed financial affidavit with your financial documentation attached.

Non-custodial parents must notify the Clerk of District Court ***in writing*** of any address change. You will need to notify your child support caseworker if your address, phone number and/or employment changes. It is also important to notify your caseworker(s) if you get new information regarding the custodian of your child, or circumstances change and you believe the support order should be reviewed.

I want my support order changed. Now what?

Review of Support Orders

If you want your support order reviewed, you may ask the local WCSP office in the county where your order was entered or registered. If you do not already have an open child support case, you will need to open one. Once the local office has completed its review you will be notified of the results.

The WCSP will not review a custody or visitation order, nor will it petition the court to modify a custody or visitation order.

You have the right to petition the court for a modification of support, custody or visitation on your own or through your own attorney at any time.

Who does the child support attorney represent?

The WCSP attorney who works on your case does not represent or have an attorney-client relationship with you or the other parent. The WCSP attorney represents only the State of Wyoming. In the course of a child support case, there will be times when your interests coincide with the State's interests, and times when your interests conflict with the State's interests.

Whether or not the WCSP is involved, you have the right to be represented by your own attorney, at your own expense, in any actions concerning your child or a child in your care.

The information you provide to the WCSP can be used by the WCSP only for child support purposes. Any information you provide to the WCSP may be used in your case, in any child support cases you are a party to or in any cases your current spouse is a party to.

WHAT YOU SHARE WITH THE WYOMING CHILD SUPPORT PROGRAM CAN ONLY BE USED FOR CHILD SUPPORT PURPOSES.

How is my child support distributed?

According to federal rules of distribution, child support collected by the WCSP must be distributed to the parent or caregiver who is owed child support.

When a child support payment is made, the current monthly child support obligation is paid first, followed by child support arrears (back support) owed to the parent or caregiver owed support. Other amounts owed in a child support case, such as child support or other expenses owed to the State of Wyoming or to another state, and judgment interest are paid next.

The only exception to the rules of distribution stated above are payments received through an intercept of a federal tax refund (Federal Offset Program). Those payments are paid first to the state if child support arrears and medical support arrears are owed to the state, then if any money is remaining, payments will be made to the parent or caregiver who is owed child support arrears. Learn more about the Federal Offset Program below.

The Federal Offset Program (Intercepting Federal Income Tax Refunds)

The Federal Offset Program is authorized by federal law and permits the WCSP to ask the Department of the Treasury to intercept federal income tax refunds for payment of child support arrears in child support enforcement cases. If you have any questions about the Federal Offset Program, you should contact the local WCSP office handling your case.

I no longer want services. How do I close my case?

As long as you are NOT receiving POWER benefits or Medicaid benefits that require cooperation with WCSP, you may close your open case with WCSP by written request to the local WCSP office handling your case.

Wyoming Child Support Program Locations

DISTRICT	COUNTIES SERVED	ADDRESS	PHONE NUMBERS
1	Laramie County	2015 Carey Ave Cheyenne, WY 82001	307-635-3365 800-742-3092 Fax: 307-635-3347
2	Albany County Carbon County	1771 Centennial Dr., Unit 210 Laramie, WY 82070	307-742-2026 800-742-3096 Fax: 307-742-5737
3	Sweetwater County Lincoln County Uinta County	140 Commerce Drive, Ste F Green River, WY 82935	307-875-4725 800-742-3098 Fax: 307-875-4643
4	Johnson County	381 N. Main St. Buffalo, WY 82834	307-684-9011 Fax: 307-684-9093
4	Sheridan County	224 S. Main 1st Floor Sheridan, WY 82801	307-672-2599 800-565-4502 Fax: 307-672-5991
5	Big Horn County	415 W C Street *(PO Box 327)* Basin, WY 82410	307-568-9329 Fax: 307-568-2971
5	Basin Authority (Park County)	1002 Sheridan Ave Cody, WY 82414	307-527-8840 Fax: 307-527-8844
5	Hot Springs County Washakie County	119 S 9th Street (PO Box 227) Worland, WY 82401	307-347-8927 Fax: 307-347-6648
6	Campbell County	501 Running W Dr. Gillette, WY 82718	307-687-1501 800-360-5220 Fax: 307-687-1739
6	Weston County	22922 Hwy 85 Newcastle, WY 82701 *(Physical location only. Send all mail to the Campbell County address.)*	307-746-2311 Fax: 307-746-4796

DISTRICT	COUNTIES SERVED	ADDRESS	PHONE NUMBERS
6	Crook County	102 N. 5th Sundance, WY 82729 *(Physical location only. Send all mail to the Campbell County address.)*	307-283-1515 Fax: 307-283-1566
7	Natrona County	201 North David 5th Floor *(PO Box 2539)* Casper, WY 82601	307-235-9229 800-292-3219 Fax: 307-235-9629
8	Converse County Goshen County Platte County Niobrara County	1954 Richards St Madora Plaza Ste. 2 *(PO Box 169)* Douglas, WY 82633	307-358-0947 866-280-3719 Fax: 307-358-0961
9	Fremont County Sublette County Teton County	895 Main Street *(PO Box 549)* Lander, WY 82520	307-332-6380 800-996-6045 Fax: 307-332-6694
Eastern Shoshone Tribe	Wind River Indian Reservation	14631 US Hwy 287 Unit # 2 (PO Box 1573) Ft. Washakie, WY 82514	307-335-8371 Fax: 307-332-3089
Northern Arapaho Tribe	Wind River Indian Reservation	IV-D Director 606 E Washington (PO Box 1978) Riverton, WY 82501	307-855-2817 Fax: 307-855-2899

Visit

childsupport.wyo.gov/locations

for the most up-to-date office location information.

NOTES

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