**Vocabulary**

**Custodial Parent (CP)** – the custodian of the dependent child(ren) to whom support is owed

**Non-Custodial Parent (NCP)** – the person with the legal duty to pay support to the CP

**Court Order** – a legally binding decision issued by a court of law

**IV-D Case** – the CP receives child support services offered by state and local agencies

**Temporary Assistance to Needy Families (TANF)** – refers to a IV-D case where time-limited public assistance payments are provided to needy families

**Non-TANF** – refers to a IV-D case where the CP is not receiving Temporary Assistance To Needy Families (TANF)

**Support Order** – a court-issued order for the support and maintenance of a child including current support, medical insurance coverage, and arrears payments

**Age of Emancipation** – the age when a child is legally considered to be an adult in District of Columbia is 21

**Arrearage** – refers to past due, unpaid child support owed by the NCP

**Parentage** – the legal determination of fatherhood

In an effort to strengthen community awareness and involvement, CSSD offers a myriad of services such as:

- Community Outreach Winnebago
- Fresh Start Program
- Electronic Payments include Visa Debit Card or Direct Deposit
- Online Case Look-up
- Non-Custodial Parent Employment Program
- Incarcerated Parent Modification

For more information, contact CSSD at (202) 442-9900

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Customer Service Line: 202-442-9900
Fax Number: 202-724-3710
Hours of Operation: Monday-Friday 8:15am - 4:45pm
Website: www.cssd.dc.gov
What is the mission statement of The Office of Attorney General/Child Support Service Division?

To enhance the well-being of children by assuring that assistance in obtaining support, including financial and medical is available to children through locating parents, establishing paternity, establishing support obligations, and monitoring and enforcing those obligations.

Why is it important for a parent to know the services provided by CSSD?

Child support education is important because, when the relationship between a child’s parents ends, it does not mean that either parent’s responsibility for that child ends. Both parents remain financially and legally obligated to a child no matter whether the parents remain together or not.

How can CSSD assist establishment of paternity?

If you are an unmarried parent, CSSD can assist you in legally establishing paternity for your child.

What is an Acknowledgment of Paternity?

An Acknowledgment of Paternity (AOP) is a legal document that is signed by both the biological mother and biological father that establishes the child’s father without the need to go to court.

What is Medical Support?

Medical insurance coverage provided for a child(ren) established in an order.

What is the Enforcement Process?

CSSD may use administrative and judicial enforcement tools to collect arrears (past due payments owed by the NCP).

What is the District of Columbia Child Support Guideline?

A standard method for setting child support obligations based on the income of both parents and other determined factors.

How is Parentage/Paternity established in District of Columbia?

- Birth of child during a marriage—legal paternity is established when a child is born to parents who are legally married
- Domestic Partnership—refers to an opposite sex or same sex couple who registers as domestic partners
- Artificial Insemination (AI)—a procedure for achieving pregnancy that involves direct insertion of semen into a woman’s womb
- Genetic Testing—a test involving cheek swab samples to obtain DNA cells from the alleged father and the child to determine the child’s biological father
- Adjudication of Paternity—a court judgment that constitutes establishment of parentage
- Foreign Judgment—legal establishment of paternity by another jurisdiction

What is the Child Support $150 Pass-Through? Who does the Pass-Through apply to?

The $150 Pass-Through provides additional income to IV-D customers who receive TANF benefits with an established child support order.

How does the Pass-Through Work?

Up to $150 of a non-custodial parent’s (NCP) child support payment will “pass-through” directly to the custodial parent (CP).

- The exact amount you may receive may vary based on the amount that the NCP pays.
- This incentive is per case meaning based on each individual case not the number of children involved.
- You will receive your Pass-Through once CSSD has received the payment from the NCP.

How to modify a Child Support Order?

Every three 3 years, either parent may ask CSSD to schedule a Review and Adjustment Conference. Alternatively, a request for modification of a child support order may be filed by any parent if there has been a substantial and material change in the NCP’s ability to pay or in the needs of the child (ren).