

# APPLICATION *for* CHILD SUPPORT SERVICES



GWAY DBF  
CHEROKEE NATION®  
Office of Child Support Services

*“Strong Parents, Strong Families,  
Strong Foundations”*

# REQUIRED DOCUMENTS

To complete your application for Child Support Services, please provide the following documentation to our office:

- Original** Certified State Birth Certificates for each child  
**COPIES OF BIRTH CERTIFICATES WILL NOT BE ACCEPTED.**

\*\*\*Please note that if you submit an Original Birth Certificate via mail, it will be returned to you via certified mail.

- A copy of state issued driver's license, tribal photo ID, state issued ID or other form of verifiable ID
- A copy of Social Security card for applicant and child(ren).
- A copy of Tribal Citizenship cards for applicant and child(ren)
- A copy of an Acknowledgment of Paternity (AOP) – *if applicable*
- A copy of a divorce decree, proof of legal guardianship or any court order regarding parentage and/or child support – *if applicable*
- Notarized Statement of Understanding – *Our office provides notary services free of charge*

## SUBMITTING AN APPLICATION

Your application along with the required documents may be turned in

### BY MAIL:

Cherokee Nation OCSS  
P.O. Box 557  
Tahlequah, OK 74465

### IN PERSON AT:

Cherokee Nation OCSS  
1511 Ketcher Street, Building C  
Tahlequah, OK 74464

GPS Coordinates: 35.897463,-94.998443

### **\*\*\*IMPORTANT\*\*\***

To submit an application at an area office you **MUST** make an appointment by calling (918) 453-5444. Our area offices are located in **Catoosa, Pryor, Stilwell & Sallisaw**

For any questions, please contact our main office Monday through Friday 8 a.m. to 5 p.m. at (918) 453-5444 or toll free 1 (866) 247-5346. We can also be reached by email at [childsupport1@cherokee.org](mailto:childsupport1@cherokee.org).

## IMPORTANT REMINDERS

- Separate applications must be completed for children who do not have the same mother and father.
- Guardians must apply for child support from both the mother and father.
- Applications without the required documentation **will be considered incomplete** and will not be processed until all documents are received.
- Applicants must notify our office if you are represented by legal counsel.
- Each form within the application should be completed to the best of your knowledge.



**CHEROKEE NATION OFFICE OF CHILD SUPPORT SERVICES  
HUMAN SERVICES DIVISION**

**Statement of Understanding**

**❖ PLEASE REVIEW CAREFULLY ❖**

- \_\_\_\_\_ 1. **I UNDERSTAND**, that by submitting an application to Cherokee Nation Office of Child Support Services (CN OCSS), I am requesting child support services that could include the following: paternity and child support establishment, monitoring and enforcement actions, payment collection and processing services, and locate services.  
(Initial)
- \_\_\_\_\_ 2. **I UNDERSTAND**, CN OCSS is here to act in the public interest to protect children's rights, protect the taxpayers, the tribe and to make sure that the parents financially support their child(ren). Information I provide will be kept from the general public but may be used as needed to collect support from either parent. I give CN OCSS permission to give any necessary information to law enforcement officers, public officials, courts or others to assist me to collect child support.
- \_\_\_\_\_ 3. **I AGREE**, that if I have an existing child support case pertaining to the child(ren) listed on this application with any IV-D child support agency it will be transferred to CN OCSS for case management services.
- \_\_\_\_\_ 4. **I UNDERSTAND**, that the CN OCSS attorney(s) or child support staff does not represent me. CN OCSS acts as a neutral party on all child support matters. I understand that the responsibilities of the child support program do not allow the staff of CN OCSS to have the same confidential relationship with me as I would have with a private attorney. I understand, I must notify CN OCSS if I am being represented by legal counsel and CN OCSS will determine the appropriate correspondence between myself and CN OCSS.
- \_\_\_\_\_ 5. **I AGREE**, to fill out forms and affidavits as requested and to cooperate fully with CN OCSS, law enforcement offices or officials, and the Court. Full cooperation includes, but is not limited to, notifying CN OCSS of my new address and phone number in writing every time it changes.
- \_\_\_\_\_ 6. **I AGREE**, to notify CN OCSS of any new court actions or changes in custody for the child(ren) on this child support case. I understand, if there are private pending legal actions with my child support case, CN OCSS will not complete additional legal actions.
- \_\_\_\_\_ 7. **I AGREE**, to give all identifying information requested to assist in locating and collecting child support from the non-custodial parent (NCP) and cooperate with paternity establishment, which may include DNA testing.
- \_\_\_\_\_ 8. **I UNDERSTAND**, CN OCSS cannot guarantee that it can determine who the biological father of my child is, collect the money from the NCP, enforce a Court order for support or obtain a support order from the Court. I understand that CN OCSS cannot help with issues such as custody and property settlements nor enforce non-monetary ordered support such as child care, insurance, or non-covered medical expenses.
- \_\_\_\_\_ 9. **I AGREE**, CN OCSS will decide on the best way to establish, modify, enforce, and collect the child support. This may include, but is not limited to the following options: income withholdings via employer, establishing payment plans, conducting pre-contempt reviews, filing Indirect Contempt court actions, passport denials, license suspensions, etc. I understand if I do not agree with CN OCSS, I have the option to seek legal counsel, transfer or close my case. I understand if I choose to close my case, it may not be eligible for re-open up to one year.
- \_\_\_\_\_ 10. **I UNDERSTAND**, CN OCSS will, in accordance to a service agreement, refer my case to the State of Oklahoma's IV-D Child Support Program to assist with enforcement remedies via the State Tax Offset Program. In addition, I understand and agree to the fees that are taken by the Oklahoma Tax Commission and State of Oklahoma Child Support Program that totals 5% of any collection that is forwarded to CN OCSS on my behalf.
- \_\_\_\_\_ 11. **I UNDERSTAND**, CN OCSS will, in accordance to a service agreement, refer my case to the State of Oklahoma's IV-D Child Support Program to assist with enforcement remedies via the Federal Offset Programs. In addition, I understand and agree to the fees that are taken by the Federal Office of Child Support Enforcement (OCSE) for each collection prior to sending the net collection to CN OCSS on my behalf. These fee amounts are set and published by OCSE on a yearly basis.
- \_\_\_\_\_ 12. **I UNDERSTAND**, that money from Federal or State tax intercept will be applied to monies owed to the tribe or state first for funds expended on behalf of my child(ren) and myself. I also understand that I could receive tax collections that could actually be taken back by the State or Federal Tax programs due to an injured spouse claim or fraud. I agree I will be responsible for returning that portion to CN OCSS if this should ever occur.



**CHEROKEE NATION OFFICE OF CHILD SUPPORT SERVICES  
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**Statement of Understanding**  
*(Continued)*

- \_\_\_\_\_ 13. **I AGREE**, that starting from the submission date of my completed application all money paid for child support will be routed through the Cherokee Nation Child Support Payment Center (CNCSPC) to ensure proper accounting of payment. I give CN OCSS the authority to endorse child support payments made out to me. I understand that if I receive any payments directly from the NCP I must notify CN OCSS and submit an Affidavit of Direct Pay or my case may be closed.
- \_\_\_\_\_ 14. **I UNDERSTAND**, if I keep child support payments to which I am not entitled CN OCSS will recover the overpayment from me. These overpayments could occur (1) because the NCP paid more than the amount owed, (2) because the NCP paid me directly for support assigned to the tribe or state, or (3) because payments went to me in error. I understand that CN OCSS shall be entitled to recover the overpayment by withholding amounts from child support payments and/or through interception of my state or federal tax refund.
- \_\_\_\_\_ 15. **I AGREE**, to cash or deposit a child support payment received within 90 days of the check issue date. I understand, if I do not cash or deposit the payment within the 90 day timeframe my case is subject to close for non-cooperation.
- \_\_\_\_\_ 16. **I UNDERSTAND AND AGREE**, that if I am receiving assistance from Cherokee Nation Human Services, Career Services, or Cherokee Nation Housing Authority program(s), such as John A. Ketcher Youth Center, Child Care Licensing & Monitoring, Child Care Subsidies, Child Development Centers, Child Care Resource Center, Cherokee Connections, Food Distribution, Family Assistance (General Assistance, Burial Assistance, LIHEAP, School Clothing Voucher Program), Cherokee Nation Tribal TANF (J.O.B.S Program), CN OCSS may submit or verify payment history, status of application, and/or participation in the CN OCSS program to the above listed programs if requested. For any other agencies that request information, I will need to complete a Release of Information form before CN OCSS can send information to the agency.
- \_\_\_\_\_ 17. **I UNDERSTAND AND AGREE**, to all the terms above. I understand that if I violate any of the terms, conditions or agreements, or fail to cooperate with CN OCSS, my case will be subject to closure. The information provided in this application is true and correct to the best of my knowledge.
- \_\_\_\_\_ 18. **I UNDERSTAND**, because CN OCSS is a IV-D federally funded program, CN OCSS will collect money owed to a tribe or state for any Temporary Assistance for Needy Families (TANF) received. If I am currently receiving TANF, any amount of money collected for current support will be sent directly to the state/tribe that is providing my TANF for allocation and any disbursement. I understand that any tax intercepts will also be applied to any money owed to tribe or state due to past TANF expenditures.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTARIAL VERIFICATION**

I, being a notary public, verify that the above named person signed this statement and application before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public Signature: \_\_\_\_\_

Commission Number: \_\_\_\_\_

Commission Expires on: \_\_\_\_\_

CN OCCSS Completed App Date: \_\_\_\_\_ OKDHS App Date: \_\_\_\_\_  
**(OFFICE USE ONLY - CSR)**



**CHEROKEE NATION OFFICE OF CHILD SUPPORT SERVICES  
HUMAN SERVICES DIVISION**

**Application for Child Support Services**

<i>CN OCSS OFFICE USE ONLY</i>			
<input type="checkbox"/> Regular IV-D Services		<input type="checkbox"/> Child Care	
<input type="checkbox"/> JOBS		<input type="checkbox"/> Child Care/JOBS	
_____	_____	_____	_____
CN OCSS Staff Member	Date Received	Office Location	Verified BC

<b>I. I am the: <input type="checkbox"/> CUSTODIAL PARTY <input type="checkbox"/> LEGAL GUARDIAN <input type="checkbox"/> NON CUSTODIAL PARTY</b>			
Full Name:			
First	Middle	Last	Maiden/Suffix
Address:			
Date of Birth:	SSN:		
Race:	Tribal Affiliation(s):		
Phone:	Text: Yes or No	Alt Phone:	Text: Yes or No
Email:	County of Residence:		
Driver's License No.:	Relation to Child(ren):		
Issuing State:			

<b>II. BIOLOGICAL MOTHER (if not the custodial party/legal guardian)</b>			
Full Name:			
First	Middle	Last	Maiden
Address:			
Date of Birth:	SSN:		
Race:	Tribal Affiliation(s):		
Home Phone:	Cell Phone:		
Work Phone:	Email:		
Driver's License No.:	Issuing State:		

Is this person currently employed?                      YES    NO

If YES, where is their place of employment? \_\_\_\_\_

Is this person in a rehabilitation center or incarcerated?                      YES    NO

If YES, list facility/address: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this person in the military?                      YES    NO

Branch of service:     Air Force     Army     Marines     Navy     Coast Guard     National Guard



CHEROKEE NATION OFFICE OF CHILD SUPPORT SERVICES  
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Application for Child Support Services

III. BIOLOGICAL/ALLEGED/PRESUMED FATHER (if not the custodial party/legal guardian)

Full Name:

First

Middle

Last

Suffix

Address:

Date of Birth:

SSN:

Race:

Tribal Affiliation(s):

Home Phone:

Cell Phone:

Work Phone:

Email:

Driver's License No.:

Issuing State:

Is this person listed on the birth certificate? YES NO

Is this person currently employed? YES NO

If YES, where is their place of employment? \_\_\_\_\_

Is this person in a rehabilitation center or incarcerated? YES NO

If YES, list facility/address: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this person in the military? YES NO

Branch of service:  Air Force  Army  Marines  Navy  Coast Guard  National Guard

What is the biological mother and biological/alleged/presumed father's **current** relationship status?

Never Married  Married  Divorced  Legally Separated Date: \_\_\_\_\_

❖ **NOTE:** If you are the biological mother or the biological/alleged/presumed father and *Married*, please contact CN OCSS for consultation. If *Divorced* or *Legally Separated*, legal documentation stating the date of separation will need to be submitted.

Additional information about the Non-Custodial Party (NCP) or Custodial Party (CP) that will assist CN OCSS in providing service (e.g. location info, assets, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CHEROKEE NATION OFFICE OF CHILD SUPPORT SERVICES  
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**Application for Child Support Services**

<b>V. CHILDREN – Please list only children with the same mother and father in this section</b>					
<b>FULL NAME</b> (First, Middle, Last, Suffix)	<b>DOB</b>	<b>S E X</b>	<b>SSN</b>	<b>Tribal Affiliation(s)</b>	<b>If receiving state services, specify: SoonerCare, TANF</b>

Is there an existing parentage or child support order for this child(ren)? YES NO UNSURE

What office/agency currently works or worked your case (if applicable)? \_\_\_\_\_

Case Number: \_\_\_\_\_

Are there any pending legal actions on this case? YES NO

If YES, please explain:  Visitation  Custody  Other: \_\_\_\_\_

Do you have a private attorney? YES NO

If YES, please provide their name: \_\_\_\_\_ Phone: \_\_\_\_\_

Is the custodial party/legal guardian legally responsible for any children other than those listed above? YES NO N/A

Is the **biological mother** legally responsible for any children other than those listed above?  
YES NO N/A

Is the **biological/alleged/presumed father** legally responsible for any children other than those listed above? YES NO N/A

Is the other party aware you are applying for child support services? YES NO

If NO, do you feel there is a reason of concern, please explain: \_\_\_\_\_

How did you hear about us?  Cherokee Nation Website  Friend/Family  Cherokee Nation Event

Cherokee Nation Program, please explain: \_\_\_\_\_

Other, please explain: \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**