

# How Do You Apply For Child Support Services?

## Who Do You Contact To Apply For Services?

The Child Support Enforcement Division of the Cook County State's Attorney's Office is part of a federal program, the IV-D [Four-D] Program, which began in 1975 for the purpose of establishing paternity, child support and enforcing support obligations owed by non-custodial parents to their children.

Under federal law, all states are required to have a Child Support Enforcement IV-D Program, which is part of a federal-state-county effort. In Illinois, the Illinois Department of Healthcare and Family Services [HFS] through its Division of Child Support Services is the designated IV-D agency. The Cook County State's Attorney's Office works with HFS to provide services to custodial parents or legal guardians.

To apply for child support services, you can call:

*The Illinois Department of  
Healthcare and Family  
Services [HFS] at  
(800) 447-4278.*

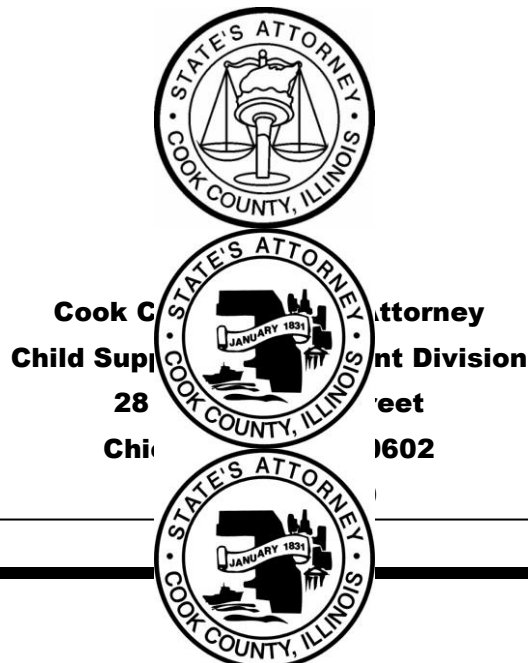
You will be mailed a packet that includes a IV-D application and an affidavit of income and expenses, which you must complete and return. You can also obtain these forms on the HFS web site at [www.childsupportillinois.com](http://www.childsupportillinois.com). Once your application is received and processed, an intake appointment letter will be mailed to you containing information regarding the date, time and location of your interview and the documents you are required to provide.

At the intake appointment, you will meet with a Child Support Specialist who will assist you in completing the necessary forms, one of which will be a legal complaint or petition.

Your case will be handled either through an administrative process or a court process. If the court process is used, your case is forwarded to the State's Attorney's Office for review and approval of the complaint or petition by an Assistant State's Attorney. Once approved, your case is processed for filing with the court. The State's Attorney's Office is only involved in the court process.

## Can You Receive Services If The Non-Custodial Parent Lives In Another State?

Yes, there are interstate procedures for cases in which the non-custodial parent lives in another state.



## **What Documents And Information Should You Bring To Your Interview?**

### **Information about the non-custodial parent (if available):**

- ✓ Current address or last known address
- ✓ Social security number and date of birth
- ✓ Name and address of employer
- ✓ Photograph

### **Copies of the following documents:**

- ✓ Social Security card for you and your child
- ✓ Your child's birth certificate
- ✓ Voluntary Acknowledgment of Paternity
- ✓ Marriage Certificate [if you are not divorced]
- ✓ Judgment of Dissolution [if you are divorced]
- ✓ Court orders regarding paternity, child support and/or custody
- ✓ Orders of Protection
- ✓ Administrative orders of paternity and/or child support
- ✓ Proof of special medical needs of your child
- ✓ List of child support payments received directly from the non-custodial parent
- ✓ Any other relevant information in your possession

## **PLEASE BE ADVISED OF THE FOLLOWING:**

- ***THE STATE'S ATTORNEY'S OFFICE DOES NOT REPRESENT THE CUSTODIAL PARENT OR THE LEGAL GUARDIAN, BUT REPRESENTS THE ILLINOIS DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES.***
- ***THE STATE'S ATTORNEY'S OFFICE DOES NOT HANDLE CUSTODY, VISITATION OR PROPERTY DISTRIBUTION MATTERS.***
- ***THE STATE'S ATTORNEY'S OFFICE DOES NOT ASSIST IN PURSUING THE COLLECTION OF COLLEGE OR EDUCATIONAL EXPENSES.***

