

LICKING COUNTY CSEA'S RESPONSIBILITIES AND PROCEDURES

WHILE YOUR OHIO WORKS FIRST CASE IS OPEN:

1. *All rights to support for yourself and for your children are assigned to the Ohio Department of Job and Family Services. Because of this assignment of support rights, you are required to return to the Licking County CSEA:*
 - A. *Any support money paid directly to you by the non-residential parent.*
 - B. *Any money erroneously paid to you by the Licking County CSEA. Failure to return these payments may result in termination of your cash assistance and prosecution for welfare fraud.*

2. *You are required to provide the Licking County CSEA with all information regarding the absent mother or father of your child or children. This information includes the following:*
 - A. *The location or relocation of the non-residential parent.*
 - B. *Places of employment of the non-residential parent.*
 - C. *Status of employment of the non-residential parent.*
 - D. *Social Security number of the non-residential parent.*
 - E. *Order modifications, divorces, dissolutions, and/or separation agreements.*

3. *In addition to reporting your address changes to your Ohio Works First Caseworker at the local Department of Jobs and Family Services, you must also **DIRECTLY notify the Licking County CSEA of your address change IN WRITING.***

4. *You must notify the Licking County CSEA if a child is no longer living with you.*

WHEN YOUR OHIO WORKS FIRST CASE CLOSES:

1. *We are required to monitor your case for a five (5) month period; however, your case will be changed to a Non-Public Assistance case at the time the assistance payment ceases. Any current support and arrearage payments paid by the non-residential parent will be sent directly to you from this agency within two (2) working days of its receipt. After your portion of the arrearage has been satisfied, any arrearage owed to the Ohio Department of Job and Family Services shall be retained by the agency.*
2. *Following the five (5) month monitoring period, if you do not want these services continued, you must notify this agency in writing.*
3. *You must notify us when:*
 - A. *Your address changes.*
 - B. *You have any new information on the non-residential parent.*
 - C. *A child no longer lives with you.*

IF YOU MOVE TO ANOTHER COUNTY:

When a IV-D case is transferred from one county to another, the entire IV-D case file is transferred to your new county of residence. After transfer of your case, all questions should be directed to the Child Support Enforcement Agency in your new county.