



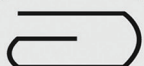
# Wyoming's Child Support Enforcement Program



**What can you  
do for me?**

**I need help with  
child support.**

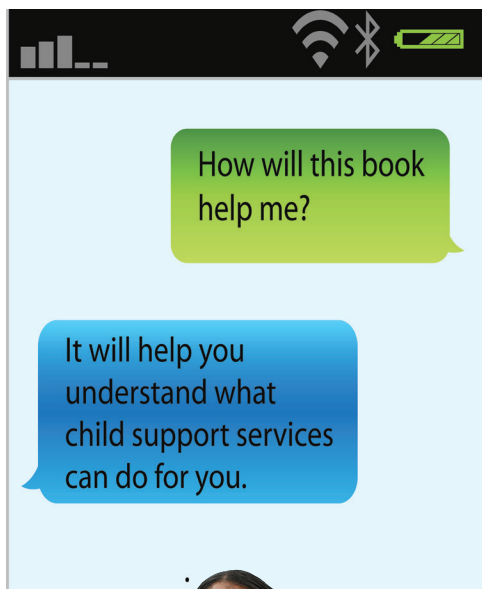
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The Wyoming child support program can help you with child support services such as:

- Locating parents
- Genetic testing
- Establishing paternity—knowing for sure who the father is
- Establishing child support
- Enforcing child support
- Initiating child support enforcement cases to other states
- Responding to child support enforcement cases initiated by other states
- Reviewing and modifying child support orders

The Wyoming child support program is administered by the

Department of Family Services, Child Support Enforcement Program. It is governed by state and federal law, state and federal regulations and Title IV, Section D of the Social Security Act. That is why the child support program is sometimes called the IV-D (pronounced “four-d”) program.

This handbook will help you understand child support program 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.

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

So where can I go for help?

We have offices in 16 towns & cities in WY. Check out the pages in the back of this book :)

**Child support program offices are located** in 16 towns and cities in Wyoming's nine judicial districts. The addresses and telephone numbers of the local offices are listed on pages 15-16. The state child support program office in Cheyenne oversees the local offices. Paternity and child support orders are entered by the district court. In cases where support orders from other states are being enforced by the child support program, the out-of-state order is registered in the district court where the noncustodial parent lives. Child support payments are processed through the State Disbursement Unit (SDU) in Cheyenne and the clerks of district court.



Wyoming has a district court in each of its 23 counties. The addresses and telephone numbers of the clerks of district court are listed on pages 16-18.

## I need help getting child support!

If you need help establishing paternity (finding out who the father of your child is), setting up 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 paying child support or modifying a 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 is incarcerated or disabled, and has no income or assets, it may be impossible to collect support.*

## I need to pay child support.

If you want to pay child support on your own, you should contact the clerk of the district court in the county where your child support order was entered or registered.

If you want to pay child support by having the payment withheld from your income (a process commonly known as “garnishment” or “income withholding”), or you have questions about your child support order or arrears, or you believe your order should be modified, you should contact the child support office in the county where your order was entered or registered.

Wyoming law requires that child support be paid through the clerk of district court or the State Disbursement Unit (the child support program payment center in Cheyenne). The clerks keep the official payment records on Wyoming child support cases.

***You should not make child support payments directly to the parent or custodian, because the clerk will not have record of the payments and you may not receive credit for them.***

If you have any questions regarding where to make support payments, contact the office in the county where your order was entered or registered.

Am I eligible for your services?

Good chance you are :)  
Read on to see if you qualify...

**Child support services are available to the following persons,** regardless of need or income, whether or not that person is receiving public assistance or has received public assistance in the past:

- Any parent 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 the paternity of their child and/or establish a support obligation for their child; and
- Any person who has custody of a child and wants to establish the child's paternity and/or collect child support. *You may still be eligible if you, as custodian, are not the child's parent or if you were not awarded custody by the court.*

OK, so I qualify.  
How do I apply?



**To obtain child support services,** you must open a child support enforcement case by completing an application for services. Applications may 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 a Temporary Assistance for Needy Families (TANF) and/

or Medicaid benefits. If you previously received TANF and/or Medicaid, the local child support office will review federal and state requirements to determine if a fee is required.

There is a \$25.00 fee per year for child support services if the amount of child support collected is \$500.00 or more in the federal fiscal year of October 1 through September 30. This fee is required by a federal law known as the Deficit Recovery Act of 2005.

In cases where the child's custodian received Temporary Assistance for Needy Families (TANF) benefits and \$500.00 or more in support is collected in a federal fiscal year, there is no fee for CSED services.

When CSED intercepts a noncustodial parent's tax refund through the Federal Offset Program, the custodial parent is charged a \$25.00 processing fee.

Noncustodial parents may be ordered to pay the child support program for costs or service and genetic testing costs incurred in establishing paternity and/or a support order.



## What services can you provide for me?

The child support program provides the following services:

- Locating parents;
- Genetic testing;
- Establishing paternity;
- Establishing child support;
- Enforcing child support;
- Initiating child support enforcement cases to other states;
- Responding to child support enforcement cases initiated by other states; and
- Reviewing and modifying child support orders.

## What services are NOT provided?

The child support program does not provide the following services:

- 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 custodian.

*Please note that child support program attorneys do not represent any party except the State of Wyoming.*





Support orders established through the district court by the child support program will specify the custodian of the child and the parent(s) ordered to pay support. Custodians/parents may ask the court to order visitation, and noncustodial parents may ask the court to award them custody in the action filed by the child support program, but the child support program will not participate in those issues.

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

### Tell me about custodial parents.

### Rights and Responsibilities of Custodial Parents

If you are the custodial parent of a child and want support from the other parent, or if you are a non-parental custodian and want support from the child's parent or parents, you have the right to apply for child support services. *Custodians 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 child support program 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 child support program will need various paperwork and documentation from you in order to open your case and then to enforce a child support order. It is very important to promptly answer any correspondence you receive from the child support program. In some circumstances, you will need to provide a completed financial affidavit with your financial documentation attached.

Custodial parents and other custodians 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 other parent or the noncustodial 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.

## What about non-custodial parents?

### Rights and Responsibilities of Noncustodial Parents

If you are the noncustodial 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.

*Noncustodial parents of a child have a right to associate with their child; however, it is the responsibility of the noncustodial parent to have visitation rights established by the district court. Noncustodial parents of a child also have a right to seek custody of the child, but it is the responsibility of the noncustodial parent to petition the court to award custody to him or her.*

If there is a dispute as to paternity, you may have the right to genetic testing to prove or disprove that you are the father of the child.

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

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

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 if you get new information regarding the other parent or the custodian(s) of your child, or circumstances change and you believe the support order should be modified.

*Once your support order is entered, you are responsible for paying child support each month as ordered and to notify the clerk of court, **in writing**, of any change in your address, employment or employment status.*

## How do you collect child support for me?

The child support program collects child support through a variety of methods. Most child support is collected through income withholding

to the noncustodial parent's employer or other source of income, also known as "garnishment." Income may be withheld from a noncustodial parent's paycheck, unemployment, workers' compensation, disability or Social Security retirement or other source of income. 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.

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

The local office will determine the most effective method to collect the child support owed to you and is not obligated to follow your direction in how to handle your case. *The child support program attorney does not represent you*; therefore, if you are dissatisfied with the district offices' efforts to collect support, you may close your case and/or try to collect support yourself, either through an attorney you hire or on your own.

Some of the enforcement methods listed above are available only to the child support program and may not be used by private parties.

## I want my support order changed-- now what??

### Modification of Support Orders

If you want your support order reviewed for modification, you may ask the local

child support office for a review. 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, a petition to modify will be filed or the local office will inform you that it has determined a modification is not appropriate.

The child support program 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 child support program attorney who works on your case does not represent you. He or she represents only the State of Wyoming, and there is*

*no attorney-client relationship between you and the child support program attorney.* In the course of a child support enforcement 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 child support program is involved, you have the right to be represented by your own attorney in any actions concerning your child or a child in your care.

The information you provide to the child support program can be used by the child support program only for child support purposes. If you provide documentation that the other parent may pose

a danger to you or a child, the child support program will place a family violence indicator (FVI) on your case and will not disclose information you provide.

**Is what I tell you confidential?**

**It can only be used for child support purposes.**

Any information you provide to the child support program 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. *There is no attorney-client relationship between you and the child support program attorney and your communications with the child support program are not privileged.*

## How is my child support distributed?

Child support collected by the child support program must be distributed to the custodial parent or other custodian

according to federal rules of distribution. When a child support payment is made, the current monthly child support obligation is paid first, followed by child support arrears owed to the custodial parent or custodian. 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 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 to child support arrears owed to the custodial parent or custodian.

### **The Federal Offset Program (Intercepting Federal Income Tax Refunds)**

The Federal Offset Program is authorized by federal law and permits the child support program 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 child support office handling your case.





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



If you have opened a child support case and decide you no longer want child support services, you may close your case by written request to the local child support office handling your case. As long as there is no support owed to the State of Wyoming or another state, the case will be closed.

## **Conclusion**

If you are interested in child support services, please contact the local child support office closest to you or the office in the county where your order is filed. The local office will be happy to answer any questions you may have and will explain child support program processes to you. Thank you for your interest in the Wyoming child support program.



## Directory of Wyoming Child Support Enforcement Offices

### State Office

IV-D Director  
 State of Wyoming, Department  
 of Family Services  
 Child Support Enforcement  
 2300 Capitol Ave  
 Hathaway Bldg, 5th Floor, Ste C  
 Cheyenne, WY 82002  
 (307) 777-6948

### State Disbursement Unit

State of Wyoming  
 Child Support Enforcement  
 2300 Capitol Ave  
 Hathaway Bldg, 5th Floor, Ste A  
 PO Box 1027  
 Cheyenne, WY 82003  
 (307)777-5300  
 or 1-888-570-9914

### Local Offices

1 <sup>st</sup> District	<b>Laramie County</b>	2015 Carey Ave Cheyenne, WY 82001	307-635-3365 800-742-3092 Fax: 307-635-3347
2 <sup>nd</sup> District	<b>Albany and Carbon Counties</b>	1771 Centennial Dr., Unit 210 Laramie, WY 82070	307-742-2026 800-742-2926 Fax: 307-742-3096
3 <sup>rd</sup> District	<b>Sweetwater County Lincoln County Uinta County</b>	140 Commerce Drive, Ste F Green River, WY 82935	307-875-4725 800-742-3098 Fax: 307-875-4643
4 <sup>th</sup> District	<b>Sheridan County</b>	224 S. Main 1st Floor Sheridan, WY 82801	307-672-2599 800-565-4502 Fax: 307-672-5991
4 <sup>th</sup> District	<b>Johnson County</b>	381 N. Main St. Buffalo, WY 82834	307-684-9011 Fax: 307-672-5991
5 <sup>th</sup> District	<b>Basin Authority</b>	1002 Sheridan Ave, Basement Cody, WY 82414	307-527-8840 Fax: 307-527-8844
5 <sup>th</sup> District	<b>Big Horn County</b>	119 South 9th St P.O. Box 227 Basin, WY 82410	307-568-9329 Fax: 307-568-2971
5 <sup>th</sup> District	<b>Washakie County</b>	200 N. 7 <sup>th</sup> St. Worland, WY 82401	307-347-8927 Fax: 307-347-6648
6 <sup>th</sup> District	<b>Campbell County</b>	501 Running W Dr. Gillette, WY 82718	307-687-1501 800-360-5220 Fax: 307-687-1739

6 <sup>th</sup> District	<b>Weston County</b>	723 B Washington Newcastle, WY 82701 (No mail; send to Gillette)	307-746-2311 Fax: 307-746-2311
6 <sup>th</sup> District	<b>Crook County</b>	102 North 5th Sundance, WY 82729 (No mail; send to Gillette)	307-283-1515 Fax: 307-283-1515
7 <sup>th</sup> District	<b>Natrona County</b>	201 North David, 5th Flr P.O. Box 2539 Casper, WY 82601	307-235-9229 800-292-3219 Fax: 307-235-9629
8 <sup>th</sup> District	<b>Converse, Goshen, Platte and Niobrara Counties</b>	1954 Richards Madara Plaza Ste. 3 P.O. Box 169 Douglas, WY 82633	307-358-0947 866-280-3719 Fax: 307-358-0961
9 <sup>th</sup> District	<b>Fremont, Sublette and Teton Counties</b>	895 Main Street P.O. Box 549 Lander, WY 82520	307-332-6380 800-996-6045 Fax: 307-332-6694
Arapahoe Tribe	<b>Wind River Indian Reservation Arapahoe Tribe</b>	IV-D Director 325 Left Hand Ditch Rd. Unit #9179 Arapahoe, WY 82510	307-857-2436 Fax: 307-855-2899
Shoshone Tribe	<b>Wind River Indian Reservation Shoshone Tribe</b>	Director 104 Washakie Street P.O. Box 1573 Ft. Washakie WY	307-335-8371 Fax: 307-332-3089

## Clerks of the Wyoming District Courts

**Albany County**  
(307) 721-2508

**Albany County Courthouse**  
525 Grand Avenue, Rm 305  
Laramie, Wyoming 82070

**Big Horn County**  
(307) 568-2381

**Big Horn County Courthouse**  
420 West "C" Street  
P.O. Box 670  
Basin, Wyoming 82410

**Campbell County**  
(307) 682-3424

**Campbell County Courthouse**  
500 South Gillette Avenue  
P.O. Box 817  
Gillette, Wyoming 82717

**Carbon County**  
(307) 328-2628

**Carbon County Courthouse**  
415 West Pine Street  
P.O. Box 67  
Rawlins, Wyoming 82301

**Converse County**  
(307) 358-3165

**Converse County Courthouse**  
107 North 5<sup>th</sup>  
P.O. Box 189  
Douglas, Wyoming 82633

**Crook County**  
(307) 283-2523

**Crook County Courthouse**  
309 Cleveland  
P.O. Box 904  
Sundance, Wyoming 82729

**Fremont County**  
(307) 332-1134

**Fremont County Courthouse**  
450 North 2<sup>nd</sup> Street  
P.O. Box 370  
Lander Wyoming 82520

**Goshen County**  
(307) 532-2155

**Goshen County Courthouse**  
2125 East A Street  
P.O. Box 818  
Torrington, Wyoming 82240

**Hot Springs County**  
(307) 864-3323

**Hot Springs County Courthouse**  
415 Arapahoe Street  
Thermopolis, Wyoming 82443

**Johnson County**  
(307) 684-7271

**Johnson County Courthouse**  
76 North Main  
Buffalo, Wyoming 82834

**Laramie County**  
(307) 633-4270

**Laramie County Courthouse**  
309 W. 20<sup>th</sup> St.  
P.O. Box 787  
Cheyenne, Wyoming 82001

**Lincoln County**  
(307) 877-3320

**Lincoln County Courthouse**  
925 Sage Avenue  
P.O. Drawer 510  
Kemmerer, Wyoming 83101

**Natrona County**  
(307) 235-9243

**Natrona County Courthouse**  
Townsend Justice Center  
115 N. Center St.  
P.O. Box 2510, 82602  
Casper, Wyoming 82601

**Niobrara County**  
(307) 334-2736

**Niobrara County Courthouse**  
424 South Elm  
P.O. Box 1318  
Lusk, Wyoming 82225

**Park County**  
(307) 527-8690

**Park County Courthouse**  
1002 Sheridan Avenue  
P.O. Box 1960  
Cody, Wyoming 82414

**Platte County**  
(307) 322-3857

**Platte County Courthouse**  
800 9<sup>th</sup> Street  
P.O. Box 158  
Wheatland, Wyoming 82201

**Sheridan County**  
(307) 674-2960

**Sheridan County Courthouse**  
224 South Main Street  
Sheridan, Wyoming 82801

**Sublette County**  
(307) 367-4376

**Sublette County Courthouse**  
21 South Tyler  
P.O. Box 764  
Pinedale, Wyoming 82941

**Sweetwater County**  
(307) 872-3815

**Sweetwater County Courthouse**  
80 West Flaming Gorge, Ste 255  
P.O. Box 430  
Green River, Wyoming 82935-0430

**Teton County**  
(307) 733-2533

**Teton County Courthouse**  
180 South King  
P.O. Box 4460  
Jackson, Wyoming 83001-4460

**Uinta County**  
(307) 783-0456

**Uinta County Courthouse**  
225 9<sup>th</sup> Street  
P.O. Box 1906  
Evanston, Wyoming 82930-1906

**Washakie County**  
(307) 347-4821

**Washakie County Courthouse**  
1001 Big Horn Ave.  
P.O. Box 862  
Worland, Wyoming 82401-0862

**Weston County**  
(307) 746-4778

**Weston County Courthouse**  
1 West Main  
Newcastle, Wyoming 82701



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