

**What are Title IV-D child support services?** Title IV-D child support services include: locating the parent who has a duty to support your child(ren), legally determining if a person is the biological parent of your child (paternity establishment), obtaining an order for child support and/or medical support (healthcare coverage), monitoring and collection of support payments, collection of past-due support from tax refunds, lottery intercept, levying a bank account or insurance proceeds, judgment processing, credit reporting, denial/revocation of a passport, court enforcement of support orders, automatic cost of living increase regarding child support orders, and review of the support order every three years.

**Is there a fee?** There is a one-time \$6 fee for Title IV-D child support services. You can include a check or money order for \$6, payable to 'Treasury State of New Jersey', with your Title IV-D Child Support Application or mail to the local Finance Division in the county in which you live. Please ensure your name is indicated on your check or money order. For a list of offices, go to [www.njchildsupport.org](http://www.njchildsupport.org). Please do not send payment to the New Jersey Family Support Payment Center (NJFSPC).

**What are Monitoring Only child support services?** Monitoring Only child support services include the establishment of the support order, collection and monitoring of payments, use of income withholding, and limited court enforcement. Monitoring Only does not include any of the other Title IV-D child support services mentioned above. In order to request Monitoring Only services, you can complete the required court filing documents and submit to the Family Division using the Judiciary Electronic Document Submission (JEDS) system. A child support application does not need to be completed. An annual fee of \$25 will be charged for these services. Further information is available at [www.njcourts.gov](http://www.njcourts.gov).

**Who provides these services?** The Department of Human Services, Division of Family Development, Office of Child Support Services is the New Jersey Title IV-D Agency that oversees the child support program. The Title IV-D Agency works in cooperation with the County Welfare Agencies, the Administrative Office of the Courts, the County Family Divisions of the Superior Court, and County Probation Divisions to provide services to your family.

**What does the Office of Child Support Services do?** This office is responsible for ensuring that the New Jersey child support program complies with State and Federal Law and is run in an efficient and effective manner.

**What does the County Welfare Agency Child Support Unit do?** This agency files complaints for paternity and support for clients who are receiving Temporary Assistance for Needy Families (TANF). They also are responsible for locating the noncustodial parent for TANF and non-TANF cases and completing administrative reviews of child support orders every three years.

**What does the Family Division do?** The Family Division processes child support cases and schedules court hearings for the establishment of paternity, and the establishment/modification of support and medical orders.

**What does the Probation Division do?** The Probation Division monitors and enforces child and medical support orders. All support orders are payable through the New Jersey Family Support Payment Center, unless the court orders otherwise.

**Who can apply for these services?** Any parent or person with custody of a child who needs help to locate, establish paternity, child support or medical support order or to collect support payments can

apply for child support services. A parent without custody may also apply for child support services in order to make payments through the program to ensure there is a payment record. People who have received assistance under Temporary Assistance for Needy Families (TANF), Medicaid and Foster Care programs are automatically referred for child support services.

**Who is the custodial parent/obligee?** The custodial parent is the person who receives the court ordered support.

**Who is the noncustodial parent/obligor?** The noncustodial parent is the person who is ordered to pay the court ordered support.

**What are the responsibilities of the custodial and noncustodial parent?**

- Provide all available information to assist us in processing your case.
  - Please note that the information provided by you is confidential and subject to state and federal safeguarding requirements.
- Appear for any appointments, scheduled hearings and genetic tests.
- Notify the child support program of any new or changed information, including custody changes.
- Payments must be sent to and processed by the New Jersey Family Support Services Center.

**Why does this application ask for my race, ethnicity, and gender?** In order to help families receive the support to which they are entitled, accurate identification of customers of the Child Support Program is of utmost importance. The Title IV-D child support program has legal authority to collect demographical data and is committed to asking applicants to self-report the categories to which they consider themselves to belong. Information on race, ethnicity, gender, language or citizenship is not used to determine eligibility for participation in the child support program. The child support program does not share this data collected with any unauthorized persons, including law enforcement entities, in its regular course of business. Data collected may be analyzed and/or aggregated in a non-identifying manner to capture social, economic, and health trends for certain populations.

**How do I establish paternity?** If the child is born during a marriage, the husband is presumed to be the father and paternity does not have to be established. If the child is born outside of a marriage, both parents can voluntarily sign a Certificate of Parentage to establish paternity. A complaint can also be filed with the Family Division to get a legal determination of paternity through a court order. To assist, the court may order a genetic test. Additionally, the court may require that you pay for the genetic testing if the person that you name is not the biological father.

**How do I establish support?** You must file a complaint with the court to establish support. The Family Division will schedule a court hearing. Further court information is available at [www.njcourts.gov](http://www.njcourts.gov).

**Do I need to hire an attorney?** Please note that child support staff do not legally represent you in court. If you have to come to court, you can either represent yourself or hire an attorney to represent you. If you hire an attorney, please provide the name and address of your attorney to the child support program.

**How long will it take for a support order to be established?** That depends on the circumstances of your case and the services you request. After you file the complaint, it takes time to notify all parties of the hearing. The establishment of a support order through the Family Division usually takes 90 days or less if both parties live in New Jersey. If either party resides out of state this process may take longer.

**How does the court set the amount of my child support?** Generally, the court sets the amount of support using the New Jersey child support guidelines. The support amount is based on the income of both parents and the average amount that intact families spend on their children. The support guidelines are in Appendix IX-A of the New Jersey Court Rules. The Court Rules are available on the New Jersey Courts website, [www.njcourts.gov](http://www.njcourts.gov).

**How are payments received?** The noncustodial parent must make payments through the New Jersey Family Support Payment Center (NJFSPC). If income withholding has been ordered it may take up to 4 weeks for payment to be remitted by the employer. Once payment is received, the case is credited and the payment is sent to the custodial parent via direct deposit or debit card within two business days. The custodial parent should not accept payments directly from the noncustodial parent without the court's prior approval. Custodial parents on public assistance with one child will receive up to the first \$100 of any child support payment. Custodial parents on public assistance with two or more children will receive up to the first \$200 of any child support payment. The remainder of the payment will go to the county welfare agency while the custodial parent is on public assistance.

**How can I find out if a payment has been made?** You can access payment information by calling the New Jersey Family Support Services Center at 1-877-NJKIDS1 (655-4371). You can also access the client portal by creating an account at [www.njchildsupport.org](http://www.njchildsupport.org) to obtain payment and case information. The client portal can also be accessed by downloading the NJ Child Support mobile app on Iphone or Android mobile phones.

**What if the noncustodial parent doesn't pay?** If the noncustodial parent doesn't pay, you will not receive a support payment. The Probation Division can take the following steps to enforce the order if the case is receiving Title IV-D child support services and meets eligibility requirements: intercepting tax refunds, intercepting lottery winnings, bringing the case to court, denying or revoking a passport, reporting the delinquency to a credit reporting agency, or levying a bank account or insurance proceeds.

**What if the noncustodial parent moves to another state?** If the noncustodial parent moves out of New Jersey, the Probation Division may be able to get an out of state employer to withhold the support amount from the noncustodial parent's income. If this doesn't work, a petition will be filed asking the other state to enforce your support order through its courts. The Probation Division will inform you if this is necessary and will help you file the papers. Although there is no cost for filing the petition, some states charge a small fee for processing payments and may deduct the fee from the collection before it is sent to you.

**What if I need an increase in my child support order or medical support for my children?** Anytime there is a substantial change of circumstances, you can file an application or motion with the Family Division to request modification of your order. You may also request a Triennial Review of the amount of your child support order at least once every three years from the date the order was entered or modified by the court.

Please note: Every case is subject to an automatic Cost of Living Adjustment (COLA) every two years under Title IV-D.

**When will my support order end?** Pursuant to the Termination of Obligation to Pay Child Support Law at N.J.S.A. 2A:17-56.67 et seq., all child support and/or medical support obligations established in New Jersey shall automatically terminate upon the child's 19th birthday unless another termination date is

specified in a court order. The child support and/or medical support obligation shall also automatically terminate on the date that a child who is less than 19 years of age marries, enters the military service or passes away. The court may extend the child support and/or medical support obligation no later than the child's 23rd birthday if the child is enrolled in high school, is attending college or other postsecondary institution on a full-time basis or is disabled as determined by a federal or state government agency. Support can continue beyond the child's 23rd birthday if the court finds that the child has a severe physical or mental incapacity that causes the child to be dependent on the parent.

Child support services may also be terminated if:

- The custodial parent fails to cooperate;
- The custodial parent cannot be contacted for sixty days and mail sent to the address is being returned;
- Paternity cannot be established;
- The noncustodial parent dies, is institutionalized, moves to a foreign country without reciprocity, or cannot be located; or
- A support obligation is no longer owed to the family and no past-due support is owed.

The parties will be notified in writing 60 days before action is taken to terminate child support services.

**Who can I call for more information?** You can reach out to the New Jersey Family Support Services Center at 1-877-NJKiDS1 (655-4371) for further information about child support.