

# CHILD SUPPORT SERVICES

## Glossary of Terms

### ACKNOWLEDGEMENT OF PARENTAGE

A legal document that is signed by unmarried parents to establish parentage for a child.

### ADMINISTRATIVE PROCESS ACTION

A process by which support orders are made and enforced by an agency rather than by courts and judges.

### AFFIDAVIT

A written statement, usually notarized, signed under oath or by affirmation.

### ALLEGED PARENT

A person who has been identified or claims to be the possible biological parent of a child and/or who may be the legal parent.

### ARREARS/ARREARAGE

The total amount of the court ordered support obligations that are past due and unpaid.

### ATTORNEY

A legal representative.

### AUTOMATED CHILD SUPPORT ENFORCEMENT SYSTEM

A statewide computer system mandated by federal regulations for Child Support Services (CSS) that supports case management.

### BIOLOGICAL PARENT

The person who provided paternal or maternal genes to a child.

### CASEWORKER

The child support professional assigned to the case.

### CHILD HEALTH PLAN PLUS

Public, low-cost health insurance for certain children and pregnant women who earn too much money to qualify for Health First Colorado (Colorado's Medicaid Program), but not enough to pay for private health insurance.

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### CHILD SUPPORT

Financial support paid by parents to help support a child or children. Child support can be started voluntarily or ordered by a court, agency, or tribe.

### CHILD SUPPORT LIEN NETWORK

The organization that maintains a database used by CSS to take insurance settlements (i.e. personal injury and other states workers' compensation) to pay past due child support.

### CHILD SUPPORT PASS THROUGH

Provision by which states can disburse all or part of a child support payment collected on behalf of a public assistance recipient, instead of keeping the funds to reimburse the State, and can disregard the payment in determining eligibility for assistance. Tribal programs also have a choice in adopting pass-through. Also referred to as child support disregard.

### CHILD SUPPORT SERVICES AGENCY

Agency that exists in every state as well as some tribes, to locate parents, establish, enforce, and modify child support orders, and collect child support payments. This agency also establishes paternity/parentage.

### COLORADO DATE OF RECEIPT

The date the payment is received.

### COLORADO CHILD CARE ASSISTANCE PROGRAM

The Colorado Child Care Assistance Program provides child care assistance to families who are working, searching for employment, or are in training, and families who are enrolled in Colorado Works. CCCAP provides access to reduced cost child care.

### COLORADO DEPARTMENT OF HUMAN SERVICES

CDHS is a state-supervised and county-administered human services system. Under this system, county departments are the main provider of direct services to Colorado's families, children, and adults.

### COLORADO REVISED STATUTES

The Colorado Revised Statutes (C.R.S.) are the codified general and permanent statutes of the Colorado General Assembly.

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### COMMERCIAL DRIVER'S LICENSE

Required to drive large commercial vehicles as defined by the Colorado Department of Motor Vehicles.

### CONTEMPT

When a party to the case fails to comply with an order. Contempt is a legal action taken when the paying parent fails to comply with a child support order by failing to make child support payments.

### COUNTY

A subdivision of a state. Child support services are provided by the local county department of human services in Colorado.

### CREDIT REPORTING

CSS is federally mandated to report past due balance and payment history to the credit bureaus.

### CUSTODIAL PARTY

The person or agency who has primary care, custody, or control of the child, and who may receive child support.

### CUSTOMER SERVICE REPRESENTATIVE

A professional that handles complaints, processes requests and/or provides information about child support.

### DEFAULT

Failure to attend the APA conference or court hearing where the child support obligation is established, which results in a default order.

### DISBURSEMENT

Process by which a child support payment is paid to an obligee/custodial party.

### DISBURSEMENT ON HOLD

Placing a hold on a payment to prevent it from being disbursed to the obligee.

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### DNA TESTING

The analysis of human cells to establish genetic traits.

### DOCKET NUMBER

Case identifier assigned by the court when an action is filed. This identifies the court type, county, year, case type, and sequence number.

### DRIVER'S LICENSE SUSPENSION

CSS has the authority to request the Colorado Division of Motor Vehicles (DMV) to suspend an individual's privilege to drive in Colorado for the non-payment of child support.

### DUE PROCESS

The principle of fairness in legal proceedings so that a person has a right to know what action is being taken and has an opportunity to be heard.

### ELECTRONIC DISBURSEMENT

The process when support payments are sent to bank accounts by computer systems. The most common forms are direct deposit to a financial institution or to an electronic payment card.

### ELECTRONIC PAYMENT CARD

A debit card set up specifically to receive child support payments electronically.

### EMANCIPATION

A child ceases to be a dependent upon reaching the "age of majority" as determined by state or tribal law. In Colorado, this is 19 years of age.

### EMPLOYER CONTEMPT

A legal action taken against a paying parent's employer when they fail to comply with the income withholding order.

### ENFORCEMENT

Methods by which child support payments may be collected.

Examples include: garnishment of wages, a levy on inmate accounts in Colorado prisons, seizure of assets, liens placed on assets, suspension of licenses, denial of U.S. passports, contempt of court proceedings, and more.

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### ESTABLISHMENT

The process of determining legal parentage and/or getting an order to put a child support or medical support obligation in place.

### FAMILY SUPPORT REGISTRY

The unit within Colorado's Division of Child Support Services that processes, disburses, and records child support and maintenance payments in Colorado.

### FEDERAL PARENT LOCATION SERVICE

A computerized national location network operated by the Federal Office of Child Support Enforcement (OCSE). FPLS gets address and employer information, as well as data on child support cases in every State. This helps locate parents for the purposes of establishing custody and visitation rights, establishing and enforcing child support obligations, investigating parental kidnapping, and processing adoption or foster care cases. The expanded FPLS includes the Federal Case Registry (FCR) and the National Directory of New Hires (NDNH).

### FEDERAL TAX REFUND OFFSET PROGRAM

CSS has the authority to intercept Federal Tax Refunds when a past due child support balance exists.

### FEDERAL TAXPAYER INFORMATION

Confidential taxpayer information protected under IRS law.

### FINANCIAL INSTITUTION DATA MATCH

A process that matches information on accounts held by banks, savings & loan companies, brokerage houses, and other financial institutions against parents who owe past due support.

### FORM W2

Form W-2 is an IRS tax form used in the United States to report wages paid to employees and the taxes withheld from them.

### FOSTER CARE FEE

A monthly amount charged to the parents of a child in the foster care system to recover public funds used for the care of their child.

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### GAMING INTERCEPT

CSS has the authority to intercept Colorado race-track and casino gambling cash winnings when a past due child support balance exists.

### GARNISHMENT

A court order directing that money or property of a third party (usually wages paid by an employer) be taken to satisfy a debt owed by a debtor.

### GUIDELINES WORKSHEET

A standard process for setting child support obligations, using a mathematical formula outlined in the C.R.S..

### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Personal medical information that cannot be shared.

### HEARING

The conduct of business before a judge or administrative hearing officer.

### IMPUTED INCOME

Income that a court or caseworker can assign to a party based on their ability to earn.

### INCOME

Compensation paid to an individual that can legally be used to calculate or enforce child support orders.

### INCOME WITHHOLDING ORDER

A legal document that requires an employer to withhold the support amount owed from a paying parent's wages to pay child support. Also referred to as wage withholding or income assignment.

### INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER

Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service. It is a nine digit number.

### INTERCEPT

A process of collecting child support from federal tax refunds, state tax refunds, unemployment benefits, gaming and lottery winnings, disability benefits, and more.

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### INTERSTATE

Typically, a type of child support case where the order for support is in one state and one of the parties resides outside of Colorado. Also referred to as interjurisdictional or intergovernmental.

### IV-D CHILD SUPPORT

Title IV Section D of the Social Security Act of 1975. Also referred to as Child Support.

### JUDGMENT

A court's final determination of the rights and obligations of a party in a legal case.

### JUDICIAL PROCESS

When child support services are handled through the court.

### JURISDICTION

The legal authority which a court or administrative agency has over particular persons and over certain types of cases.

### LEGAL PARENT

A parent who is recognized by law as the parent of a child. This can differ from the biological parent.

### LEVY/LIEN

A claim on property and potentially other assets to prevent sale or transfer of that property until a debt (like child support) is paid.

### LOCATE

The process used to locate a person named on a child support case. The purpose can be to establish parentage, collect child support, and/or set up custody and visitation rights. Locate may also be used to process adoption and foster care fee cases and to investigate parental kidnapping.

### LOCATE INFORMATION

Data used to locate possible paying parents or parents receiving child support. May include their Social Security Number (SSN), date of birth (DOB), residential address, and employer.

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### LOTTERY INTERCEPT

CSS has the authority to intercept Colorado Lottery cash winnings when a past due child support balance exists.

### MAINTENANCE

Court ordered spousal support; Also known as alimony.

### MEDICAL SUPPORT

Medical coverage is included in a child support order. Coverage may be provided by the parent receiving child support, paying parent or another person, like a step-parent. Medical coverage is any health coverage provided for a child(ren), including: (1) private health insurance, (2) publicly-funded health coverage (Medicaid), (3) cash medical support, or (4) payment of medical bills (including dental or eye care).

### MODIFY/MODIFICATION

See Review and Adjustment (R&A).

### MONTHLY AMOUNT DUE

The monthly amount the paying parent is expected to pay toward arrears.

### MONTHLY PAYMENT DUE

Monthly support obligation ordered plus monthly amount due toward arrears.

### MONTHLY SUPPORT OBLIGATION

The monthly amount of current child and spousal support ordered.

### MOTION

A request to the court to rule for the party filing the motion.

### NATIONAL MEDICAL SUPPORT NOTICE

The form sent to employers from the state child support services agency ordering the employer and its healthcare plan administrator to enroll a child in healthcare coverage when it is available through the employer and required in a child support order.



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### NON-CUSTODIAL PARENT

The parent who does not have primary care, custody, or control of the child, and who may have an obligation to pay child support.

### NON-DISCLOSURE OF INFORMATION

Not sharing identifying information with others due to the health, safety, or liberty of a person or child being at risk.

### NON-IV-D CHILD SUPPORT

A child support order not enforced by the county child support office.

### NOTICE OF COMPLIANCE

Notification sent electronically to an outside agency that a paying parent has become compliant with child support (e.g. DMV, RLS, POLS).

### NOTICE OF FINANCIAL RESPONSIBILITY

A notice used to establish or modify an administrative child support obligation.

### OBLIGATION

The amount of money to be paid by a parent to cover financial and/or medical support for the child as well as spousal support to the other party.

### OBLIGEE

The person or agency who has primary care, custody, or control of the child, and who may receive child support.

### OBLIGOR

The parent who does not have primary care, custody, or control of the child, and who may have an obligation to pay child support.

### OBLIGOR CONTEMPT

A legal action taken against an obligor when they fail to make child support payments.

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### OFFICE OF VITAL RECORDS

Office responsible for issuing birth and death certificates. To get a copy of a vital records document, contact the vital records office at 303-692-2200 or [vital.records@state.co.us](mailto:vital.records@state.co.us).

### ORDER

A legally binding decision that states the responsibilities of the parties. It can include a determination of parentage, a support obligation or stipulation and other rights. It can be issued by a judge, magistrate or other administrative entity, such as child support services, authorized to enter orders.

### PARENTAGE

The legal establishment of parenthood for a child, either by court determination, administrative process, tribal custom, or voluntary acknowledgment.

### PASSPORT DENIAL PROGRAM

If the paying parent has arrears that exceed \$2,500.00, the parent will not be issued a new passport, be able to renew an expired passport, or add pages to a current passport. This remedy is automatic and system generated. Once a parent pays their balance in full, the hold will be removed.

### PAYEE

The person or agency who has primary care, custody, or control of the child, and who may receive child support.

### PAYOR

The parent who does not have primary care, custody, or control of the child, and who may have an obligation to pay child support.

### PAYMENT RECORD

The official record of support received and distributed.

### PERSONALLY IDENTIFIABLE INFORMATION

Information which can be used to distinguish or trace an individual's identity, like their name, social security number, date and place of birth, mother's maiden name and biometric records, including any other personal information linked to a specified individual.

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### PETITIONER

The person, state or tribal agency initiating a petition or motion.

### PRESUMPTION OF PARENTAGE

The court's ability to assume a person is the parent of a child from facts shared with the court. This rule may be rebutted by presenting factual information which shows the man could not be the father.

### PROBATE

A legal process that takes place after someone dies in order to settle their estate. CSS has the ability to collect child support from a probate proceeding.

### PROFESSIONAL/ OCCUPATIONAL LICENSE SUSPENSION

CSS has the authority to request the Colorado Division of Regulatory Agencies (DORA) to suspend an individual's professional or occupational license for the non-payment of child support.

### PUBLIC ASSISTANCE

Government benefits provided to eligible people, usually in cash or vouchers such as TANF, SNAP, child care assistance, and other programs. Some programs require parents to comply with child support to be eligible for benefits.

### RECREATIONAL LICENSE SUSPENSION

CSS has the authority to request Colorado Parks and Wildlife (CPW) to suspend an individual's privilege to hunt and fish in Colorado for the non-payment of child support.

### REPORT OF PARENTAGE DETERMINATION

A court order that instructs vital records to add, remove or change a parent from/to a birth certificate.

### REVENUE OFFSET

CSS has the authority to intercept Colorado State Tax Refunds when a past due child support balance exists.

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### REVIEW AND ADJUSTMENT

A legal action to change the amount of the order, which can be up or down through application of the State's guidelines; or to add medical support to meet the child(ren)'s health care needs.

### RULE 69 HEARINGS

A hearing that provides an opportunity for asking questions of the paying parent, regarding their assets, to collect past due child support.

### SERVICE OF PROCESS

A legal requirement to notify a party of a child support action, providing them with the opportunity to be heard and subjecting them to the authority of the court and/or a child support agency.

### SOCIAL SECURITY ADMINISTRATION

The Social Security Administration (SSA) is a U.S. government agency that administers social programs covering disability, retirement and survivors' benefits.

### SOCIAL SECURITY DISABILITY INCOME

Retirement or disability income from a person's work years. Child support may be collected from a person's SSDI income by income assignment.

### SOCIAL SECURITY NUMBER

A number in the format 000-00-0000, unique for each individual, used to track Social Security benefits and for other identification purposes.

### SPOUSAL SUPPORT

Court ordered support of a spouse or ex-spouse. Also referred to as maintenance or alimony.

### STIPULATION

A legal agreement related to the child support order.

### SUBPOENA

An order requiring a person to appear at a judicial or administrative proceeding to provide evidence.

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### SUMMONS

A court notice letting a person know an action has been filed against them and that they need to appear on a specific date and time.

### SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM

The Supplemental Nutrition Assistance Program offers food assistance to eligible, low-income individuals and families. Also referred to as Food Stamps.

### SUPPLEMENTAL SECURITY INCOME

Supplemental Security Income is an entitlement program. Child support cannot be collected from SSI by income assignment.

### TEMPORARY ASSISTANCE FOR NEEDY FAMILIES

Temporary Assistance for Needy Families, Title IV-A of the Social Security Act, is a public assistance benefit and is referred to as Colorado Works Basic Cash Assistance. The program provides parents with job preparation, work supports, cash assistance and other support services. Applicants for TANF benefits are automatically referred to child support services to receive services.

### THRIFT SAVINGS PLAN

A retirement fund administered by the Federal Retirement Thrift Investment Board for uniform or civilian military. Child support may be enforced from this type of retirement savings plan.

### UNCLAIMED PROPERTY INTERCEPT

CSS has the authority to intercept any unclaimed cash from The Great Colorado Payback when a past due child support balance exists.

### UNEMPLOYMENT COMPENSATION BENEFITS

Unemployment compensation is meant to provide a source of income for jobless workers until they can find employment. CSS has the legal authority to deduct child support from a parent's weekly benefit amount.

### VENDOR OFFSET

CSS has the authority to intercept payments from the State of Colorado to vendors when a past due child support balance exists. A state vendor is anyone who has contracted with the State of Colorado to provide goods or services for payment.

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### VERIFIED ENTRY OF JUDGEMENT

A document entered by the court for arrears. It specifies the period that the support judgment covers and the total amount of the support judgment for that period.

### WORKERS' COMPENSATION

Workers' compensation is an insurance program that provides benefits to employees who suffer job-related injuries and illnesses. CSS has the legal authority to deduct child support from a parent's weekly benefit and any settlement amount.