

 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	9 – Child Support Enforcement (CSE)
	Part No./Name	Y – Forms and Forms Instructions
	Section No./Name	Y-1100 CSE Forms and Forms Instructions (Forms 100 - 109)
	Document No./Name	CSE 101ADD Application or Documentation to Add A Child
	Effective Date	July 1, 2018

CURRENT VERSION OF FORM: * 07/18

REPLACING: 01/16 ** Issue Obsolete

GENERATED: Manual/DCFS Website with CSE Flyer 1. Available on the On-line Policy Management System.

STOCKED: Copy as needed

UNIT OF ISSUE: 50 (8-1/2" X 11", 2 pages, 2-sided).

➤ PURPOSE

Use for an individual wishing to add a child to an existing order. Information will be used for establishing paternity and child support or modifying a support obligation.

➤ PREPARATION

Original only. The application may be mailed to the applicant to complete or be completed by the Analyst in the office during the interview. The intake analyst will insure that the CP/Caretaker reads or reads to the CP/Caretaker the oath. The CP/Caretaker checks yes or no, and initials in reference to the automatic recovery process and the annual collection fee. Then, the CP/Caretaker signs and dates the form. The intake analyst signs as notary when the form is signed in his/her presence and dates the form. Witness signatures are needed only if the applicant cannot sign his/her name or signs by mark. If the CP/Caretaker is a minor, complete the form in the presence of a parent or another CSE employee and have them witness.

➤ DISPOSITION

File the original in section I of case record and forward a copy to District Attorney or legal section, if appropriate.

➤ RECORDS RETENTION

Record retention period for the Application Form is active plus 4 calendar years (Act.+ 4CY).

➤ IMAGING

Scan under * Document Type Group: Application, Document Type: CSE Applications, Routing Number: 1002. **

➤ TRIGGERS

None