

	<b>Agency Name</b>	Office of Family Support (OFS)
	<b>Chapter No./Name</b>	04 – Family Assistance Manual (FAM)
	<b>Part No./Name</b>	Y. 1000 OFS Forms and Forms Instructions
	<b>Section No./Name</b>	Y-1000 OFS Forms and Forms Instructions-Forms 1 through 9
	<b>Document No./Name</b>	OFS 004NCP Noncustodial Parent Information Summary (OFS 4NCP)
	<b>Effective Date</b>	January 1, 2015

CURRENT VERSION OF FORM: 10/14

REPLACING: 03/11 Issue Obsolete

STOCKED: Copy as needed/On-Line Policy Management System

UNIT OF ISSUE: N/A (8 1/2" X 11", front only)

#### ➤ PURPOSE

Use the form [OFS 4NCP](#) in FITAP and KCSP cases in which a legal or non-legal parent is absent. Use the form to obtain information on the noncustodial parent. This form is used for the initial interview.

#### ➤ PREPARATION

Completion of the form [OFS 4NCP](#) is not required if a form [OFS 4NCP](#) on the noncustodial parent has previously been submitted to Child Support Enforcement (CSE) on this particular payee and child. If a form [OFS 4NCP](#) on a noncustodial parent has not been previously submitted to CSE, complete the form with the client for that noncustodial parent at application.

Note: When required, the form must be completed for applicants that submit paper applications and applications through CAFÉ.

Enter identifying information in the top portion of the form. If answers are not known, enter "unknown" in the space provided.

All items are self-explanatory.

Both the client and the worker must sign and date the form in the space provided.

#### ➤ DISPOSITION

\*\*\* Scan \* the original \*\* in OnBase.