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| 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 101 Ins Application or Documentation for Child Support Services |
| Effective Date | May 15, 2019 |

CURRENT VERSION OF FORM: * 05/19

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 applying for services, to obtain information on all parties including the husband of the mother ** that will be used for establishing paternity and child support or enforcing a support obligation.

➤ PREPARATION

Original only.

Complete block for local office use by completing appropriate sections:

- Non-Fitap (N/A) Cases
 - App Requested: Date application was requested.
 - App/Flyer 1 Provided: Date application/Flyer 1 given or mailed.
 - App/Rec/Fee Paid: Date application fee paid or indicate if no fee required.
- Indicate type of service requested.

or
- If applicant is adding a child.

Note: If child/(ren) is/are not living with applicant, the custodial party information must be completed on page one.

- 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.



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➤ 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: Applications, Document Type: CSE Applications, Routing Number: 1002.**

➤ TRIGGERS

None