



## Voluntary Child Support Form Child Care Services

P.O. Drawer 4128  
 3991 E 29<sup>th</sup> St  
 Bryan, TX 77805  
 Phone: 979-595-2801 ext. 2105  
 Fax: 979-595-2810

**Twist ID:**

State law requires that any family receiving child care assistance comply with the Parent Responsibility Act. This Act includes receiving child support for **each individual child in the household**, if the one or both parents are not present and a part of the family. **Failure to comply with this requirement will result in termination of services.**

**When to use this form:** This form is to be used ONLY when there is an informal child support arrangement between the custodial and the absent parent(s) (*i.e., not working with the Office of Attorney General*).

**In Lieu of Support:** *The absent parent is giving you support payments instead of paying through the Office of Attorney General.*

**Who completes this form:** This form is to be completed by the parent NOT living in the household, the absent parent.

**IMPORTANT:** if any children in the household have informal arrangements with different absent parents, a separate form must be completed with each absent parent. Please make copies of this form for each child's absent parent to complete and sign. Child care assistance will be terminated or denied if we do not receive this documentation. If a parent does not provide the required documentation to the Child Care Contractor, or the payment amounts are not equivalent to the Board-established minimum amount, the parent is mailed/given a termination/appeal notice advising the parent he/she must open a case with the Office of Attorney General (OAG) within 30 calendar days and provide OAG documentation to the Child Care Contractor or child care will be terminated on the 30th day as indicated on the form.

\*\* At every application or recertification for childcare services, you will need to supply 3 consecutive months of copies of checks, cashier checks, bank statements showing child support payments deposited, payments receipts made to the childcare provider (with a statement from the childcare provider documenting the actual payments received from the absent parent) or money orders & attach them to the Voluntary Child Support form. The monthly amount listed below must match the copies of checks, cashier checks, bank statements showing child support payments deposited, payments receipts made to the childcare provider (with a statement from the childcare provider documenting the actual payments received from the absent parent) or money orders and represent each month paid. For example: If this completed form states \$100 per month, the child support received for April you will turn in a copy of proof of payment (see above) dated in April for \$100. Child support received for May, you will turn in a copy of proof of payment(see above) dated in May for \$100. Failure to supply 3 consecutive months of acceptable proof of payment will result in termination of your child care or denial of your childcare application. Copies of checks, cashier checks, bank statements showing child support payments deposited, payments receipts made to the childcare provider (with a statement from the childcare provider documenting the actual payments received from the absent parent) or money orders **must be made out to the custodial parent.** \*\*\*Hand written receipts will NOT be accepted.\*\*\*

<b>Custodial Parent Name:</b>		<b>Phone Number:</b>	
<b>Absent Parent Name:</b>		<b>Phone Number:</b>	
<b>Absent Parent Address:</b>			
<b>City, State</b>		<b>Zip Code:</b>	

**I, the absent parent, hereby attest that I am the father to the children listed below and I provide monthly child support payments to their custodial parent.**

Child Name (First and Last Name)	Total Monthly Child Support (\$)	Date Child Support Received

Custodial Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Absent Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas (800) 735-2989, TDD (800) 735-2988 Voice, TTY (979) 595-2819