

**NOTICE TO INDIVIDUALS APPLYING FOR OR PARTICIPATING IN OHIO WORKS  
FIRST (OWF) REGARDING COOPERATION WITH THE CHILD SUPPORT  
ENFORCEMENT AGENCY (CSEA)**

**You are required, as a condition of your eligibility for OWF, to cooperate with the child support enforcement agency (CSEA) in establishing paternity or in securing support from the absent parent(s).**

**Benefits of Cooperating**

Your cooperation with the CSEA might result in the following benefits to your child:

- Finding the absent parent.
- Legally establishing your child's paternity.
- Establishing a child support order for your child.
- Enforcing the child support order.
- The possibility that support payments might be higher than your public assistance grant.
- The possibility that your child(ren) may obtain rights to future Social Security, Veterans', or other benefits.

**What is meant by cooperation?**

In cooperating with the CSEA, you may be asked to do one or more of the following things:

- Name the parent of any child applying for or participating in OWF;
- Give information you have to help locate the absent parent;
- Help determine legally who the father is;
- Help to obtain support payments due you or your child;
- Come to the CSEA or court, if necessary, to give information about the parent of your child.

Child support cooperation is a provision in your self-sufficiency contract. When you or any member of your assistance group fail or refuse to cooperate with the CSEA, you will be subject to the following sanction criteria:

- For a first failure or refusal, we shall terminate your OWF for one month;
- For a second failure or refusal, we shall terminate your OWF for three months;
- For a third or subsequent failure we shall terminate your OWF for six months.

**Do you have a good reason for not cooperating?**

If cooperating with the CSEA would not be in the best interests of the child or would make it more difficult for you or the child to escape domestic violence, you may ask for a good cause waiver. If you are granted a good cause waiver, you will not have to cooperate with the CSEA.

**Reasons for Requesting a Good Cause Waiver**

You may request a good cause waiver of the cooperation requirement when:

- You are or the child is being subjected to domestic violence and cooperation would not be in the best interest of the child or would make it more difficult for you or the child to escape domestic violence;
- Legal adoption proceedings for the child are pending before a court and cooperation would not be in the best interests of the child;
- Adoption of the child is under active consideration and cooperation would not be in the best interests of the child; or
- The child was conceived as a result of incest or rape and cooperation would not be in the best interests of the child.

**Written Documentation**

It is your responsibility to provide the CSEA written documentation within 45 days of requesting a good cause waiver so the CSEA can determine whether you have good cause for refusing to cooperate.

Written documentation is acceptable from any one of the following:

- A court, police, or other governmental entity, shelter, legal, religious, medical, or other professional from whom you have sought assistance in dealing with domestic violence, CDJFS, or other person with knowledge of the domestic violence, if your reason for claiming good cause is because of domestic violence.
- A court, attorney, child protective services agency, or social services agency that indicates that legal adoption proceedings for the child are pending before a court, or adoption of the child is under active consideration, and cooperation would not be in the best interests of the child.
- A medical professional, law enforcement agency, or vital records agency that verifies that the child was conceived as a result of incest or rape and cooperation would not be in the best interests of the child.

If your reason for claiming good cause is that you or the child is being subjected to domestic violence and you cannot obtain written documentation, the CSEA can accept a written statement from you.

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**Please check the following that apply to you.**

- I have read, or have had read to me, and understand the statement concerning my right to claim good cause for refusing to cooperate with the CSEA.
- I want to ask the CSEA for a good cause waiver.

Printed Full Name of Individual Requesting Good Cause Waiver	Case/cat/seq
Signature of Applicant/Participant	Date
Signature of Worker	Date
<p><b>Do you want us to send all letters and correspondence to you about domestic violence to a different address or call you at a different phone number to protect your safety?</b></p> <p><input type="checkbox"/> YES      <input type="checkbox"/> NO</p> <p><b>If you do, please put the address you want us to send information about your request for domestic violence waivers below.</b></p>	
Alternate address	
Street address	
City/State/Zip code	
Alternate phone number (include area code)	