

Program	Branch	Case Number	Worker ID
Case Name			

## CLIENT SAFETY PACKET ON GOOD CAUSE

### Levels of Safety with the Oregon Child Support Program:

**High Level (Good Cause)** - No action on paternity or child support enforcement.

**Medium Level (Claim of Risk)** - Paternity and child support enforcement action taken. Assures legal papers including those that go to the court will not contain any personal identifying information. Must have an “address of record.”

**Low Level (Address of Record)** - Paternity and child support enforcement action taken. Address other than “home address” provided that can be used on legal papers that go to the other parent.

### Working with the Child Support Program (DCS and DA)

The law says you must help Adult & Family Services (AFS), the Division of Child Support (DCS) (formerly SED) and the District Attorney (DA) offices to get child support unless it is not safe.

- If you get cash help from AFS, DCS will help you get child support and medical support for your children.
- If you are on the Oregon Health Plan (OHP), DCS or the DA will help you get medical support. They will also try to get cash child support unless you tell them not to.
- To get support, DCS or the DA may need to prove who the child’s father is - this is called establishing paternity.

### Pursuing Child Support Safely

There are two ways that the Child Support Program may be able to help you get child support AND still keep you and your child safe.

1. **Address of Record** — When the Child Support Program sends mail to the other parent or person in your case, it may show your home address. If you do not want the other parent or person to get mail showing your home address, you can use another address. They call the other address an “Address of Record” (AOR). The Child Support Program will use the AOR for legal mail they send you. They will also list the AOR as your address on legal paperwork they send to the other parent or person. The AOR should not be your home address or the address where you get your child support or cash assistance checks.

(Over)

A parent does NOT need a reason to use an “address of record.”

An “Address of Record” is good until you change it. Before starting a new legal action, the Child Support Program will try to contact you to find out if the address is still good. If they cannot reach you, they will continue to use your “Address of Record.” You can change your “Address of Record” at any time. To do so, you must complete a new “Address of Record” form, or call the Child Support Program.

- If you do not want your home address used, complete the CSF 02 8660A (Address of Record) form. Send it to the local DCS office or DA office handling your case.
2. **Claim of Risk** — Legal papers have information about you. This could help the other parent or person find you. If you think you or your child could be harmed, DCS and the DA may be able to protect certain types of information, including home addresses; phone numbers; employer names, addresses and phone numbers; drivers’ license numbers; and Social Security numbers. This is called Non-disclosure of Information based on Claim of Risk. “Non-disclosure” means NOT to disclose or give information.

To apply, complete the CSF 02 8660B (Do Not Release Information) form, and provide an “Address of Record.” (See above for an explanation of address of record.) Send them to the local DCS office or DA office handling your case.

## **When it is NOT safe to pursue Child Support**

The Child Support Program will not try to get child support if doing so could cause you or your child harm. If you have good reasons for not working with the Child Support Program, it is called “Good Cause.”

- Domestic violence or abuse is one reason why “Good Cause” might be found.
- Rape, incest, and adoption situations are some of the other reasons.
- To claim “Good Cause,” tell your AFS/OHP worker. You can do this in person, by phone, in writing or by using the CSF 02 8660C (Good Cause) form. If you are receiving cash public assistance or are on the Oregon Health Plan, return the form to your AFSworker or OHP worker. If you are not receiving cash assistance or you are not on the Oregon Health Plan, return the form to the DCS or the DA office handling your case.

**If you are the custodial parent or caretaker/relative,  
YOU CAN ASK FOR “GOOD CAUSE” AT ANY TIME**

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## ADDRESS OF RECORD

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Other Parent or Person Involved in the Case: \_\_\_\_\_  
(print name of other parent or person)

**I UNDERSTAND** that this “address of record”:

- Is given to the **other parent or person** during the legal proceeding.
- **Must** be in the same state that I live.
- Is a place I must check **often** for legal papers.
- Is good unless and until I tell the Child Support Program that it is no longer necessary to use. Prior to any new legal action, the Child Support Program will **try** to contact me to ask if I still want this “Address of Record” used.
- Can be updated at any time. I can fill out this form again or call the Child Support Program.
- Is used **only** for legal papers. If I receive cash assistance or child support checks, they will still go to my home address.

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Please send legal papers to me at this address: \_\_\_\_\_  
(number/street; apartment or space # or P.O. Box)

\_\_\_\_\_

(city, state, and zip code)

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**Please sign below:**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(print name clearly)

**Return this form to the DCS or DA office handling your case.**

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**DO NOT RELEASE INFORMATION  
BASED ON CLAIM OF RISK**

The other parent or person on my paternity or support case is: \_\_\_\_\_  
(print name of other parent or person)

I believe that my family's health, safety, or liberty would be put at risk. I do not want any of the below information given to the parent or person listed above.

- My home, mailing, or contact address
- My social security number
- My telephone number
- My driver's license number
- My employer's name, address, and telephone number

**I understand that:**

- I must provide an "Address of Record" (CSF 02 8660A) that will be given to the other parent or person
- This address must be in the same state that I live in
- Unless I have a lawyer, all legal papers mailed to me during this legal matter will be sent to this address
- I must check often at this address to see if I have mail

My "Address of Record" is: \_\_\_\_\_  
(number/street; apartment; space # or P.O. Box)

\_\_\_\_\_  
(city, state and zip code)

I certify that the above information is true:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**DCS or DA USE ONLY**

**FINDING and ORDER of NON-DISCLOSURE**

Based on OAR 461-200-1160 and the above statement, I FIND that disclosure of the above information would unreasonably put at risk the health, safety, or liberty of the claimant or child and ORDER that this information not be disclosed.

\_\_\_\_\_  
Authorized Representative for the State of Oregon

\_\_\_\_\_  
Date

**Return this form to the local DCS or DA office that is handling your case.**

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## GOOD CAUSE

### For NOT Helping the Child Support Program with Paternity, child support, or medical support

Name	Social Security Number
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Other Parent's Name:

Child's Name	Date of Birth
Child's Name	Date of Birth
Child's Name	Date of Birth
Child's Name	Date of Birth

I have read or have been told about "Good Cause" for not helping the Child Support Program with paternity, child support, or medical support issues.

#### I BELIEVE I have "Good Cause" because:

(check all that apply)

- Helping the Child Support Program will put the safety of my child at risk.
- Helping the Child Support Program will put my safety at risk.
- I got pregnant because of incest or rape.
- Legal proceedings for adoption of my child are pending before a court.
- I am working with a public or private social agency. They are helping me decide about adoption.

#### I UNDERSTAND that:

- If AFS or OHP finds "Good Cause," the Child Support Program will take no action on paternity or child support.
- Even if AFS or OHP finds "Good Cause," the other parent may begin a legal action on paternity or child support on his or her own.
- Only those who receive assistance from AFS or OHP may claim "Good Cause." Those who received assistance from AFS or OHP in the past, may claim "Good Cause" if DCS or the DA is still handling the case.
- I can take back or make a new request for "Good Cause" at any time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return this form to your AFS or OHP caseworker. If your child support case is with the DA, your case may be closed.**