



INCOME WITHHOLDING ONLY SERVICES

Hennepin County can only work your case in the following ways:

- Receive payments from payors of funds (employer or other sources of income) and forward them to you.
- Send a list of payments for tax purposes, once a year, per your request.
- Continue to collect arrears (past due amount) after the monthly obligation has ended as long as payments continue to be received.

Note: A monthly charge of \$15 is assessed to the obligor (the same person who is court-ordered to pay the support) and this fee has no effect on the monthly amount of court-ordered support. This fee appears as public assistance when accessed on MN Child Support Online (MCSO) at <http://www.childsupport.dhs.state.mn.us>. The agency will send an income withholding notice for the \$15.00 processing fee.

The agency is not able to do the following:

- Send income withholding documents to employers or assist you in completing forms. As a reminder, a new notice must be sent each time there is a change in the amount of support.
- Locate employers or call them if payments are late.
- Contact a self-employed obligor when payments are not made.
- Collect medical support.
- Determine or obtain cost-of-living increases.
- Refer your case to court.
- Certify arrears or judgments for intercepting federal or state tax refunds.
- Report arrears to the credit bureau.

Your responsibilities for your Income Withholding Only case:

- Locate a payor of funds.
- Send income withholding documents to the payor of funds. Support cannot be collected from Re-Employment Insurance, Supplemental Security Income or Veterans Benefits.
 - You can find the income withholding documents on the DHS public website at: <http://edocs.dhs.state.mn.us/lfsrserver/Public/DHS-5785-ENG>
- Add the following to the income withholding documents:
 - Make it payable to: Minnesota Child Support Center
 - Send the check to: P.O. Box 64306
St. Paul, MN 55164
- You may also ask an attorney for help completing the documents.
- Send a copy of the income withholding documents, including the date they were mailed to the payor of funds, to the following address:
 - Hennepin County Human Services and Health Department
 - Child Support Services
 - P.O. Box 1234
 - Minneapolis, MN 55440-1234
- If you wish to collect arrears from tax intercepts, call the Department of Revenue.
- If your court order allows it, you may file for a Cost of Living Adjustment (COLA) every two years.
 - If you need assistance with the COLA process, refer to www.commissions.leg.state.mn.us/lcesw/cola/index.htm for further instructions.



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If payments stop:

- You have 30 days to find a new source of income. You will need to send us a copy of the income withholding documents you sent to the new payor of funds.
- If you are unable to locate a new payor of funds after 30 days, your case will close as there are no further actions we can take.
- If you locate another payor of funds after your case has closed, you may reapply for services and implement income withholding.

This information is available in other forms to people with disabilities by calling the county worker on this form. For TDD users and those with speech difficulties, please contact your county worker through the Minnesota Relay at 711 or (800) 627-3529 (TDD) or (877) 627-3848 (Speech-to-Speech Relay).

For information about your child support case, see MN Child Support Online at www.childsupport.dhs.state.mn.us. You may also call the Payment Information Line at (651) 431-4340 or (800) 657-3512.