

What Information Will We Need?

When you apply for services, please provide as much of the following information as possible:

- Your full name, address, date of birth, phone number, social security number, and place of employment; and the child's name, date of birth and social security number;
- The full name, address, phone number, social security number, date of birth, and place of employment of the other parent, and income information, if available;
- Copies of all support orders, including modifications, that have been entered on the child's behalf;
- Information about any health insurance being provided for the child; and
- A record of support payments made directly to you by the non-custodial parent.

If you are represented by a private attorney, you will need to notify us of your attorney's name, and you should tell your attorney that you have opened a case with CSST.

Child Support Services of Tennessee

Operated by:
Policy Studies Inc.
1899 Wynkoop Street, Suite 300
Denver, CO 80202



This child support office is funded by:
Tennessee Department of Human Services

Child Support Enforcement
400 Deaderick Street
Nashville, TN 37248-7400

Any complaints, suggestions, or recommendations should be reported to the Department of Human Services at 1-800-838-6911.

**Child Support
Services of
Tennessee**

Contacting Child Support Services of Tennessee

Child Support Services of Tennessee (CSST) is under contract with the Tennessee Department of Human Services to provide child support services in Knox County.

For more information about CSST services, or to request an application for services, please contact our office at:

Child Support Services of Tennessee
507 S. Gay Street, Suite 600
Knoxville, TN 37902
(865) 862-0366
or
(866) 858-8324

Office hours are:

8:00 AM to 5:00 PM
Monday, Wednesday, and Friday

8:00 AM to 7:00 PM
Tuesday and Thursday

Web site: www.TN-childsupport.com

Who Can Request Services?

Anyone who has a minor child in Knox County may apply for child support services with CSST.

Depending on the case, CSST can:

- ◆ Locate the non-custodial parent
- ◆ Establish paternity of the child
- ◆ Establish a court order for child support and medical support
- ◆ Ask another state to help establish or collect child support obligations
- ◆ Review court orders to determine if the child support amounts need to be adjusted, either upward or downward
- ◆ Take actions to collect child support and spousal support. Collection actions might include:
 - Requesting support to be paid by withholding from the non-custodial parent's income
 - Asking the court to enforce the order through civil contempt proceedings
 - Intercepting the non-custodial parent's federal income tax refund
 - Putting a lien on the non-custodial parent's property
 - Requiring the non-custodial parent to post a bond or other guarantee to ensure payment of support
 - Reporting the non-custodial parent to credit reporting agencies

Applying for Child Support Services

If you have ever received Families First, (TANF) Title XIX Medicaid (TENNCARE), or child support services from a Tennessee child support office, we may already have an open child support case.

If we do not already have an open case, you must complete an application for child support services. You can request an application packet from the CSST office serving your county in person, by telephone, or in writing.

This service is free to all applicants. The only cost may be court filing fees or service of process fees.