

GENERAL INFORMATION FOR BOTH PAYORS AND RECIPIENTS

- 1) **Office Hours - 8:00 am to 4:30 pm Monday through Friday.** Telephone calls regarding support will not be accepted during the lunch hours of 11:30 am to 1:30 pm, or call Indiana Child Support Bureau voic response system at 1-800-840-8757 (must enter your social security number) .
- 2) **Copies of payment histories are available.** If copies are needed the request should be made at least one (1) week before any deadline. If you request that copies be sent to you by mail be sure to enclose a stamped/self-addressed envelope.
- 3) **Know your cause number & ISETS Number** - All payments are processed by ISETS numbers. Filings are processed by Cause Numbers. The cause number appears in the upper right hand corner of the court papers. You need to contact our office to get your ISETS number. If you are in doubt about your cause number, call your attorney or is your case has been handled by Legal Services or the Prosecutor's Office, you may wish to contact the appropriate office.

PAYOR INFORMATION

- 1) **Payments may be made in person, in our drop box or by mail.**
- 2) **Form of Payment** - No personal checks will be accepted. Payments must be in the form of a Money Order, Cashier's Check, Certified Check (made payable to Clerk Circuit Court) or Cash. However, if you make your payments by mail **Do Not** send cash. If you mail your payment and wish to receive a receipt, be sure to enclose a stamped/self-addresses envelope so the receipt may be mailed to you.
- 3) **Information on Payment** - On the face of each payment, please indicate the name of the payor, the name of the person receiving support and the ISETS Number.
- 4) **Clerk's Fee** - There is a Twenty Dollar (\$20.00) per year fee that must be paid on each case that is handled by the Clerk's support division. This must be paid no later January 31st of each year. There is a Ten Dollar (\$10.00) "late fee" if payment of the fee is paid after that date.
- 5) There is a drop box on the front of the Justice Building. Please put your money in an envelope marked with the name of who is paying, to whom and your ISETS number.

RECIPIENT INFORMATION

- 1) **Receiving payments** - Normally, all support payments are mailed within 24 hours of receipt of payment if the payor has followed all the instructions noted above and the Clerk's Office has your current address.
- 2) **Special Circumstances** - If you have received public assistance, you may have assigned your support rights to the State of Indiana. In that case, support payments are forwarded to the Indiana Family and Social Services Administration in Indianapolis. If you are no longer receiving public assistance, your check may be directed to Indianapolis but you should receive your current support during the first week of the following month. Based on current law, all support payments involving public assistance must be sent to Indianapolis and cannot be sent directly to those who have received public assistance unless proper notification is received from the State. Please be sure that you keep your address current at the state.

ADDITIONAL ADDRESSES AND TELEPHONE NUMBERS

Child Support Bureau, Division of Family & Children Indiana Family and Social Services Administration
402 W. Washington, Room W361
Indianapolis, IN 46204
(317) 233 KIDS (5437)
(800) 840-8757

Child Support Division Office of Kosciusko County Prosecuting Attorney
121 N. Lake St.
Warsaw, IN 46580
(574) 372-2425

Combined Community Services
110 E. Prairie St.
Warsaw, IN 46580

(219) 269-6019

Headstart

811 S. Buffalo St.

Warsaw, IN 46580

(219) 267-2451

Kosciusko County Family & Children's Services

205 N. Lake St.

Warsaw, IN 46580

(219) 267-8108

Warsaw Housing Authority

827 S. Buffalo St.

Warsaw, IN 46580

(219) 269-7641

WIC

811 S. Buffalo St.

Warsaw, IN 46580

(219) 269-4456