

## GOOD CAUSE INFORMATION FOR APPLICANTS/RECIPIENTS OF CASH AND CHILD CARE ASSISTANCE

Ask the DRS or Family Court staff of help! Don't be afraid to ask questions! Everyone who applies for or gets cash assistance or subsidized childcare from the Child Care Information Services (CCIS) Program is required to establish paternity and pursue support. If domestic or family violence or other circumstance makes complying with these requirements inappropriate or dangerous, the applicant/recipient may be excused based on good cause.

*What is considered Good Cause for not filing for support?*

Domestic Violence Good Cause is granted  
When establishing paternity or pursuing support  
Would:

- Make it more difficult for an individual or family member to escape domestic violence, or
- Place an individual or family member at risk for further domestic violence, or
- Unfairly penalize an individual who is at risk for further domestic violence.

Domestic Violence includes physical acts that result in or threaten to result in physical injury, sexual abuse, child sexual abuse, mental abuse and neglect.

For Example: stalking, threats to kidnap, kill or otherwise harm people or property, threats to commit suicide, repeated use of degrading or coercive language, controlling access to food or sleep, and controlling or withholding access to money, credit cards, or medical care, and denying contact with friends and/or family.

Rape, Incest or Adoption – Good cause is granted when:

- The child was conceived as a result of rape or incest.
- Legal proceedings for adoption of the child are pending before a court or the parent is working with an agency that is helping the mother to decide whether or not the child should be placed for adoption and the discussions have not progressed for more than 3 months.

*How and when to request Good Cause.*

Good Cause can be requested at any time. When DRS or Family Court is told that someone wants to request Good Cause they will take any action on establishing paternity or support. Applicants/recipients will be referred to the County Assistance Office (CAO) or the CCIS for help in filling out the domestic violence verification form (PA 1747) or providing verification in cases of rape, incest or adoption. The CAO or CCIS will decide whether or not to grant Good Cause and will give written notice of this decision. An adverse decision may be appealed by the individual claiming good cause.

**Ask the County Assistance Office of DRS staff for help!  
Don't be afraid to ask questions!**

See the reverse side for the general information and process.

## THE SUPPORT PROCESS: IMPORTANT INFORMATION

Everyone involved in a support action needs to understand how the process works in order to make informed decisions about whether and how to pursue support.

### *Benefits of Receiving Support*

- Support payments may increase the family's total income.
- A support order may include health care coverage or payments toward medical expenses, as well as payments toward child care expenses.
- When paternity is established for any children of unmarried parents, a legal relationship will be established that may result in any children being eligible for future benefits from the other parent, such as an inheritance, veteran's benefits, social security benefits, or life insurance.

### *The Support Process*

- The parent with custody of the child, also called the custodial parent, or the caretaker will be asked to provide information to help locate the non-custodial parent(s). IF the parents are not married, paternity must be established.
- A spouse will be asked to provide information to locate the other spouse.
- It is necessary to go to the Domestic Relations Section (DRS) or Family Court to determine if the non-custodial parent or spouse will be ordered to pay support, and, if so, how much.
- Every adult in the support action will receive court papers, with the addresses of each party.
- Every adult involved in the support action will be required to attend conferences and hearings.

### *Addressing Safety Risk*

Pursuing support may present safety risks for some individuals or families. The support process provides the following:

- If domestic violence is reported, the DRS or Family Court can place a Family Violence Indicator on the file so that addresses and other confidential information will not be given out or printed on any papers that are sent to others.
- The DRS or Family Court may provide safeguards if domestic violence is reported. Each county has different safety options and procedures available.
- Individuals applying for or receiving cash or child care assistance may be excused from the requirement to pay support based on domestic violence or other good cause. See the other side for more information.

Victims or potential victims of domestic violence may include: children, custodial parents, non-custodial parents, caretakers, and spouses. Any individual with safety concerns should try to talk to the DRS or Family Court staff at least 1 week before a scheduled conference or hearing.

*To process support, the DRS needs information about all adult and child parties to the support action. The parent(s), caretaker, and/or spouse need to provide as much of the following as possible.*

- Current address, dates of birth, and social security numbers.
- Children's social security numbers, dates of birth, and birth certificates.
- Name and address of the health insurance companies.
- Name and address of employers and most recent pay stubs and tax return.
- Dates of marriage, separation, and/or divorce and copies of any divorce documents if the parents are or were married.

\_\_\_\_\_ YES THERE IS VIOLENCE BETWEEN US BUT I STILL WANT TO FILE FOR SUPPORT.  
\_\_\_\_\_ NO VIOLENCE BETWEEN US AND I AM PURSUING SUPPORT.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

IN THE COURT OF COMMON PLEAS OF WESTMORELAND COUNTY, PENNSYLVANIA  
DOMESTIC RELATIONS SECTION  
P.O. BOX 1165, GREENSBURG, PA 15601-1165

Phone: (724) 830-3200

Fax: (724) 830-3256

**APPLICATION FOR CHILD SUPPORT SERVICES**

Name of applicant/custodian: \_\_\_\_\_

Social Security Number (SSN): \_\_\_\_\_

Name of non-custodial parent(s): \_\_\_\_\_

\_\_\_\_\_

**I request child/spousal support services under Title IV-D of the Social Security Act, as amended, from Westmoreland County Domestic Relations Section.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**IN ACCORDANCE WITH SECTION 7(B) OF THE PRIVACY ACT, YOU ARE HEREBY NOTICIFIED THAT DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER IS MANDATORY BASED ON SECTION 466(A)(13) OF THE SOCIAL SECURITY ACT [42U.S.C. 666(A)(13)], PENNSYLVANIA CONSOLIDATED STATUTES (PA C.S.) §§4304.1 AND 4353(A.2). ADDITIONALLY, YOU ARE NOTIFIED THAT THIS INFORMATION WILL BE USED BY THE TITLE IV-D PROGRAM TO LOCATE INDIVIDUALS FOR THE PURPOSE OF ESTABLISHING PATERNITY AND ESTABLISHING, MODIFYING, AND ENFORCING SUPPORT OBLIGATIONS.**

**FOR OFFICE USE ONLY**

Date rec'd in DRS \_\_\_\_\_

TANF

NON-TANF

IV-E

**IN THE COURT OF COMMON PLEAS OF WESTMORELAND COUNTY, PENNSYLVANIA  
DOMESTIC RELATIONS SECTION  
P.O. BOX 1165, GREENSBURG, PA 15601-1165**

**Phone: (724) 830-3200  
3256**

**Fax: (724) 830-**

Plaintiff Name:  
Defendant Name:  
Docket Number:  
PACSES Case Number:  
Other State ID Number:

Please note: All correspondence must include the PACSES Case Number.

**SOCIAL SECURITY NUMBER DISCLOSURE NOTICE**

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**I HAVE READ AND UNDERSTAND THE ABOVE DISCLOSURE.**

**X: \_\_\_\_\_  
Signature Date**