Intake Guidance Document
For Use with the LDSS-4882, *Information about Child Support Services and*
Application/Referral for Child Support Services, **and Related Forms**

A check mark (✓) indicates required form components.

LDSS-4882		**Child Support Services Applicant**	**Temporary Assistance: Family Assistance Referral**	**Temporary Assistance: Safety Net Assistance Referral**	**Medicaid Referral**	**IV-E Foster Care Referral**	**Non-IV-E Foster Care Referral**
Section A Applicant/Recipient Information		✓	✓	✓	✓	✓	✓
Part I Custodial Parent (CP) or Guardian Information		✓	✓	✓	✓		
Part II Noncustodial Parent (NCP)/Putative Father (PF) Information		✓*	✓*	✓*	✓*	✓*	✓*
Part III Child Information		✓	✓	✓	✓	✓	✓
Part IV Foster Care Information (Agency Use Only)						✓	✓
Section B Supporting Documentation		✓	✓	✓	✓	✓	✓
Section C Application/Affirmation for Child Support Services	Check Box 1 and sign	✓		✓ **(LDSS Official)**			
	Check Box 2 and sign		✓	✓ **(Individual)**	✓		
LDSS-4882A Information about Child Support Services		✓**				✓***	✓***
LDSS-4882B Information for an Additional NCP/PF		✓****	✓****	✓****	✓****	✓****	✓****
LDSS-4882C Information for an Additional Child		✓*****	✓*****	✓*****	✓*****	✓*****	✓*****
Application Cover Letter		✓** ✓******					

* If the applicant/recipient has multiple children involving different NCPs/PFs, the applicant/recipient must complete an LDSS-4882 or equivalent for each NCP/PF.

** The individual has made a request for child support services by petition, application, or motion through the Family or Supreme Court and there is sufficient information to build the case and account and proceed with the next step of providing child support services.

*** If additional copies of the *Information about Child Support Services* section of the LDSS-4882 are needed, the FC worker may use copies of the LDSS-4882A, which is equivalent to the I*nformation about Child Support Services* section of the LDSS-4882.

**** If support for the child is sought from more than one NCP/PF at this time, the applicant/recipient must complete Part II of the LDSS-4882 to provide information about the first NCP/PF and a LDSS-4882B or equivalent for each additional NCP/PF.

***** For cases involving more than one child, the applicant/recipient must complete an LDSS-4882C or equivalent for each additional child.

****** An order which is payable through the Support Collection Unit (SCU) is received by the SCU. However, there is not a request for child support services by petition, application, or motion through the Family or Supreme Court included and/or there is not sufficient information to build the case and account and proceed with the next step of providing child support services.