SAMPLE CHILD SUPPORT AGENCY LETTER OF SUPPORT

<CHILD SUPPORT AGENCY LETTERHEAD>

Re: Letter of Support for Children First Program

To: Bureau of Child Support (BCS)

The _____County (or Tribal) Child Support Agency submits this letter in support of the Children First program being proposed by _____.   We further understand that we may issue additional letters of support on behalf of other Children First proposals.

In the event that a contract is awarded to the above-referenced Children First proposer, the _____ County (or Tribal) Child Support Agency agrees to perform the activities listed below to support the Children First program. We understand these activities cannot be funded with Children First funds, but are reimbursable activities under the county or tribal IV-D Program.

We understand that because the Children First funding is limited, it may be necessary to limit the number of noncustodial parents (NCPs) we refer to the Children First program.

We also understand that under Wis. Stat. § 49.36 an individual may be referred to the Children First program only one time in a 12-month period.

We agree to:

1. Act as liaison between the courts and the Children First program by identifying individuals that meet the eligibility requirements outlined in Wis. Stat. § 767.55 and recommending to the court that appropriate NCPs be court-ordered to participate in the program.

2. For each noncustodial parent referred to the Children First program, ensure that an appropriate court order is executed, including appropriate findings pursuant to Wis. Stat. § 767.55. A sample "Children First Order" can be found in KIDS, which contains the elements required by statute. Per statute, the court must:

    •   Find that the parent is able to work full-time
    •   Find that the parent works an average of less than 32 hours per week.
    •   Find that the parent earns less than he/she has the ability to earn or has an actual weekly gross income of less than 40 times the federal minimum hourly wage
    •   Find that the parent resides in a county with a work experience and job-training program under Wis. Stat. § 49.36 and that the county agrees to enroll the parent
    •   Review BCS Report of underpaying NCPs who may be appropriate for Children First services and, when appropriate, require the parent to participate in the Children First program

- Establish support in the amount the parent was ordered to pay in the most recent determination of support or an amount equal to the amount determined by applying the percentage standard established under Wis. Stat. § 49.22(9) to the income a person would earn by working 40 hours per week for the federal minimum hourly wage under 29 USC 206(a)(1) and
- Provide that, after the obligation to make payments ordered under Wis. Stat. § 767.55 ceases, the parent must make payments calculated under Wis. Stat. § 767.511 (1j) or (1m).

3. Complete the Children First Registration Form and send the Registration Form to the agency providing the Children First services. Upon request, we will inform the noncustodial parent of the time and location of the first Children First orientation or appointment.

4. If the noncustodial parent fails to comply with the Children First program, the Children First program will forward proper documentation of non-compliance to the child support agency. Once we receive the documentation, we will take appropriate action to enforce the child support order.

5. For purposes of communication with the Bureau of Child Support we designate the following as the agency contact person for the Children First program:

Name:	
Address:	
Phone:	
Email:	

☐ I have reviewed the 2020 Children First Program Guide and I understand the Child Support Agency's responsibilities for the Children First program.

☐ The child support attorney and local judiciary support the mission of the Children First Program and will court order and refer NCPs as appropriate for Children First Services as recommended by the CSA.

Sincerely,

Child Support Agency Director/Administrator or Child Support Attorney
Or Tribal Court Authority