

## 1.4.6 Required W-2 Forms and Publications During the Application Process

<p><a href="#">Notice of Assignment: Child Support, Family Support, Maintenance, And Medical Support (2477)</a></p>	<p>All W-2 applicants must receive this form. Applicants being referred to the local <a href="#">CSA</a>, or applicants already receiving services from the local CSA, must sign the Notice of Assignment form acknowledging the assignment of child support or an understanding of <b>The W-2 agency must help the applicant understand</b> how child support payments are assigned if they begin receiving child support payments while receiving W-2 services. (See <a href="#">15.1.3</a>) <b>The agency must document the form was provided in CWW case comments.</b> A signed copy of this notice must be scanned into ECF.</p>
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## 15.1.3 Informing Applicants about Assignment of Child Support Payments

[W-2](#) agencies are required to give all W-2 applicants the [Notice of Assignment Child Support, Family Support, Maintenance, and Medical Support \(2477\)](#) and the [Good Cause Notice \(2023\)](#). (For more information on the Good Cause Notice form, see [15.6.1](#).)

Those applicants being referred to the local [CSA](#) or applicants already receiving services from the local CSA must sign the Notice of Assignment form (2477) acknowledging the assignment of child support or at least an understanding of **The W-2 agency must help the applicant understand** how child support payments are assigned if and when they begin receiving child support payments while receiving W-2 services. If an individual refuses to acknowledge the assignment, the W-2 agency representative must sign the gray shaded box, which indicates the applicant's refusal to acknowledge the assignment.

In addition, these **All** referred applicants or applicants already receiving child support services must receive the [Your Guide to W-2 Services, Cash Benefits Programs, & Child Support \(16232-P\)](#) brochure.