

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

<p>Notice of Assignment: Child Support, Family Support, Maintenance, And Medical Support (2477)</p>	<p>All W-2 applicants must receive this form. Applicants being referred to the local CSA, 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 The W-2 agency must help the applicant understand how child support payments are assigned if they begin receiving child support payments while receiving W-2 services. (See 15.1.3) The agency must document the form was provided in CWW case comments. 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.