

## **P2215 CHILD SUPPORT (Reach Up rule 2232)**

### **P2215A Assignment of Child Support Rights (10/01/2025, 25-20)**

Signing the Child (and Medical) Support Authorization ([form 137](#)) assigns child support rights of the parent/caretaker to the Department for Children and Families (DCF). It is also an application to work with the Office of Child Support (OCS).

If the household refuses to assign support attempt to get the refusal in writing. The document will then be scanned into OnBase. Make a note in CATN and deny the application.

#### **Children receiving SSI**

Signing the Child Support Authorization (137) does NOT assign child support rights related to a child that receives SSI. However, cooperation with OCS is required for any child of an individual receiving Reach Up, regardless of whether the child is included in the Reach Up household. In addition, OCS collects information about all children living with the custodial parent to ensure that they distribute child support correctly.

#### **Deceased Absent Parent**

Initial Reach Up applications must have one Child Support Authorization ([137](#)) that indicates ABSP is deceased. Ask the household if they would like to work with OCS to pursue parentage of the deceased absent parent. There are times when a child may be eligible for survivors' benefits if parentage is established.

Enter code 3 for Absent Parent Assign Code on the ABSP panel. Enter a CATN and a WARN on case. If the household is interested in working with OCS, send an email to [AHS.DCFOCS137Submission@Vermont.gov](mailto:AHS.DCFOCS137Submission@Vermont.gov).

If household has been on Reach Up before, and a copy of the original Child Support Authorization is available in OnBase, print the original 137 that indicates parent is deceased and then rescan with current date to demonstrate it has been documented. Enter a new CATN and update WARN as needed.

## **Information required for the Child Support Authorization (137) to be considered valid**

OCS requires that pages 1 through 7 of the signed Child Support Authorization (137) be submitted to ESD in order for the form to be considered valid. This includes pages 4 and 5 which do not have any fields for the household to complete but does include statements of understanding from OCS and important information about child support & Reach Up/PSE.

In order for the 137 to be considered valid, the following information must be filled out by the person signing the form:

- The name of the head of household or custodian parent;
- The name of the ABSP (non-custodial) parent;
- The name of all the children shared between the head of household/ custodian parent and the ABSP (non-custodial) parent;
- Signatures on both pages requiring signatures (page 6 and page 7);
- See notes below about signing the 137
- If a waiver was requested on the 137, and it was determined a waiver was not wanted—a new 137 or an updated 137 would be required.
- If the household marked the waiver box incorrectly, have the household cross it out, initial and date the change; or collect a new 137 on which the waiver box is not checked off.

### **Other missing information on the 137**

If ESD knows other information about the ABSP whose name is listed on the Child Support Authorization (137) some information can be added to the physical form or a “sticky” note can be added to the document in OnBase. Update the ABSP panel correctly. Indicate in the note what information was completed by the Department.

Information that can be added to the 137 by the Department includes: address, place of employment, date of birth or social security number.

### **Signing the Child Support Authorization (137)**

The Head of Household/custodial parent should complete the Child Support Authorization (137).

## **Two parent household absent parent associated with second adult**

The custodial parent must co-sign the Child Support Authorization (137) if they are not the Head of Household but are included in the Reach Up household.

### Example:

Tom and Jane are not married but have a child (Rowan) in common. Jane also has a child (Maya) that lives with them from a previous relationship. They apply for Reach Up with Tom as the Head of Household (listed first on the application). Tom and Jane must both sign the Child Support Authorization (137) for Maya's absent parent, Bill.

## **Minor parents**

If the applicant is a minor, their guardian must also sign and date the Child Support Authorization (137) for the paperwork to be considered valid by OCS.

## **Legal caretakers and parents living together**

In households where the caretaker remains the payee because they have legal guardianship and have agreed to add the birth parent to the Reach Up benefit, the Child Support Authorization (137) will have to be completed and signed by all parties that have either a legal or parental relationship to the child.

### Example:

Melissa took in her niece Shelley of whom she has legal custody per court order; she has a Reach Up child only grant. Shelley's mom, Renee moved into Melissa's home. Melissa agrees to have Renee added to the Reach Up household but remains the payee of the benefit. Child Support Authorization should be signed by both Melissa and Renee.

A 137 does not need to be collected naming the birth parent that is living in the home. See BPS Support below for entering an ABSP panel in these situations.

## **Reach First applications**

If a household is granted Reach First, do not request a 137. Enter information in an ABSP panel as it is listed on the 202 application or as it was previously known to the department. If the absent parent information is unknown, enter it as UNKOWN. Enter code 4 in the Absent Parent Assign Code.

If a case transitions from Reach First to Reach Up, request a 137 using a 202V. If Reach Up is approved enter a CATN and send a copy of the CATN/TODO to the OCS worker number FMU when transfer is complete. Indicate if 137 form is available in OnBase or is being scanned. Indicate if a Waiver has been requested.

### **Checking absent parent information at time of recertification**

At every annual recertification check that a Child Support Authorization (137) is available in OnBase. If one is not available, request a new one using a 202RL2.

Review with the household the current information about the absent parent available in ACCESS, such as:

- an address or employment change for the absent parent.
- a change in the financial circumstances of the absent parent.
- Social Security Number of the absent parent if previously unknown.
- a divorce since last review.
- court orders since last review.
- the addition of a child of the same noncustodial parent.

A source of information to assist in this check would be the “common update” (COMM) screen in ACCESS. To view this screen, type in the command COMM/D and the head of household and/or custodial parent’s SSN and C as the tenth digit. This will give the latest information OCS has on the absent parent such as his/her most recent employment. Review the information on the screen with the household.

If any information from the household is more current than what OCS has on COMM or what is in the ABSP panel, send a TODO or email message to the OCS worker.