

How to Start a Child Support Case with Tulalip Child Support Program (TCSP)



This checklist outlines the steps, forms, and documents needed to open a child support case, establish paternity, and set up child support orders with the Tulalip Child Support Program (TCSP).

Step 1: Submit a Child Support Application

- ☐ Complete the TCSP Application for Child Support Services.
- ☐ Provide complete information about the custodial parent (CP), the non-custodial parent (NCP), and the children.
- ☐ Include details on custody, marital status, and domestic violence concerns (if any).

Step 2: Provide Required Documentation

- ☐ Certified Birth Certificate(s) for child(ren).
- ☐ Social Security Cards for NCP, CP, and child(ren).
- ☐ Tribal ID or Enrollment Affidavit NCP, CP, and child(ren) (if applicable).
- ☐ Paternity Affidavit, or Genetic Test Results.
- ☐ Proof of school enrollment for each child.
- ☐ Last two (2) pay stubs and/or W-2s.
- ☐ Last two (2) years of federal tax returns.
- ☐ W-9 (for CP if receiving payments).
- ☐ Any relevant legal documents (Paternity Orders, Parenting Plan, Divorce Decree, Protection Orders, etc.).
- ☐ Verification of Tribal or State TANF, Medicaid, or other benefits.
- ☐ Receipts or proof of additional expenses (childcare, medical, extracurricular, etc.).

Step 3: Establish Paternity

- ☐ If paternity is in question, genetic testing will be scheduled through TCSP.
- ☐ Submit any existing paternity affidavits or prior court orders.
- ☐ Paternity must be established before a child support order can be entered.

Step 4: Establish or Transfer Child Support Order

- ☐ If no order exists, TCSP will help establish a new child support order in Tribal Court.
- ☐ If a state order exists, the State may refer the case to Tulalip for enforcement if parents live/work within the jurisdiction.
- ☐ If modifying an existing order, complete the Modification Request Form with updated financial documents.
(Please note this does not guarantee your desired outcome; the basic obligation could go up or down.)

Step 5: Case Review and Ongoing Duties

- ☐ Cooperate with TCSP attorneys and enforcement staff during case review.
- ☐ Once an order is entered, TCSP will issue an Income Withholding Order (IWO) to employers.
- ☐ Keep TCSP updated on changes in address, employment, income, or custody.
- ☐ Respond to requests for updated financial or legal documents.

✓ By completing the application, providing required documents, and establishing paternity, TCSP can enforce or create a child support order to ensure children receive consistent financial and medical support.