

Child Support Affidavit Instruction

Purpose: To verify child support income when an applicant is receiving child support but does not have acceptable verification (as outlined in the Income & Assets chapter of the Tax Credit or Bond Compliance Procedures Manual), or receives none or only a portion of what the court has awarded.

Special Mention:

- ▶ This form is optional. It is not required if an acceptable verification of child support is obtained or if the *Resident Eligibility Application (REA)* indicates no support is being received or court ordered.

Please note that Owners must count child support amounts **awarded by the court** unless the applicant certifies that payments are not being made and that he or she has taken all reasonable legal actions to collect amounts due, including filing with the appropriate courts or agencies responsible for enforcing payment. A support history from DSHS, Division of Child Support/Support enforcement is sufficient for this purpose.

Specific Instructions:

1. Enter property name and unit number.
2. Print resident's name.
3. Resident should check the applicable box(es); list each child in the household under one of the three statements; fill in the appropriate dollar amounts, and attach documentation when required.
 - Statement I – If all children in the household are listed here then the *Resident Eligibility Application (REA)* should declare no support is being received or court ordered and the Commission does not require the *Child Support Affidavit* form or any further documentation.
 - Statement II – This section is for self-certification of anticipated support not yet being received where there is no court-ordered amount. This amount should be counted as anticipated income.
 - Statement III – This section is for the declaration of support for which documentation is not available, or not being paid at the ordered amount.
4. Person completing this form signs and dates in the presence of Notary.
5. This section must be completed by a Notary.

