South Carolina Department of Social Services REQUEST FOR CHILD SUPPORT INFORMATION

Part I: To Be	Completed by	y the [Department of Socia	al Serv	rices	
From:			Case Name:			
			Case Number:			
Telephone:Fax:			Caseworker's Name:			
То:			Date:			
Telephone:Fax:						
The client named above has applied for, or it to obtain information concerning child support payments made through the c	ort payments ma	ade thro	ough your agency. In	Part II,	please provide	information about
Please attach a copy of the court orde	r. 🗆 Yes	□ No				
			leted by Family Cou	1		_
Amount of Court Ordered Support:	Child's Nar	ne	Child's Name	Cl	nild's Name	Child's Name
Date Support Payments Began:						
Date Support Fayments Degam.	Name of N	 CP	Name of NCP	Na	me of NCP	Name of NCP
Frequency of Payments:						
Amount of Court Ordered Support:						
□ Weekly □ Biweekly						
□ Monthly						
□ Twice a Month □ Other: (specify)						
Date & Net Amount of Support Paid:						
				1		
Signature of Researcher:	f Researcher:			1	Date:	1

INSTRUCTIONS FOR DSS FORM 1211

Purpose: DSS Form 1211 is used by the Department of Social Services to request child support information from family court.

Part I: To be completed by DSS

- 1. From: Enter the county name, county address, county telephone and fax numbers from where the form is being sent.
- 2. Case Name: Enter the name of the client as it appears on the case record.
- 3. Case Number: Enter the case number as assigned and used by the Department of Social Services.
- 4. Caseworker's Name: Enter the name of the caseworker.
- 5. To: Enter the name, address (if known), telephone number and fax number of organization the form is being sent to for verification.
- 6. Date: Enter the date that the form is completed.
- 7. Indicate the length of time for which information is being requested.
- 8. Check the appropriate box to indicate the attachment of a copy of the court order.

Part II: To be completed by Family Court

- 1. Amount of Court Ordered Support: Indicate the amount of support designated by the court order.
- 2. Date Support Payments Began: Enter the date that the support payments actually began being paid.
- 3. Frequency of Payments: Enter the payment schedule.
- 4. Amount of Court Ordered Support: Check the appropriate box.
- 5. Date and Net Amount of Support Paid: Enter the date and the amount of support paid.
- 6. Name(s) of Children: Enter the name(s) of the child(ren) on whose behalf child support payments are being made.
- 7. Name of NCP: Enter the name(s) of the non-custodian parent(s) who may be paying child support.
- 8. Signature of Researcher: Enter the name of the researcher providing the information.
- 9. Telephone: Enter the telephone number of the researcher.
- 10. Date: Enter the date that the form is completed.