



August 19, 2020

**Child Support Program Manual Transmittal Letter (CSPMTL) No. 166**

**TO:** All Child Support Program Manual Holders  
**FROM:** Kimberly Hall, Director  
**SUBJECT:** JFS 08080, Ohio Child Support Program E-Disbursement Enrollment

The Office of Child Support (OCS) has **revised** the following form:

Revised Form	Revised Form Title	Prior Effective Date of Form	Effective Date of Revision
JFS 08080	Ohio Child Support Program E-Disbursement Enrollment	6/2019	8/2020
	<p>This form is for Child Support Enforcement Agency (CSEA) clients to authorize enrollment in electronic disbursement of support payments.</p> <p>This form has been revised to add a checkbox for enrollees to complete to indicate that they are authorized to receive support payments in accordance with federal requirements for payments to a family.</p>		

**INSTRUCTIONS:**

When the CSPMTL is published, the CSPM will be updated as follows:

- A revised form will be replaced with the amended form

Forms can also be accessed on the ODJFS Forms Central InnerWeb page at:

<http://www.odjfs.state.oh.us/forms/inner.asp>

or on the ODJFS Forms Central Internet page at:

<http://www.odjfs.state.oh.us/forms/inter.asp>

**INSTRUCTIONS for CSEA INTERNAL PROCEDURAL HANDBOOK:**

Paragraph (I)(1) of OAC rule 5101:12-1-01 states that, whenever a program change requires modification of local procedures, the CSEA is required to revise its internal procedural handbook and submit the revision to OCS within thirty days of the revision. The CSEA should carefully review the amended rules contained in this CSPMTL to determine whether they require the CSEA to update its internal procedural handbook.

Ohio Department of Job and Family Services  
**OHIO CHILD SUPPORT PROGRAM E-DISBURSEMENT ENROLLMENT**

Choose how you would like to receive your child support payments (select only one) and mail this form to the address below. For faster enrollment, visit <https://oh.smartchildsupport.com> and enroll online.

- Direct Deposit to a Checking Account:** I authorize the Ohio Child Support Program to deposit my child support payments into my checking account. Please enclose a blank preprinted check with VOID written across the front, or a letter from your bank with your bank routing and account numbers.
  
- Direct Deposit to a Savings Account:** I authorize the Ohio Child Support Program to deposit my child support payments into my savings account based on the enclosed bank letter. Please enclose a letter from your bank which includes your bank routing and account numbers.
  
- Debit Card:** I authorize the Ohio Child Support Program to deposit my child support payments to the Platinum smiONE™ Visa® Prepaid Debit Card. The card will be mailed to me at the address I provide below.

If you have any questions, contact Child Support Payment Central (CSPC) at 1-888-965-2676 or visit <http://jfs.ohio.gov/Ocs/>.

Complete this form, sign and date it, and mail to: **Ohio Child Support Payment Central  
PO Box 182812  
Columbus, OH 43218-2812**

**All Information Below Must Be Provided**

Choose one:     New Enrollment                       Change in payment choice                       Change in bank

I certify that I am entitled to support payments for the case listed below.

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth (mm/dd/yyyy)	Social Security Number	Daytime Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address 1: PO Box Number, Apartment Number

Address 2: Street Address

City	State	Zip Code	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SETS Case Number: If you have more than one case, only enter one case number. All your cases will be enrolled for the choice you selected.

I understand this authorization will remain in full force and effect until Ohio Child Support Payment Central (CSPC) receives written notification from me of termination at such time and in such manner as to afford a reasonable opportunity to act on it.

Under Federal regulations in 45 CFR 302.38, payments cannot be disbursed to a private collection agency. Check this box to acknowledge you are authorized to receive support payments.

Signature

Date (mmdd/yyyy)