

NOTE TO EMPLOYMENT AND ASSISTANCE WORKERS

Clients may request family maintenance services to receive help from the ministry to obtain or defend a maintenance order or written agreement for child or spousal support.

To be eligible for this service, the client must be in receipt of income, hardship or disability assistance and must have requested family maintenance services, in addition to meeting the criteria outlined under the family maintenance services topic in the Online Resource.

The purpose of the Family Maintenance Questionnaire and Referral HR3033A is to assist Employment and Assistance Workers (EAWs) to:

1. determine whether a client meets the criteria for a family maintenance services referral;
2. refer the client to the designated ministry lawyer for services;
3. provide the client with this form as verification of eligibility for referral for services to present to the designated ministry lawyer OR provide the client with written notice explaining why they do not meet the criteria for a referral at this time.

The EAW is not required to obtain verification of eligibility for family maintenance services, but is required to explain the criteria and record the client's answers.

How much potential payor contact information is necessary? The client must believe they know who the potential payor is. If the client is unable to provide contact information of any kind and has exhausted usual searches (e.g., friends, family, phone directory, social media), the designated ministry lawyer may assist with a search only if the client is able to provide a minimum of:

- First and last name
- DOB

If paternity is in question, a referral to family maintenance services may be able to assist if client has the minimum information noted above.

What information about the potential payor's income is required? The client must state that they believe the potential payor has income that is more than the Child Support Guidelines (CSG) minimum of \$10,280 per year. If the potential payor is a ministry client, who has income under the CSG threshold, the EAW may advise the client that *the ministry has information that the potential payor does not currently meet the CSG threshold.*

Before providing a referral to the designated ministry lawyer, please ensure that:

1. the client meets the ministry criteria for family maintenance services,
2. the client understands that they will be required to sign the Assignment of Maintenance Rights form and provide the form to the designated lawyer at the first appointment in order to receive service,
3. the client answers 'yes' to questions 1 through 5 and 'yes' to at least one of 7, 8 or 9 of this form,
4. you have entered the lawyer's name and contact information on p. 2 of the HR3033A form and have explained the 60 day timeline,
5. you have provided your signature, IDIR and date of signature as authorization for the client to receive a referral for family maintenance services, and
6. you have provided the original HR3033A form to client and kept a copy for the EA case.

****Note that a separate HR3033A must be completed for the spouse if they are also requesting service.****

Generate HR3033A