



## Ohio Administrative Code Rule 5101:12-10-02 Case intake.

Effective: June 15, 2023

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(A) Within twenty days of receipt of a request for services, as described in rule 5101:12-10-01 of the Administrative Code, the child support enforcement agency (CSEA) shall:

(1) Establish a case record, as described in rule 5101:12-10-05 of the Administrative Code;

(2) Determine if there is enough location information to proceed with the case and, if not, request additional information or refer the case for additional location attempts;

(3) Issue the following forms to the applicant for services:

(a) JFS 07647, "Notice of Case Status Application" (effective or revised effective date as identified in rule 5101:12-10-99 of the Administrative Code);

(b) JFS 07012, "Explanation of State Hearing Procedures (Rights and Responsibilities of Parents Receiving Child Support Services)" (effective or revised effective date as identified in rule 5101:12-10-99 of the Administrative Code); and

(c) JFS 04059, "Explanation of State Hearing Procedures" (rev. 01/2015); and

(4) Determine which county has administrative responsibility for the case in accordance with rules 5101:12-10-03 and 5101:12-10-04 of the Administrative Code and, if appropriate, transfer the case to the CSEA with administrative responsibility.

(B) The CSEA may, but is not required to, conduct an interview with the applicant for services to obtain information necessary for the establishment or enforcement of a support order.

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