



Ohio Administrative Code Rule 5101:12-80-05.5 Check replacement.

Effective: February 15, 2020

(A) This rule describes the process to replace a check issued by child support payment central (CSPC) when the check is lost, stolen, destroyed, or mutilated.

(B) When the payee requests a replacement check because the original check was mutilated and the payee submits the mutilated check with the request, the child support enforcement agency (CSEA) shall mark "void" on the mutilated check and fax a copy of the JFS 07741, "Child Support Payment Central (CSPC) Check Void Request" (effective or revised effective date as identified in rule 5101:12-80-99 of the Administrative Code) and the mutilated check to CSPC.

(C) When the payee requests a replacement check because the original check was lost, stolen, or destroyed and the payee does not have the original check, the CSEA shall verify whether the original check has been redeemed. The CSEA shall complete the verification no earlier than fourteen days after the date that the original check was issued.

(1) When the original check is not redeemed, the CSEA shall have the payee complete the JFS 04021, "Affidavit for stop payment" (effective or revised effective date as identified in rule 5101:12-80-99 of the Administrative Code), and the JFS 07749, "Child Support Payment Central (CSPC) Stop Payment Request" (effective or revised effective date as identified in rule 5101:12-80-99 of the Administrative Code). The payee shall have the JFS 04021 notarized and shall return the documents to the CSEA and the CSEA shall submit the documents to CSPC.

(2) When the original check is redeemed, the CSEA shall notify the payee that the original check has been redeemed and is not eligible for replacement.
