

INSTRUCTIONS
DHS 1101 (10/13)

ABSENT PARENT REFERRAL (ABPR)
TO CHILD SUPPORT ENFORCEMENT AGENCY

PURPOSE

This form shall be used to capture information on each absent parent to be entered into an applicant's or beneficiary's KOLEA account and to record the applicant/beneficiary's signature regarding the location and penalty of perjury statement.

GENERAL INSTRUCTIONS

1. Use a separate form for each absent parent and his/her child (ren). There may be more than one child listed per AP. However, there can be only one AP for the child (ren) listed.
2. Information provided on this form by the applicant or beneficiary for each AP shall be input on the appropriate KOLEA screen. CSEA will be notified automatically of any subsequent updated absent parent information that the EW inputs on the ABPR screen. (?)
3. Information asked for on this form must be completed and sign by the applicant or the authorized representative acting on behalf of the client.
4. Non-cooperation in identifying or providing information for locating the absent parents shall make the applicant/beneficiary ineligible for medical assistance.
5. This form shall be completed by the applicant/beneficiary and the EW shall enter this information in KOLEA for the following situations:
 - Whenever a case is opened and an absent parent is referred;
 - Whenever a case is re-opened and information on the absent parent needs to be updated or if another absent parent is being referred; or
 - Whenever a beneficiary reports a pregnancy or requests a child be added to a medical beneficiary household.
6. The completed DHS 1101 form shall be filed in case record after inputting information on the appropriate KOLEA screen.

SPECIFIC INSTRUCTIONS

Section I - Case worker to complete information on applicant/beneficiary.

- Case Name: Fill in case name as it appears in KOLEA.
- Case Number: Fill in KOLEA case number.
- Custodial Parent/Person (CP): Fill in the name of the child's parent or parent/caretaker with whom the child(ren) is living.

Section II - Applicant/beneficiary to complete for dependent child (ren) and absent parent.

- Dependent Child (ren)/Mother Married/Paternity Established/Child's Relationship to Custodial Parent/Person: List the names of all dependent children of the absent parent. Indicate "Yes" or "No" if the mother was married at the time that she gave birth to the child listed. It does not matter to whom the mother may have been married to or if her husband is not the biological father. The department is simply gathering born-in-wedlock information for federal reporting purposes. Indicate "Yes" or "No" if paternity has been legally established. Paternity is considered legally established if the alleged father and the child's natural mother were legally married to each other on the day the child was born or if a court of law has issued a judgment of paternity naming the alleged father as the legal father of the child. Give the child's relationship to the custodial parent/person.
- Absent Parent (AP) last name, first name, middle initial: Give the full name, last name, first, and middle initial of the individual legally or allegedly responsible for providing financial support or medical coverage for a dependent child.
- AP social security number: Give the AP's SSN number.
- AP date of birth: If date of birth is not known, applicant should use a "best guess" as to absent parent's current age.
- AP gender: Give the AP's gender and race.
- AP alias last name, first name and middle initial: If the AP uses or has used an alias in the past, give the last name, first name and middle initial used as an alias.
- AP mother's last name, first name and initial: Full name, last name, first, and middle initial.
- AP mother's maiden name: Last name of mother before marriage.
- AP father's last name, first name, middle initial: Full name, last name, first and middle initial.
- Married to CP (Y/N): Indicate with a yes (Y) or no (N) whether the custodial parent (CP) and the absent parent were or are currently married to one another.
- Where married: If the CP and AP were married to one another, specify the city and state or other country where the marriage took place.
- Date married: Specify the month date and year the CP and AP were married to one another.
- Divorce pending?: Indicate yes (Y) or no (N) if either the CP or AP has filed for a divorce in any jurisdiction and the divorce is pending.
- Divorce date: If the CP and AP are now legally divorced, give the date of the divorce.
- AP's last known or current address: Street address, city, state and zip code. If street address is not known, provide P. O. Box, city, state, and zip code.

- AP's last known employer and address: Name and address of current or last known employer.
- Child covered under AP employer or other insurance coverage: Indicate yes (Y) or no (N) if child receives insurance coverage under AP.
- Name of insurance/policy no.: If dependent child covered under AP list AP insurance name and policy number.
- Court ordered obligation established: The date on which the obligation or support order was established or modified.
- Court order no.: Identification number assigned by the court which relates to the obligation or support order.
- Child support amt.: The amount of child support that the court has ordered the absent parent to pay.
- Payment frequency: Frequency at which the obligation is due (i.e., weekly, monthly, annually).
- Last payment amt: Amount of the last support payment made to the custodial parent or collected by the Child Support Enforcement Agency (CSEA).
- OB type of support: Indicate if the support is court ordered (CO) or voluntary (VL).
- Child support payee (Court or Custodial parent): Indicate if support payments are made through the court/CSEA or directly to the custodial parent.

Section III - Information for applicant/beneficiary

Section IV - Location and penalty of perjury statement.

- Applicant/beneficiary to read and sign.
- Applicant/beneficiary signature and date: Applicant or beneficiary must sign the form acknowledging his/her understanding of the need to cooperate in locating an absent parent and the penalty of perjury.