

## WHERE DO I APPLY?

If you are receiving or applying for TANF, you may apply for OCSE Services at the Essex County Division of Welfare Office nearest you.

The addresses and telephone numbers are as follows:

**Military Park Citizen Service Center**  
18 Rector St., 1<sup>st</sup> fl.  
Newark, NJ  
(973) 733-2468/2440

**Westside Citizen Service Center**  
18 Rector St., 3<sup>rd</sup> fl.  
Newark, NJ  
(973) 733-2487

**Downtown Citizen Service Center**  
18 Rector St., 7<sup>th</sup> fl.  
Newark, NJ  
(973) 733-2360

If you are not receiving or applying for TANF you may call or come to the following offices:

If the absent parent's whereabouts are known or unknown come to or call:

**The Office of Child Support Enforcement**  
Hall of Records - Room 107  
Newark, New Jersey  
(973) 733-3018  
(973) 733-3389



**COUNTY OF ESSEX**  
**DEPARTMENT OF CITIZEN SERVICES**  
**DIVISION OF WELFARE**

*Putting Essex County First*

Joseph N. DiVincenzo, Jr.  
**County Executive**

Anibal Ramos, Jr.  
Director  
**Department of Citizen Services**

Bruce Nigro  
Division Director  
**Division of Welfare**

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**HOW TO OBTAIN HELP  
FOR  
CHILD SUPPORT AND  
PATERNITY PROGRAM SERVICES**

**HOW TO APPLY  
FOR  
CHILD SUPPORT  
AND  
PATERNITY PROGRAM SERVICES**

**What is Child Support and Paternity?**

The Office of Child Support and Enforcement (OCSE) has the responsibility to locate absent parents, establish paternity for children born out-of-wedlock, establish court orders for payment of child support.

**HOW MUCH INCOME  
AND  
RESOURCES CAN I HAVE  
AND  
STILL BE ELIGIBLE?**

There are **no** income and resource maximum for these services. If you are a recipient of Work First New Jersey/TANF the services are provided free of charge. However, if you do not receive WFNJ/TANF there will be a \$6.00 registration fee for this service.

**WHAT DO I NEED TO APPLY  
FOR  
OCSE SERVICES?**

When applying for child support services, you will be asked to provide documents concerning your situation. If you have any of the documents listed below, bring them with you when you come to the office.

BIRTH CERTIFICATES  
SOCIAL SECURITY CARDS  
PROOF OF ALL INCOME AND RESOURCES  
PROOF OF RECEIPT OF TANF  
PATERNITY PAPERS  
MARRIAGE CERTIFICATE  
DIVORCE PAPERS  
CUSTODY PAPERS  
SOCIAL SECURITY OR SSI AWARD LETTER  
DEATH CERTIFICATE  
ALIEN REGISTRATION, PASSPORT, VISA  
PROOF OF INCOME BEING RECEIVED FROM  
ABSENT PARENT  
PROOF OF ABSENT PARENT'S WHEREABOUTS SO  
THAT HE/SHE CAN BE LOCATED

**WHAT ARE MY RESPONSIBILITIES?**

- . To answer all questions asked by the OCSE worker as truthfully and as completely as possible, and to provide all requested information and documents as soon as possible to the best of your ability.
- . To notify the Office of Child Support Enforcement when you or any family member moves, or if you begin to receive support of any type from an absent parent, or if you discover or learn of any information about an absent parent which may help OCSE locate him/her.