

## MINOR CHILD(REN) PRIMARY RESIDENCY SELF DECLARATION INSTRUCTIONS

1. Legal dependents or minor children living with parents/guardians who maintain separate residences can be counted as Household members in only one Household. To determine which Household the minor child(ren) should be counted in, CAAs may rely on custodial parent's/guardian's declaration of legal custody/guardianship of minor children unless disputed. Note: if more than one absent parent, a separate form must be completed for each.
2. The Minor Child(ren) Primary Residency Self Declaration will be used if a Household includes a child under 18 (with the exception of a foster child) who:
  - a. Lives with an adult Household member who is not the child's parent but has parental control (provides financial support and/or supervision); or
  - b. Lives with parents who maintain separate residences.
3. The Applicant who is the custodial parent/guardian must complete and sign the Self Declaration form. By signing, the Applicant is certifying that the child(ren) listed on the Self Declaration form reside in their home 50% or more of the time, and the amount of child support the non-custodial parent is obligated to pay. Note: Additional documentation required for proof of all child support collected and distributed through DHHS, Support Enforcement.
4. Custody and primary residency should be explored further if no one in the Household is legally responsible for the minor child(ren) or if the CAA has questions about the information provided by the Applicant. In such cases, the CAA should obtain additional documentation to substantiate the primary residency of the child(ren):
  - a. Verification of where the child(ren) are enrolled in school.
  - b. Physician's statement verifying residence on record.
  - c. Daycare provider statement.
  - d. SNAP household composition letter.
5. Claiming minor children on a tax return does not constitute or substantiate primary residency.
6. The **CAA intake worker** will fill in:
  - a. CAA Name, CAA Address, CAA Phone, CAA Fax and CAA Email
  - b. Primary Applicant Name, Physical Address, City, State, and Zip
  - c. Date of Application and Application ID#
7. The **Applicant who is the custodial parent/guardian** will complete the following:
  - a. Applicant (Custodial Parent/Guardian) Name
  - b. The non-custodial parent of the child(ren) has an obligation to pay me: - enter amount and check/select how often the support is supposed to be paid.
  - c. Child Support is – check/select whether the child support is collected and issued by DHHS, Support Enforcement or paid/issued directly to the applicant.
  - d. Name(s) of child(ren) this agreement applies to.
  - e. Enter any comments/notes as necessary in the space provided.
  - f. Sign and date the document.