



Office of Child Support Services
Policy Statement

Policy Name **Policy #**

Classification Administrative Program **Effective Date**
Revision Date

Application All Agency Departments & Personnel
 General Enforcement Administrative Hearing Unit
 Establishment Financial Operations
 Management Services Planning & Development
 Information Technology

Mandate Legislative State
 County HR County Executive/Council
 Director Bargaining Agreement

Introduction
A child support enforcement agency (CSEA) may, as an enforcement technique, submit an obligor to a licensing entity to suspend, refuse, or deny to renew a professional, driver's, or recreational license. Pursuant to Ohio Administrative Code (OAC) 5101:12-55-25, the CSEA may submit the Obligor for suspension or denial of a license when either: 1) the CSEA or the Court has made a final and enforceable determination that the Obligor is in default under the child support order and the JFS 4049 Notice of Default and Potential Action has been issued to the Obligor; or, 2) the Obligor fails, after receiving proper notice, to comply with a subpoena or warrant issued by the CSEA or the Court, regarding a proceeding to enforce the support order. At least ten (10) days before submitting the Obligor to the OBMV to suspend a driver's license, the CSEA shall send the JFS 4024 Advance Notice to Suspend Professional, Recreational, and/or Driver's License.

Policy Statement
It is the policy of the Cuyahoga Job and Family Services, Office of Child Support Services to utilize this administrative enforcement tool when appropriate.



Russell Kaye	6-25-12
OCSS Director	Date