

**All support payments must** be mailed to PA SCDU (Pennsylvania State Collections and Disbursement Unit). All support payments must be made by check or money order. No cash payments will be accepted by PA SCDU. Support payments must include the payor's name, member number, and/or social security number. These payments must be sent to:

**PA SCDU  
P.O. Box 69110  
Harrisburg, PA 17106-9110**

Other acceptable support payment options, besides check or money order, are available at [www.childsupportbillpay.com/cumberlandcounty-pa](http://www.childsupportbillpay.com/cumberlandcounty-pa) and [www.childsupport.state.pa.us](http://www.childsupport.state.pa.us).

**All defendants** are responsible for a \$40.25 State Judicial Computer Fee. If genetic testing was conducted, there is also a \$22 fee per person. **These fees are due at the initial conference and are only payable by cash or credit card at the Domestic Relations Office.** Breakdown of these fees are as follows:

<b>State Judicial Computer Fee</b>	<b>\$40.25</b>
<b>Genetic Test fee (if applicable)</b>	<b>\$22 per person</b>

**All correspondence must** be sent to the **Domestic Relations Office** and must include your PACSES case number.

**Domestic Relations Office  
P.O. Box 320  
Carlisle, PA 17013**

DO NOT MAKE ANY PAYMENTS DIRECTLY TO THE PLAINTIFF BECAUSE NO CREDIT WILL BE GIVEN FOR DIRECT PAYMENTS.

ANY INFORMATION RELATIVE TO YOUR CASE – **MUST BE SUBMITTED IN WRITING** ----- **DO NOT PROVIDE CASE INFORMATION BY TELEPHONE**. PLEASE MAKE SURE TO INCLUDE YOUR PACSES CASE NUMBER ON ALL CORRESPONDENCE.

**Any requests to reschedule a conference or hearing must be received at least 10 days prior to the scheduled conference/hearing. If the request is received less than 10 days prior to the scheduled event you MUST obtain the other parties consent. Approval of any request is at the discretion of the Conference Officer, Support Master or DRS Administration.**

**DOMESTIC RELATIONS SECTION  
CUMBERLAND COUNTY, PENNSYLVANIA  
13 NORTH HANOVER STREET  
P.O. BOX 320  
CARLISLE, PENNSYLVANIA 17013  
Phone: (717) 240-6225  
Fax: (717) 240-6248**

<https://www.cumberlandcountypa.gov/114/Domestic-Relations>

**TODD MOUL, DIRECTOR**

**CHARLES CAROTHERS IV, ASST. DIRECTOR**

**RULES REGARDING COLLECTION AND PAYMENT OF SUPPORT ORDERS**

*PLEASE USE YOUR PACSES CASE NUMBER ON ALL CORRESPONDENCE.*

**PACSES CASE #**

The efficient operation of the Domestic Relations Office requires rigid adherence to the following rules and regulations:

1. Support payments are no longer processed by this office. Payments are now processed by the PA State Collection and Disbursement Unit (PA SCDU) and will be posted to the recipient's account daily, except Saturday, Sunday and Holidays.
2. Payments may only be received via Way2Go Cards or direct deposit. Checks are no longer mailed and payments cannot be picked up at the Domestic Relations office.
3. Telephone communications regarding support payments will not be answered by this office. Calls should be directed to the SCDU at 1-877-PAS-SCDU (727-7238).
4. If a payment is not received within ten (10) working days of the date posted, you should contact the SCDU at 1-877-PAS-SCDU (727-7238).
5. Direct payments made by the payer to the recipient will not be recorded on the records of this office and no credit will be given for direct payments.
6. Pursuant to Rule 1910.17(b) both the plaintiff and defendant are "under a continuing obligation to inform the domestic relations section and the other parties in writing within seven days of any material change in circumstances relevant to the level of support or the administration of the support order, including, but not limited to, loss or change of income or employment and change of personal address or change of address of any child receiving support." In addition "if a party willfully fails to inform the domestic relations section of the required information, the court may adjudge the party to be in contempt of the court pursuant to Rules 1910.21-1 through 1910.21-7 and may order the party to be punished by one of the following: jail, fine or probation."

Adherence to these Rules by staff members and all persons connected with the payment of support will result in more effective and expeditious handling of support payments.

**\*\*\*\*\* PLEASE DO NOT SEND CORRESPONDENCE OF ANY KIND TO THE PA SCDU. THE SCDU IS FOR COLLECTION AND DISBURSEMENT OF PAYMENTS ONLY. ALL CORRESPONDENCE AND INFORMATION WITH REGARDS TO YOUR CASE MUST BE SENT TO CUMBERLAND COUNTY DOMESTIC RELATIONS AND BEAR YOUR CASE NUMBER FOR ACCURATE ASSESSMENT. \*\*\*\*\***

**NOTICE TO ALL PLAINTIFFS AND DEFENDANTS  
OF A CHILD SUPPORT ORDER**

Effective March 25, 1988, Title 23 of the Pennsylvania Consolidated Statutes was amended. Among other changes, any child support payment that is not paid when due becomes a judgment by operation of law. This change was found necessary to ensure that arrears properly owing under a child support order are not remitted or reduced, except under certain circumstances specified in the law.

A judgment by operation of law means that a child support payment that is not paid when due automatically becomes a judgment against the obligor. This judgment will have the full force, effect and attributes of a judgment of court including the ability to be enforced. This judgment shall be entitled as a judgment to full faith and credit in this or any other state. This judgment will terminate by operation of law when all arrears or past due support have been paid.

The Domestic Relations Section maintains an accounting of all support payments made under a court order for support. The records of the Domestic Relations Section are the source for determining the amount of the judgment, if any arrears have accrued.

These judgments will not automatically become a lien upon real or personal property. However, when action is initiated to execute on these judgments, the Rules of Civil Procedure will govern all actions taken, including sending notice to the obligor that such action has been started.

Title 23 Pa.C.S.A. §4353 requires all parties to a support proceeding to timely report any change in circumstances to the Domestic Relations Section in writing or in person. This duty to report requires that the change(s) must be reported within seven (7) days of the date of change. Such changes may include, but are not limited to, changes in: employment; income; personal address; the address of the child (ren) receiving support; and, the emancipation of a child receiving support.

If you, as an obligor or obligee, experience a material change in your income, you may petition the court for a modification of the order. The court, generally, can only modify arrears for the period beginning on the date that notice of such petition was given, directly or through the appropriate agent, to the obligee (or obligor, if the petitioner is the obligee).

Modification may be applied to an earlier period if you were prevented from making such a petition because of a significant physical or mental disorder, misrepresentation of another party, or other compelling reason. This provision is dependant on your promptly filing a petition for modification when no longer precluded from doing so.

Effective July 1, 1990, under Title 23 Pa.C.S.A. §4348, all orders of support entered or modified, shall as part of the order, provide for the mandatory attachment of income unless:

1. the obligor is not in arrears in payment in an amount equal to or greater than one month's support obligation and;
2. (i) one of the parties demonstrates, and the court finds, that there is good cause not to require immediate income withholding; or (ii) a written agreement is reached between the parties which provides for an alternate arrangement.

## **COLLECTION OF UNREIMBURSED MEDICAL EXPENSES**

1. It is the plaintiff's responsibility for the first \$250.00 of uncovered medical bills per child per year, unless otherwise stated in the current support order.
2. It is the responsibility of the party who incurs the medical expense to pay co-pays, fees, etc. in full at the time of the visit.
3. When a determination has been made that the other party may owe a portion of the uncovered bill or bills, a copy of the bill and the corresponding Explanation of Benefits must be submitted to the other party. Please allow a minimum of 30 days for them to pay you directly.
4. If any disputes arise with regards to the uncovered medical bills, the disputing party must contact Domestic Relations (DRO) in writing. A conference may be scheduled to address the concerns.
5. Prior to any conference, DRO may send a form for clarification of the uncovered medical bills that are in dispute.
6. Any requests for payment of unreimbursed medical bills must be submitted to the other party no later than March 31 of the year following the year in which the bills were incurred. Any unreimbursed medical expenses received after that date may not be considered.

EFFECTIVE APRIL 1, 1999, MEDICAL EXPENSES INCLUDE INSURANCE CO-PAYMENTS AND DEDUCTIBLES AND ALL EXPENSES INCURRED FOR REASONABLY NECESSARY MEDICAL SERVICES AND SUPPLIES, INCLUDING BUT NOT LIMITED TO SURGICAL, DENTAL AND OPTICAL SERVICES, AND ORTHODONTIA. MEDICAL EXPENSES DO NOT INCLUDE COSMETIC, CHIROPRACTIC, PSYCHIATRIC OR PSYCHOLOGICAL SERVICES UNLESS SPECIFICALLY DIRECTED IN THE ORDER OF COURT. IN ADDITION, ONLY UNREIMBURSED MEDICAL EXPENSES IN EXCESS OF \$250 PER PERSON, PER YEAR, ARE SUBJECT TO PROPORTIONAL ALLOCATION. THE PLAINTIFF IS RESPONSIBLE FOR THE FIRST \$250 PER PERSON, PER YEAR, AS THIS AMOUNT IS ALREADY BUILT INTO THE BASIC SUPPORT AMOUNT.

SHOULD THE PLAINTIFF'S UNREIMBURSED MEDICAL EXPENSES EXCEED \$250 PER PERSON, PER YEAR, AND BE SUBJECT TO ALLOCATION BETWEEN THE PARTIES, THE PLAINTIFF WILL BE REQUIRED TO PROVIDE VERIFICATION THAT THE \$250 PER PERSON, PER YEAR, MINIMUM HAS BEEN MET AND COPIES OF THE MEDICAL BILLS IN QUESTION ALONG WITH THE CORRESPONDING EXPLANATION OF BENEFITS ARE ALSO REQUIRED UPON SUBMISSION TO THE DRO.

# Automated Enforcement Procedures

## Credit Bureau Reporting

Pursuant to Title 23 Pa C.S. 4303, "Information regarding the name and the amount of arrearages owed by an obligor shall be provided periodically to consumer reporting agencies whenever the obligor owes overdue support." Prior written notice will be given by DRO in the event this would occur. Currently, DRO must submit an obligor when they are 60 days in arrears, whether they are currently paying on arrears or not.

## Driver License Suspension

The Rules defined in Title 23 Pa C.S. 4355 state, if a defendant is not wage attached, they owe support equal to or greater than three months of the support obligation, and they do not have any agreement with the DRO with regard to payments, the Court may order the Department of Transportation to suspend the driving privileges of that particular defendant. DRO will send a notice to the defendant, at the last known address, to inform them they are qualified for this procedure.

## Recreational License Suspension

In accordance with Title 23 of the PA Consolidated Statutes (23 Pa. C.S.) sec. 4355, which provides for the suspension, nonrenewal, and denial of recreational licenses issued by the PA Game Commission (PaGC) and PA Fish and Boat Commission (PFBC.) Obligors who meet all of the following criteria will be automatically processed for suspension or denial through an automated interface: The DRS has been unable to attach the income of the obligor; the obligor owes support in an amount equal to or greater than three times the monthly support obligation; the obligor's primary SSN has been verified; the obligor has an address stored in PACSES. The address does not need to be verified and may be the last known address that is open or closed; and, at least 90 days have passed since this remedy was last stopped or a license was restored.

## IRS Refund Interceptions

Per CFR 302.60(a) the state must obtain payment on past due support from the Federal Tax Refunds. If a defendant owes \$500.00 or more to a plaintiff, the defendant's name will be submitted to the IRS to intercept their tax refund. If a defendant owes \$150.00 or more to the Department of Welfare, their tax refund will be intercepted as well.

## Financial Institution Data Match (FIDM)

The Rules of Civil Procedure 1910.23 implements the freezing and seizing of assets as authorized by 23 Pa C.S. 4305(b)(10)(iii). "Upon the identification of an obligor's assets held by a financial institution, the court shall, upon certification of the overdue support owed by the obligor, enter an immediate order prohibiting the release of those assets until further order of court." The obligor will receive notification of the freezing of assets and afforded 30 days to file an objection to the freezing of assets with their Domestic Relations Office. Once reviewed, the Domestic Relations Office will issue an order to either seize or release the funds located with the financial institution. If a seize order is issued, the money received will be applied to the obligor's support arrears. This State mandated enforcement procedure will occur automatically based on the following criteria, if the obligor pays less than 80% of their support order over a three month period.

## WEBSITES---CHILD SUPPORT INFORMATION

### [www.cumberlandcountypa.gov/114/Domestic-Relations](http://www.cumberlandcountypa.gov/114/Domestic-Relations)

This is Cumberland County's website for the Domestic Relations Office.

#### **Services provided:**

- Contact information including an Email Directory
- Information regarding the child support application process, and establishment (including paternity) and enforcement of child support orders for local and interstate cases (UIFSA)
- Forms page for accessing useful forms
- Warrants List and Most Wanted pages for Cumberland County DRO
- Website Links page for accessing other related websites
- What's New? page

If you have any questions or concerns regarding your case, you may contact your conference officer or their assistant.

### [www.childsupport.state.pa.us](http://www.childsupport.state.pa.us)

This is the website for the Pennsylvania Child Support Enforcement System (PACSES).

#### **Services provided:**

By accessing the Child Support Website, clients and employers may:

- Change addresses and update employment information
- View and print financial records (payments, current balances, etc.) on their cases
- Access information regarding child support from a variety of categories including a "Frequently Asked Questions" section
- Review dates for scheduled events on their cases, such as conferences and hearings
- Review the docket file record
- Access other related websites utilizing the Useful Links category