



# Obligor Responsibilities

*(Party paying support)*

**IT'S YOUR SUPPORT ORDER  
BE AN ACTIVE PARTICIPANT**

- Inform CSEA of any changes in your or the Obligee's address, phone number, and/or employment status, etc.
- Pay your child support through CSEA. Do NOT make payments directly to the Obligee as the CSEA is unable to give credit for direct payments. By law, direct payments are considered a gift.
- You are responsible for paying your support obligation in full each month. If payments are not being received from an income source you must submit payments on your own through Ohio Child Support Payment Central (OCSPC). (See Payment Information sheet).
- Inform CSEA of any of the following reasons why an order should terminate including, but not limited to: emancipation of the child, death of any party (child, Obligor or Obligee), disability of the Obligor, any party becomes incarcerated, child on order is placed in the custody of Ohio Department of Youth Services (ODYS) or Department of Children Services and/or child becomes eligible as a dependant of Obligor for income through Social Security or Veterans' Benefits.
- Provide CSEA with supporting documents to complete emancipation process such as: copy of high school diploma or withdrawal letter from school when the child reaches age 18, proof of enlistment in the armed forces, court orders showing change in legal custody or adoption of the child, and/or certificate showing marriage of the child.
- Enroll the child in health insurance plan if you are ordered to provide medical coverage for the child by the court/CSEA. Provide copy of information and card to the CSEA.
- Provide CSEA with all copies of court/administrative orders which may effect your Support Order including but not limited to, changes in custody or the Support Order amount.
- Keep any and all records pertaining to your Support Order. Additional copies of your court orders may cost money to obtain.
- When CSEA requests that you provide documents, you are required to submit them by the deadline stated in the child support notice received.
- Contact CSEA to report any changes that may arise on your support case (example: arrears paid in full, spousal support obligation to end).

The CSEA welcomes you to become educated about you support order. We encourage you to know your rights and responsibilities and exercise them as you are ultimately accountable for your order.

