

## **Directions for Application Process**

Please fill out the application to the best of your ability. If you do not know some information please leave that section blank. The more information you are able to provide on the application the better job the case manager will be able to assist you.

- Once you have completed the application you may mail it, with the Statement of Understanding, to the Ho-Chunk Nation Child Support Agency at P.O. Box 245 Black River Falls, WI 54615, or you may deliver to Ho-Chunk Nation Child Support Agency Building W9598 Hwy 54. East, Black River Falls, WI 54615
- When returning the application please note if there is a need for special services, such as translation. Example: sign language, Spanish, Hmong Ect.
- If you have more than one case (different mother/father/potential father) you will need to complete a separate application for each case.
- An Appointment will be scheduled for you with a specialist.

### **Please bring the following items to the appointment:**

- Social Security card for yourself and the children
- State or Tribal Identification
- Verification of address Example: Utility Bill, Pay Stub
- An original Birth Certificate for the Children
- Copy of latest order Example: Divorce, Custody or Placement (if Applicable)
- Picture of absent parent (if Available)

**If you have any questions please do not hesitate to call 888-343-8190 or  
715-284-7690 ask for Ext. 1390**