

Subject: Child Support Services – Adult/Spousal Support

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Executive Director
Employment and Financial Program Policy

Distribution: Child Support Services
Human Services Employment and Financial Supports Division
Human Services Common Service Access Division:
Common Service Delivery

BACKGROUND:

The Income Support (IS) Program refers applicants without dependents to the Child Support Services (CSS) Program in situations where the applicant has been awarded spousal support. The IS worker completes the [CSS 2922 Referral to Child Support Services](#) form because a referral to CSS cannot be made through the LISA system.

Upon receiving the **CSS 2922 Referral to Child Support Services** form, the Child Support Worker (CSW) assesses the applicant's situation and case manages the file based upon the information obtained from the applicant.

INTENT:

To provide the CSS program with direction and clarity on managing and registering CSS files with existing adult / spousal support orders.

POLICY:

The following CSS policy has been created:

[Adult/Spousal Support](#)