



Early Learning Coalition

OF PINELLAS COUNTY

DEPARTMENT: Eligibility	SUBJECT: Procedures for “ How to complete Child Support Verification forms ”
REVISED: 4-17	AUTHORIZATION APPROVAL: Manager, Family Services

For every placement or recertification, receipt or non-receipt of Child Support should be verified.

1. Go to Pinellas County Clerk of the Circuit Court website as follows:

<https://public.co.pinellas.fl.us/login/loginx.jsp>

public.co.pinellas.fl.us/login/loginx.jsp

Pinellas County Florida, Public Records
User Login
[Support Center](#)

Normal Scheduled Maintenance Window: Access to records may be unavailable on Sundays during the hours of 6 P to 10 PM for regularly scheduled enterprise maintenance.

The Public Records User Login page has recently undergone several modifications. If you require support with a Court Records View account, please contact publicview@mypinellasclerk.org. If you require support for an Official Records Subscriber Account, please contact Recording Services at recording@mypinellasclerk.org or call 727-484-3223.

Court Records View Links

- [Court Records Public View](#). (No registration required)
- [Court Records Attorney Login](#)
- [Court Records Registered User Login](#). (Enhanced viewing capabilities for Family and Probate cases only)

Official Records Links (Deeds, Mortgages, Marriage Licenses, etc.)

- [Official Records Search](#)
Search by Book/Page, Date, Instrument Number, Instrument Type, Marriage Licenses (November 2003 to Current) or Name
- [Official Records Microfilm Index 1957-1990](#)
- [Official Records Probate Inquiry 1973-1987](#)
- [Domestic Partnership Registry](#)

Other Records Links

- [Jury Duty](#)
- [Mortgage Foreclosure Calendar](#)
- [Pay Citations/Fines](#)
- [Property Appraiser Records](#)
- [Tax Collector Records](#)
- [Tribute Tax Deed Search](#)
Browse certificate listings, display status reports, and lands available for taxes

Records That Require Login (Child Support, Marriage Licenses (Prior to November 2003) etc.)

- [Other Records Public View](#) (No registration required)
- [Other Records - Internal Login](#)

2. Click on “Other Records Public View.”

3. Select “Child Support – Name/Case Lookup”.

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PINELLAS COUNTY, FLORIDA

Main Menu
Welcome Guest Web User

Clerk Records

- [Child Support - Name/Case Lookup](#)
- [Criminal/Traffic/Civil/Probate](#)
- [Criminal/Traffic/Civil/Probate Attorney Access](#)
- [Pay Citations/Fines](#)
- [Mortgage Foreclosure Calendar](#)
- [Jury Duty](#)
- [Attorney Image signup](#)

Official Records

- [Official Records Search](#)
Search by Book/Page, Date, Instrument Number, Instrument Type, or Name
- [Official Records Microfilm Index 1957-1990](#)
- [Official Records Probate Inquiry 1973-1987](#)
- [Domestic Partnership Registry](#)
- [Marriage Licenses \(Prior to November 2003\)](#)
- [Marriage Licenses \(November 2003 to Current\)](#)
- [Plats & Restrictions](#)
- [Tribute Tax Deed Search](#)
Browse certificate listings, display status reports, and lands available for taxes

4. Then type the clients last name, followed by the first name and click on submit.

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Child Support/Alimony Inquiry (Fct CS)

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Enter Lastname, Firstname Middle Initial
Lastname must always be spelled precisely.
You may enter a partial Firstname,
however if a Middle Initial is provided,
then the Firstname must be fully and exactly spelled out.

Child Support/Alimony - Name Inquiry

Name:

5. A list of child support case numbers will appear *if the absent parent is court ordered to pay child support*:

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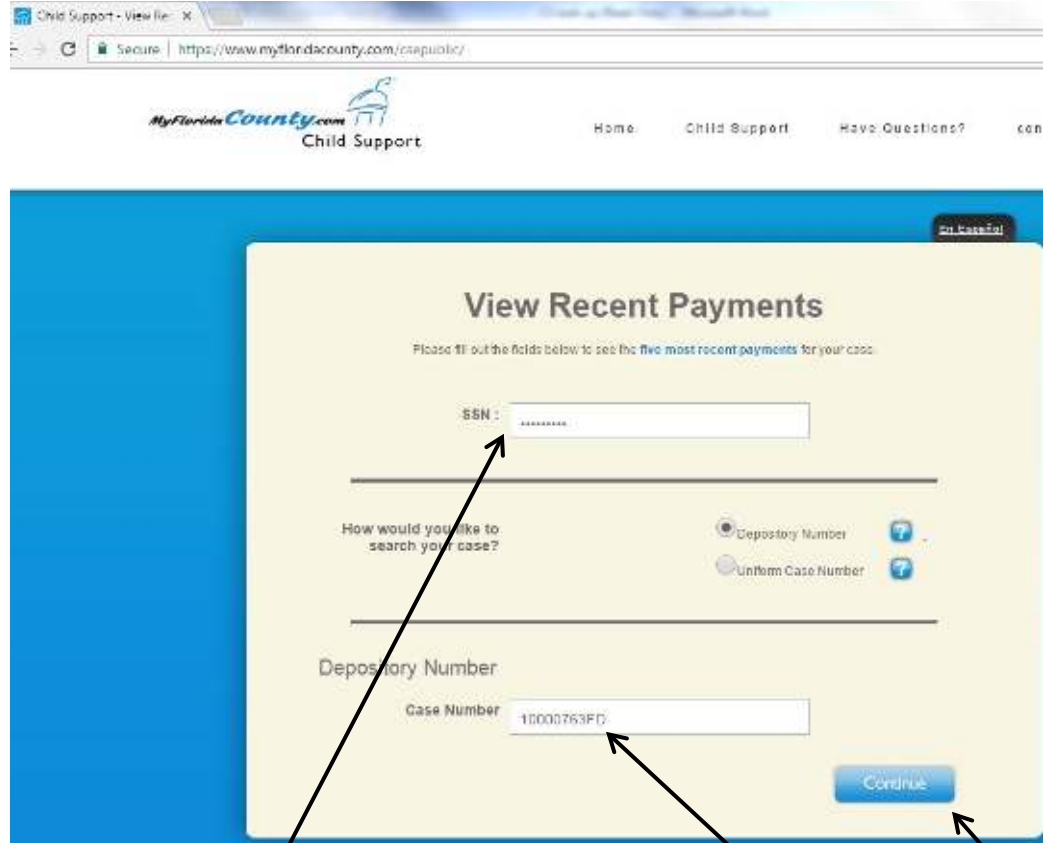
Child Support/Alimony - Name Lookup (Fct CS)

1 Name(s) [New Search](#)

Link	Name	Case Number	Uniform Case Number	
	PAIVA, LACEY.A	10000763FD	522010DR000763	Petitioner

1 Name(s) [New Search](#)

- Copy each case number down so that the client's payment history can be pulled up on the child support website.
- Open the following website in another screen:
<https://www.myfloridacounty.com/csepublic/>



- Type in the client's Social Security Number and Case Number. Press "Continue".
- Print a copy of the payment screen to prove receipt or non-receipt of child support through the court order. Add this copy to the Child Support screen.

The screenshot shows the 'View Recent Payments' table with the following data:

Date	Receipt Amount	Payee	Disbursement Check#	Amount	Status
00/21/2017	-	LADY A PAWA	EFT	\$16.75	Applied
00/20/2017	\$24.75	LADY A PAWA	EFT	\$24.75	Applied
00/08/2017	-	LADY A PAWA	EFT	\$115.85	Applied
00/07/2017	\$115.85	LADY A PAWA	EFT	\$115.85	Applied
01/24/2017	-	LADY A PAWA	EFT	\$177.22	Applied
01/23/2017	\$147.00	LADY A PAWA	EFT	\$147.00	Applied
01/23/2017	\$29.50	LADY A PAWA	EFT	\$29.50	Applied
01/10/2017	-	LADY A PAWA	EFT	\$143.64	Applied
01/05/2017	\$143.64	LADY A PAWA	EFT	\$143.64	Applied
10/08/2016	-	LADY A PAWA	EFT	\$101.05	Applied

Annotations include:

- An arrow pointing to the 'Receipt Amount' column with the text: 'Ensure that the client is the recipient.'
- An arrow pointing to the 'Payee' column with the text: 'Use the receipt column to calculate child support received.'

- e. If the client is receiving child support, calculate per the payment history.
- f. If the client is not receiving child support, check the box that child support has been verified through the website. Then, sign and date the bottom of the child support form to confirm that the client is not receiving child support.

SECTION THREE - TO BE COMPLETED BY YOUR ELC CASEWORKER	
<input type="checkbox"/>	I have verified with the Child Support Office via a telephone call with _____ that no payments are being received.
<input type="checkbox"/>	I have verified with the Child Support Website that no payments are being received.
Signature of ELC Employee: _____	Date: _____

- g. Repeat the process for every case number that appears for the client.
6. If the client is not receiving child support and the absent parent is not court ordered to pay through Pinellas, the following screen will appear:



Child Support - Name Lookup - Fct CS

[Return to Previous Page](#) [Records Main Menu](#)

The following message was returned while processing your Pinellas Records request:

Message:Return Code 1
No records found for your inquiry!

The information that generated the message was:

Transaction Summary	
Transaction Name:	Child Support - Name Lookup - Fct CS
Transaction ID:	KF02
User:	1WEBUSER
Request Processed:	Wed Mar 29 15:56:00 EDT 2017
User Input Summary	
Last Name	JOHNSTON
Middle Initial	
First Name	CHRISTINA

- a. Check the box that child support has been verified through the website. Then, sign and date the bottom of the child support form to confirm that the client is not receiving child support.

SECTION THREE - TO BE COMPLETED BY YOUR ELC CASEWORKER	
<input type="checkbox"/>	I have verified with the Child Support Office via a telephone call with _____ that no payments are being received.
<input type="checkbox"/>	I have verified with the Child Support Website that no payments are being received.
Signature of ELC Employee: _____	Date: _____

7. If the client has indicated that they are in receipt of child support, but the court order does not go through Pinellas County, then the above inquiry will cause no records to appear in the Pinellas County system. Therefore, the client will be responsible for submitting proof of the income received.
8. If the client is receiving child support through a private agreement, then it is best practice for the absent parent to complete Section 2 of the Child Support form in its entirety.

SECTION TWO – TO BE COMPLETED BY THE ABSENT PARENT(S):			
<input type="checkbox"/> I do not pay child support.	<input type="checkbox"/> I have not paid child support since: _____		
<input type="checkbox"/> I consistently pay child support in the amount of _____ per week/bi-weekly/monthly (circle one).			
<input type="checkbox"/> I pay child support that varies from week to week. In the past six weeks, I have paid the following amounts:			
Date: _____	Amount Paid: _____	Date: _____	Amount Paid: _____
Date: _____	Amount Paid: _____	Date: _____	Amount Paid: _____
Date: _____	Amount Paid: _____	Date: _____	Amount Paid: _____
Signature of Absent Parent: _____		Date: _____	
Address: _____		Phone: _____	

9. If a client cannot obtain one of the above forms as proof of child support received, then they may have a third party verify receipt of child support as indicated at the bottom of the child support form.

****Please Note if you are unable to verify the receipt or non-receipt of child support in section one or two you will be required to have a third party (i.e. relative, friend, etc.) complete a written statement verifying this information.****

10. If there are any discrepancies or questions in regards to the client’s child support case, call 727-464-3267 and speak with a representative. Check the box that shows child support was verified by the Child Support Office and indicate the representative’s name. Then, sign and date next to ELC Employee’s signature.

SECTION THREE – TO BE COMPLETED BY YOUR ELC CASEWORKER	
<input type="checkbox"/> I have verified with the Child Support Office via a telephone call with _____ that no payments are being received.	
<input type="checkbox"/> I have verified with the Child Support Website that no payments are being received.	
Signature of ELC Employee: _____	Date: _____

Note: The information listed in these guidelines are not all inclusive and staff are responsible for ensuring that all applicable rules, policies and procedures are adhered to in the execution of their duties and responsibilities as it relates to their position. These guidelines can be modified and exceptions may be made upon justification within program policy and with management approval. This procedure will be reviewed periodically or as needed for updates or revisions as approved by management.