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CHEROKEE NATION®
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Office of the Chief

Chuck Hoskin Jr.
Principal Chief

Bryan Warner
Deputy Principal Chief

Cherokee Nation IWO Checklist

The Office of Child Support Services would like to make sure all state and tribal IV-D agencies are officially notified that per Cherokee Nation statutes, all income withholding orders for collection of child support should be delivered to the Office of Child Support Services and be enforced in accordance with Cherokee Nation law and the policies and procedures of the Office of Child Support Services. (12 CNCA § 1171.A.)

If you have a client who is an employee of Cherokee Nation, a Cherokee Nation Business or a Cherokee Nation Entity, please refer to the **required** document list below.

- An **IWO** for the purpose of child support garnishment, directed to CN OCSS at: *Cherokee Nation Child Support Services; P.O. Box 557; Tahlequah, OK 74465 (NOTE: Please include the Order ID and Case ID numbers.)*
- An **Action Transmittal # 3 – Request for Assistance/Discovery** (identifying the requesting agency for payments to be sent).
- A **Child Support Agency Confidential Information form**: also, please provide the Emancipation Date of each child as known.
- A copy of the **Court Order(s)** that supports the withholding amounts listed on the IWO.
- A **Record of Payment (ROP)**, aka payment history, up to the last day of the previous month. (EX: IWO received 07.15.2024, payments should reflect up to June 30, 2024).
- If past-due child support and/or past-due medical amounts are requested within the IWO, please include a **verified statement of balance**.
 - If the requested amounts are not included in the supporting order, please provide the administrative policy and/or a narrative statement of explanation.

Per Cherokee Nation Tribal Code, CN OCSS policy and procedure, failure to return the above, listed **required** documents will be considered non-compliance and is cause for initiating CN OCSS case closure. The case closure process will begin on the 10th business day from the 2nd IWO IIG Notice packet. Also, notice will be provided to the Non-Custodial Party via the respective employer as to case status, reason for non-withholding; and, with recommendation to contact the State Child Support Program for best alternative payment methods.

If you have any questions, please contact Cherokee Nation OCSS. Our office hours are Monday-Friday from 8:00 AM – 5:00 PM (central time).

Phone: 918.453.5444 or 866.247.5346.

Email: csintake@cherokee.org

Website: <https://childsupport.cherokee.org/>

*Information available through the Communication Portal and the IRG Website

CN OCSS looks forward to a prosperous and successful partnership assisting our shared client(s).