



WORKFORCE SOLUTIONS TEXOMA CHILD CARE SERVICES

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Office of Attorney General – Web Site Instructions

Child Care Services (CCS) program requires proof of child support for every child in the household. If you have a child support case against the non-custodial parent, even if that parent is incarcerated, you must go to the Office of Attorney General website, print out and turn in the Income Verification Report.

If your child support case is closed, the response on the Custodial Parent Login screen will give the date of closure. Print that page as confirmation that the case is closed.

Go to <https://portal.cs.oag.state.tx.us/wps/portal/csi>, click on *Custodial Parent Login*.

- Enter CIN and PIN #, click on *Login*.
 - If you lost CIN, that web page gives instructions on requesting that your CIN be mailed to you, or you can call (800) 252-8014 and request your CIN. Only the Office of Attorney General (OAG) can give you your CIN and only by mail.
 - Your PIN is the last 4 digits of your Social Security number. If you do not have a Social Security number, enter your Texas Child Support Member ID number in the PIN spot. This Member ID number came to you by mail on the same letter as your CIN number.
 - Next, click on *Income Verification* on the left side of the screen.
 - Click on *Generate Report*
 - Click on *Continue*.
 - The next page, click on *Generate Report*.
 - Click *Open* to download file.
 - Print the Child Support Income Verification Report and turn in to CCS.

If you have had an Informal Child Support Agreement with the non-custodial parent and now that parent is incarcerated, you must open a child support case through the Office of Attorney General. Go to <https://portal.cs.oag.state.tx.us/wps/portal/csi> and click on *Applying for Services*.

Workforce Solutions Texoma is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Individuals with speech and/or hearing impairments may call 711 for assistance.