



**ARMOND BUDISH
CUYAHOGA COUNTY EXECUTIVE**

APPROVAL OF AUTHORIZED REPRESENTATION

Pursuant to Ohio Administrative Code 5101:12-1-20.1 Use of Information,

I [Client First Name] [Client Last Name] SSN: [Client SSN]

hereby give approval to the person that I am naming on this authorization form, access and/or the rights to my records that are held by the Cuyahoga Job and Family Services (CJFS), Office of Child Support Services (OCSS). I hereby waive all claims against the CJFS-OCSS arising from information released pursuant to this form.

All the information in this section must be completed:

SETS Case Number : [SETS Number]

Authorized Representative Name: _____

Authorized Representative is my Attorney: No Yes- Attorney ID _____

Authorized Representative Address: _____

Authorized Representative Telephone # _____ Ext: _____

This person is authorized to perform the actions that are checked concerning my case, the information asked for below must be completed or it may delay the processing of your request:

Start Date: * _____ **Ending Date:** ** _____

* If you do not enter a start date for the authorization, CJFS-OCSS will not update your records to reflect the person that you have named as the authorized representative.

** If you do not enter an end date for the authorization, we will automatically terminate the authorization twelve months following the "Start Date." The individual named above is authorized to perform the actions that I have checked (check all that pertain):

Receive all information on my behalf

Change my address and telephone number

Update my employment information

Receive all mail from the agency that is addressed to me

Receive and sign for any legal document on my behalf that may be transmitted by the CJFS-

OCSS

Signed: _____

Date: _____

Cuyahoga Job and Family Services, Office of Child Support Services

Mailing Address: P.O. Box 93318, Cleveland, OH 44101-5318

Street Address: 1640 Superior Ave., Cleveland, OH 44114-2908

Phone: (216) 443-5100 ~ Toll Free in Ohio: 1-800-443-1431 ~ Ohio Relay Service 711

Faxes: Direct Services: (216) 443-5145 ~ Client Services: (216) 344-2997 ~ Finance & Operations: (216) 515-8484

E-Mail Address: cuycsea@odjfs.state.oh.us

CSEA Form xxx