

## **Request for Proposal**

### **Child Support Enforcement Agency Administrative Hearing Officer**

The Highland County Child Support Enforcement Agency through the Highland County Job and Family Services is requesting proposals for contracting an Administrative Hearing Officer for minimum of one day a week. Applicant must be an attorney, duly licensed to practice law in the State of Ohio and preferably with Child Support Administrative Hearing Officer training.

Primary duty is to serve as an Administrative Hearing Officer for the IV-D paternity and support establishment cases. Secondary duty is to serve as an Administrative Hearing Officer for modifications and mistake of fact hearings.

Person will be responsible to conduct hearings, issue administrative paternity and support orders, compile record of proceedings including copies of all documents and exhibits. Person will serve as administrative hearing officer for administrative modification services, and mistake of fact hearings. Person will be responsible for keeping updated with all child support related rules and procedures within the Ohio Administrative Code (OAC).

Contract will be for a period of one year with an option of renewal for up to a total of 3 years.

If interested please submit a written response and resume to Highland County Child Support Enforcement Agency attention Kimberly Case at 1575 North High St, Suite 100, Hillsboro, Ohio 45133. Any questions please contact Kimberly Case, CSEA Administrator at (937) 393-4278 ext. 5023.

Deadline for submission: **11:30 on Friday December 23, 2022. Any proposal arriving later than 11:30 December 23, 2022, will be considered unresponsive and will not be reviewed.**

The Highland County Department of Job and Family Services reserve the right to reject any and all proposals in whole or in part.