

When payments are not deducted from your income, you may make payments utilizing the following options:

### In Person

You can pay cash, check, money order, or credit card at:

**Portage County Job & Family Services Child Support Division**  
209 South Chestnut St., Suite 203  
Ravenna, Ohio 44266

### WEB

<https://oh.smartchildsupport.com/>

- You can pay by Visa, Mastercard, Discover, American Express, UnionPay, Diners Club International, JCB and E-wallet options including PayPal, Alipay, Apple Pay, Google Pay, and Venmo. (please allow three business days for the payment to be received by CSPC)
- Bank debit from checking or savings: The first payment may take up to 7 business days for this method, however, subsequent payments will be received by CSPS within 24-48 hours.

### Phone

You can call 888-965-2676 (option 5) to make a free credit card payment via phone. (Please allow three business days for the payment to be received by CSPC).

### MAILING A PAYMENT

Checks or money order payments may also be mailed to:  
Ohio Child Support Payment Central (OCSPC)  
PO BOX 182372  
COLUMBUS, OHIO 43218-2372

**\*\*Be sure to include identifying information such as your name, SETS number, Court Order number and/or SSN (Optional)\*\***



## Job & Family Services

**Public Assistance  
and Administration location:**  
449 S. Meridian Street  
Ravenna, Ohio 44266

**Child & Adult Protective Services location:**  
449 S. Meridian Street  
Ravenna, Ohio 44266

**Child Support location:**  
449 S. Meridian Street  
Ravenna, Ohio 44266

**OhioMeansJobs Portage County location:**  
253 S. Chestnut Street  
Ravenna, Ohio 44266

**Hours of Operation:**  
Monday-Friday  
8:00 a.m.-4:30 p.m.  
Closed all major holidays

**Director:**  
Kellijo Jeffries, PHD, MSW, LSW

**Portage County Board of Commissioners**  
Sabrina Christian-Bennett  
Anthony J. Badalamenti  
Vicki A. Kline

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# HOW DO I MAKE A CHILD SUPPORT PAYMENT?



**Portage County  
Job & Family Services  
Child Support Division**



## THINGS TO REMEMBER

Once you notify us of your current employer, they will receive an order for a wage attachment. Your income source (employer, unemployment, etc.) will deduct your child support payment from your wages. \*\*Please note that you are responsible to make the ordered payments until you see the deductions are in effect.\*\*

When making a payment, always include your 10 digit child support case number, Court Order Number, and Social Security Number.

Once Ohio Child Support Payment Central receives a payment, payments will be issued to the custodial parent or caretaker (usually within 48 hours). If you want to know if a payment has been posted, call the 24 hour payment information line: 1-800-860-2555 or please visit the webportal at [jfs.ohio.gov/ocs](http://jfs.ohio.gov/ocs)

## SELF EMPLOYED, UNEMPLOYED, OR WORK “UNDER THE TABLE”?

All child support payments are handled through the Ohio Child Support Payment Central (OCSPC). If the paying parent is self-employed, unemployed, or works “under the table, he or she must make arrangements to self-pay, which could include establishing a bank account from which the money may be deducted, or paying on a regular basis utilizing one of the methods listed on the back of this brochure.

## CHANGING JOBS?

If you change employers or become unemployed, you are responsible to report these changes to the Child Support Division. When paying with a wage attachment, it may take six weeks or longer before Child Support receives your first payment from your employer.

The paying parent is still responsible for making the ordered payments until the wage attachment takes effect.