

*****COMPLETE THE ENTIRE FORM*****

SHOW CAUSE ASSETS CHECKLIST

NCP Name		DCSE Worker	Date
		Case Numbers	
Admin Summons Sent? (Y/N)	Appointment Date	Did NCP appear? (Y/N)	

Section A: If the answer to any question in Section A is yes, file a Motion for Show Cause Summons:

	Assets/Issue	Description	Y/N	If yes, explain
1	Court History	Does NCP have a history of paying when court action is pending, in court, or after disposition?		
2	Evasion	Does DCSE have reason to believe or evidence that NCP has assets in other family members' names?		
3	Personal Choice	Does NCP appear to be voluntarily unemployed or underemployed?		
		Is NCP residing with family or friends and/or being supported by them?		
4	Unattachable Earnings	Is NCP self-employed, working as a contractor, working for cash or a family member/family business?		
		Does NCP receive VA benefits and DCSE has unsuccessfully attempted an apportionment?		
6	Family Engagement	Did NCP decline enrollment in Family Engagement Services or enroll in FES and then fail to cooperate?		
7	Contact with DCSE	Has NCP failed to respond to DCSE's repeated attempts to contact him/her within the last 6 months?		

Section B: If the answer to any 3 questions in Section B is yes, file a Motion for Show Cause Summons:

	Asset/Issue	Description	Y/N	If yes, explain
1	Certification or License	Does NCP have a current or previous personal or business license or certification?		
		Has NCP paid more than 1 lump sum to have any license or certification reinstated?		
2	Education	Does NCP have a high school diploma, GED, college degree, or trade school certification?		
		Is NCP currently enrolled in college or a vocational institution?		
3	Finances	Does NCP have a current or previous bank account?		
		Has DCSE ever successfully obtained funds from OW?		
		Does NCP have a retirement account that funds can be withdrawn from?		
		Does NCP have stocks, bonds or other assets?		
		Is NCP receiving trust fund or estate/inheritance benefits?		
4	Real Estate	Does NCP own or co-own any real estate?		
5	Other Property	Is NCP current on installment payments (vehicles, mortgage, furniture, appliances, credit cards, etc.)?		
		Does NCP own/co-own a car, truck, boat, motorcycle, ATV or other personal/recreational vehicle?		
6	Work History	Does NCP's earnings information indicate any prior steady employment history?		

Additional Comments: