|  |  |
| --- | --- |
| **Texas Workforce Solutions logo** | **Texas Workforce Commission****Vocational Rehabilitation Services****Child Support Certification** |

# VR1305 Instructions

## Purpose

The following entities must complete and submit the VR1305, Child Support Certification with their bid or application:

* sole proprietorships,
* partnerships,
* entities with shareholders, or
* entities with an owner who has an ownership interest of at least 25 percent of the business entity.

## Copies and Distribution

Consumer Purchasing (CP) retains the statutorily and procedurally required documentation in the official contract file.

If a CP staff member procures or renews the contract, CP forwards a copy to the contract manager.

If a division staff member procures or renews the contract, division staff

* forwards the original to CP, and
* retains a copy in the contractor file.

## Retention

VR retains procurement records in a central, accessible location for four years after the end of the calendar year in which the procurement closed.

## Detailed Instructions

NA

## Acronyms and Definitions

Arrearages—something that is unpaid and overdue.

Obligor—one who is bound by a legal obligation.

## Special Instructions

NA