

Rec_Name_Full
C/O 2321
Rec_Addr_CSZ

September 5, 2024

Katie Hobbs
Governor



Angie Rodgers
Director

RE: CPP_NAME_FULL and NCP_NAME_FULL
AZCARES No.: CAS_ID_CASE

Si usted necesita asistencia con la traducción de este documento, por favor llame a la oficina y pregunte por un representante que hable español.

Important Notice To Appear To Establish A Support Order

You are scheduled to appear at the Division of Child Support Services (DCSS) office to discuss support establishment for the following children:

<u>Name(s)</u>	<u>Date of Birth</u>
CHP01_NAME_FULL	
CHP02_NAME_FULL	
CHP03_NAME_FULL	
CHP04_NAME_FULL	

Your establishment appointment is:

Date: EVT_NAME_BUS
Time: EVT_ADDR_BUS_CSZ
Place:

Information To Bring To Your Appointment

1. If you and the other parent are/were married, bring a copy of the Marriage Certificate.
2. All copies of Court Orders regarding Legal Separation, Decree of Dissolution (Divorce), Order of Paternity, etc.
3. Social Security Number and Date of Birth for the other parent (s).
4. If you are not the biological parent of the minor child(ren) related to the above case, please bring documentation as to how you gained physical or legal custody of the minor child(ren).
5. If the other parent, or any child(ren) related to the above case is deceased, please provide proof of their death.
6. A **RECENT** photograph of the other parent(s).



Financial Information To Bring To Your Appointment

1. The enclosed Affidavit of Financial Information, completely listing your monthly income and expenses.
2. Copies of your federal and state income tax forms for the last three years.
3. Wage stubs for the past two months.
4. Day care expenses for past and present.
5. Documentation of income or expenses

Rescheduling The Appointment

If you cannot make this appointment date or time, you must contact the DCSS office listed above to reschedule the appointment on or before the appointment date and time. The phone number is .

If You Do Not Attend The Appointment

If you do not come to the appointment and you do not contact us:

1. Your TANF Cash Assistance or AHCCCS medical benefits may be cut or stopped.
2. If you do not currently receive TANF Cash Assistance or AHCCCS medical benefits, we may close your child support case.

How To Request Good Cause For Non-Cooperation With The DCSS:

You may request good cause from cooperating with the DCSS in a paternity or child support case if:

1. You believe that you, your child(ren), or the caregiver relative of the child(ren) may be in danger of physical harm from the parent who does not have custody.
2. Legal proceedings for the adoption of your child(ren) is/are in court.
3. For less than 90 days, you have been working with a public or licensed private social services agency to determine if your child(ren) will be adopted.
4. You became pregnant because you were sexually assaulted.

You can request good cause or get more information about good cause from your DCSS office or the Family Assistance office where you apply for TANF Cash Assistance. If your request for good cause is approved, the DCSS is not required to get or enforce a child support order for you. The information you give is voluntary and it will be kept confidential. The DCSS will only use this information to help you. A finding of good cause must be reviewed by the DCSS every six months.

If you have any questions about this notice, you may contact DCSS Customer Service at (602) 252-4045 (within Maricopa County), Nationwide toll free at 1-800-882-4151, or TTY/TDD Services: 7-1-1. You may also contact us by e-mail at the DCSS web site at www.azdes.gov/dcsc.

Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for further information about this policy, contact the Division of Child Support Services at (602) 252-4045; TTY/TDD Services: 7-1-1 • Disponible en español en línea o en la oficina local.

