

Rec\_Name\_Full  
C/O 2321  
Rec\_Addr\_CSZ

September 5, 2024

Katie Hobbs  
GovernorAngie Rodgers  
DirectorRE: 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.

### Welcome To The Arizona Division Of Child Support Services (DCSS)

A case has been opened with the Division of Child Support Services (DCSS) naming you as the possible parent or to establish a child support order where paternity has been established for the following children:

CHP01\_NAME\_FULL  
CHP03\_NAME\_FULLCHP02\_NAME\_FULL  
CHP04\_NAME\_FULL

The DCSS offers a voluntary process for unwed parents to establish paternity when paternity has not been established. If paternity needs to be established in your case, then paternity may be established by signing a voluntary acknowledgment or by genetic testing. If you would like to sign the Acknowledgment of Paternity affidavit or have genetic testing conducted, please call to set up an appointment with your assigned caseworker.

You can also walk into any DCSS office to get additional information about your case. All Arizona child support locations are available at [www.azdes.gov](http://www.azdes.gov).

When paternity has been established for your children, or if paternity is not an issue for your children, the next step is to establish a child support order. The DCSS uses the Arizona Child Support Guidelines to determine an equitable amount of child support owed to help raise a child. Each parent's income is used to decide the amount of the order.

You may visit your local DCSS office or any DCSS office convenient to you to receive assistance with any of the following:

- Voluntarily establishment of paternity for your child
- Obtaining Genetic Testing
- Stipulations (agreements) for paternity and/or support
- A review of your finances for a determination of the child support amount under the Arizona Child Support Guidelines.



Please note: If you have an active Income Withholding Order (IWO) and your employer operates on a 26/52 week payroll schedule, your monthly child support obligation may not be met. To avoid a shortfall on your account, the following payment options are available:

- Pay at Payment Kiosk – Visit a local Child Support Office and use the convenient Payment Kiosk. Cash, personal checks, credit or debit cards are accepted.

If you would like to take advantage of the services available to you, or if you have any questions, you can call your assigned caseworker to set up an appointment at:

OFC\_NAME\_BUS  
OFC\_NAME\_FULL\_CWK

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/dcss](http://www.azdes.gov/dcss).

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.

