

OFC\_NAME\_BUS  
OFC\_ADDR\_CSZ  
CAS\_ID\_CASE CAS\_CD\_CNTY CAS\_CD\_OFFICE

Rec\_Name\_Full  
Rec\_Addr\_CSZ

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact (602) 252-4045, TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. Ayuda gratuita con traducciones relacionadas con los servicios del DES está disponible a solicitud del cliente.



09/05/2024

Dear NCP\_NAME\_FULL

**We are here to help you protect your rights as a parent and have a voice in managing your child support payments.**

You have been named as the possible parent of

CHP01\_NAME\_FULL  
CHP03\_NAME\_FULL

CHP02\_NAME\_FULL  
CHP04\_NAME\_FULL

and a case was opened with the Division of Child Support Services (DCSS) requesting child support payments.

**Taking no action could result in a child support payment that isn't right for you.**

To ensure that this process is fair for you, here's what you need to do:

1. Call your Case Manager to learn more and set up a time to meet in person
  - a. At this appointment you will discuss paternity (whether you voluntarily accept or would like to complete genetic test), and if you are the parent, determining a fair amount of child support.
  - b. Your Case Manager:
  - c. Your Case Manager's Phone #:
  - d. Time to Call: 8 AM – 5 PM, M – F
  - e. Your ATLAS # to reference:
2. Use the sticky note at the right to write down the time and location of your appointment
3. To help your case move fairly and quickly, bring as many of the following items as possible to your in-person meeting:
  - a. A photo ID (Driver's License, Passport, State ID)
  - b. Your tax document from last year (like W2 or 1099)
  - c. Your last 3 pay statements
  - d. Any previous paternity test results

Appt. Date: \_\_\_\_\_  
 Appt. Time: \_\_\_\_\_  
 Appt. Location: \_\_\_\_\_  
 \_\_\_\_\_  
 Remember to  
 Bring: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I look forward to speaking with you soon,

OFC\_NAME\_FULL\_CWK  
Case Manager, Arizona Department of Economic Security

**For more information:**  
[www.azdes.gov/dcsc](http://www.azdes.gov/dcsc)