

March 19, 2018



Douglas A. Ducey
Governor

Michael Traylor
Director

RE: and
ATLAS No.:

Si usted habla y lee solamente español, por favor llame a la oficina y pregunte por un representante que hable español.

Interstate Workshop Appointment Notice

The Division of Child Support Services (DCSS) is requesting that you attend a workshop to complete the necessary paperwork to establish and/or recover child support for your child(ren). The workshop will be on:

Date:
Time:

Location:

Cooperation with the efforts of the DCSS is required as a factor in your continuing eligibility for Temporary Assistance for Needy Families (TANF). If you are receiving TANF and fail to appear for the workshop, your Eligibility Interviewer will be notified of your failure to cooperate. If you are not receiving TANF, your case may be closed because your assistance is necessary to effectively process your case. If you are unable to attend, you must notify this office one week prior to the scheduled date.

The Workshop may last up to THREE hours and we do not have day care facilities. **Please be prompt; we will start at sharp.**

Please obtain and bring the following items to the workshop. It is essential that you provide as much of the information listed below as you can:

1. Photo identification of yourself (required).
2. Picture of the non-custodial parent or alleged father.
3. Information about the non-custodial parent or alleged father: home address, social security number, employer, date and place of birth, and cards or letters sent to the child(ren).
4. Copies of Divorce Decree, Paternity Judgment, and any child support orders regarding your minor children.
5. The three most recent pay stubs for you and your spouse.

IF YOU ARE NOT THE BIOLOGICAL MOTHER OF THE CHILD(REN), OR THE ALLEGED FATHER LIVES IN THE STATE OF ARIZONA, CONTACT THIS OFFICE IMMEDIATELY.

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 TDD (Hearing Impaired) at (602) 265-2391. You may also contact us by e-mail at the DCSS web site at www.azdes.gov/dcss.

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.

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