

March 16, 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.

Notice of Continued Child Support Services

When your public assistance case was terminated you received a Decision Notice from the Family Assistance Administration stating that you would be eligible for continuing child support services from the Division of Child Support Services (DCSS) or its agents.

Child support services will continue to be provided unless you notify the DCSS or its agents, in writing, that you want your case closed, or we are unable to establish contact with you. We must establish and maintain contact with you to obtain any new information that will allow us to update the case file and ensure the appropriateness of the actions we are taking or will take in your case.

These services include, as appropriate, locating the absent parent, establishing paternity, establishing an obligation to support, enforcing the support obligation, and accounting for and distributing collections.

Please return the attached form within 10 business days or otherwise contact us confirming that the information regarding your case is still valid. If we do not hear from you within 10 business days from the date of this notice, your case will be processed for closure.

If you choose to continue receiving these services, please keep the division or its agents advised of any change of address or telephone number. This is particularly important if support payments are being made. Without your correct telephone number and address information, this agency cannot ensure that payments will reach you in a timely manner.

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.

SAMPLE

RE: and
DCSS ATLAS CASE NUMBER:

I have received your letter advising me about the continuing availability of support services for my child(ren).

I may be contacted at:

Name: _____

Address: _____

Phone: _____

The absent parent is:

Name: _____

Address: _____

Phone: _____

Other Information:

Date of Marriage: _____

Date of Divorce: _____

Filed in: State: _____ County: _____

Divorce Granted: YES _____ NO _____

Court Case Number: _____

SAMPLE