

Request for a First-Level Desk Review of the Distribution of Child Support Payments

BEFORE COMPLETING THIS FORM - Please read the other side of this form for information regarding the desk review and further instructions.

I am (check one box) a current a former public assistance recipient and I request that a desk review be conducted of the collections and disbursements made on my behalf for the type of payment(s), time period(s) and reason(s) indicated below:

Identification: Please provide all information requested in this section.

Recipient Name: _____ SSN/ITIN: _____

Current Mailing Address: _____
number and street address (or post office box) apt.

City: _____ State: _____ Zip: _____

Telephone Number: _____ Best Time to Contact You: Daytime Evening

Public Assistance Case Number(s) (CAN): _____ CIN No. _____

Noncustodial Parent Name(s): _____

SSN/ITIN(s): _____

Child Support Case ID Number(s): _____

Type of Payment in Question: Please check the appropriate box(es) and identify the type of desk review request:

- pass-through payments (up to the first \$50 of current support collected during the month per public assistance family)
 excess current support payments (amount in excess of total public assistance paid to you for the month)
 excess arrears support payments (amount of payment in excess of total public assistance paid to you for past months)

Time Periods of Desk Review: Please identify the correct month(s) and year(s) of your request:

For the period _____ (month/year) through _____ (month/year)

Reason(s) for Desk Review Request: Please state your reason(s) for requesting a desk review. Be specific:

Are you attaching documentation to support your reason(s) for the desk review request? yes no

If yes, please identify the documentation:

A conference with SCU staff is available. Are you requesting such a conference? yes no

Completed and Submitted By:

 signature of person requesting desk review

 print name of person requesting desk review

 date

Return completed form to the SCU address identified on the cover letter.