

NYS Child Support Processing Center
PO Box 15368
Albany NY 12212-5368

Date: October 1, 2008

PLEASE CAREFULLY READ THIS DOCUMENT

NOTICE of Child Support Annual Service Fee (One- Time)

This notice is to advise you of a **new, federally required** annual service fee for never assistance recipients of child support services. "Never assistance" recipients are individuals in receipt of child support services who have never received assistance under the federal Title IV-A program (currently the Temporary Assistance for Needy Families (TANF) program; previously the Aid to Families with Dependent Children (AFDC) program).

Beginning with federal fiscal year October 1, 2008 to September 30, 2009, and then each year thereafter, when we collect in excess of \$500 for you during the federal fiscal year for any case, an annual service fee of \$25 will be withheld from subsequent support collected for that case during that federal fiscal year.

You are receiving this notice as our records indicate that you are a never assistance recipient. However, the fee cannot be imposed if you have ever received cash assistance from the federal Title IV-A program. If you have received federal Title IV-A cash assistance in either New York State or any other state, complete the "Receipt of Title IV-A Assistance" section on the enclosed return mailer. We will mark your record so that the fee is not collected from your support. If you have received other types of assistance or benefits, the fee will be collected. If you do not know what type of assistance you received, please contact the agency that provided the assistance.

Please review your address listed above to be sure that it is correct. If it is incorrect, complete the "Personal Information" section on the enclosed return mailer. **Please complete the "Contact Information" section on the enclosed return mailer and mail it to us at the address listed on the mailer.** We will update your record with the contact and corrected information (if appropriate) that you provide.

Please return the mailer to us by **October 24, 2008** so we have time to update your records. After this date, if you claim that you have been in receipt of cash assistance as discussed above, any fees that have been imposed will not be refunded to you.

If you have any questions about this notice, please contact the **NYS Child Support Helpline, toll-free at 888-208-4485**, Monday through Friday from 8:00 AM to 7:00 PM., TTY: 866-875-9975, Video Relay Service (http://www.fcc.gov/cgb/dro/trs_providers.html).

**Return Mailer for
NOTICE of Child Support Annual Service Fee**

Please complete the Contact Information section below and any other section appropriate to your case and mail this form to the: **NYS Child Support Processing Center, PO Box 15368, Albany, NY 12212-5368.**

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Receipt of Title IV-A Assistance:

- ☐ Check this box if you have been **in receipt of federal Title IV-A assistance**, and complete the following certification:

I, _____ (name), _____ (date of birth),
_____ (SSN) received Aid to Families with Dependent Children (AFDC)
or Temporary Assistance for Needy Families (TANF) from: _____
to _____ in _____ (county) of _____
(State).

(Signature)

(Date)

Personal Information:

- ☐ Check this box if your **address is different** from the address printed on the notice enclosed and print your current mailing address:

Contact Information: Please complete the contact information below and mail this form to us at the address provided above by October 24, 2008.

Telephone () - _____

☐ Home ☐ Work