

**ATTACHMENT 2**

**NYS CHILD SUPPORT PROCESSING CENTER  
PO BOX 15365  
ALBANY NY 12212-5365**

**DATE:**

**CONTACT LETTER  
ABOUT CASE CLOSURE**

**COUNTY CODE:  
CSMS ID:  
CUSTODIAL PARENT:  
NONCUSTODIAL PARENT:  
JCA WORKER:**

**TO:**

**PLEASE READ THE FOLLOWING INFORMATION AND CONTACT US IMMEDIATELY!**

Our records indicate that you are in receipt of child support enforcement services from us. However, we have been unable to contact you and request that you contact us immediately to discuss your child support case.

We are unable to take the next step in your child support case because we need information you may have or we need you to cooperate with our efforts. Common reasons why we are unable to take the next step in your child support case include:

- We do not have your most recent address and telephone number on record;  
or
- We need basic information concerning the noncustodial parent/putative father such as: full name, social security number or current mailing, residential or business address.

Accurate names, social security numbers, and addresses are essential for effective computerized searches of various records. Addresses are also essential to give notice and/or serve court papers (service of process) for actions we may need to take in court.

Please contact us immediately to provide the information necessary for your child support case. You may contact us in writing at the address shown above, or by telephone at the number provided below. If we do not hear from you within **60** days of the date of this letter, we will assume you do not wish or need to have child support enforcement services and we will take action to close your child support case.

Sincerely,

Child Support Enforcement Unit  
Telephone Number - Ext