

ATTACHMENT 3

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

DATE:

CASE CLOSURE NOTICE

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

TO:

ATTENTION

YOUR CHILD SUPPORT CASE WILL BE CLOSED IN 60 DAYS

Our records indicate that you are in receipt of child support enforcement services from us with regard to the above-referenced case. For the reason(s) indicated below, we are notifying you of our intention to close your child support case. By closing your child support case we will no longer provide you with any child support services. If you receive a public assistance grant, this does not affect your public assistance grant. Your child support case will be closed for the following reason(s):

If you agree with our decision to close your case you do not need to do anything; however, if you have a child support order payable to our Support Collection Unit (SCU) refer to the information below. If you do not agree with our decision to close your case for the reason(s) stated above you may discuss the decision with us by contacting us at the phone number provided below. The decision will be explained to you and you will have an opportunity to show why you think your case should remain open.

IF YOU HAVE A CHILD SUPPORT ORDER PLEASE READ THE FOLLOWING

If you have a support order payable through the SCU we will take administrative action within 90 days of the date of this notice to change the payee of the order to make it payable directly to you from the noncustodial parent. No court action may be necessary. However, if you disagreed with our reason(s) to close your case but our decision to close your case (after our review) is final, we will petition the court to enter an order directing that:

- All future support payments are payable directly to you; and
- That a money judgment be granted for any arrearages due you and/or the State and local social services district, as of the date of the hearing.

You may contact the NYS Child Support Helpline toll free at 888-208-4485, TTY 866-875-9975, Video Relay Services (http://www.fcc/cgb/dro/trs_providers.html), Monday through Friday from 8:00 AM to 7:00 PM.

Sincerely,
Child Support Enforcement Unit