

[SCU LETTERHEAD]

DATE:

TO:

Temporary Assistance Case No.(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
New York Case Identifier(s)  
\_\_\_\_\_

**Confirmation of Receipt of Your Request for a First-Level Desk  
Review of the Distribution and Disbursement of Child Support Collections**

Dear \_\_\_\_\_ :

This letter is sent to confirm receipt of your request for a desk review of the temporary assistance case(s) identified above. If you requested a conference with us by checking the "Yes" box as indicated on the request form, you will be contacted to set up this conference.

Both the Support Collection Unit and Temporary Assistance Unit within the Social Services District will review your case and make a determination as to whether: you are owed an additional payment; you have received the correct amount of support; or too much support has been paid to you. The determination notice will be mailed to you within 45 calendar days of the date that your written request was received by the Support Collection Unit.

If you have questions regarding the desk review process, contact the **New York State Child Support Customer Service Helpline toll-free at 1-888-208-4485 (TTY 1-866-875-9975)**, Monday through Friday from 8:00 AM to 7:00 PM. A listing of recognized Relay Service providers can be found at [http://www.fcc.gov/cgb/dro/trs\\_providers.html](http://www.fcc.gov/cgb/dro/trs_providers.html).

Sincerely,

**Support Collection Unit Supervisor**