

[SCU Letterhead]

To:

Date:

, Petitioner/Plaintiff

Docket/Index No.:

– against –

Date of Hearing:

, Respondent/Defendant

Dear (Recipient of Support Payments):

We recently received an order of support from the Supreme Court Family Court directing that all payments be made to the _____ Support Collection Unit. The Support Collection Unit has reviewed the order of support and determined the next step in the provision of child support services.

Please refer to the following box that is checked regarding the status of your request for child support services:

- The Support Collection Unit has all necessary information and will begin to provide child support services. For your information, review and keep the enclosed LDSS-4882A, *Information about Child Support Services*. The LDSS-4882A discusses available child support services; the rights and responsibilities resulting from paternity establishment; the right to notice of legal proceedings; distribution policies; legal services and cost recovery; applicable fees; and payment and contact information.
- The Support Collection Unit does not have all necessary information to provide child support services. In order to receive child support services and have support payments made to the Support Collection Unit, you must complete and sign the *Application/Referral for Child Support Services* section of the enclosed LDSS-4882, *Information about Child Support Services and Application/Referral for Child Support Services*. Retain the *Information about Child Support Services* section of the LDSS-4882 for your records. **Detach and return the completed and signed *Application/Referral for Child Support Services* section of the LDSS-4882 within fifteen (15) calendar days from the date of this letter to:**

(SCU address for correspondence)

If you do not return the completed and signed *Application/Referral for Child Support Services* section of the LDSS-4882 within fifteen (15) calendar days, the Support Collection Unit will be unable to provide child support enforcement services and your case will be closed.

Sincerely,

Support Collection Unit Supervisor

Enclosures

cc: (Payor of support)