

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

DATE:  
NEW YORK CASE IDENTIFIER:  
CUSTODIAL PARENT:  
NONCUSTODIAL PARENT:  
JCA WORKER:  
COUNTY NAME:

**CONTACT LETTER  
ABOUT CASE CLOSURE**

TO:

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

Our records indicate that you are in receipt of child support services from us. However, we have been unable to contact you and 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 phone 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 toll-free at **888-208-4485** (TTY 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 [www.fcc.gov/encyclopedia/trs-providers](http://www.fcc.gov/encyclopedia/trs-providers).

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 services and we will take action to close your child support case.

Sincerely,

Support Collection Unit