

Request to Change Name Pursuant to 18 NYCRR §347.3

TO:

Assistant Deputy Commissioner, Child Support Services
Office of Temporary and Disability Assistance
40 North Pearl Street, 13C
Albany, NY 12243

Dear _____ :

I write regarding the name associated with the single organizational unit responsible for the location of noncustodial parents and putative fathers, the establishment of paternity, and the establishment, enforcement and collection of support obligations in the social services district (district). Pursuant to Title 18 New York Codes, Rules and Regulations (NYCRR) § 347.3, this unit is directly responsible to me and is directed by a full-time employee with administrative and supervisory capability whose responsibilities are limited to the child support activities set forth in Parts 346 and 347 of Title 18 of the NYCRR.

The district requests permission to change the name of this unit

FROM: Current Name of Single Organizational Unit performing child support activities:	
TO: Proposed Name of Single Organizational Unit performing child support activities:	
Proposed Effective Date:	<input type="checkbox"/> Immediately upon approval <input type="checkbox"/> / /

Please advise whether we may proceed with the use of the indicated name for the single organizational unit within the district performing child support activities.

Sincerely,

Commissioner,

SSD

Agency Use Only			
Received by:		Date:	
Reviewed by:		Date:	____ / ____ / ____
Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No*	Date: ____ / ____ / ____
*Further Action Required:	(identify next actions)		