

[SCU Letterhead]

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| To: | Date: |
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|------------------------|-------------------|
| , Petitioner/Plaintiff | Docket/Index No.: |
|                        | Date of Hearing:  |
| – against –            |                   |
| , 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.

The Support Collection Unit does not have an application for child support services. To receive child support services and have support payments made to the Support Collection Unit, you must complete and sign the LDSS-5258, *Child Support Enrollment Form*. **Return the LDSS-5258, *Child Support Enrollment Form*, within 15 calendar days from the date of this letter to:**

(SCU address for correspondence)

If you do not return the completed and signed LDSS-5258, *Child Support Enrollment Form*, within 15 calendar days, the SCU will be unable to provide child support services. Please review and keep the *Enrolling for Child Support Services – What You Need to Know* section of the LDSS-5258 for your records.

Sincerely,

Support Collection Unit Supervisor

Enclosure

cc: (*Child Support Payor*)