

[SCU Letterhead]

To:	Date:

, Petitioner/Plaintiff	Docket/Index No.:
	Date of Hearing:
– against –	
, Respondent/Defendant	

Dear (*Recipient of Child Support Services*):

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 status of your request for child support services is as follows:

The SCU has all necessary information and will begin to provide child support services. For your information, review and keep the enclosed LDSS-5258A, *Important Information about Child Support Services*. The LDSS-5258A discusses available child support services; the right to notice of legal proceedings; distribution policies; legal services and cost recovery; applicable fees; and payment and contact information.

The SCU does not have all necessary information to provide child support services. To receive child support services and have support payments made to the SCU, you must complete and sign the LDSS-5258, *Child Support Enrollment Form*. Detach and keep the *Enrolling for Child Support Services – What You Need to Know* section and **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 and your case will be closed.

Sincerely,

Support Collection Unit Supervisor

Enclosure(s)

cc: (*Child Support Payor*)