

LOGO Heading

CP Name
Address
Address

Date
CP RIN

This is where
your RIN is
located

CLIENT CONTACT LETTER

Este es un aviso muy importante. Si usted no entiende este aviso, comuníquese con el Centro de Servicio al Consumidor en la Sección de Mantenición de Niños a 1-800-447-4278, dónde le podrán explicar este aviso. Personas que usan teletipo (TTY) deben llamar a 1-800-526-5812.

This is an important notice. If you do not understand this notice, contact the Child Support Customer Service Call Center at 1-800-447-4278 who can explain it to you. Persons with a TTY device may call 1-800-526-5812.

Variable text (1=paternity, 2=support)

1. Our records indicate that paternity needs to be established for your child(ren). Healthcare and Family Services may be able to legally establish paternity for children without going to court. However, before we can proceed you must complete and return the enclosed forms.
2. Our records indicate that we may be able to help you obtain child support for your child(ren). Healthcare and Family Services may be able to establish support without going to court. However, before we can proceed you must complete and return the enclosed forms.

To begin this process, complete the following forms and return in the enclosed envelope. If these documents are completed, as required, you may not need to be scheduled for an interview.

Group 1

Affidavit in Support of Establishing Paternity (HFS 2119A)
Certification of Income and Expenses (HFS 2782)
Client Return Notice (HFS 2868)
Agreement to be Bound by the Results of Genetic Testing (HFS 3626)
Statement Alleging the Existence of the Father and Child Relationship (HFS 3619)
Real and Personal Property - Non-Custodial Parent (HFS 3451)
(Variable for TANF cases only) Attestation of Information (HFS 3759)

Group 2

Client Return Notice (HFS 2868)
Custodial Parent Questionnaire (HFS 2589)
Certification of Income and Expenses (HFS 2782)
Real and Personal Property - Non-Custodial Parent (HFS 3451)
(Variable for TANF cases only) Attestation of Information (HFS 3759)

If you and your child(ren) are receiving medical benefits from the Department of Human Services, the Agency is obligated to pursue an order for medical reimbursement from the non-custodial parent even though you may not want our services in collecting child support. (Variable sentence to be printed with Group 1 - Paternity) This will require your cooperation in establishing paternity if it has not yet occurred.

If the documents are not returned by (), your cash/medical benefits may be discontinued. If you do not receive assistance, the Department may initiate closure of your child support non-assistance case.

If you have any questions on the enclosed materials, please contact the Child Support Customer Service Call Center at 1-800-447-4278.