

NOTICE OF INCOME WITHHOLDING HARDSHIP REVIEW

Date Notice Prepared: _____

Case Number: _____

Dear _____

YOUR INCOME WITHHOLDING HARDSHIP IS ENDING

Child Support Services (CSS) is currently collecting your past due support through income withholding at a reduced rate because of your request for an amendment due to hardship that was approved on _____. The amount we are withholding for past-due support based on your hardship claim will end on _____. If you want us to continue withholding at a lower amount, we must get a written request and proof of income no later than _____.

What if I do not respond to this notice?

The amount currently being withheld is _____ per _____. If you do not respond to this letter, or we find you no longer qualify for hardship, the amount being withheld will change accordingly when your hardship ends.

How do I qualify for and request hardship?

Your gross income must be less than \$30,120 per year.

You must send a written request with proof of your income to the address at the bottom of this page. Proof of income may include any of the following:

- ◆ Copies of your last three (3) pay check stubs, or
- ◆ A letter from your employer listing your salary per hour and average number of hours worked in each pay period, or
- ◆ A current W2 form.

If your hardship ends because you did not follow the instructions above, you may request hardship again on or after _____.

For questions, see contact information at the bottom of this page.

Sincerely,

Child Support Services

Tel: _____

Fax: _____