

Date: {xx xx xxxx}
CSC: {xxxxxxxx}

{Payee name}
{Addr line 1}
{Addr line 2}
{City State zip}

Dear: {Payee name}:

The records of the Child Support Recovery Unit (We) show that your case listed above is eligible for the annual fee for child support services. This fee is required by federal law and regulations.*

We are writing to tell you that based upon a change in the federal law, the amount withheld for the annual fee is changing.

What are the changes?

The amount of the fee withheld from your support each year will be \$35. The fee will be withheld once we have sent to your family \$550 in support.

When does this change occur?

The change takes place July 1, 2019 but there is a delay in some circumstances.

What is the delay?

The amount of the fee withheld between October 1, 2018 and June 30, 2019, determines when the new fee is retained from your support payments. Regardless if when the \$25 is retained, the new fee amount of \$35 will be retained starting October 1, 2019 after \$550 is sent to your family.

- If the annual fee was withheld in full already in this federal fiscal year, the state will not withhold the additional \$10 in support. Your annual fee for the year is paid in full.
- If by June 30, 2019, a partial payment of the fee has been withheld because we have sent your family between \$500 and \$525 in support, any additional amount to pay the \$25 annual fee will be withheld from future support paid between July 1, 2019 and September 30, 2019.
- If by June 30, 2019, no support has been withheld for the payment of the annual fee, your case must meet the new criteria of \$550 in support sent to the family before the \$35 annual fee will be withheld.

If you have any questions regarding this information, please contact your worker:

{xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx at xxx-xxx-xxxx }

anytime between 8:00 a.m. and 4:30 p.m. Monday through Friday at the local child support office:

{addr ln 1}
{addr ln 2}
{city state zip}