
 <b>Department of Children &amp; Family Services</b> <i>Building a Stronger Louisiana</i>	<b>Division/Section</b>	Family Support
	<b>Chapter No./Name</b>	9 – Child Support Enforcement (CSE)
	<b>Part No./Name</b>	D – Fees and Payments
	<b>Section No./Name</b>	D-800 Child Support Payment Methods
	<b>Document No./Name</b>	D-810 Child Support Payment Methods
	<b>Effective Date</b>	April 15, 2023

**Child Support Payments may be made using the following methods:**

1. Pay \* with cash via \*\* MoneyGram:  
[www.moneyGram.com](http://www.moneyGram.com)  
 Include Account number: LASES #  
 Receive Code= 14695  
 There is a convenience fee for using this payment method. This fee is separate from the child support obligation and will be added to the payment regardless of the payment amount. No portion of the convenience fee is sent to the State as part of the child support payment.
2. Pay \* via phone using a bank account \*\*:   
 ExpertPay  
 1-866-645-6347  
 Servicing Obligors \* (NCPs) \*\* and Employers  
 No convenience fee for this payment method
3. Pay \* via the web using a bank account \*\*:   
[www.expertpay.com](http://www.expertpay.com)  
 Servicing Obligors \* (NCPs) \*\* and Employers  
 No convenience fee for this payment method
4. Pay \* with money order or cashier's check via express mail \*\* – Over Night Mail Service \*\*\* :  
 The CCU only accepts Express Mail sent by the United States Post Office  
  
 Send Express Mail to:  
 Centralized Collections Unit  
 P.O. Box 260222  
 Baton Rouge, LA 70826
5. Pay \* with money order or cashier's check via regular mail\*:  
 Send Mail to:  
 Centralized Collections Unit  
 P.O. Box 260222  
 Baton Rouge, LA 70826
6. Electronic Funds Transfer – For Employers Only:  
 Call 225-924-5990, Ext \* 8589909 \*\* for Information
7. \* Payment by cash at a local office:  
 The local office should accept the cash payment from the NCP, fill out the child support payment receipt, make a copy for the record and provide the NCP with the original completed payment receipt. Refer to policy B-510 to review the procedures for processing cash payments.

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- The local office should deposit the cash payment to the bank and complete the following steps:

- Fill out the cash payment form and complete the bank deposit slip.
- Email a copy of the cash payment form, bank deposit slip, bank deposit receipt, and payment receipt given to the customer to the Financial Unit. (A copy of the bank deposit receipt provides verification to the Financial Unit that the funds are deposited.)

Note: Each office should appoint a designee and an alternate to handle the deposit of the cash payments and to submit the requested documents. (It is suggested that this process is handled by the office's administrative staff and overseen by administrative supervisor.)

The local office must file and retain all submitted documentation regarding cash payments for auditing purposes.

- The Financial Unit, upon receiving the requested documentation from the field office, will complete the following steps:
  - Verify that all documents are received and completed correctly. \*\*
  - \* Post the payment into LASES. A Payment in Voucher (PIV) # will not be assigned by Fiscal. The number on the bank deposit slip will be used in its place.
  - Once the payment posts, the Financial Unit will send a copy of the cash payment form, bank deposit receipt, payment receipt given to the customer, and a copy of the Pay in Voucher (PAIV) screen to FISCAL.

Note: In most instances deposits made before 2:00 pm will be posted the next day. If not, then they will not be posted within the specified two business day timeframe. \*\*