

	Agency Name	Family Support
	Chapter No./Name	09 – Child Support Enforcement (CSE)
	Part No./Name	Y – Forms and Forms Instructions
	Section No./Name	Y – 1240 CSE Forms and Forms Instructions (Forms 240-249)
	Document No./Name	CSE 240 Ins Request for Verification that Support be Continued
	Effective Date	May 1, 2018

CURRENT VERSION OF FORM: * 05/18 REPLACING: 09/16 Issue Obsolete **

GENERATED: Manual/Mainframe/Document Generation. Available on the On-Line Policy Management System.

STOCKED: Copy as needed.

UNIT OF ISSUE: N/A (8-1/2" x 11", 2 sided).

➤ PURPOSE

Use to notify the CP to verify school attendance of a child over the age of 18 who is a full time student in good standing and is dependent on either parent for support or is developmentally disabled and attending secondary school. The form may also be used to request verification that a child has been placed under continuing tutorship * or is an adult disabled child **.

➤ PREPARATION

Original only.

➤ DISPOSITION

Mailed from State Office.

File the returned, completed form in section IV of the case record.

➤ RECORDS RETENTION

The [CSE 240](#) is considered *General Correspondence* for the purpose of Records Retention. The retention period is 4 calendar years.

➤ IMAGING

Scan under * Document Type Group: Correspondence, Document Type: Correspondence notices, Routing Number: 1202. **

➤ TRIGGERS

Generated based on CHCD screen emancipation date. Generated within * 6 months of the ** emancipation date. * Generated on ENSU with action code U240. **