

 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	9 – Child Support Enforcement (CSE)
	Part No./Name	Y – Forms and Forms Instructions
	Section No./Name	Y-1160 SES Forms and Forms Instructions – Forms 160-169
	Document No./Name	CSE 163 Ins Court Information and Appeal Results Letter (CSE 163)
	Effective Date	July 1, 2019

CURRENT VERSION OF FORM: * 07/19 REPLACING: 04/17 Issue Obsolete **

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

STOCKED: Copy as needed.

UNIT OF ISSUE: N/A (8 ½" X 11", front only).

➤ PURPOSE

Use to provide court * address, ** date and time, appeal results of contesting withholding, or for use as a cover letter for forwarding copies of court orders to the CP and/or NCP.

➤ PREPARATION

Complete in duplicate.

➤ DISPOSITION

Send the original to the CP and/or NCP. File a copy in the case record.

➤ RECORDS RETENTION

The CSE 163 is considered General Correspondence for records retention purposes. The retention period is 4 calendar years (4CY).

➤ IMAGING

Document Type Group: Correspondence Document Type: Correspondence Notices, Routing Number 1202.

➤ TRIGGERS

None