

	<b>Division/Section</b>	Family Support
	<b>Chapter No./Name</b>	9 – Child Support Enforcement (CSE)
	<b>Part No./Name</b>	Y – Forms and Forms Instructions
	<b>Section No./Name</b>	Y-100 Forms Instructions
	<b>Document No./Name</b>	<b>CSE</b> 392 Ins Multipurpose Notice to Consumer Reporting Agency ( <b>CSE</b> 392)
	<b>Effective Date</b>	April 1, 2017

CURRENT VERSION OF FORM: \* 04/17 REPLACING: 03/07 Issue Obsolete \*\*

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

STOCKED: Copy as needed.

UNIT OF ISSUE: N/A (8-1/2: X 11", front only).

#### ➤ PURPOSE

Notifies the consumer reporting agency that:

- There is no collection case in Louisiana, or,
- The collection case is in another district office, or,
- The noncustodial parent contests the release of information or
- A copy of the payment history is being released.

#### ➤ PREPARATION

Original and one copy.

#### ➤ DISPOSITION

Mail the original to the consumer reporting agency.

#### ➤ \* RECORDS RETENTION

The CSE 391 is considered Correspondence for records retention purposes. The retention period is four calendar years (4CY). \*\*

#### ➤ IMAGING

\*\*\* \* Document: Correspondence Document Type: Correspondence Notices. Routing Number 1202. \*\*

#### ➤ TRIGGERS

None