

Louisiana Department of Children and Family Services
Division of Family Support
Child Support Enforcement Section
P. O. Box 4067
Baton Rouge, LA 70804-4067

(Date)

Notice to Noncustodial Parent Regarding Income Assignment Only

Re: Immediate Income Assignment Order

Obligor: _____

LASES No.: _____

Dear _____ :

This letter is to inform you of the provision in state law, LA R.S. 9:303, that immediate income assignment orders issued in conjunction with a civil child support order be made payable through the Department of Children and Family Services, Division of Family Support, Child Support Enforcement Section. Under this law, services are limited to accepting and distributing payments received from the employer.

Our agency has received notice of an immediate income assignment order issued by the court. This order directs that payments be withheld from your income and forwarded to the Department of Children and Family Services for payment of child support. Child Support Enforcement is responsible only for receiving child support payments and sending such payments to the custodial party. You or your attorney will be responsible for reporting any change or termination of the order to your employer or payor of income.

In an effort to ensure that the court order information we have on your case is current and accurate, should your support order amount be modified, please forward a copy of the modified order to Child Support Enforcement, Non-IV-D Unit, P.O. Box 4067, Baton Rouge, LA 70804-4067.

If you have any questions regarding this notice, you may call (225) 342-0531 or write to the address shown above.

Payment information on your child support case is available from the DCFS Website at www.dcfsls.gov.

- Click on "Child Support Payment Inquiry"
- Enter your user ID and PIN, and then click on the "Log On" button.
- If you do not have a user ID and PIN, select "Register". You will be taken through the registration process. Please make note of your user ID and keep your PIN confidential. If you forget your PIN, you will need to contact a Customer Service Representative.

The last three months of payments sent to you will be displayed.

Payment information is also available from our voice response system at the following numbers. To reach our automated voice response system call:

1-888-LA-HELPU toll free for customers outside of the Baton Rouge area;
225-922-8100 for callers within the Baton Rouge area;
225-922-8111 TTY service for the hearing impaired.

The payment information from the website and the voice response system is updated daily.

Sincerely yours,

Department Representative