

**Louisiana Department of Children and Family Services
Division of Family Support
Child Support Enforcement Section**

Date

NCP Notice of New Debt and Rights and Responsibilities

Custodial Party: _____

Case ID No.: _____

Dear _____ :

You were ordered by the Court to pay support on the case listed above.

You must pay \$ _____ per _____ in child support. The child support arrears are \$ _____. You must pay \$ _____ per _____ in medical support. The medical support arrears are \$ _____. You must pay \$ _____ per _____ in spousal support. The spousal support arrears are \$ _____.

If the court ordered you to pay an expedited process fee, it must be paid directly to the court. However, if you complete a Payor Designation Form (PDF) with the court, you may include the fee with your child support payment and it will be deducted and forwarded to the court. If you do not complete the form, all payments received will be applied to your support obligation and you will still owe the fee directly to the court. In some cases, the PDF might not be completed while the caseworker is in court. It could be provided to Child Support Enforcement at a different time.

You may submit payments through ExpertPay.com, visit a MoneyGram Location near you, or mail a cashier's check or money order made payable to the Department of Children and Family Services.

If you mail a payment, please include your name, address, Case ID No., and social security number on the payment. DCFS will need this information to correctly credit your account. The payment must be mailed to:

**Centralized Collection Unit
P.O. Box 260222
Baton Rouge, Louisiana 70826-0222**

Either party to the child support order has the right to request a review of the child support award every three years or at any time upon verbal or written request to determine if the amount needs to be changed.

Please notify us immediately of any changes in your address or employment or if you would like to request a review.

To notify us of changes or if you have any questions, please contact us at:

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