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|  <b>Department of<br/>Children &amp;<br/>Family Services</b><br><i>Building a Stronger Louisiana</i> | <b>Division/Section</b>  | Family Support                      |
|   | <b>Chapter No./Name</b>  | 09 –Child Support Enforcement (CSE) |
|   | <b>Part No./Name</b>     | K-Enforcement of Support            |
|   | <b>Section No./Name</b>  | K-100 Enforcement of Support        |
|   | <b>Document No./Name</b> | K-140 Contacting the NCP            |
|   | <b>Effective Date</b>    | January 1, 2013                     |

## I. STATEMENT OF POLICY

When an obligor is delinquent equal to one month's support obligation, LASES moves the case into the Enforcement Function. \* [Form CSE 355, Notice of Delinquency](#), \*\* is generated to the NCP for three consecutive months.

## II. PROCEDURES

If the NCP fails to respond to the notice of delinquency, a telephone contact should be made when possible to discuss the matter. The next step is to schedule an appointment with the NCP. \* [The CSE 104E, NCP Appointment Letter](#), is used for this purpose. \*\* Include a request that a money order for the total amount of past due support be provided. If the NCP fails to respond, a field contact at the home or place of employment may be made.

## III. FORMS AND INSTRUCTIONS

\* [CSE 355/Instructions](#)  
[CSE 104E/Instructions](#) \*\*

## IV. REFERENCES

\* There are no references associated with this policy. \*\*