

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

Telephone

Date

Notice of Administrative Review

LASES No.: _____

Dear _____ :

You have requested an administrative review concerning:

- Collection of past due support by Federal income tax offset refund as provided by 45 CFR 303.72.
- Collection of past due support by State income tax refund offset as provided by 45 CFR 303.102.
- Release of payment history information to a consumer reporting agency as provided by section 466(a)(7) of the Social Security Act and LSA-R.S. 46:56(M).
- Other action (Specify)

A hearing regarding the matter indicated above has been scheduled for _____
on _____ at the Child Support Enforcement Office located
at _____ .

You will have the opportunity to respond and present evidence on all issues of fact, and present argument on all issues of law and policy involved. You may obtain counsel to represent you at this hearing.

You must notify us at least 24 hours in advance if you cannot attend the administrative review. Failure to appear without good cause will result in the abandonment of your administrative review.

Sincerely,

Department Representative