

 Department of Children & Family Services <i>Building a Stronger Louisiana</i>	Division/Section	Family Support
	Chapter No./Name	9 – Child Support Enforcement (CSE)
	Part No./Name	Y – Forms and Forms Instructions
	Section No./Name	Y-1150 CSE Forms and Forms Instructions Forms 150-159
	Document No./Name	CSE 158 Ins Notice of Freeze and/or Encumbrance of Assets/Property
	Effective Date	October 1, 2022

CURRENT VERSION OF FORM: * 10/22 REPLACING: 04/13 Issue Obsolete **

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

STOCKED: Copy as needed.

UNIT OF ISSUE: N/A (8 ½" X 11", front only)

➤ PURPOSE

Use to notify the NCP *** that assets/property previously frozen are to be seized.

➤ PREPARATION

Document Generation/OPMS original and one copy.

➤ DISPOSITION

Document Generation/OPMS - send to all joint account holders. File copy in Section IV of the case record.

➤ RECORDS RETENTION

The CSE 158 is considered *Documents* for the purpose of Records Retention. The retention period is Active plus 4 calendar years (Act. + 4CY).

➤ IMAGING: *** * Document Type Group: Enforcement, Document Type: Freeze & Seize. Routing Number: 2002 **

➤ TRIGGERS

Document Generation/OPMS - none.