

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date

**Notice of the Right to Request a Review**

 LASES No: \_\_\_\_\_

Either party to a child support order has the right to request a review of the existing child support award to determine if the amount is correct according to the Child Support Award Guidelines. A review may be requested every three years without requiring a change in circumstances. A review of the child support order outside the three year cycle is conducted only if a substantial change in circumstances warrants the review.

The review is conducted when a request is made by either party, when Child Support Enforcement determines that a review should be conducted, when there is an assignment under Temporary Assistance to Needy Families (TANF), or if the non-custodial parent (NCP) is incarcerated or sentenced for 180 consecutive days or more. The child support order may be increased or decreased in accordance with the Child Support Award Guidelines.

The state staff attorney, district attorney, and/or private contract attorney providing services pursuant to this letter:

- a. Does not represent you in any actions that may occur.
- b. Represents only the State and the State's interest.
- c. Cannot give you any legal advice. You may contact a private attorney or the local legal aid services for legal advice.

You may request a review of the existing child support amount by completing the response portion of this letter and returning it to the above address or by calling:

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.

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**Customer Response**

- ☐ I want to request a review of the existing child support award in this case.
- ☐ My address listed above is correct.
- ☐ My current address is: \_\_\_\_\_

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In addition, if you have a complaint regarding the way your child support case is being handled, or a decision made on your request for review and adjustment, you may request an administrative review of the actions taken on this case. If you wish to request an administrative review, call or write to this office within 30 days of the date of this notice. You will be notified of the time and place of your administrative review.

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