

Louisiana Department of Children and Family Services
Division of Programs
Child Support Enforcement Section
P. O. Box 4067
Baton Rouge, LA 70804-4067

(Date)

Notice to Custodial Party Regarding Income Assignment Only

Re: Immediate Income Assignment Order

Obligor: _____

LASES No.: _____

Dear _____ :

This letter is to inform you of the provision in state law, LA R.S. 9:303, that immediate income assignment orders issued in conjunction with a civil child support order be made payable through the Department of Children and Family Services, Division of Programs, Child Support Enforcement. Under this law, services are limited to accepting and distributing payments received from the employer. No enforcement action will be taken if payments stop.

Our agency has received notice of an Immediate Income Assignment Order issued under this law and will process all payments received from the obligor's employer. You or your attorney will be responsible for serving notice to the current employer and any future employers, and to serve notice of any change or termination of the order.

In an effort to ensure that the court order information we have on your case is current and accurate, should your support order amount be modified, please forward a copy of the modified order to Child Support Enforcement, Non-IV-D Unit, P.O. Box 4067, Baton Rouge, LA 70804-4067.

Payments received are posted into an automated system daily and issued to the custodial party. Please report any change of address as soon as possible to: P. O. Box 4067, Baton Rouge, LA 70804-4067.

If an accounting error occurs that results in an overpayment being issued, you will be requested to return the payment. If the payment is not returned, Child Support Enforcement is authorized to withhold 10% of future child support payments received to recover the loss. You may request a review of the matter by contacting this office.

Information concerning payments on your case is available through our automated voice response system. The toll free telephone number, 1-888-LAHELP-U, is available 24 hours a day. If you live in the Baton Rouge area, call (225) 922-8100. You must enter the LASES number noted above when calling for payment information. Please note that information concerning past due support is provided; however, our agency cannot certify that the arrears are correct in these type cases.

Child Support Enforcement also provides a wide range of services as outlined in the enclosed brochure. If you need assistance with enforcement of your child support order, you may contact the Child Support Enforcement office that serves your area. A nonrefundable application fee of \$25.00 is charged for full service. If you currently receive FITAP, KCSP, or Medicaid no application fee is charged. A \$25.00 annual fee will be imposed in each case where an individual has never received FITAP assistance and for whom the state has collected at least \$500.00 of support.

If you have any questions regarding this notice, you may call (225) 342-0531 or write to the address shown above.

Payment information on your child support case is available from the DCFS Website at www.dcfslouisiana.gov.

- Click on “Child Support Payment Inquiry”
- Enter your user ID and PIN, and then click on the “Log On” button.
- If you do not have a user ID and PIN, select “Register”. You will be taken through the registration process. Please make note of your user ID and keep your PIN confidential. If you forget your PIN, you will need to contact a Customer Service Representative.

The last three months of payments sent to you will be displayed.

Payment information is also available from our voice response system at the following numbers. To reach our automated voice response system call:

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

The payment information from the website and the voice response system is updated daily.

Sincerely,

Department Representative