

 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	K – Enforcement of Support
	Section No./Name	K-300 Administrative License Suspension
	Document No./Name	K-360 Written Agreement for Payment of Support
	Effective Date	February 14, 2020

I. STATEMENT OF POLICY

If the NCP contacts the Department after receipt of the form [CSE 440](#), the analyst must make every effort to work with the NCP to reach a reasonable agreement to pay the arrearage and current support. The analyst should consider any reasonable agreement. In some cases, this may result in the review of the case for a modification.

It is the intent of CSE to be liberal in accepting agreements to begin making payments, but the analyst must determine if the agreement is sufficient. The purpose of license suspension is not to suspend licenses, but for the NCP to begin making regular payments. * 45 CFR 303.6 requires CSE to collect payments towards the arrears. If the court has ordered an amount to the arrears, the agreement amount may be for this amount too. **

II. PROCEDURES

Form [CSE 442](#), Written Agreement for Payment of Current and Past Due Support, must be completed * by CSE staff or DA staff ** and signed by *** the NCP. The license(s) shall not be suspended as long as the NCP is in substantial compliance with the agreement. * The written agreement must indicate the amount specified for payment toward the arrears in addition to the current support obligation and the hearing officer fee, if applicable.

Note: When there is an income assignment order in place, staff must enter the amounts the NCP specified in the written agreement to withhold in the IA OVERRIDE field on LICO/COOD and enter AA in the reason code field. **

Upon signing the written agreement, the NCP waives all rights to an administrative hearing on the matter.

If the NCP does not remain in compliance with the agreement, the Department may proceed with the suspension of licenses without the necessity of sending another form [CSE 440](#). In such cases, * contact ** the NCP *** * to ** attempt to get him back into compliance with the agreement.

III. FORMS AND INSTRUCTIONS

CSE 440 [Form](#) / [Instructions](#) Notice of Child Support Delinquency - Intent to Suspend Licenses
 CSE 442 [Form](#) / [Instructions](#) Written Agreement for Payment of Current and Past Due Support

IV. REFERENCES

There are no references associated with this policy.