

[CURRENT_DATE]

Recipient name

Recipient address (multiple lines)

CSE Case Number: [CSE_CASE_NBR]

Custodial Party:

[CP_PRIMARY_NAME]

Noncustodial Parent:

[NCP_PRIMARY_NAME]

Court Case Number: [COURT_CASE_NUM]

Dear [RECIPIENT_NAME]:

The information you gave on the Family Violence Questionnaire (DCSS 0048) was not detailed enough for us to stop the release of your child support case information from being sent to the federal government, as required by law.

To stop the release of your address or other identifying information, you must provide us with evidence of one or more of the following information within 30 days from the date of this letter.

-  You must have previously obtained a restraining order, a protective order, or a stay away order against the other party in this case. You must send us a copy of this order or tell us where we can get one. *(Please include the order/docket number, the date it was filed, and the name of the court in which it was filed).*
- If you are receiving public assistance and claimed "GOOD CAUSE" because of a threat of family violence from the other party in this case, and this has been approved by the county welfare department or is pending, you must let us know.
- You must give us detailed facts with reasons you believe that release of your address or other identifying information may result in physical or emotional harm to you or the child(ren) in this case. You need to provide more detailed information including dates, times, places, and possible witnesses to support your claim.

Since the previous Family Violence Questionnaire you filled out did not provide enough information on the item(s) checked above, we are sending you another blank form to fill out. If you can provide more complete, detailed information on this questionnaire within 30 days of the date of this letter, we will be glad to review your request.

Please contact us at (866) 901-3212 with the above case number if you have any questions.

Sincerely,

[WORKER_NAME]
[WORKER_TITLE]

Enclosure