

[CURRENT_DATE]

Recipient Name
Recipient Address

CSE Case Number:
[CSE_CASE_NUM]
Custodial Party:
[CP_PRIMARY_NAME]
Noncustodial Parent:
[NCP_PRIMARY_NAME]
Court Case Number:
[COURT_CASE_NUMBER]

Dear [RECIPIENT_NAME]:

A credit reporting investigation was initiated/conducted as a result of your request dated [DATE]. Please be advised that credit reporting is required by the Federal Government (Title 45 CFR 302.70 (a)(7)) for all overdue child support accounts, and by the State of California for all child support accounts (Family Code 4701 (d)(1)), whether delinquent or non-delinquent.

The following action occurred:



☐ Your account has been updated with the credit reporting agencies.

- ☐ Additional information is required from you (see below). This information must be received within 15 calendar days. If the information is not received within that time, the dispute will be closed and no action will be taken with the credit reporting agencies. It is your responsibility to provide appropriate information to support your claim.

[DCSS_0669_PAGE1_ADDITIONAL_INFO_TEXT]

- ☐ Information previously reported to the credit reporting agencies was accurate. No changes have been made to your account or reported to the credit reporting agencies.

☐ A credit reporting investigation was not conducted for the following reason:

[DCSS_0669_PAGE2_CREDIT_REPORTING_TEXT]

☐ Other:

[DCSS_0669_PAGE2_OTHER_TEXT]

RIGHT TO ADMINISTRATIVE REVIEW

You have the right to contest this credit reporting action of past due support owed, and you may request an administrative review. If you want to request an administrative review or have any questions regarding this notice or your past due support amount, you must contact the local child support agency (LCSA) that manages your case. Someone from that agency will explain how you can have your case(s) reviewed by the LCSA.

If you have any questions, please visit Customer Connect at www.childsupport.ca.gov/customer-connect for assistance on-line or call Customer Connect at (866) 901-3212. Persons with hearing or speech impairments, please call the TTY number at (866) 399-4096.

Sincerely,

[WORKER_NAME]

[WORKER_TITLE]