

[CURRENT_DATE]

Recipient name

Recipient address (multiple lines)

CSE Case Number: [CSE_CASE_NUMB]

Custodial Party:

[CP_PRIMARY_NAME]

Noncustodial Parent:

[NCP_PRIMARY_NAME]

Court Case Number: [COURT_CASE_NU]

Dear [RECIPIENT_NAME]:

This is to let you know that your request to have a Family Violence Indicator (FVI) activated for your case has been approved. This means that we will not share information from your case with the other party for the child(ren) in this case or with anyone else, in accordance with the state and federal confidentiality rules. The information you provided to [OFFICE_NAME] on the Child Support Family Violence Questionnaire (DCSS 0048) will stop any personal information from being placed on any documents. The only exception to this restriction would be if the other party obtained an order from a court that has the authority under the law to grant such an action.

By law, we must send child support case information to the federal government. However, you and the child(ren)'s personal information will be protected until you let us know **in writing** that there is no longer a risk of harm to you or the child(ren).

If you have any questions or concerns regarding this letter, please contact us at (866) 901-3212.

Sincerely,

[WORKER_NAME]
[WORKER_TITLE]