

[SCU Letterhead]

To:

Date:

, Petitioner/Plaintiff

Docket/Index No.:

Date of Hearing:

– against –

, Respondent/Defendant

Dear (Recipient of Support Payments):

We recently received an order of support from the ☐ Supreme Court ☐ Family Court directing that all payments be made to the Support Collection Unit. The Support Collection Unit has reviewed the order of support and determined the next step in the provision of child support services.

The Support Collection Unit does not have an application for child support services. To receive child support services and have support payments made to the Support Collection Unit, you must complete and sign the LDSS-5143, *Application for Child Support Services*. **Return the LDSS-5143, *Application for Child Support Services* within fifteen (15) calendar days from the date of this letter** to:

(SCU address for correspondence)

If you do not return the completed and signed LDSS-5143, *Application for Child Support Services* within fifteen (15) calendar days, the SCU will be unable to provide child support services. Please review and keep pages 1-4, the *Important Information about Child Support Services* section of the LDSS-5143, for your records.

Sincerely,

Support Collection Unit Supervisor

Enclosures

cc: (*Child Support Payor*)