

COUNTY OF SAN DIEGO DEPARTMENT OF CHILD
SUPPORT SERVICES
PO BOX 122031
SAN DIEGO CA 92112-2031



CSE Case Number
Custodial Party
Noncustodial Parent
Court Case Number

Re

Dear

California Family Code Section 3901 provides for continuing child support past the eighteenth (18th) birthday when a child meets all of the following criteria: 1) is unmarried, 2) is a full time high school student, and 3) is not self-supporting. Support may continue until the child turns nineteen (19) or graduates from high school, whichever occurs first.

Please take the enclosed FULLTIME STUDENT VERIFICATION form (DCSS 0084) to _____ high school and ask the school to complete and return the verification form to us. The verification form must be completed by the high school.

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

Sincerely,

Child Support Representative



CSE Case Number:

Custodial Party:

We are enforcing a child support case for _____ As part of our responsibility, we are seeking to verify the expected graduation date of _____ from high school. Please complete the bottom portion of this letter. If you have any questions, please call (866) 901-3212. We will greatly appreciate your prompt reply in this matter. Please sign, date, and return the completed letter to:

COUNTY OF SAN DIEGO DEPARTMENT OF CHILD SUPPORT SERVICES
PO BOX 122031, SAN DIEGO CA 92112-2031

California Family Code Section 17505 requires that all state, county, and local agencies cooperate with the Local Child Support Agency in enforcing child support obligations.

Sincerely,

Child Support Representative

THIS PORTION MUST BE COMPLETED BY THE HIGH SCHOOL STUDENT

1. Is he/she currently enrolled and attending a full-time accredited high school program?
 Yes No
If no, please explain: _____

2. Date the student is expected to or did graduate from high school: _____

Dated: _____ Signature: _____

Print Name: _____

Title: _____

Telephone Number: _____

High School Name: _____

RETURN ADDRESS SLIP

DCSS 0613 (12/28/06)

Mailing Instructions:

Please mail the bottom portion of this form when you return the enclosed document(s) back to us. Place this form on top of the document(s) that you are mailing back to the address at the bottom of this page.

If you are using the large envelope provided (9 inches by 6 inches), cut or fold the paper in half where the dotted line indicates "large envelope (9 inches by 6 inches)."

If you are using the regular size envelope provided (9 inches by 4 inches), cut the paper where the dotted line indicates "regular envelope (9 inches by 4 inches)."

Be sure that the return address is visible through the window of the envelope before sealing the envelope.

Cut or fold here along dotted line for large envelope (9 inches by 6 inches)

Cut here along dotted line for regular envelope (9 inches by 4 inches)



COUNTY OF SAN DIEGO DEPARTMENT OF
CHILD SUPPORT SERVICES
PO BOX 122031
SAN DIEGO CA 92112-2031

COMPLAINT RESOLUTION - STATE HEARING INFORMATION

RIGHT TO COMPLAINT RESOLUTION:

- If you have a complaint against a local child support agency for any action or inaction regarding your child support case, you have the right to request complaint resolution from the local child support agency.
- You can make a complaint in writing by completing the Request for Complaint Resolution form, or you can call the local child support agency.
- **IMPORTANT: Your request for complaint resolution must be made within 90 days from the date you knew, or should have known, about the subject of your complaint.**
- The local child support agency has 30 days from the date it receives your complaint to give you a written resolution of your complaint, unless the local child support agency needs more information or time to resolve your complaint. The local child support agency will contact you if it needs more information or time to resolve your complaint.

RIGHT TO A STATE HEARING:

- If the local child support agency **does not** respond to you within 30 days from receiving your complaint, you have the right to request a State Hearing before an Administrative Law Judge. **IMPORTANT: Your request for a State Hearing must be made within 90 days after you complained to the local child support agency.**
- If the local child support agency **does** respond to you within 30 days of making your complaint, and you are not satisfied with the local child support agency's complaint resolution or response, you have the right to request a State Hearing before an Administrative Law Judge. **IMPORTANT: Your request for State Hearing must be made within 90 days after you received the local child support agency's written response to your complaint.**
- You can request a State Hearing in writing by sending a Request for State Hearing form to the State Hearing Office, or you can call the State Hearing Office toll free at 1-866-289-4714.
- The State Hearing Office will let you know the date, time, and place of your State Hearing.
- The State Hearing Office will provide an interpreter or disability accommodation for you at the hearing if you need one.
- **IMPORTANT: Not all complaints can be heard at a State Hearing.**

State Hearings will only be granted for the following issues:

- An application for child support has been denied or has not been acted upon within the required time frame.
- The child support services case has been acted upon in violation of federal or state law or regulation, or California Department of Child Support Services policy letter, or has not been acted on within the required timeframe, including services for the establishment, modification, and enforcement of child support orders and child support accountings.
- Child support collections have not been distributed, or have been distributed or disbursed incorrectly, or the amount of child support arrears, as calculated by the local child support agency is inaccurate.
- The local child support agency's decision to close a child support case.

IMPORTANT: The following issues cannot be heard at a State Hearing:

- Child support issues that must be addressed by motion, order to show cause, or appeal in a court.
- A review of any court order for child support or child support arrears.
- A court order or equivalent determination of paternity.
- A court order for spousal support.
- Child custody determinations.
- Child visitation determinations.
- Complaints of alleged discourteous treatment by a local child support agency employee, unless such conduct resulted in a hearable action or inaction.

OMBUDSPERSON SERVICES:

- Every local child support agency has an Ombudsperson available to help you through the complaint resolution and/or State Hearing process.
- The Ombudsperson can help you obtain information regarding your complaint to help you prepare for your State Hearing.
- **IMPORTANT: The Ombudsperson cannot represent you at the State Hearing or give you legal advice.**