

3 EASY STEPS TO OPEN A CHILD SUPPORT CASE

Step 1: Complete this section (online option: bit.ly/open-cs-case)



- ☐ I understand I am requesting the Department of Child Support Services contact me about establishing a child support case.
- ☐ I understand I may be asked for personal information and requested to submit additional forms before a child support case can be opened.

APPLICANT INFORMATION

Your Name:

Other Parent's Name:

Best time to reach me: a.m. p.m.

Preferred contact method (*check all that apply*): ☐ Virtual Chat (Zoom) ☐ Phone ☐ Email ☐ In office

Phone: I consent to receipt of text messages. Yes No

Email:

Step 2: Submit this form to DCSS.



1. Complete above information:

- Complete online and email to HeretoHelp@sdcounty.ca.gov; OR
- Take a picture and email to HeretoHelp@sdcounty.ca.gov; OR
- Print, scan, and email to HeretoHelp@sdcounty.ca.gov

2. Include a copy of your child support order

Step 3: DCSS will contact you within 2 business days.