

REFERRAL TO OPEN CHILD SUPPORT 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 (<i>check all that apply</i>):	<input type="checkbox"/> Virtual Chat (Zoom) <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In office
Phone:	I consent to receipt of text messages. <input type="checkbox"/> Yes <input type="checkbox"/> No
Email:	

REFERRAL INSTRUCTIONS

In-Office



1. Complete above information
2. Place this completed referral form in the box designated for Child Support referrals
3. Attach a copy of your child support order

Go online at bit.ly/open-cs-case



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

A Child Support professional will contact you within 2 business days