

ADMINISTRATIVE REVIEW REQUEST

DCSS 0619 (8/16/07)

Mail form to: Department of Child Support Services
Public Inquiry and Response Team
P.O. Box 419064, Mail Station 12-A
Rancho Cordova, CA 95741-9064
Attention: Administrative Review Process

Date of Receipt

| | | | |
|--------------|---------|--------|---------------------------|
| Name: (Last) | (First) | (M.I.) | Daytime Telephone Number: |
|--------------|---------|--------|---------------------------|

Street Address:

| | | |
|-------|--------|-----------|
| City: | State: | Zip Code: |
|-------|--------|-----------|

Social Security Number or Participant Identification Number:

Email Address:

Please provide a DETAILED DESCRIPTION of the issue that you believe was not addressed through your contact with the State Disbursement Unit Call Center.

(If you need more space, you may continue on another page and attach it to this document.)

Signature:

Date:

PRIVACY NOTICE: The Information Practices Act of 1977 (Civil Code §1798.17) and the Federal Privacy Act of 1974 (Title 5, United States Code §552a(e)(3), §7 Note) require that this notice be provided when receiving personal information and social security numbers from individuals. Information requested in this format is used by the Department of Child Support Services for the purposes of identification and processing of your request. It is important to furnish all information requested. Failure to provide all information requested may result in the inability of completing a proper review.

The agency unit responsible for maintenance of the information is: Public Inquiry & Response Team, P.O. Box 419064, MS 12-A, Rancho Cordova, California 95741-9064, (866) 249-0773. Legal references authorizing solicitation and maintenance of this personal information include Title 42, United States Code, §666(a)(13), Title 45, Code of Federal Regulations §303.35, and Family Code §17212. Copies of this information will be maintained in confidential files at the Department of Child Support Services for 4 years and 4 months after the case is closed. You have the right of access to your submitted request by calling (866) 249-0773.

ADMINISTRATIVE REVIEW REQUEST

DCSS 0619 (7/27/07)

INSTRUCTIONS FOR REQUESTING AN ADMINISTRATIVE REVIEW

IMPORTANT: The Department of Child Support Services (DCSS) Administrative Review Process is available to individuals who do not have an open child support case with a local child support agency. This process is only for State Disbursement Unit collection and/or disbursement issues that individuals believe have not been addressed through contact with a State Disbursement Unit Call Center representative. To assist us in responding to your issue it is important that you complete the Administrative Review Request as soon as possible.

All requests for Administrative Review must be submitted in writing, signed and dated, and mailed to:

**Department of Child Support Services
Public Inquiry and Response Team
P.O. Box 419064, Mail Station 12-A
Rancho Cordova, CA 95741-9064
Attention: Administrative Review Process**

Written requests should contain the following information:

- PERSONAL INFORMATION
 - Your Name: (Last, First, Middle Initial)*
 - Your Address: (Street, City, State, Zip Code)*
 - Your Social Security Number or Participant Identification Number*
 - Your daytime telephone number
 - Your email address
- DETAILED DESCRIPTION OF ISSUE*
 - A detailed description of the issue that you believe was not addressed through your contact with the State Disbursement Unit Call Center.
- SIGNATURE AND DATE*
 - Sign and date your request.

CONFIDENTIALITY: All information is treated as confidential and protected as required by State and Federal Law.

The DCSS will respond in writing, by mail, to your request within 15 working days from the date of receipt. If more information or time is needed to address your concerns, DCSS will contact you. DCSS may extend the time to a maximum of 15 additional working days.

IMPORTANT: The Administrative Review Process ONLY addresses State Disbursement Unit collection and/or disbursement issues for individuals who do NOT have a case open with a local child support agency. For example, the Administrative Review Process does NOT address any issues related to court orders or enforcement actions.

For further information, please refer to the DCSS website at: www.childsup.ca.gov

DID YOU KNOW? Local child support agencies provide, free of charge, a full range of child support services. These services include establishing, modifying, and enforcing child support orders. To contact your local child support agency to obtain an application, visit the DCSS website at www.childsup.ca.gov and look under the Contact Local Office link.

* Required Information