



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
DIVISION OF CHILD SUPPORT

**NOTICE TO RECOVER RETAINED CHILD SUPPORT**

DATE:

TO:

CASE NUMBER:

You may remember when you applied for public assistance (Temporary Aid to Needy Families – TANF) you signed a paper giving up your right to receive current and back child support. You agreed to send DCS all child support payments you received in 8 days after receiving a payment.

The Division of Child Support (DCS) shows you received \$ \_\_\_\_\_ in child support payments from \_\_\_\_\_. The payments are listed on the enclosed form the *Retained Child Support Calculation*. You did not send this money to DCS.

You have 20 days (if you live in Washington State) or 60 days (if you live outside Washington State) to act on one of the following:

1. Pay your debt of \$ \_\_\_\_\_ in full. You can make payments:
  - a. On line at <http://fortress.wa.gov/dshs/csips/>. Or,
  - b. By check or money order sent to the address below.
2. Call 800-277-6797 and ask:
  - a. If you can make several smaller payments.
  - b. For an informal meeting (Conference Board) to tell us why you disagree with the debt.
  - c. For a formal meeting (hearing). If this is your choice, complete the enclosed form *Objection/Request for Adjudicative Proceeding*.

If you choose b. or c., DCS will not take collection actions against you until a decision is made after the meeting.

If you do not take any action listed above and you are not receiving TANF, law allows DCS to take the following collection actions:

1. Attach earnings, income, or other assets.
2. File liens, take and sell your real and personal property. (DCS can file liens even if you receive TANF).

We appreciate your prompt response.

Sincerely,

Authorized Representative  
DIVISION OF CHILD SUPPORT  
RETAINED SUPPORT UNIT  
PO BOX 9017  
OLYMPIA WA 98507-9017