

Non-Custodial Parent Referral to Child Support Enforcement Unit

TO: Child Support Enforcement Unit

FROM: Agency Name:

Address: _____

Telephone No.: _____

Contact Person
at Agency: _____

The following non-custodial parent has applied for TANF funded services with our agency. As part of the eligibility, he has agreed to cooperate with child support enforcement activities for the child(ren) listed below. Please do a statewide search on CSMS to determine if there is a current case. If there is a case in another district, please forward this referral to the Child Support Enforcement Unit in that district. If the case is in your district, please update CSMS, if needed, and take other appropriate action.

The information listed below (if known) must be provided by the non-custodial parent.

Non-Custodial Parent Information (All of the following information must be provided.)

Name: _____

Social Security Number: _____

Address: _____

Employer Address: _____

Phone Number (work): _____

Phone Number (home): _____

Children in Need of Child Support

Number of children: _____

Please provide the following information for each child:

First Child:

- 1. Name: _____
- 2. Sex: _____
- 3. Date of Birth: ____ / ____ / ____
- 4. Social Security Number: ____ - ____ - ____
- 5. Custodial parent or guardian's name and address:

- 6. If there is a court date, in what New York county?

Second Child:

- 1. Name: _____
- 2. Sex: _____
- 3. Date of Birth: ____ / ____ / ____
- 4. Social Security Number: ____ - ____ - ____
- 5. Custodial parent or guardian's name and address:

- 6. If there is a court date, in what New York county?

Information for other children should be put on a separate page.

I agree to cooperate with all activities regarding child support for my children. I authorize representatives of any New York State Child Support Enforcement Office to provide information to the agency sending this referral regarding my cooperation in all child support enforcement activities.

Signature: _____
(Non-Custodial Parent)

Date: _____