

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES
DIVISION OF CHILD SUPPORT ENFORCEMENT

IMPORTANT NOTICE ABOUT CHILD SUPPORT

DO CASE # CUSTODIAL PARENT'S NAME

Dear :

This notice provides important information about laws that may affect you.

Child support is very important. If you are paying child support regularly, thank you for meeting that responsibility to your children.

If you owe support and are not paying the support, state and federal laws allow the Division of Child Support Enforcement (DCSE) and the courts to collect the money you owe. Some ways we collect support are by

- having your employer withhold support from your wages;
- issuing liens and orders to withhold money in bank accounts and other financial institution accounts;
- seizing and selling your property;
- intercepting state and federal payments and refunds due you;
- reporting your past due support to consumer reporting agencies; and
- requesting the Secretary of State to deny, revoke, restrict or limit your passport.
- **having the Virginia employment Commission withhold support from your unemployment benefits.**

If you owe at least \$5,000 or are behind at least three months in your support payments or you fail to respond to a subpoena, summons or warrant issued by the DCSE, the DCSE may take the following actions:

- Ask the Department of Motor Vehicles (DMV) to suspend or refuse to renew your driver's license. The DMV will not return your driver's license until the DCSE tells the DMV that you have 1) paid your past due support in full or 2) made **a substantial payment and entered into** an agreement with the DCSE to pay your remaining past due support or 3) complied with the subpoena, summons, or warrant.
- Ask the courts to require you to turn in any certificate, registration, or other business, trade, professional, occupational or recreational license (including hunting and fishing) issued to you. Courts will not order the licensing agency to reissue your license until the DCSE tells the court that you have 1) paid your past due support in full or 2) made **a substantial payment and entered into** an agreement with the DCSE to pay your remaining past due support.

The DCSE may charge fees for the following actions it takes:

- Intercepting federal payments and refunds
- Using a private process server to serve notices on you
- Using the services of an attorney for court enforcement actions when the court rules in the DCSE's favor
- Seizing and selling your property to pay past due support you owe

If your address or telephone number changes, you are required by law to send the DCSE written notice of your new address or telephone number within 30 days of the change. Send your address or telephone number change to the district office listed at the top of this notice.

If you believe your child support order needs reviewing and it has been at least three (3) years since your last review or if you can show a material change in circumstances, mail a written request to the district office listed at the top of this notice. The following are examples of a material change in circumstances:

- A change of 25 percent in the income of either party
- A change in dependent care, health insurance or medical expenses
- A change in the number of dependents for which either party is legally responsible

The DCSE will ask you to provide information about your current income. The review may result in an increase, decrease or no change in your current support order. It will not change the amount of past due support you owe.

The Commonwealth charges you interest on your past due support at the judgment rate established by state law on support orders issued in Virginia. This rate is currently 6 percent annually. The Virginia General Assembly sets this rate and it may change every year. If the support order was issued in another state, Virginia charges interest on your past due support as specified in your support order, or if not specified, in accordance with the law of the issuing state.

To avoid collection actions, pay your child support. If you owe past due support, PAY IT NOW. If you cannot pay all of the past due support at once, contact the district office listed at the top of this notice, immediately, to work out a payment plan.

PAYMENT INSTRUCTIONS

Mail a personal check, cashiers' check, or money order for the amount you owe. Make the payment payable to the Treasurer of Virginia. Include your social security number on the payment. Mail the payment immediately to:

DIVISION OF CHILD SUPPORT ENFORCEMENT
P O BOX 570
RICHMOND VA 23218-0570

DO NOT INCLUDE CORRESPONDENCE WITH YOUR PAYMENT. Mail correspondence to the district office listed at the top of this notice.