

TO:

Date: _____

New York Case Identifier: _____

**SUPPORT COLLECTION UNIT DETERMINATION OF YOUR REQUEST FOR REVIEW
OF THE ADDITIONAL AMOUNT ON THE INCOME WITHHOLDING FOR SUPPORT**

Dear _____:

The review of your request to reduce the additional amount on the "Income Withholding for Support" (NOTICE) for the New York State Case Identifier above has been completed. Based on our review of the case and supporting documentation provided:

- ☐ Your request has been **granted**. Your case will be reviewed and adjusted as appropriate. If your financial circumstances change, you must immediately contact the **Child Support Helpline** listed below.
- ☐ An amended NOTICE will be sent to your employer/income withholder reflecting the adjusted amount that must be withheld. A copy of the amended NOTICE will be sent to you.
- ☐ A termination NOTICE will be sent to your employer/income withholder advising that the amount being withheld must stop.
- ☐ Your request has been **denied**.
- ☐ Insufficient documentation was provided to us to complete your request. You failed to provide the following proof(s) as required by the Request for Review form: ☐ proof of physical custody; ☐ proof of terminated current support; and/or, ☐ proof of current income. In particular, _____.
- You may contact the **Child Support Helpline** listed below to request another review of your additional amount.
- ☐ The income you provided did not demonstrate that the additional amount required to be deducted will reduce your annual income below the self-support reserve.
- ☐ You did not demonstrate: ☐ that you have physical custody of the minor child(ren) who is/are the subject(s) of the support order; ☐ that a current support obligation no longer exists for the minor child(ren); and/or ☐ that the income withholding effects your ability to support the minor child(ren).

If you do not believe that our final decision is correct, you may seek review of this decision by bringing a legal proceeding authorized by Article 78 of the Civil Practice Law and Rules within four months of the receipt of this notice. You should see an attorney about how to bring an Article 78 proceeding. If you do not have an attorney or cannot afford to hire one, you should call your local legal services organization for help.

Contact the Child Support Helpline at 888-208-4485 (toll free), TTY 866-875-9975, Video Relay Service (<http://www.fcc.gov/encyclopedia/trs-providers>), Monday through Friday from 8:00 AM to 7:00 PM.

Supervisor,
Support Collection Unit