

Child Support Enforcement Agency

A Division of the Hamilton County Department of Job & Family Services
Main Office • 222 E. Central Parkway • Cincinnati • OH • 45202

Date:

SETS No:

To:

Re:

DOB:

Dear Consumer:

After reviewing your case, the Child Support Enforcement Agency (CSEA) has discovered that the child listed above for whom support was ordered is approaching the **age of majority** or has reached the age of majority and **modification of the order may be necessary**. The CSEA is conducting an investigation to determine the appropriate **emancipation date** for your child. At the conclusion of the investigation, the CSEA will issue you its findings and recommendations 30 days prior to sending the same findings and recommendations to the court which holds jurisdiction of your child support order.

- Please return this letter along with the required documentation that matches your child's circumstance as outlined below. The letter and documentation must be received by the CSEA within 15 calendar days. A return envelope is provided.
- **Failure to return the applicable form with necessary documentation will result in the termination of the current child support order as of the child's 18th birthday.**

Questions?

Please call me at the number listed below.

Thank you for your cooperation.

Support Enforcement Technician - Phone: (513) 946- Fax: (513) 946-2396

1. **Child's Name:** _____ **Child's date of birth:** _____

2. **My child has graduated from school**

- **Attach verification of graduation** such as: a copy of the diploma; a copy of the graduation announcement; a letter from the school; or a copy of the graduation program.

3. **My child is still enrolled in high school**

- **Attach verification of current enrollment in school.** For your convenience, we have enclosed an emancipation questionnaire for the school to complete. The school may also prepare a letter on their letterhead verifying that the child is still enrolled and must include the child's expected date of graduation. Please return to CSEA within 15 calendar days.

4. **My child did not graduate, but instead *withdrew* from school:**

- **Attach verification of withdrawal from the school.** For your convenience, we have enclosed a questionnaire for the school to complete. The school may also prepare a letter on their letterhead – it must include the child's date of withdrawal. Please return to CSEA within 15 calendar days.

5. **My child has emancipated for one of the other following reasons** Check the appropriate box and ***provide verification.***

- Marriage
- Induction into the Armed Services
- Death

Please note:

In order for the CSEA to recommend an emancipation date other than the 18th birthday, the necessary documentation listed above must be returned with this letter.

Custodial/Absent Parent's Signature:		Address:		
Date:	Phone:	City:	State:	Zip: