



HENRY McMASTER, GOVERNOR
JOAN B. MEACHAM, ACTING STATE DIRECTOR

<<FirstName>> <<LastName>>
<<ADD 1>>
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<<City>> <<State>> <<Zip>>

Re: Docket <<Docket#>>, Obligee: <<CPFirst>> <<CPMI>> <<CPLast>>
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Dear <<FirstName>> <<LastName>>:

The South Carolina Department of Social Services (DSS) and Clerks of Court are moving to a new federally mandated child support computer system over a ten-month period beginning October 2018. The new system will include child support cases receiving services through DSS as well as private support cases enforced by the Clerks of Court. **Your case(s) listed above will move to the new system on <<ConvDate>>.**

Once the new system receives your case(s), there are things you need to know regarding how you will make payments and how those payments will be applied to your support case(s).

<p>What you need to KNOW:</p>	<p>Beginning <<ConvDate>>, you must send your payments to a new central unit, called the State Disbursement Unit (SDU). We will send you instructions for making payments to the SDU after your case(s) moves to the new system.</p> <p>If your employer withholds your support payments, they will continue to do so when your case(s) moves to the new system. The SDU will notify your employer when they should begin sending payments directly to the SDU—do not instruct your employer to redirect your payments to the SDU.</p>
<p>What you need to DO:</p>	<ol style="list-style-type: none"> 1. Continue paying your support as you do now until <<ConvDate>>. 2. If you pay your support directly to the Clerk of Court, watch your mail for the official notice that your case(s) has moved to the new system. This notice will include specific instructions on making payments.

Thank you for your cooperation in making this process as smooth as possible. You can find additional information at www.dss.sc.gov/child-support or call 1-800-768-5858 with questions.

For Internal Use: <<Ltr#>> // <<Case#>> // <<PSCID>>

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