



Request to Close Support Case

Purpose:

This form can be used to close your support case. Once your case is closed, the child support office will not collect support or maintenance for the case(s) listed below. If income withholding is currently being used to collect support, maintenance, or both, it will stop, except to collect any support owed to the state.

Instructions:

To close your support case, complete and sign this form. Mail the completed form to your county child support agency.

A support case may be closed only if **both** of the following are true:

- The person requesting case closure is the applicant for services on the case.
- No child on the case is currently receiving public assistance benefits from any of the following programs:
 - Minnesota Family Investment Program (MFIP)
 - Diversionary Work Program (DWP)
 - Medical Assistance (MA)
 - MinnesotaCare
 - IV-E Foster Care
 - Child Care Assistance

Definitions:

Obligee is a person to whom payments for maintenance or support are owed.

Obligor is a person obligated to pay maintenance or support. A person who has primary physical custody of a child is presumed not to be an obligor for the purposes of child support. For purposes of ordering medical support, a parent who has primary physical custody of a child may be an obligor subject to a payment agreement.

Request: *(Check the box that applies)*

- select one* **I am the obligee and the person who applied for support services.** I want to close the support case(s) listed below. I understand that I must make arrangements with the obligor to collect basic support, medical support, child care support and maintenance payments, or I can re-apply to the county child support agency.
- I am the obligor and the person who applied for support services.** I want to close the support case(s) listed below. I understand that I must make arrangements with the obligee to pay basic support, medical support, child care support and maintenance payments, or I can re-apply to the county child support agency for income withholding-only services.
- select one* **I forgive all arrears owed to me by the obligor;** the arrears will be written off and cannot be collected by the Child Support Division at a later date.
 **I understand that arrears owed to the State of Minnesota will remain on the case and will be collected and paid in full by the obligor.
- I do not wish to have arrears owed to me collected at this point.** They will be removed from the case; I can request that they be collected at a later date by the Child Support Division at Le Sueur County DHS.

Case Number	Obligor's Name	County Providing Services
		<i>Le Sueur County</i>

(or)

Case Number	Obligee's Name	County Providing Services
		<i>Le Sueur County</i>

(Complete back side of form and sign before returning to agency) ➡

Reason: *(Optional)*

I am requesting my support case be closed because:

- I do not want to pay a cost recovery fee.
- I do not want to pay a \$25 federal annual fee.
- Other:

I understand that I can reapply for support services at any time.

SIGNATURE		EFFECTIVE DATE	
PRINT NAME		PHONE	
ADDRESS	CITY	STATE	ZIP CODE