



Date:
SETS Number:

School status must be verified to comply with your child support court order.
Delaying your response may result in your order stopping early.

Step 1 Choose one of the following documents to return to Hamilton County CSEA

- Give the attached letter to your child's school to complete.
- A letter from the school on letterhead verifying the child is active, enrolled, attending and provide an expected graduation date.
- A copy of the diploma or graduation program.
- A letter showing the child's withdrawal date.
- Verification of the child's enlistment in the military.

Step 2 Choose how to return the documents in **Step 1** to:

- Hamilton County CSEA
222 E Central Pkwy – 2nd Floor
Cincinnati OH 45202
- Fax the verification to (513) 946-2396. If you don't use our attached form, please include your case number on the cover page.

Step 3 You're done! It's that easy!
You should receive a follow up document from us about the child support order within 45 days.

Questions? Call us at (513) 946-7387.

We appreciate your help.



Main Office: 222 East Central Parkway • Cincinnati, Ohio 45202-1225
General Information: (513) 946-1000
General Information TDD: (513) 946-1295
www.hcjfs.org

Date:
SETS Case Number:

Verification Letter for
DOB: _____

This form should be completed by the school.
School status must be verified to comply with the child support court order.
Please answer any applicable questions in Section A or Section B below.

Section A. The student is currently enrolled

- 1. The student will graduate on: _____
2. If student's attendance is inconsistent, list the number of days missed this year: _____

Section B. The student is NOT currently enrolled

- 1. The student graduated on: _____ or
2. The student withdrew on: _____

Signature _____ Date _____

School Name _____

School Phone _____

School Fax _____

If you need assistance completing this form, contact Child Support Enforcement at the number below.

Thank you for your assistance!

(513) 946-7387 (513) 946-2396
Phone Fax