



HENRY McMASTER, GOVERNOR
MICHAEL LEACH, STATE DIRECTOR

In response to your inquiry concerning case closure, please be advised of the following:

- Your child support case cannot be closed if you are receiving case assistance under the Temporary Assistance for Needy Families (TANF) program.
- If you are receiving Medicaid benefits on behalf of your child(ren) and a review of your case indicates that case closure is not appropriate, you will be contacted by this office to discuss other available options.
- If you decide in the future that you would like assistance from the Child Support Services Division, you must submit a new application for services.
- If you have an existing child support order, the Child Support Services Division will file a Termination of Assignment with the Family Court and will have no further involvement in your child support case whatsoever.

If you wish to close your child support case, please place your initials in the spaces indicated, sign the form below and return it to your office in the envelope provided. In addition, please attach a copy of your driver's license or other picture identification card.

Non-Custodial Parent: _____

Case Number: _____

Name(s) of minor child(ren): _____

_____ I no longer want to pursue the establishment of a child support order.
(Initials)

OR

_____ I no longer want the Child Support Services Division involved in my child support case.
(Initials)

Section to be completed by Notary. Form must be notarized for case closure.

Sworn to before me this _____ day of _____, 20____

Notary Public for South Carolina _____

My Commission Expires _____