

New York State Division of Child Support Enforcement



Noncustodial parents—Have you lost your job?

If you lose your job, you should do the following as soon as possible:

1. Notify your local child support office.

This step is required by law. It may also help you to understand exactly how much you currently owe based on your court order, which enforcement actions might be used if you fall behind in your payments, and how you can stop these enforcement actions.

2. Ask the court to review your order for support.

Job loss does not end your child support obligation, and only a court can change your order. You are still responsible for paying the full court-ordered amount.

You should file a modification petition in family court in the district that issued your order. Here are ways to file:

- Visit the Family Court where your court order was issued and complete a Support Petition for Modification form (Family Court Form 4-11), or call and request the form. Complete the form and mail it back.
- To complete the form online, go to the New York CourtHelp website (www.nycourthelp.gov) and click on DIY (Do-It-Yourself) Forms, Programs for Statewide Courts, Family Court Modification Petition Program, and Start the Support Modification Program. You will need to mail the completed form to the Family Court where your child support order was issued, and the court will schedule a hearing date.

3. Arrange to make all or part of your support payments on your own. Use the coupon below.

Child support payments will be withheld from your unemployment benefits, but before you start receiving unemployment benefits, you will still need to pay your support.

Also, if the amount withheld from your unemployment benefits is not enough to pay the full amount of your current obligation, you will need to pay the difference.

If you have a Personal Identification Number (PIN), you can log in and print payment coupons at newyorkchildsupport.com, or call the Customer Service Helpline at **888-208-4485** (TTY: 866-875-9975).

Losing a job is hard for everyone, but if you take these steps, you'll be doing all you can to help yourself and your child.

Payment Coupon

Account Number:		Amount Enclosed	
Noncustodial Parent:		\$	
Mail payments to:	Make your check or money order payable to:	Print address change here:	
NYS Child Support Processing Center	NYS Child Support Processing Center		
PO Box 15363			
Albany, NY 12212-5363			