

ADMINISTRATIVE REVIEW REQUEST

Please submit this request to the OCSE office responsible for your case.

Dear Office Manager:

I have attempted to resolve this conflict with the available personnel in the local office; however, I am unsatisfied with the response. I am requesting an administrative review of my case to determine if an error has been made or if there are any other actions that can be taken.

Today's date: _____

My name is: _____

I am the (circle one): Custodial Parent Noncustodial Parent

My case number is: _____

My address is: _____

My daytime phone number is: _____

The following is a brief explanation of the problem with my case:

The Office Manager's response will be returned within 10 days of receipt of your request. Most inquiries can be resolved in the local child support office by contacting the caseworker or the office manager. However, if you feel that your inquiry has not been resolved to your satisfaction, please contact OCSE Customer Service and request an additional review of your case. Customer Service contact information: phone: 877-731-3071; fax: 501-682-6002; address: P.O. Box 8133, Little Rock, AR 72203.