

**FORM:**

**CSE-206A**

**CASE OPENING NOTIFICATION LETTER TO  
MEDICAID-ONLY CUSTODIAL PARENT/CUSTODIAN**

**PURPOSE:**

To inform a Medicaid-only custodial parent/custodian (CP) that:

- \* The Division of Child Support Enforcement (DCSE) opened a child support enforcement case on his/her children's behalf because the children receive Medicaid benefits;
- \* DCSE will provide full child support services unless the CP requests otherwise;
- \* If the CP **and** the children receive Medicaid benefits, the CP must cooperate with DCSE in establishing paternity and in establishing or enforcing a medical support order;
- \* If the CP **and** the children receive Medicaid benefits, the CP may choose not to have DCSE establish or enforce a child support order for the children;
- \* If only the children receive Medicaid benefits (i.e., the CP receives child-only Medicaid benefits), the CP is not required to cooperate with DCSE;
- \* If only the children receive Medicaid benefits, the CP may request case closure or choose not to have DCSE establish or enforce a child support order for the children; and
- \* The noncustodial parent must make all child support payments to the Family Support Payment Center.

The first page of the letter provides the Medicaid-only CP with information regarding cooperation requirements. It also advises Medicaid-only CPs who do not want DCSE to establish or enforce a child support order to complete and return the second page of the letter to the DCSE office.

**REFERENCE:**

*DCSE Procedural Manual, Section III, Chapter 3.*

**GENERAL PROCEDURES:**

Department of Social Services mailroom staff enclose a *Your Rights and Responsibilities as a DCSE Customer* (CSE-8) with this letter.

The Missouri Automated Child Support System generates this letter on all Medicaid-only case openings.