

[date]

FM

Dear [name]:

Recently, your case was reviewed for possible maintenance action and a full risk assessment was completed.

A decision has been made and the ministry will be proceeding with a claim for child maintenance on your behalf, based on the Federal Child Support Guidelines.

If you are not satisfied with this decision, you have a right to request a reconsideration of the decision. Please contact me within # days, if you would like to request a reconsideration.

A Notice of Assignment of Maintenance Rights will be sent to the other party if we do not hear from you within # days.

Please note that the ministry's legal counsel can apply for a restraining order for your protection, should the other party harass you as a result of any maintenance action taken. If you feel that such an order is necessary, please contact me to discuss the matter.

Please do not hesitate to call me at [phone] if you have any questions.

Sincerely,

Family Maintenance Worker

HSD3294(10/12/08)