# Request for Information – Declaration of Child Support (DCS) From

To RGI Tenant/Co-op Member:

Please complete the attached Declaration of Child Support (DCS) form for each parent or person who may be required to pay you child support. You may be entitled to receive child support for your [**child/children**] from someone who does not live with you and is your child’s biological parent, adoptive parent or step parent.

Please complete a separate form for each parent or person who may be responsible to pay you child support. If you need additional forms, please contact our office or visit the [Region of Durham’s website](http://www.durham.ca/housing) at www.durham.ca/housing. You can also copy this form.

In order to continue to be eligible for rent-geared-to-income (RGI), you must try to get child support if you can. The completed DCS form will help us determine what you need to do next. Please answer the questions on this form as completely as possible. If you are not sure of an answer, then write "unsure".

Please attach any current court order or written agreement to the completed DCS form. If you have a court order or written agreement that is not being paid and it is registered for enforcement with the Family Responsibility Office (FRO), please contact FRO at 416-326-1817 or 1-800-267-4330 to request a Schedule A for your account and attach it to the DCS form.

You must return the following to our office no later than [**date**].

* the attached completed DCS form, for each parent or person who may be responsible to pay you child support
* a copy of any current court order or written agreement, even if it is not being paid
* a Schedule A from FRO, if your court order or written agreement is not being paid in full.

If you do not return the DCS form and all other applicable information by [**date**], you may be made ineligible for RGI, which means you may be charged the market rent/housing charge for your unit.

If you have any questions, please call me at [**phone number**].

Sincerely,

[**Housing Provider Contact**]