



CSSD Policy			
Subject:	Audits - Administrative Process	Number:	2005-11
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Approved by:	<i>Benidia A. Rice</i> Benidia A. Rice, Director	Revision:	

PURPOSE: 1) To streamline the process for requesting and completing CSSD internal audits of non-custodial parents' payment records. 2) To create an administrative process for handling audit requests and to eliminate court involvement with the audit process unless absolutely necessary.

POLICY: This policy shall take immediate effect. CSSD will begin using the form, "Request For An Audit" to process all audits requested by CSSD customers (non-custodial parents and/or custodial parents). The customer must complete the form in order for CSSD to execute an audit, and no audits will be performed unless and until the completed form is received by CSSD from the customer.