

The Department of Child Support Services Conflict Recusal Policy requires Child Support (CS) employees or Child Support Enforcement System (CSE) users to recuse themselves from CS cases where they have a current or former relationship with a participant. All CS employees or CSE users must complete a Recusal Form before they can access the CSE.

Below are examples of relationships that must be listed on the Recusal Form:

- The CS employee or CSE user has an open or closed case
- The CS employee or CSE user has a relative with an open or closed case
- The CS employee or CSE user has a former spouse who has an open or closed case
- The CS employee or CSE user lives with a person who has an open or closed case
- The CS employee or CSE user has a former or current business acquaintance who has an open or closed case

Complete the form below: If none apply place “**N/A**” in the Participant Name field, print and sign your name and date. If you know the participants name but not the birthdate place an “n/a” in the Date of Birth field, write and sign your name and date.

<i>Participant Name</i>	<i>Date of Birth</i>

PRINT NAME

SIGNATURE

DATE