



Tennessee Department of Human Services
Client Complaint

(Federal Regulation 45 CFR 303.35 Administrative Complaint Procedure)

If you have a child support case with Tennessee’s child support program, and you believe that you have not been provided with the level or quality of service to which you are entitled under the rules and regulations of the Tennessee Department of Human Services or the Federal Office of Child Support Enforcement, you may wish to file a complaint by completing the following information and mailing it to:

Child Support Program
 Tennessee Department of Human Services
 505 Deaderick Street, James K. Polk Building, 16th Floor
 Nashville, TN 37243-1403

You may also sign and submit this form electronically. Submit by clicking the “Submit” button at the bottom of the page. Completion of this form does not replace any administrative hearing or appeal rights that you may be entitled. Please provide the following information as completely as you can.

Date: _____

Name: _____

Social Security Number: _____

Your Address: _____

Your Daytime Phone Number: _____

Your Email Address: _____

TCSSES Case ID Number (If Known): _____

Location of the child support office you use: _____

Other Parent’s Name: _____

Other Parent’s Social Security Number: _____

My complaint, question, or concern is:

Signed: _____