



# Child Support Services Division (CSSD) Great Falls Office

**Phone: 1 (800) 346-5437 Fax: 1 (406) 444-9626**

### Make a payment

[Child Support Payments](#)

or

CSSD PO Box 8001  
Helena, Montana 59604

### Return documents

CSSD Central Mail Unit  
PO Box 202943  
Helena, MT 59620-2943

## CSSD Application for Services is now CSSD Enrollment for Services See FAQ below

For general information, such as your case number or the name of your investigator please call or email the administrative staff below, they will be happy to help.

If you know your investigator please contact them directly, see investigator list below.

Administrative Staff	Extension#	E-mail
Carmen Cappis	1030	ccappis@mt.gov
Ricaela Williamson	0389	Ricaela.Williamson@mt.gov

Usually, questions can be answered by email.

Questions regarding sensitive case information will be answered by phone.

Investigator	Extension#	E-mail
Araujo, Maria	1027	MAraujo@mt.gov
Arndt, Jessica	1028	Jessica.Arndt@mt.gov
Booth, Lei	1032	lei.booth@mt.gov
Corbet, Sandra	1032	scorbett2@mt.gov
Ensey, Miranda	1033	Miranda.Ensey@mt.gov
Evans, Kristy	0548	Kristy.Evans2@mt.gov
Gilbert, Nikki	1034	Nikki.gilbert@mt.gov
Leathers, Keith	1036	Kleathers@mt.gov
Light, Noella	1037	nlight@mt.gov
Loney, Amber	1038	Amber.Loney@mt.gov
Lopez, Robert	1039	Robert.Lopez@mt.gov
Mosby, Micky	1040	Mmosby@mt.gov
Noble, Kelly	1041	Kelly.Noble@mt.gov
Pankratz, Sonya	0024	SPankratz@mt.gov
Darlene, Parmiter	1043	DParmiter@mt.gov
Schell, Erica	1044	Erica.Schell2@mt.gov
Spencer, Shanell	1045	Shspencer@mt.gov
Tolkkinen, Warren	1046	WTolkkinen@mt.gov
Van Every, Scott	1047	SVanEvery@mt.gov

Great Falls Office of Child Support Services, 201 1st ST S STE 1A, Great Falls MT

# CSSD Application for Services is now CSSD Enrollment for Services

*Thank you for your patience  
as this is changed throughout our system.*

## FAQ:

### **How do I know my enrollment for services has been received?**

As part of the case opening process a letter is sent to the custodian and the non-custodial parent.

### **How long does it take to open the case?**

CSSD's goal is to have the case open within 10 calendar days of receipt. Federal regulation allows for 20 calendar days from receipt to open a case [45 CFR 303.2 (b)].

### **Can I go to the local office and turn in an enrollment for services?**

An enrollment for services can be dropped off at **any** Child Support Services Office, no matter where you live in Montana. CSSD Offices are located in Billings, Butte, Great Falls, Helena, and Missoula.

### **I am having problems with the online enrollment for services can someone walk me through the process?**

For help with the online enrollment for services, refer to administrative contacts below.

<b>Administrative Staff</b>	<b>Extension#</b>	<b>E-mail</b>
Carmen Cappis	1030	ccappis@mt.gov
Rose Frishkorn	1091	Roseanna.Frishkorn@mt.gov
Sandy Girdler	1074	sandra.girdler@mt.gov
Lorrie Tracy	1088	Lorrie.Tracy@mt.gov
Megan King	1099	Megan.King@mt.gov
Dianna Miller	1057	dmiller@mt.gov
Christine Caye	1141	Christine.Caye@mt.gov
Karen Ray	0033	Karen.Ray@mt.gov
Ricaela Williamson	0389	Ricaela.Williamson@mt.gov