



# Child Support Services Division (CSSD) Helena/Interstate Office

## 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

**Phone: 1 (800) 346-5437 Fax: 1 (406) 444-9629**

## 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
Christine Caye	1141	Christine.Caye@mt.gov
Kayla Cummins	0570	Kayla.Cummins@mt.gov

Usually, questions can be answered by email.  
Questions regarding sensitive case information will be answered by phone.

Investigator	Extension#	E-mail
Atkinson, Jade	0137	jatkinson@mt.gov
Denney, Shaunna	1106	Shaunna.Denney@mt.gov
Castleman, Paula	0577	Paula.Castleman@mt.gov
Hause, Deanna	1107	DHause2@mt.gov
Lynch, Jack	1109	JLynch2@mt.gov
Martin, Chad	1110	CMartin2@mt.gov
Mcgee-Spalding, Mary	0072	MMcGeeSpalding@mt.gov
Parks, Bobbi	0421	Bobbi.Parks@mt.gov
Paul, Echoe	1113	Echoe.Paul2@mt.gov
Roudebush, Vanessa	0177	Vanessa.Roudebush@mt.gov
Ward, Erica	0103	Erica.Ward@mt.gov

# 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>
Christine Caye	1141	Christine.Caye@mt.gov
Karen Ray	0033	Karen.Ray@mt.gov
Carmen Cappis	1030	ccappis@mt.gov
Megan King	1099	Megan.King@mt.gov
Dianna Miller	1057	dmiller@mt.gov
Kayla Cummins	0570	Kayla.Cummins@mt.gov
Rose Frishkorn	1091	Roseanna.Frishkorn@mt.gov
Sandy Girdler	1074	sandra.girdler@mt.gov
Lorrie Tracy	1088	Lorrie.Tracy@mt.gov