



Eric J. Holcomb, Governor  
Terry J. Stigdon, MSN, RN, Director  
**Indiana Department of Child Services**  
Room E306 – MS47  
302 W. Washington Street  
Indianapolis, Indiana 46204-2738  
317-234-KIDS  
FAX: 317-234-4497  
www.in.gov/dcs

**Child Support Hotline: 800-840-8757**  
**Child Abuse and Neglect Hotline: 800-800-5556**

Date

To Whom It May Concern:

The Indiana Department of Child Services (DCS) is paying \_\_\_\_\_  
\$\_\_\_\_\_ for the first month's rent and \$\_\_\_\_\_ for the security deposit for  
\_\_\_\_\_.

It is agreed upon by both parties that the security deposit shall be returned to DCS Cash Management at the address below, except to the extent of any damage that is documented to have occurred during \_\_\_\_\_ tenancy.

If you should need any assistance or have questions for DCS in the future, you can contact \_\_\_\_\_ at \_\_\_\_\_.

For \_\_\_\_\_ Apartments, contact: \_\_\_\_\_.

\_\_\_\_\_  
Department of Child Services,

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Date

Payments to DCS should be sent to the following address, along with documentation:

**DCS Cash Management**  
**Room W364, Mail Stop 54**  
**402 W. Washington Street**  
**Indianapolis, IN 46204-2739**