



# Child Support Services Division (CSSD) Butte Office

**Phone: 1 (800) 346-5437 Fax: 1 (406) 782-9728**

### 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
Sandy Girdler	1074	sandra.girdler@mt.gov
Lorrie Tracy	1088	Lorrie.Tracy@mt.gov

Usually, questions can be answered by email.

Questions regarding sensitive case information will be answered by phone.

Investigator	Extension#	E-mail
Bennett, Heidi	0300	Heidi.Bennett@mt.gov
Bruening, DeAnna	0526	DeAnna.Bruening@mt.gov
Christensen, Kelsey	1070	Kelsey.Christensen@mt.gov
Cleveland, Jeanette	1031	jcleveland@mt.gov
DeMarois, Melani	1071	melani.demarois@mt.gov
Ellingson, Eric	0395	Eric.Ellingson2@mt.gov
Hansen-Sheridan, Lisa	1085	lsheridan@mt.gov
Hinson, Michelle	0126	MHinson@mt.gov
Kinsey, Destiny	0123	destiny.alberts@mt.gov
Krzan, Jennifer	1077	jkrzan@mt.gov
Kuhn, Sarah	0036	SKuhn@mt.gov
Longfox, Ang	0221	angela.longfox@mt.gov
McGinnis, Constance	1080	cmcginnis@mt.gov
Peters, Roseanna	1082	RPeters@mt.gov
Preskar, Julie	1084	JPreskar@mt.gov
Schmidt, Lana	0576	Lana.Schmidt2@mt.gov
Tesdal, Mary	0605	Mary.Tesdal@mt.gov

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