

Changing a Child Support Order in Your State

 The information below applies only to Ohio

1. How can I find out if I have a “IV-D” child support case in this state?

Contact the local CSEA via telephone or mail.

2. How can I contact my child support agency?

The Office of Child Support website has contact information available at http://jfs.ohio.gov/county/County_Directory.pdf.

Toll Free Telephone Number - 1-800-686-1556

Email Address - <https://www.odjfs.state.oh.us/oleg-form/CaseSpecific.asp>

Mailing Address -

Ohio Department of Job and Family Services
30 East Broad Street
32nd Floor
Columbus, Ohio 43215-3414

For incarcerated parents, county contact information is available through the library at their correctional facility.

3. If I am incarcerated, are there any barriers to having my order changed?

Yes, incarceration alone is not a reason for modification of the child support obligations unless the parent will be incarcerated for the duration of the child’s minority.

4. Do you provide any materials online that I can use to ask for a change to my child support order?

Yes. Information about modification is available from the Office of Child Support website at: <http://jfs.ohio.gov/ocs/index.stm> under the heading “Order Review and Adjustment.” Available on this site is information to assist the client in determining eligibility by following a questionnaire, or visit http://jfs.ohio.gov/Ocs/ReviewandAdjustment_Overview.stm.

Also available is an application (form JFS01849) for clients to request a review of their current order, which is attached.

5. Do you have any printed materials I could read to learn more about child support for parents who are incarcerated?

See attached pamphlets.

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6. When can I ask to have my order changed?

A request for modification can be made by either party 36 months after the initial assignment or previous review. The CSEA will initiate an administrative review of a case 36 months after the previous review or assignment of support when the child is receiving public assistance. However, a parent may request a modification prior to this timeframe if they will be incarcerated and will be unable to pay support for the duration of the child's minority and no income or assets are available to the party which could be levied or attached for support.

Another factor is imputation of income. In accordance with division (C)(11) of section 3119.01 of the Ohio Revised Code, the CSEA may impute potential income to a parent when the CSEA determines that the parent is voluntarily unemployed or underemployed. Imputed income may be based on what the parent would have earned if fully employed. The CSEA may consider the parent's decreased earning capacity because of a felony conviction. And in accordance with division (I) of section 3119.05 of the Revised Code, unless it would be unjust or inappropriate and therefore not in the best interest of the child, a CSEA shall not determine a parent to be voluntarily unemployed or underemployed and shall not impute income to that parent if the parent is incarcerated or institutionalized for a period of twelve months or more with no other available assets, unless the parent is incarcerated for an offense relating to the abuse or neglect of a child who is the subject of the support order or an offense under Title XXIX of the Ohio Revised Code when the obligee or a child who is the subject of the support order is a victim of the offense.

7. How do I request the change?

The parent may request a modification by completing and submitting form JFS 01849 and returning it to the CSEA with administrative responsibility. When the form is not available, the CSEA will accept a written letter upon which the parent will include their identifying information including their child support case number. The CSEA will then mail the JFS 01849 form to the client for further information. The form is attached.

8. What is the process after I've asked to have my order changed, and how long does it take?

The CSEA shall complete the evaluation within fifteen days of receipt of the JFS 01849 and make a determination of whether an administrative review is required to be conducted. The CSEA shall conduct the administrative review within one hundred eighty days of receiving a JFS 01849 or locating the non-requesting party, whichever occurs later.

9. Is this process different if the other parent agrees to the change in advance?

No.

10. Does it cost anything to try to have my order changed?

No.

11. If I am incarcerated, do I need to do anything else to have my order changed?

It is not necessary for either party to be present for the review but both parties are to submit income/adjustment information as requested by the CSEA. If the requesting party does not submit their information, the review will not be conducted. However, if the non-requesting party does not submit their information, the desk review will continue. Parties may request to appear or participate via telephonic hearing if there is an objection after the review has been issued to the parties. According to section (D) of the Ohio Administrative Code 5101:12-60-05.6, the CSEA may grant a request from either party to participate in this hearing via telephone. This request is typically arranged by the CSEA through prison unit staff and conducted in the incarcerated parent's case manager's office.

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12. If I am incarcerated, does my state have any programs to help me with child support?

Child support workers do site visits at the prisons and participate on a collaborative committee with the Ohio Department of Rehabilitation and Correction. Videos prepared by the Office of Child Support are regularly viewed within the institution for information about the child support process. Brochures are also available to the incarcerated parent to provide information about the child support program.

13. Can I get help with child support questions from other sources?

Legal aid societies are located throughout Ohio. Clients may call 1-866-LAW-OHIO for more information. Incarcerated parents may visit their prison law library for additional contact information.

14. Is there anything else I should know about trying to change my order?

If either party chooses to object to the results of the modification review, they may submit their objection in writing to the CSEA that performed the review. At the administrative adjustment hearing, each party is given the opportunity to present evidence and testimony to support the party's contention that the CSEA did not make reasonable assumptions with respect to the income of any person who failed to provide income information.

 The federal Office of Child Support Enforcement prepared this guide; however, your local child support agency can provide the most current information. This guide does not have any binding legal authority and does not constitute legal advice. You may wish to consult a lawyer before using the forms or information provided.



What is paternity?

The legal determination of the natural father of a child.

If a child's parents are not married to each other when the child is born, that child does not have a legal father. The parents need to establish paternity.

Why should I establish paternity?

Establishing paternity can provide emotional, social and financial support for your child.

How does the biological, or natural, father become the legal father?

The easiest way is to complete the Acknowledgment of Paternity Affidavit (JFS 07038).

What is the Acknowledgment of Paternity Affidavit?

It is a legal document that lets unmarried parents name the natural father and establish paternity for their child. Both parents sign the affidavit. Completing the affidavit is voluntary.



What if we are not sure who the natural father is?

Only the natural parents should sign the affidavit. If you are not sure who the natural father is, don't sign. Establishing paternity by DNA testing might be a better option for you. Contact your local child support enforcement agency (CSEA) for more information.

Who should NOT complete the affidavit?

- A married mother
- A mother divorced within 300 days of the child's birth
- A mother who is legally separated from her husband

There are other unique circumstances that would prevent an individual from using the affidavit to establish paternity. If you are unsure, please contact your local CSEA.

Where do I get the affidavit?

- At the hospital when your baby is born
- At your local registrar's office (also called Vital Statistics or the Health Department) after your baby is born
- At your local CSEA after your baby is born

What do I do with the affidavit to make it official?

Both parents must sign the affidavit in the presence of a public notary and have the affidavit notarized, but they don't have to sign it at the same time.

Each parent will need a picture ID (such as a driver's license) and Social Security number.

There are easy to follow instructions on the affidavit.

Notaries are provided free of charge at hospitals, local registrars and local CSEAs.

Can minors sign the affidavit?

Yes, minors can sign the affidavit.

Can non-U.S. citizens sign the affidavit?

Yes. Regardless of a parent's citizenship, if a child was born in the U.S., paternity can be established. The affidavit is not used to track non-U.S. citizens.

When does the affidavit become final?

The affidavit is final 60 days after the date of the last signature, as long as no one else raises the issue of paternity and the affidavit is properly signed, notarized and filed with the Central Paternity Registry.

What if I change my mind after signing the affidavit?

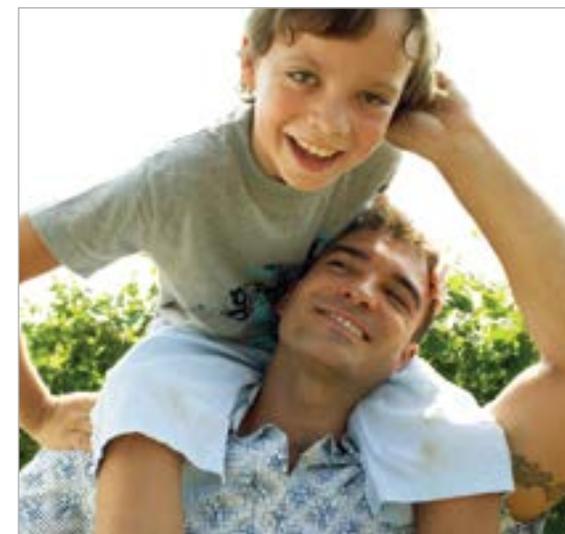
The mother or the man who signed the affidavit can stop the process anytime within 60 days of signing it by contacting your local CSEA. After the 60-day period, you must contact an attorney.

If the man signs the affidavit, will he be required to pay child support?

It depends. Both parents have a responsibility to support their child. If the child is receiving certain benefits, the father may be required to pay child support. Contact your local CSEA to discuss your situation and get specific answers.

How are custody and visitation determined?

If the mother is unmarried at the time of the child's birth, she automatically has legal custody of the child. All custody and visitation issues must be addressed by the courts.



Potential Benefits of Establishing Paternity

Identity

- The child will have relationships with both parents and extended families.
- Father's name will appear on the child's birth certificate.

Custody and Visitation

- The non-custodial parent (the parent the child does not live with) can request visitation rights and custody.

Financial

- Both parents share financial responsibilities.
- The child may be eligible for Social Security, veteran's benefits, inheritance benefits or child support.

Medical

- The child will have access to family medical history.
- More informed decisions can be made regarding the child's health insurance.



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Paternity Enhancement Program

To learn more about:

Establishing paternity

Frequently asked questions

Important contact information

If the affidavit is right for you

Please visit:

www.oh-paternity.com

or call:

1-888-810-OHIO (6446)



Ohio | Department of
Job and Family Services

John R. Kasich, Governor
State of Ohio

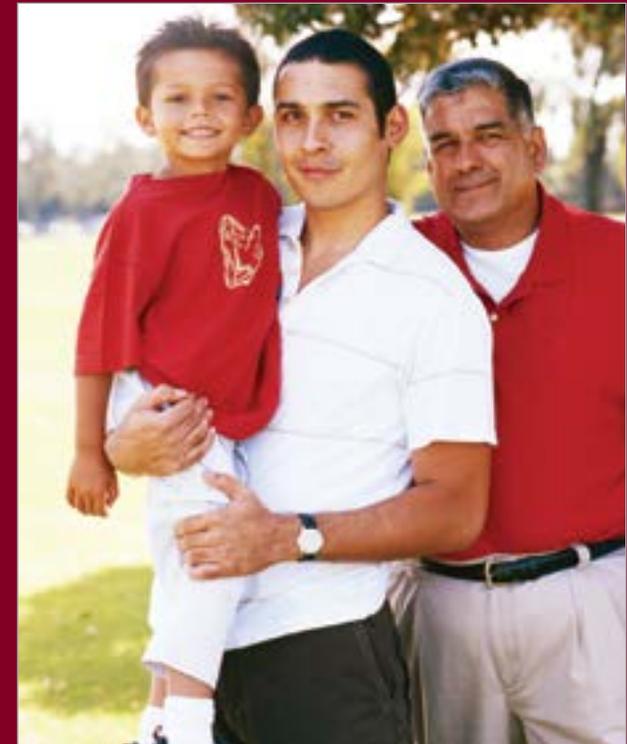
Cynthia C. Dungey, Director
Ohio Department of Job and Family Services

JFS 08079 (Rev.12/2013)

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**“What a
difference a
Dad makes!”**

***Information about the
Paternity Enhancement Program
and the Acknowledgment of
Paternity Affidavit.***



Office Of Child Support

The Ohio child support program provides services that focus on ensuring children receive financial and medical support. More than one million children in Ohio are involved in the program. By working with both parents, the program seeks to establish support orders and maintain reliable and consistent support payments.

Paternity

Paternity establishment refers to the process of being named the father of a child. The paternity establishment process can occur at any time up until a child turns 23 years of age. Paternity can be established even if the parent lives in another state or in a foreign country. Either the mother or father can request that paternity be established.

Methods for Establishing Paternity in Ohio:

The **voluntary acknowledgment** process involves the completion of an Acknowledgment of Paternity Affidavit form. The parents can complete this form at the hospital when the child is born. The same form is available at the vital statistics registrars' offices in Ohio, as well as at the county child support enforcement agency (CSEA).

If the parties do not sign the affidavit at the hospital or registrar's office, they may contact the CSEA to establish paternity. If there is some doubt on the part of one or both parents as to the paternity of the child, they may request **genetic testing**. The

results will generally take 21 days or less. If the DNA results indicate a 99% or greater probability of paternity, the CSEA will issue an administrative order establishing paternity.

The judicial process is another method for establishing legal paternity rights through the issuance of a court order. Although it is common for a court order establishing legal paternity rights to issue after DNA testing, there are instances in which both the mother and putative (presumed) father agree to paternity at the outset. In such cases, the parties actually can enter into an agreement, which will become the order of the court, as to legal paternity rights.

Support Order Establishment

If a person does not already receive support, the child's parent, guardian, legal custodian, or the person with whom the child lives, can contact the CSEA for assistance in obtaining an order for the payment of child support and health care for the children.

The CSEA's administrative officer schedules an administrative hearing to determine the amount of child support either parent is to pay, the method of paying that child support, and the method of providing for the child's health care needs.

To determine the amount of support a parent is required to pay, the CSEA or the court will use the *Ohio Child Support Guidelines* as a guide. Both parents must provide verification of assets and their incomes for the past six months or provide their most recent income tax returns.

Review and Adjustment

Regardless of your circumstances, Ohio law entitles you to a review and adjustment of your support order if it has been 36 months or longer since the support order became effective or was last reviewed. If it has been less than 36 months, there are other reasons for which you may qualify for a review, as follows:

- Obligor/Obligee now employed or more gainfully employed
- 30% change in gross income for either party
- Loss of employment for 30 days
- Unemployment due to mass layoff
- Verified disability of either party
- Obligor incarcerated or institutionalized for the duration of child's minority and no assets/income available
- One or more children emancipated
- To combine two Administrative Child Support Orders for same parents
- To request access to available or improved health insurance coverage for child
- Increase/Decrease in cost of Healthcare/Daycare
- Private health insurance being provided is no longer accessible or reasonable in cost
- Obligor called to active military duty for period of more than 30 days
- Medical support provision for cash medical no longer applies due to annual gross income qualifications
- Active military service ended and temporary support order no longer applicable

Payments

MAKING PAYMENTS: Payments on child support orders must be processed through Ohio's Child Support Payment Central (CSPC), using the following mailing addresses. When submitting a payment, be sure to include the payor's name and social security number along with the SETS case number. If multiple cases are involved, the order number and amount to be applied to each case also must be provided or processing the payment will be delayed.

For obligors or third parties

Ohio CSPC
P.O. Box 182372
Columbus, OH 43218-2372

For employers

Ohio CSPC
P.O. Box 182394
Columbus, OH 43218-2394

For recoupment payments

Ohio CSPC
P.O. Box 182380
Columbus, OH 43218-2380

RECEIVING PAYMENTS: Child Support payments are distributed to recipients through one of the following methods:

Direct Deposit, also known as electronic funds transfer (EFT), is when support payments are electronically deposited into your active bank account. For information on how to enroll for direct deposit, contact your Child Support Enforcement Agency (CSEA), or call 888-965-2676, or visit www.ifs.ohio.gov/ocs.

Ohio e-QuickPay Debit MasterCard®, is a debit card for receiving and managing ongoing deposits of support payments. For information on how to enroll for e-QuickPay, contact your Child Support Enforcement Agency (CSEA), or call 888-965-2676, or visit www.ifs.ohio.gov/ocs.

To check your e-QuickPay card balance or transaction history, to report a lost or stolen card, or for other questions or issues related to your e-QuickPay card, call 800-503-1283 or visit www.e-QuickPay.com.

CHECKING PAYMENT STATUS: You can check on the status of your child support payments at your convenience through two methods.

You can call the Interactive Voice Response (IVR) system at 800-860-2555. A personal identification number (PIN) is required to access the IVR. The system will prompt you to create a PIN the first time you use it.

You also can access the State of Ohio's Secure Web Payment Site at <http://ifs.ohio.gov/Ocs/paymentstatus.stm>. Navigate about halfway down the page to "**To access the Payment Status site, click here**" and you will be redirected to the payment web page. A personal identification number (PIN) is required to access this site. When you access the system the first time, your temporary PIN will be the last four (4) digits of your social security number followed by the word KIDS (e.g. 1234KIDS) then you will be prompted to create your own permanent PIN.

Your Child Support Case

Each child support case is administered by a specific county Child Support Enforcement Agency (CSEA). It is the role of the CSEA to establish and enforce child support orders. It is important, however, for the participants in the child support case to work closely with their CSEA to ensure the most effective results. Be sure to keep your case information current, reporting any changes in case information, such as address, employer, etc. Contact your CSEA directly with any questions or concerns related to the administration of your case, to request any necessary documentation or to discuss any other issues related to your child support case.

For information on how to contact your county CSEA, you can access a County Directory at: http://ifs.ohio.gov/County/County_Directory.pdf or you can call the Office of Child Support's Customer Inquiry Call Center at 800-686-1556.

For Additional Information

ODJFS – Office of Child Support

Website:

<http://ifs.ohio.gov/ocs/>

Customer Inquiry Call Center (CICC):
800-686-1556

Engaging Fathers through Changes in Ohio Child Support Laws



Ohio's Office of Child Support, in collaboration with various fatherhood programs, has recognized the need to make it easier for child support obligors to more effectively provide for the well-being of their children. Ohio's child support program continues to partner with fatherhood programs across the state in identifying barriers to successful father-child relationships and has worked with stakeholders and legislators to promote important changes in the child support program. -

License Suspension and Reinstatement Laws

Recent changes to Ohio law reformed child support-related license suspension and reinstatement rules to provide more consistency across the state in the use of this enforcement tool.

- Local child support agencies now must follow specific guidelines prior to suspending an obligor's license. They also must provide notice to obligors prior to suspension. In addition, obligors may prevent the suspension by contacting their child support enforcement agency and discussing options.
- After their license has been reinstated, obligors may request that the Bureau of Motor Vehicles remove the suspension from their record. Specific criteria must be met prior to this removal.



Compromise and Waiver of State-Owed Arrears

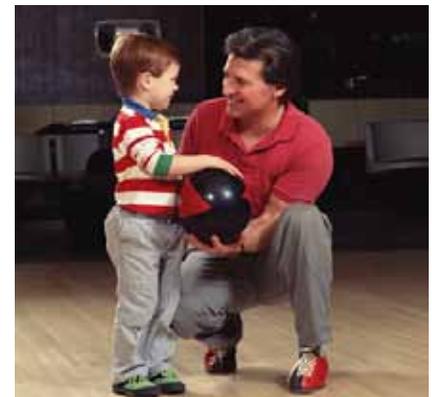
Ohio now has a "waiver and compromise" program. This means that local child support enforcement agencies have the authority to negotiate the compromise or forgiveness of child support arrears owed to the state if an obligor can prove financial hardship.

- The program makes it easier for parents to fulfill their obligations by allowing them to pay a reduced amount in exchange for committing to making regular payments.
- In appropriate circumstances, the program also allows for the waiving of arrears owed to the state.

Sentencing Reform

Recent law changes promote increased obligor accountability by requiring courts to consider alternatives to prison sentencing for felony non-support offenders. As a result:

- Non-support offenders may be sentenced to alternative community sanctions.
- Non-support offenders may continue employment or seek employment to provide financial support for the child.
- Non-support offenders may stay connected to family support and community responsibilities.



Your Child Support Agency - Here to Help

The Ohio Department of Job and Family Services

What should I do if I lose my job, or if my income drops?

You should contact your CSEA as soon as possible to report your change in employment. You should also ask about a review for a "modification" action. For assistance with finding employment, go to <https://ohiomeansjobs.com/omj/>

Child support orders can be reviewed for possible modification every 36 months or sooner, if some of the following apply. Contact your local agency for more details.



- - Either party becomes employed or more gainfully employed.
- - There is a 30 percent change in gross income for either party.
- - The support-paying parent is unemployed for at least 30 days.
- - The support-paying parent loses his or her job as part of a mass layoff.
- - The person owing child support is incarcerated or institutionalized for the duration of the child's childhood, and no assets or income are available.
- - One or more of the children is 18 and has completed high school, or has not completed high school but has turned 19.
- - One of the parents would like to request access to available health insurance for the child.
- - There is an increase or decrease in the cost of health care or child care.
- - Private health insurance being provided is no longer accessible or affordable.
- - The support-paying parent is called to active military duty for more than 30 days.

Is there help for parents having problems paying child support?



Yes, several programs are available to help parents overcome obstacles to paying child support, especially if the parents are unemployed. Talk to

someone at your CSEA about referrals to programs in your area. County departments of job and family services also have staff who can refer you to services within your area.

Is there a way to reduce a child support debt owed to the state of Ohio?

Yes. Each county has its own procedure for addressing a parent's request to reduce back child support owed to the state. A payment toward the amount owed may be required. In some circumstances, the state of Ohio must also approve the reduction.



To find the CSEA in your county or if your case is in another state, call

1-800-686-1556 or visit

<http://jfs.ohio.gov/County/cntydir.stm>

What is a Child Support Enforcement Agency?

A child support enforcement agency, or "CSEA," is an agency where both parents (or caretakers) may obtain child support-related services at no charge. The CSEA is there to help both parents, moms and dads, manage their child support case. The CSEA is the best place to obtain information about child support and about your case. Services of the CSEA include the establishment of paternity (legal fatherhood), the establishment of a child support order, and the enforcement or modification of a child support order. Each of Ohio's 88 counties has a CSEA.

It is important to stay in touch with the CSEA. For example, the agency needs information about your current address, employment and income.

Services Offered

Your CSEA can provide the following free services:

- - Paternity/Genetic Testing
- - Support Order Establishment
- - Enforcement
- - Location Efforts

Can a third party assist me with my child support case?

- - Yes. If you sign a third-party release form, the CSEA can talk about your case with the person named on the release. To request a third-party release form, contact your CSEA.
- - You can choose a person you know and trust to assist you with your case.

How do I check the status of a child support payment?

You can check on the status of your child support payments at your convenience through two methods.

You can call the Interactive Voice Response (IVR) system at 1-800-860-2555. A personal identification number (PIN) is required to access the IVR. The system will prompt you to create a PIN the first time you use it.

You also can access the state of Ohio's secure web payment site at:

<http://jfs.ohio.gov/Ocs/paymentstatus.stm>.

Navigate about halfway down the page to "To access the Payment Status site, click here" and you will be redirected to the payment web page. A personal identification number (PIN) is required to access this site. When you access the system the first time, your temporary PIN will be the last four (4) digits of your Social Security number followed by the word KIDS (e.g. 1234KIDS). Then you will be prompted to create your own permanent PIN.

Definitions

- - IV-D (Pronounced "4-D") - A section of federal law that establishes the child support program.
- - Obligee - A person who is to receive child support.
- - Obligor - A person who is to pay child support.
- - Alleged Father - A man who is believed to be or believes himself to be the natural father of a child, but a final and enforceable determination of paternity regarding that man and child does not exist.

Will my Social Security or other benefits be used for payment on my child support case?

Some benefits may be intercepted to pay child support. "SSI" benefits and other benefits that are based on need are sometimes referred to as "means-tested" benefits. Such benefits are not subject to withholding for the purpose of child support.

With respect to "SSD", other types of Social Security or other benefits, it is best to review the facts of the case with the CSEA and with the agency that issues the benefits to determine if child support can be withheld from the benefit.

This newsletter was created by
The ODJFS Office of Child Support
Outreach, Education and Grants Management
June 2011

Waiver &
Compromise

What is a compromise? A written agreement between an obligor (a parent who pays child support) and the Child Support Enforcement Agency to reduce arrears owed to the state in exchange for a payment.

What is a waiver? A written agreement between an obligor and the Child Support Enforcement Agency to reduce arrears owed to the state to an amount, including when that amount is zero dollars - There is no payment required by the obligor.

A waiver is appropriate when an obligor has no current or future ability to pay. It cannot be used when monthly current child support is due.

QUESTIONS?

Contact your local County Child Support Enforcement Agency with case specific questions.

Please go to:

<http://jfs.ohio.gov/County/cntydir>.

Waiver & Compromise of Child Support Owed to the State of Ohio

What is the Waiver and Compromise of Child Support Arrears Program?

It is a tool that a County Child Support Enforcement Agency (CSEA) may use to negotiate or forgive child support arrears owed to the state.

What is the purpose of the Waiver and Compromise of Child Support Arrears Program?

The program is designed to encourage regular payments of child support through a compromise by **decreasing arrears** owed to the state when there is an ability to pay child support, or by **waiving arrears** owed to the state when there is a documented inability to pay child support.

Because circumstances differ, determinations are made on a case-by-case basis. It is therefore important to provide the local Child Support Enforcement Agency with any information they request for consideration of your specific situation.

As indicated below, you should contact your Child Support Enforcement Agency for further information and instructions.

STAY IN TOUCH WITH YOUR CHILD SUPPORT ENFORCEMENT AGENCY

Does every local Child Support Enforcement Agency offer the Waiver and Compromise of Child Support Arrears Program? The Waiver and Compromise Program was effective October 1, 2010; however, not every Child Support Enforcement Agency participates in the Waiver and Compromise Program. For this reason, it is essential that you stay connected with your local Child Support Enforcement Agency to remain informed of the various services and programs offered.

How do I make a request to the Child Support Enforcement Agency regarding consideration for Waiver or Compromise of State Arrears? If a person who pays child support would like to be considered for a waiver or compromise of arrears owed to the state, he or she should make a written request to the local Child Support Enforcement Agency, supported by documentation. After review, the Child Support Enforcement Agency will make an assessment of the request and provide a written determination of the result.

Job & Family Services Office of Child Support

Office of Child Support - Administrative Review and Adjustment

CHANGE TO A CHILD SUPPORT ORDER (REVIEW AND ADJUSTMENT OF CHILD SUPPORT ORDERS) OVERVIEW

Either parent or guardian can ask for a change in the order. Child support orders can be reviewed every 36 months from the date the order was established or the date of the last review.

"Review" means a caseworker looks at both parties' income and information to see if child support should be changed or if health insurance should be added or changed.

"Adjustment" means an upward or downward change in the amount of child support based on the application of the Ohio guidelines. It also means adding or changing provisions for the child(ren)'s health care needs through health insurance.

Some orders can be reviewed sooner than the required time frame if certain circumstances are met.

Common reasons for qualifying for a review and adjustment include the following:

- You have been unemployed or laid off, through no fault of your own, for at least 30 consecutive days.
- You have experienced at least a 30 percent decrease in gross income of income-producing assets for a period of six months because of circumstances beyond your control, and you expect that decrease to continue for an extended period of time.

Regardless of your circumstances, Ohio law entitles you to a review and adjustment of your support order if it has been 36 months or longer since the support order became effective or was last reviewed. With the administrative adjustment and review process, a CSEA will consider your case and present a recommendation for a possible adjustment. The amount you pay could go up, go down or stay the same. Effective July 1, 2008 all child support orders must include either covered medical insurance for children or the potential for additional cash payment if coverage is not available at a reasonable cost.

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Administrative Review and Adjustment Links & Resources

Want to know if you may be eligible for a review and adjustment? By clicking on the link, please review the following questionnaire: [Review and Adjustment Eligibility Questionnaire](#)

To request an administrative review, please contact your local CSEA or click on the link and complete the application for a review and adjustment (JFS 01849): [Request for an Administrative Review of the Child Support Order*](#).

***Please note**, if you chose to complete and print out the application by clicking on the link above, you do not have to complete the CSEA name/address information. However, you are required to complete all other fields including your name, address, case and order number, date application completed, the reason why you believe you qualify for a review and adjustment, along with your signature and telephone number.

To find the CSEA in your county, call 1-800-686-1556 or view: http://jfs.ohio.gov/County/County_Directory.pdf. Each of the state's 88 counties has a CSEA, staffed by people who are well-versed in Ohio laws, practices and who can answer your questions and explain your rights.

You may access the Ohio review and adjustment related frequently asked questions and answers at: <http://www.jfs.ohio.gov/Ocs/OCSFAQs.stm>.

The Ohio Administrative Code rules related to the administrative review and adjustment of a support order can be found at: <http://codes.ohio.gov/oac/5101%3A12-60-05>.

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Last Updated 02/19/2013

<County Name-if known> County CSEA
<CSEA Address 1-if known>
<CSEA Address 2-if known>
<CSEA City, State, ZIP-if known>

Telephone Number: <CSEA Local phone #-if known>
Toll Free Number: <CSEA 800 #-if known>
Fax Number: <CSEA Fax #-if known>

<Requester's first and last name>
<Requestor Address 1>
<Requestor Address 2>
<Requestor City, State, Zip>

Case Number: <SETS number> Date: <print date>
Order Number: <order number> Child Support Obligor: <Obligor's name>
Child Support Oblige: <Obligee's name>

Request for an Administrative Review of the Child Support Order

I request an administrative review and adjustment of my child support order, including the medical support provisions and any arrears payments, as set forth in Ohio Administrative Code (OAC) rules 5101:12-60-05 to 5101:12-60-05.6 for the following reason (please check the appropriate box):

- It has been at least 36 months since the date of the most recent child support order.
- It has been **less** than 36 months ago since the date of the most recent child support order. I have marked the appropriate circumstance which has changed. I have attached any required evidence of the change in circumstance to this form. **[If the required document is not submitted to the Child Support Enforcement Agency (CSEA) with this request, your request will be denied.]**
 - 1. The existing order established a minimum or a reduced amount of support based on the Child Support Guidelines due to the unemployment or underemployment of the obligor and the obligor is no longer unemployed or underemployed. The requesting party must provide to the CSEA relevant evidence or information supporting an allegation of the change in the obligor's employment status.
 - 2. I am The other party is unemployed or laid off, the unemployment or lay off is beyond the party's control, and the unemployment or lay off has continued uninterrupted for thirty consecutive days. The party requesting the administrative review must provide to the CSEA relevant evidence of the unemployment or layoff, including that the unemployment or lay off is beyond the party's control. If the amount of the existing support order was calculated based on the annualized income of an individual who is employed in a seasonal occupation, and the cause of the request for a review is a seasonal lay off, then the party does not meet the criteria for an administrative review under this section.
 - 3. I am The other party is unemployed due to a plant closing or mass layoff as defined in the Worker Adjustment and Retraining Notification (WARN) Act, 29 U.S.C. §2101 et seq. The administrative review request may only be made after the worker's last day of employment. The worker must provide to the CSEA a copy of the notice of the plant closing or mass layoff provided pursuant to the WARN Act.
 - 4. I am The other party is permanently disabled reducing his or her earning ability. The requestor must provide to the CSEA verification of receipt of benefits administered by the Social Security Administration due to the disability and/or a physician's complete diagnosis and permanent disability determination.
 - 5. I am The other party is institutionalized or incarcerated and cannot pay support for the duration of the child's minority and no income or assets are available to the party which could be levied or attached for support. The requestor must provide evidence of the institutionalization or incarceration and the inability to pay support during the child's minority.

6. I have The other party has experienced a thirty percent decrease, which is beyond the party's control, or a thirty per cent increase in gross income or income-producing assets for a period of at least six months and which can reasonably be expected to continue for an extended period of time. The party requesting the administrative review must provide to the CSEA relevant evidence or information supporting an allegation of a change in status.
7. The child support order is not in compliance with the Ohio Child Support Guidelines due to the termination of the support obligation for a child of the existing support order.
8. I have children by the same parent in two or more administrative child support orders and I want to combine the orders into a single administrative child support order.
9. I want to access available or improved private health insurance coverage that is available for the child. The requesting party must provide to the CSEA relevant evidence or information supporting the allegation that access to new or improved private health insurance is available.
10. I have The other party has experienced an increase or decrease in the cost of ordered private health insurance coverage or child care for the child which is expected to result in a change of more than ten percent to the child support obligation based on the current Child Support Guidelines calculation. The requesting party must provide to the CSEA relevant evidence or information supporting an allegation of an increase or decrease in the cost of private health insurance or child care. If the request is based on a change in the cost of private health insurance, the requesting party must provide to the CSEA evidence regarding the cost of a family plan and the cost of an individual plan.
11. The private health insurance that is currently being provided in accordance with the child support order is no longer reasonable in cost and/or accessible. The requesting party must provide to the CSEA relevant evidence or information supporting an allegation that the private health insurance is no longer reasonable in cost and/or accessible.
12. I am the obligor and I assert that my annual gross income is now below 150% of the federal poverty level and I should not be ordered to pay cash medical support (the federal poverty guidelines can be found at <http://www.aspe.hhs.gov/poverty> or by contacting the CSEA). The obligor must provide to the CSEA relevant evidence or information supporting an allegation that his or her annual gross income is below 150% of the federal poverty level.
13. I am the obligor and I am a member of the uniformed services who has been called to active service for a period of more than thirty (30) days. If I have checked this box, I have attached a military Power of Attorney to permit a designated person to act on my behalf in the administrative review.
14. A temporary adjustment order pursuant to OAC rule 5101:12-60-05.2 was issued, the obligor's term of active military service has ended, and the obligor has provided the CSEA written documentation sufficient to establish that the obligor's employer has violated the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. 4301 to 4333.

Ohio law requires that a local CSEA provide child support enforcement services on all child support cases, including the review and adjustment of a child support order. However, a "IV-D case" is eligible for additional services that are not available to a "non-IV-D case." If you have a "non-IV-D case," you may contact the CSEA for information about completing a IV-D application

Within 15 days of receiving your request for an administrative review and adjustment and any required evidence, the CSEA will review your request and determine whether a review should be conducted. Both parties to the order will be notified of the date and location of the administrative review. The notice will be mailed to the last known address of both parties. The notification will also request that you provide financial information, medical support information, and any other information necessary to properly review the child support order. If your request is denied, the CSEA will send you notice of the denial.

Please be aware that you may not dismiss your request for an administrative review on or after the scheduled review date. Also, requesting an administrative review may result in the monthly support obligation increasing, decreasing, or remaining the same or in a change in the medical support provisions.

PLEASE LIST ALL DOCUMENTS THAT YOU ATTACHED:

Signature of Requestor

Printed Name of Requestor

Please provide your current address if different from page 1:

Address: _____

Date

Daytime Telephone Number