



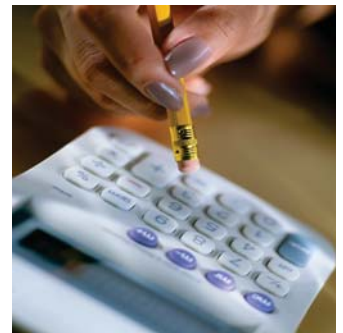
# Administrative Review and Adjustment Process

A review and adjustment (commonly known as a modification) is the process by which a child support obligation is reviewed to reflect the current financial situation of both parties. Either party may request a review and adjustment through their local child support enforcement agency (CSEA). The review and adjustment process may take several months to complete. Contact your local CSEA to see if your case qualifies for an administrative review and adjustment.

## When Can A Review Be Requested?

By law, a case automatically qualifies for a review if it has been 36 months (3 years) since the order was established or last reviewed. Other common qualifying reasons for a review include but are not limited to:

- **Thirty percent** (30%) change in income or assets of either party
- **Verified** disability of either party
- Either party has become unemployed or laid off due to circumstances **beyond their control**, and the unemployment or lay off has lasted more than thirty days
- Either party experiences an **increase or decrease** in child care or health insurance expenses
- A party is called to **active military service** for more than thirty days



Talk to your local CSEA to see if a modification is right for you. They can determine if you qualify for a review.

## What Happens During A Review?

If your case qualifies for administrative review and adjustment, the CSEA will contact both parties within **fifteen** days of the request. Both parties will be asked to submit financial and other documentation in order to help the CSEA conduct a fair review. Parties have **45 days** to return the requested information. The review is **NOT** a hearing and the parties are not required to attend. The results will be mailed to the parties once the review is completed.

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## What Documents Are Needed For The Review?

Below are some examples of documents the CSEA may request:

- W2, 1040 and 1099 tax forms
- Pay stubs and/or proof of all other salaries, wages or compensation
- Proof of your cost for health insurance coverage (**both for individual AND family plans**)
- Birth certificates for biological and/or adopted children residing with you that are NOT subject to the support order being reviewed
- Proof of day care expenses
- Proof of payments made or received on any other child support cases
- Proof of any previous felony conviction, if applicable, and a statement regarding its impact on your earning capacity

## What Are The Possible Outcomes Of The Review?

The CSEA may recommend one or more of the following outcomes after the review is completed:

- No change to the support order
- Increase in the support order
- Decrease in the support order
- Addition of a medical support order



If the review determines there is less than a **10% change** from the original support amount, the CSEA will recommend **no change** to the support amount.

If a change is recommended, the new amount will be **effective the first day of the month after the review**.



If you disagree with the review findings, you may request a hearing. Instructions and time frames for requesting a hearing will be included with the review results. It is highly recommended that you bring evidence to the hearing that will support your claims.

Check with your local CSEA on the procedures for requesting a hearing in court.

**Contact your child support agency for more information if you have questions.**