



REQUEST FOR MODIFICATION REVIEW

I, _____, hereby request that the Child Support Services Division (CSSD) review Case Number(s) _____ for a possible modification in child support based upon the following:

_____ It has been more than 36 months since my order was last issued, modified or reviewed.

Substantial and material change in circumstances

There has been a substantial and material change in circumstances (please select one or more of the following and provide the required documents referenced on page 2.

_____ Substantial increase or involuntary decrease in the income of either party

_____ There are multiple children involved in the case and an older child has emancipated

_____ There has been a change in custody of the minor child(ren) involved in this case

_____ There has been a court ordered change relating to the visitation/parenting time and the non-custodial parent now has visitation of 109 or more overnights OR there are multiple children involved in the case and each parent has primary physical custody of one or more children

_____ I now have an additional biological or adopted child, under the age of 18, not involved in this case, primarily residing in my household

_____ Work related childcare expenses have changed

_____ Health insurance coverage and/or healthcare needs for the minor child(ren) has changed

Signature: _____ Date: _____

COPY OF PHOTO ID MUST BE ATTACHED

REQUIRED DOCUMENTATION

You MUST provide documentation/evidence for a review based on a substantial and material change in circumstances

Change in Income or Employment

1. Documentation that a party has obtained new employment if child support was previously calculated using imputed minimum wages or additional compensation at their current employment which represent a 20% or greater increase compared to their prior wages.
2. Letter from your former employer that employment was terminated and it was not your fault. If employment was terminated for cause or you voluntarily left for a reason not related to injury or disability, you are not entitled to a review.
3. A letter from the Social Security Administration (SSA) that a party is receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI).
4. A letter from the Social Security Administration (SSA) that you have applied for Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) AND a letter or report from your physician that you are unable to work as a result of injury or disability.

Emancipation of a child:

1. High School Diploma or letter from the school the child attended indicating they have either graduated or are no longer enrolled AND the child is 18 years or age or older.

Change in Residence of a child:

1. A court order that states the child now resides with the non-custodial parent.
2. School records that indicate the child now resides with the non-custodial parent.

Change in visitation schedule:

1. A court order that grants the non-custodial parent 109 or more overnight visits or states that each party will have primary physical custody of one or more of the children involved in the case.

Additional Child in Household:

1. Birth certificate as evidence of "new" children in your household.

Change in Health Care Needs:

1. Health insurance premium documents or lack of healthcare coverage.

Change in Work Related Childcare:

1. Letter from childcare provider AND receipts/proof of payment. If you are not using a childcare facility, a notarized letter from the individual providing care AND receipts/proof of payment.
2. If work-related childcare has decreased or ended, a letter from the school the child is currently attending.

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