



March 20, 2024

Child Support Program Manual Transmittal Letter (CSPMTL) No. 193

TO: All Child Support Program Manual Holders

FROM: Matt Damschroder, Director

SUBJECT: Five Year Rule Review – House Bill 33 – Caretaker, Administrative Responsibility and Guidelines Rules and Forms

These rules have been reviewed in accordance with section 106.03 of the Revised Code, which requires the review of all state agency rules within a five-year period.

The Office of Child Support (OCS) has Amended the following rules:

Table with 4 columns: Amended Rule, Amended Rule Title, Prior Effective Date of Rule, Effective Date of Amendment. It lists two amended rules: 5101:12-10-01.1 and 5101:12-10-03, detailing their titles, effective dates, and descriptions of changes.

Amended Rule	Amended Rule Title	Prior Effective Date of Rule	Effective Date of Amendment
5101:12-10-04	<p>Administrative Responsibility for an Intergovernmental Case</p> <p>This rule describes the criteria when a CSEA has administrative responsibility for intergovernmental cases.</p> <p>Changes to this rule include removed restrictive language in accordance with section 121.95 of the Revised Code, added new language to paragraph (D)(2)(c), and added the language "or redirection" to paragraph (D)(4) and "or redirect" to paragraph (D)(4)(a).</p> <p>This rule is authorized by ORC section 3125.25 and amplifies ORC section 3125.03.</p>	06/01/2014	04/03/2024
5101:12-45-10	<p>Calculation of the Support Obligations</p> <p>This rule describes the procedures for a child support enforcement agency (CSEA) to use when calculating or adjusting the child support and cash medical support obligations contained within a child support order.</p> <p>Changes to this rule include removed restrictive language in accordance with section 121.95 of the Revised Code and amended the reference in paragraph (C) to match the changes made to section 3119.01 of the Revised Code.</p> <p>This rule is authorized by ORC section 3125.25 and amplifies ORC sections 3119.02 and 3125.03.</p>	01/15/2020	04/03/2024
5101:12-45-99	<p>Chapter 5101:12-45 Forms – Support Establishment</p> <p>This rule contains a compilation of forms with their effective or revised effective date, referenced within various rules contained within division 5101:12 of the Administrative Code, but first cited within Chapter 5101:12-45 of the Administrative Code.</p> <p>Changes to this rule include updated the revision date of the JFS 07719 and amended the format of the effective dates for the JFS 01717 and JFS 01718 for consistency.</p> <p>This rule is authorized under ORC section 3125.25 and amplifies ORC sections 3125.03 and 3125.25.</p>	05/01/2023	04/03/2024

Amended Rule	Amended Rule Title	Prior Effective Date of Rule	Effective Date of Amendment
5101:12-60-05.1	<p>Initiation of an Administrative Review</p> <p>This rule describes the criteria to initiate an administrative adjustment review.</p> <p>Changes to this rule include removed restrictive language in accordance with section 121.95 of the Revised Code, added and clarified language in paragraph (B), adding "or redirected" to paragraph (E)(8) and amended language in paragraph (E)(9) for clarity.</p> <p>This rule is authorized by ORC section 3125.25; and amplifies ORC sections 3119.60, 3119.61, 3119.63, and 3125.03.</p>	01/15/2020	04/03/2024
5101:12-60-05.4	<p>Calculation and Recommendation of a Revised Order for Child and Medical Support</p> <p>This rule describes the CSEA's responsibilities in calculating the support obligations included in a child support order and recommending an adjusted child support order.</p> <p>Changes to this rule include removed restrictive language in accordance with section 121.95 of the Revised Code, clarified language in paragraphs (B) and (E)(1) and added new language to paragraph (D)(3).</p> <p>This rule is authorized by ORC section 3125.25; and amplifies ORC sections 3119.60, 3119.61, 3119.63, and 3125.03.</p>	02/14/2019	04/03/2024
5101:12-60-99	<p>Chapter 5101:12-60 Forms – Order Administration</p> <p>This rule contains a compilation of forms within division 5101:12 of the Administrative Code, but first cited within Chapter 5101:12-60 of the Administrative Code.</p> <p>Changes to the rule include amended the effective dates of the JFS 01849, JFS 01866, JFS 07049, JFS 07521, JFS 07522, and added the JFS 07800, JFS 07801, and JFS 07802 to this rule.</p> <p>This rule is authorized by section 3125.25 of the Revised Code and amplifies sections 3125.03 and 3125.25 of the Revised Code.</p>	04/01/2022	04/03/2024

OCS has **Adopted** the following rules:

Adopted Rule	Adopted Rule Title	Effective Date of Adopted Rule
5101:12-60-60	<p data-bbox="430 394 727 430">Redirection of Support</p> <p data-bbox="430 451 1479 590">This rule describes how the child support enforcement agency with administrative responsibility for a child support order redirects payments under a support order from one payee to a different payee. This rule is being added due to language in House Bill 33.</p> <p data-bbox="430 661 1471 766">This rule is authorized by ORC section 3125.25 and 3119.9541; and amplifies ORC sections 3119.955, 3119.957, 319.9511, 3119.9513, 3119.9517, 3119.9527, 3119.9529, 3119.9531, 3119.9533, 3119.9535, 3119.9537.</p>	4/3/2024
5101:12-60-60.1	<p data-bbox="430 793 1138 863">Administrative Redirection Investigation, Findings and Recommendations, and Impounding Support</p> <p data-bbox="430 884 1479 1062">This rule describes how the child support enforcement agency with administrative responsibility for a child support order conducts an administrative redirection investigation and issues a findings and recommendation regarding whether the child support order should be redirected. This rule is being added due to language in House Bill 33.</p> <p data-bbox="430 1134 1471 1239">This rule is authorized by ORC section 3125.25 and 3119.9541; and amplifies ORC sections 3119.955, 3119.957, 319.9511, 3119.9513, 3119.9517, 3119.9529, 3119.9531, 3119.9533, 3119.9535.</p>	4/3/2024
5101:12-60-60.2	<p data-bbox="430 1262 1187 1331">Administrative Redirection Hearing, Administrative Redirection Order, and Disbursement of Impounded Funds</p> <p data-bbox="430 1352 1479 1491">This rule describes how the child support enforcement agency with administrative responsibility for a child support order conducts an administrative redirection hearing and issues a hearing decision and the disbursement of funds to the appropriate individual. This rule is being added due to language in House Bill 33.</p> <p data-bbox="430 1562 1471 1667">This rule is authorized by ORC section 3125.25 and 3119.9541; and amplifies ORC sections 3119.955, 3119.957, 319.9511, 3119.9513, 3119.9517, 3119.9527, 3119.9529, 3119.9531, 3119.9533, 3119.9535, 3119.9537.</p>	4/3/2024

OCS has **Amended** the following forms.

Form Number	Form Title	Prior Effective Date of Form	Revised Effective Date
JFS 01849	Request for an Administrative Review of the Child Support Order	10/2019	4/2024
	<p>This form can be completed by any party on a child support order to request an administrative review of the child support order.</p> <p>This form has been amended to add language to item 8 "to redirect".</p>		
JFS 01866	Administrative Review Pending Notice	2/2019	4/2024
	<p>This form is issued by the CSEA to the requester of the administrative review and adjustment when the recommendation to the administrative review cannot be issued because of the JFS 07606, "Administrative Adjustment Review Notification" being sent to the non-requesting party and returned to the CSEA as undeliverable.</p> <p>Changes to this form include revised the form for clarity, added additional spaces for multiple case numbers, and added the option for a case worker to select the reason why the modification is pending.</p>		
JFS 07521	Results of Support Order Termination Investigation	2/2019	4/2024
	<p>This form is issued to the parties in response to a request to terminate the support order administratively, and the CSAE does not terminate the order based on its findings and informs the parties to file an action with the court if the parties wishes to pursue the matter.</p> <p>Changes to this form include amended the OAC reference to 5101:12-60-50 in the second paragraph.</p>		
JFS 07522	Findings and Recommendations to Terminate the Administrative Child Support Order	3/2019	4/2024
	<p>This form is used by a CSEA to notify the clients that the CSEA has conducted an investigation to determine whether one of the administrative termination reasons exist to terminate support.</p> <p>Changes to this form include added language for clarity in accordance with section 3103.031 of the Revised Code, added "2%" to item #3 on page 2 and item #5 on page 3, clarified language in items #5 and #6 on pages 3 and 4, added section headers on page 4, and added language for clarity to the request for an Administrative Hearing section.</p>		

Form Number	Form Title	Prior Effective Date of Form	Revised Effective Date
JFS 07049	Notice of Right to Request Administrative Review of Child and Medical Support Order	10/2019	4/2024
	<p>This form is used to notify the parties of their rights to request an administrative review of their child support and medical support order.</p> <p>This form has been amended to add language to item 8 "to redirect".</p>		
JFS 07719	Administrative Order for Child Support and Medical Support	10/2019	4/2024
	<p>This form is used by a CSEA to order the amount of support to be paid and the provisions for medical support.</p> <p>Changes to the form include added the word "redirection" in the notice to a child support obligor and obligee section to match the language of section 3121.29 of the Ohio Revised Code.</p>		

OCS has **Adopted** the following forms.

Adopted Form	Adopted Form Title	Effective Date of Adoption
JFS 07800	Results of Investigation to Redirect the Child Support Order	4/2024
	<p>This form will be used by the child support enforcement agency (CSEA) to inform the requesting party of the determination whether any reason exists for which the child support order should be redirected or should continue to be redirected.</p>	
JFS 07801	Findings and Recommendations to Redirect the Administrative Support Order	4/2024
	<p>This form will be used by the child support enforcement agency (CSEA) to the parties that the CSEA has conducted an investigation to determine whether any reason exists for which the child support order should be redirected to a caretaker.</p>	
JFS 07802	Administrative Order to Redirect the Administrative Support Order	4/2024
	<p>This form will be used by the child support enforcement agency (CSEA) to inform the parties that the JFS 07801 are approved and adopted as a final administrative order.</p>	

INSTRUCTIONS:

When the CSPMTL is published, the CSPM will be updated as follows:

- An Amended rule will be inserted, and the previous version will be moved to the OAC Archive section of the eManuals.
- An adopted rule will be inserted.
- An Amended form will replace the current posted form.
- An adopted form will be inserted.

The rules and forms in the CSPM can be accessed at: <http://emanuals.odjfs.state.oh.us/emanuals>.

INSTRUCTIONS for CSEA INTERNAL PROCEDURAL HANDBOOK:

Paragraph (I)(1) of OAC rule 5101:12-1-01 states that, whenever a program change requires modification of local procedures, the CSEA is required to revise its internal procedural handbook and submit the revision to OCS within thirty days of the revision. The CSEA should carefully review the amended rules contained in this CSPMTL to determine whether they require the CSEA to update its internal procedural handbook.

5101:12-10-01.1 **IV-D application and IV-D referral.**

(A) IV-D application.

- (1) The child support enforcement agency (CSEA) ~~shall~~will make IV-D applications readily accessible to the public. The CSEA ~~shall~~will provide a IV-D application to an individual requesting services on the day the individual makes a request in person or send a IV-D application to the individual within five working days of a written or telephone request.
- (2) The CSEA will not mandate an application, other request for services, or an application fee from any individual who is eligible to receive IV-D services as a result of a referral described in paragraph (B) of this rule, unless, after receipt of the IV-D referral, IV-D services were terminated in accordance with rule 5101:12-10-70 of the Administrative Code.
- (3) The CSEA ~~shall~~will charge a one dollar IV-D application fee when an individual files a IV-D application. The CSEA may ~~require~~request the applicant to pay the IV-D application fee or may absorb the IV-D application fee.
- (4) The CSEA ~~shall~~will accept a completed and signed IV-D application as filed on the day the IV-D application was received by the CSEA and the application fee was received or absorbed by the CSEA.
- (5) When IV-D services were previously terminated, the individual ~~must~~will file a new IV-D application and be charged an application fee unless:
 - (a) The CSEA receives a IV-D referral; or
 - (b) The CSEA ~~is required to reopen~~reopens the IV-D case for administrative reasons.

(B) A IV-D referral may be received from:

- (1) A county department of job and family services (CDJFS) as a result of an application for medicaid benefits when there is an existing support order for the child or as a result of an application for Ohio works first (OWF);
- (2) A Title IV-E agency that resulted from a determination of eligibility for foster care maintenance (FCM) benefits; or
- (3) The Ohio interstate central registry as a result of the receipt of a Uniform Interstate Family Support Act interstate petition in accordance with 42 U.S.C. 666(f) (12/14/1999) for a IV-D case.

- (C) When IV-D services were previously terminated and the CSEA receives a new IV-D referral from a CDJFS, medicaid, or Title IV-E agency, the CSEA will conduct a thorough investigation, which may include a face-to-face interview, phone contact with the recipient of services, or other form of investigation, within the twenty day time frame. If the facts underlying the termination of IV-D services have not changed and are documented in the case record and no new information is available to help provide IV-D services, then the case does not need to be reopened.
- (D) The CSEA ~~shall~~will approve a completed and signed IV-D application or a IV-D referral for IV-D services unless the IV-D application or IV-D referral meets a denial criteria described in paragraph ~~(D)~~(E) of this rule.
- (E) The CSEA ~~shall~~will deny IV-D services to a IV-D application or a IV-D referral when:
- (1) The non-custodial parent is seeking to locate a child;
 - (2) The parent who has been granted custody of a child is seeking to locate and recover that child who may have been removed by the non-custodial parent (in this circumstance the CSEA should refer to rule 5101:12-20-10 of the Administrative Code concerning location services for parental kidnapping and child custody cases);
 - (3) An adult child is seeking to locate a parent;
 - (4) A child is attempting to reunite with a sibling;
 - (5) The applicant is requesting reimbursement for medical costs that have not been reduced to a dollar amount in a court order;
 - (6) The applicant requests services that are not available from the CSEA (in this circumstance, the CSEA is responsible for determining, based on the facts and circumstances of the application, whether the requested service is or is not available);
 - (7) The referral is for a pregnant woman with no other child;
 - (8) The case has already been approved for IV-D services; ~~or~~
 - (9) The child has attained the age of majority unless:
 - (a) The child is attending an accredited high school on a full-time basis and has not attained the age of nineteen;

- (b) A court order has made special provisions that would extend the duty of support beyond the child's minority;
- (c) IV-D services are requested to establish paternity and the child has not attained the age of twenty-three; or
- (d) IV-D services are requested to collect arrears; or

(10) The applicant is not a parent, alleged father of the child, or primary caregiver as determined in accordance with rule 5101:12-60-60 of the Administrative Code.

- (F) The CSEA may deny IV-D services to a IV-D application when the application does not provide minimum information necessary to attempt location efforts: names of the participants and either dates of birth or social security numbers of the participants; and the CSEA has made diligent efforts to obtain the information necessary to attempt location.

Effective: 4/3/2024

Five Year Review (FYR) Dates: 6/15/2028

CERTIFIED ELECTRONICALLY

Certification

03/18/2024

Date

Promulgated Under: 119.03
Statutory Authority: 3125.25
Rule Amplifies: 3125.03, 3125.11, 3125.36, and 3125.37
Prior Effective Dates: 09/01/1976, 08/01/1982, 11/11/1982, 07/01/1983, 11/01/1983, 01/01/1984, 01/07/1985, 01/09/1986, 01/01/1987 (Emer.), 03/20/1987, 12/01/1987, 06/10/1988, 07/15/1988, 12/29/1988, 04/01/1989, 06/02/1989, 09/01/1989, 12/01/1989, 04/01/1990, 08/01/1990, 10/01/1990, 04/01/1991, 11/01/1991, 04/01/1992, 08/01/1992, 07/01/1996, 10/01/1996, 12/30/1997, 01/01/1998, 02/22/2002, 07/01/2002, 04/18/2003, 06/15/2006, 03/01/2012, 06/15/2023

5101:12-10-03 **Administrative responsibility.**

(A) This rule describes which child support enforcement agency (CSEA) has administrative responsibility for a case. Administrative responsibility for intergovernmental cases is described in rule 5101:12-10-04 of the Administrative Code. The CSEA with administrative responsibility ~~shall~~will provide all support enforcement program services.

(B) General principles regarding administrative responsibility.

(1) When a CSEA receives a request for services pursuant to rule 5101:12-10-01 of the Administrative Code, the CSEA shall have administrative responsibility unless a legal basis exists which precludes that CSEA from assuming administrative responsibility.

(a) For the purpose of this rule "legal basis" means that the CSEA has determined, based on the facts and circumstances of the case, that no legal authority exists which will allow the CSEA to provide support enforcement program services and ~~requires~~allows the CSEA to proceed in accordance with paragraph (F) of this rule.

(b) In making the determination regarding the CSEA's authority to proceed, the CSEA ~~shall~~will be bound by the administrative responsibility provisions of paragraphs (C), (D), and (E) of this rule.

(2) When administrative responsibility for a case has not been determined or is disputed and a CSEA is willing to accept the administrative responsibility and such acceptance would ensure that state and federal program requirements are met, then that CSEA ~~shall~~will be considered the CSEA with administrative responsibility.

(3) When administrative responsibility for a case is disputed and based on the facts and circumstances of the case, any of the CSEAs involved may have administrative responsibility, these CSEAs ~~shall~~will collaborate to resolve which CSEA has administrative responsibility.

(4) When administrative responsibility for a case is disputed and not addressed by this rule, a CSEA may request the office of child support (OCS) to resolve which CSEA has administrative responsibility. The CSEA ~~shall~~will provide to OCS the following:

(a) Verification that an attempt has been made to resolve the dispute, and

- (b) Written description of the facts and circumstances that have led to the dispute.
- (C) Administrative responsibility for the determination of the existence or non-existence of a father and child relationship.
- (1) When an action to determine the existence or non-existence of a father and child relationship is pending before a court, the CSEA in the same county as the court has administrative responsibility.
 - (a) When the court dismisses the action without issuing a paternity determination, the CSEA in the county in which the child or the legal guardian or custodian or caretaker of the child resides has administrative responsibility.
 - (b) When the court relinquishes or transfers jurisdiction to a court in another Ohio county and the court in the other county has accepted jurisdiction, the CSEA in the other county has administrative responsibility.
 - (c) When the court relinquishes or transfers jurisdiction to a court in another Ohio county and the court in the other county does not accept jurisdiction, the CSEA retains administrative responsibility.
 - (2) When there is not a pending action to determine the existence or non-existence of a father and child relationship before a court, the CSEA in the county in which the child or the child's guardian, ~~or~~ legal custodian or caretaker resides has administrative responsibility.

When the child or the child's guardian, ~~or~~ legal custodian or caretaker moves to another Ohio county and the CSEA:

 - (a) Has successfully completed service of process on the alleged father and the mother of the child, the CSEA retains administrative responsibility.
 - (b) Has not successfully completed service of process on the alleged father and the mother of the child, the CSEA in the county in which the child or the child's guardian, ~~or~~ legal custodian or caretaker resides has administrative responsibility.
 - (3) When the alleged father is deceased, the CSEA in the county in which proceedings for the probate of the alleged father's estate have been or can be commenced will have administrative responsibility.

- (D) Administrative responsibility for the establishment of a child support order.

- (1) When an action to establish a child support order is pending before a court, the CSEA in the same county as the court has administrative responsibility.
 - (a) When the court dismisses the action without issuing a child support order, the CSEA in the county in which the parent, guardian, ~~or~~ custodian, or caretaker of the child resides ~~or the person with whom the child resides~~ has administrative responsibility.
 - (b) When the court relinquishes or transfers jurisdiction to a court in another Ohio county and the other court accepts jurisdiction, the CSEA in the other county has administrative responsibility.
 - (c) When the court relinquishes or transfers jurisdiction to a court in the same county and the other court does not accept jurisdiction, the CSEA retains administrative responsibility.
 - (d) When the court relinquishes or transfers jurisdiction to a court in another Ohio county and the other court does not accept jurisdiction, the CSEA retains administrative responsibility.
- (2) When a juvenile court has jurisdiction over a child, the CSEA in the same county as the juvenile court has administrative responsibility.
 - (a) When the juvenile court dismisses the action without issuing a child support order, the CSEA in the county in which the parent, guardian, ~~or~~ custodian, or caretaker of the child resides ~~or the person with whom the child resides~~ has administrative responsibility.
 - (b) When the juvenile court relinquishes or transfers jurisdiction to a court in another Ohio county and the other court accepts jurisdiction, the CSEA in the other county has administrative responsibility.
 - (c) When the juvenile court relinquishes or transfers jurisdiction to a court in the same county and the other court accepts jurisdiction, the CSEA retains administrative responsibility.
 - (d) When the juvenile court relinquishes or transfers jurisdiction to a court in another Ohio county and the other court does not accept jurisdiction, the CSEA retains administrative responsibility.
 - (e) If the juvenile court that has jurisdiction over ~~a~~ the child subsequently determines that it does not have jurisdiction to establish a child support order, the CSEA in the county in which the parent, guardian, ~~or~~ custodian,

or caretaker of a child resides or the person with whom a child resides has administrative responsibility.

- (3) When a child support order had been issued for the same parties and child but is now terminated or dismissed and no balances are owed, then the CSEA in the county in which the parent, guardian, ~~or~~ custodian, or caretaker of ~~a~~the child resides or the person with whom ~~a~~the child resides has administrative responsibility.
- (4) When a child support order had been issued for the same parties and child and is now terminated but balances are still owed, the CSEA in the county in which the support order was issued retains administrative responsibility to collect the remaining balances. When either party requests the establishment of a new support order, the CSEA in the county in which the parent, guardian, ~~or~~ custodian, or caretaker of ~~a~~the child resides or the person with whom ~~a~~the child resides has administrative responsibility.
- (5) When the CSEA brings an action to establish a child support order before the court and the court subsequently determines that it does not have jurisdiction to establish a child support order, the CSEA in the county in which the parent, guardian, ~~or~~ custodian, or caretaker of ~~a~~the child resides or the person with whom a child resides has administrative responsibility.
- (6) When a child support order has never been issued and the duty of support is based on a final and enforceable determination of paternity or a presumption of paternity other than a JFS 07038, "Acknowledgment of Paternity Affidavit" (effective or revised effective date as identified in rule 5101:12-1-99 of the Administrative Code), the CSEA in the county in which the parent, guardian, ~~or~~ custodian, or caretaker of a child resides or the person with whom a child resides has administrative responsibility.
 - (a) When the applicant for services moves to another Ohio county and the CSEA:
 - (i) Has successfully completed service of process on the parties, the CSEA retains administrative responsibility.
 - (ii) Has not successfully completed service of process on the parties, the CSEA in the county in which the parent, guardian, ~~or~~ custodian, or caretaker of ~~a~~the child resides or the person with whom ~~a~~the child resides has moved has administrative responsibility.

- (b) When the CSEA brings an action to establish a child support order before a court and the court subsequently determines that it does not have jurisdiction to establish a child support order, the CSEA in the county in which the parent, guardian, ~~or~~ custodian, or caretaker of ~~a~~the child resides or the person with whom ~~a~~the child resides has administrative responsibility.
- (7) When the presumption of paternity is based on a JFS 07038, the CSEA in the county in which the parent who signed the JFS 07038 and is the applicant for services resides has administrative responsibility.
- (a) When the applicant for services moves to another Ohio county and the CSEA:
 - (i) Has successfully completed service of process on the parties, the CSEA retains administrative responsibility.
 - (ii) Has not successfully completed service of process on the parties, the CSEA in the county in which the applicant for services resides has administrative responsibility.
 - (b) When the CSEA brings an action to establish a child support order before a court and the court subsequently determines that it does not have jurisdiction to establish a child support order, the CSEA in the county in which the parent, guardian, ~~or~~ custodian, or caretaker of ~~a~~the child resides or the person with whom ~~a~~the child resides has administrative responsibility.
- (E) Administrative responsibility for the enforcement of a support order, ~~or~~ modification, or redirection of a child support order.
- (1) When an Ohio court has issued a support order, adopted an administrative child support order, or accepted jurisdiction of a support order from another Ohio court, the CSEA in the same county as the court has administrative responsibility.
 - (a) When the applicant for services moves to another Ohio county, the CSEA retains administrative responsibility.
 - (b) When the court support order is terminated and balances are still owed, the CSEA retains administrative responsibility.

- (c) When the court relinquishes or transfers jurisdiction of the support order to a court in another Ohio county, the CSEA in the same county as the court that accepted jurisdiction has administrative responsibility.
 - (d) When the court relinquishes or transfers jurisdiction of the support order to a court in another Ohio county and the other court does not accept jurisdiction, the CSEA retains administrative responsibility.
- (2) When a CSEA has issued an administrative child support order, that CSEA has administrative responsibility.
- (a) When the applicant for services moves to another Ohio county, the CSEA retains administrative responsibility.
 - (b) When the administrative child support order is terminated and balances are still owed, the CSEA retains administrative responsibility.

(F) Case transfer.

- (1) The CSEA that completed case intake or most recently had administrative responsibility ~~shall~~will transfer a case to another CSEA in accordance with this rule.
- (2) "Case transfer" includes electronically transferring the case in the support enforcement tracking system (SETS). "Case transfer" also includes mailing any hard-copy documents contained in the case record that are necessary to provide support enforcement program services to the CSEA with administrative responsibility.

When the CSEA mails hard-copy documents, the CSEA ~~shall~~will include a cover letter that identifies the parties, the reason the hard-copy documents are being mailed, and the name and telephone number of a contact person in the CSEA that mailed the hard-copy documents.

- (3) The CSEA ~~shall~~will complete the case transfer within ten days of determining that another CSEA has administrative responsibility for the case.

Effective: 4/3/2024

Five Year Review (FYR) Dates: 1/10/2024 and 04/03/2029

CERTIFIED ELECTRONICALLY

Certification

03/18/2024

Date

Promulgated Under: 119.03

Statutory Authority: 3125.25

Rule Amplifies: 3125.03

Prior Effective Dates: 11/01/1994, 06/02/2001, 01/01/2005, 01/01/2006,
09/01/2008, 06/01/2014

5101:12-10-04 **Administrative responsibility for an intergovernmental case.**

(A) This rule describes which child support enforcement agency (CSEA) has administrative responsibility for an intergovernmental case. Administrative responsibility for a non-intergovernmental case is described in rule 5101:12-10-03 of the Administrative Code. The CSEA with administrative responsibility ~~shall~~will provide all support enforcement program services.

(B) General principles regarding administrative responsibility.

(1) When a CSEA receives a request for services pursuant to rule 5101:12-10-01 of the Administrative Code, the CSEA ~~shall~~will have administrative responsibility unless a legal basis exists, which precludes that CSEA from assuming administrative responsibility.

(a) For the purpose of this rule "legal basis" means that the CSEA has determined, based on the facts and circumstances of the case, that no legal authority exists, which will allow the CSEA to provide support enforcement program services and ~~requires~~allows the CSEA to proceed in accordance with paragraph (F) of this rule.

(b) In making the determination regarding the CSEA's authority to proceed, the CSEA ~~shall~~will be bound by the administrative responsibility provisions of paragraphs (C), (D), and (E) of this rule.

(2) When administrative responsibility for a case has not been determined or is disputed and a CSEA is willing to accept the administrative responsibility and such acceptance would ensure that state and federal program requirements are met, then that CSEA ~~shall~~will be considered the CSEA with administrative responsibility.

(3) When administrative responsibility for a case is disputed and based on the facts and circumstances of the case, any of the CSEAs involved may have administrative responsibility, these CSEAs ~~shall~~will collaborate to resolve which CSEA has administrative responsibility.

(4) When administrative responsibility for a case is disputed and not addressed by this rule, a CSEA may request the office of child support (OCS) to resolve which CSEA has administrative responsibility. The CSEA ~~shall~~will provide to OCS the following:

(a) Verification that an attempt has been made to resolve the dispute, and

- (b) Written description of the facts and circumstances that have led to the dispute.

(C) Administrative responsibility for an initiating CSEA.

- (1) Administrative responsibility for the determination of the existence or non-existence of a father and child relationship.

- (a) The CSEA where the applicant for services resides has administrative responsibility.

- (b) When the applicant for services moves to another Ohio county and the CSEA:

- (i) Is preparing a Uniform Interstate Family Support Act (UIFSA)(9/29/2014) petition and the applicant for services has completed and submitted all documents necessary for the UIFSA petition, the CSEA retains administrative responsibility.

- (ii) Is preparing a UIFSA petition and the applicant for services has not completed and submitted all documents necessary for the UIFSA petition, the CSEA in the county in which the applicant for services resides has administrative responsibility.

- (2) Administrative responsibility for the establishment of a child support order.

- (a) The CSEA where the applicant for services resides has administrative responsibility.

- (b) When the applicant for services moves to another Ohio county and the CSEA:

- (i) Is preparing a UIFSA petition and the applicant for services has completed and submitted all documents necessary for the UIFSA petition, the CSEA retains administrative responsibility.

- (ii) Is preparing a UIFSA petition and the applicant for services has not completed and submitted all documents necessary for the UIFSA petition, the CSEA in the county in which the applicant for services resides has administrative responsibility.

- (3) Administrative responsibility for the enforcement of a support order.

- (a) When an applicant for services requests the enforcement of an Ohio support order, the CSEA in the county in which the court or CSEA that issued the support order retains administrative responsibility for enforcement.
- (b) When an applicant for services requests the enforcement of an order from another state or jurisdiction, the CSEA in the county in which the applicant for services resides has administrative responsibility to initiate a UIFSA petition to another jurisdiction.

When the applicant moves to another Ohio county and the CSEA:

- (i) Is preparing a UIFSA petition and the applicant for services has completed and submitted all documents necessary for the UIFSA petition, the CSEA retains administrative responsibility.
- (ii) Is preparing a UIFSA petition and the applicant for services has not completed and submitted all documents necessary for the interstate petition, the CSEA in the county in which the applicant for services resides has administrative responsibility.

(4) Administrative responsibility for the modification of a support order.

- (a) When an applicant for services requests the modification of an Ohio order, the CSEA in the county in which the court or CSEA that issued the support order has administrative responsibility for modification.

When the applicant for services moves to another county, the court or CSEA that issued the support order retains administrative responsibility.

- (b) When an applicant for services requests the modification of an order from another state or jurisdiction, the CSEA in the county in which the applicant for services resides has administrative responsibility to initiate a UIFSA petition to another state or jurisdiction.
 - (i) New case that is not already existing in support enforcement tracking system (SETS). When the applicant moves to another Ohio county and the CSEA:
 - (a) Is preparing a UIFSA petition and the applicant for services has completed and submitted all the documents necessary for the UIFSA petition, the CSEA retains administrative responsibility.

(b) Is preparing a UIFSA petition and the applicant for services has not completed and submitted all documents necessary for the UIFSA petition, the CSEA in the county in which the applicant for services resides has administrative responsibility.

(ii) Existing open case in SETS.

The initiating CSEA has administrative responsibility.

(D) Administrative responsibility for a responding CSEA.

(1) Administrative responsibility for the determination of the existence or non-existence of a father and child relationship.

When the CSEA receives a UIFSA petition to determine the existence or non-existence of a father and child relationship, the CSEA in the county in which the respondent resides has administrative responsibility.

(a) When the CSEA has successfully completed service of process on the respondent and the respondent moves to another Ohio county, the CSEA retains administrative responsibility.

(b) When the CSEA has not successfully completed service of process on the respondent and the respondent moves to another Ohio county, the CSEA in the county in which the respondent resides has administrative responsibility.

(2) When the alleged father is deceased, the CSEA in the county in which proceedings for the probate of the alleged father's estate have been or can be commenced will have administrative responsibility.

~~(2)~~(3) Administrative responsibility for the establishment of a child support order.

When the CSEA receives a request to establish a child support order from another state or jurisdiction, the CSEA in the county in which the respondent resides has administrative responsibility.

(a) When the CSEA has successfully completed service of process on the respondent and the respondent moves to another Ohio county, the CSEA retains administrative responsibility.

(b) When the CSEA has not successfully completed service of process on the respondent and the respondent moves to another Ohio county, the

CSEA in the county in which the respondent resides has administrative responsibility.

~~(3)~~(4) Administrative responsibility for the enforcement of a support order.

(a) When the CSEA receives a UIFSA petition to enforce an Ohio support order, the CSEA with administrative responsibility is the CSEA:

- (i) In the same county as the court that issued the court support order.
- (ii) In the same county as the court that adopted the administrative child support order.
- (iii) That issued the administrative child support order and the court has not adopted the administrative child support order.

When the obligor moves to another Ohio county, the CSEA retains administrative responsibility.

(b) When the CSEA receives a UIFSA petition from another state or jurisdiction to enforce the other state support order, the CSEA in the county in which the obligor resides has administrative responsibility.

When the obligor moves to another Ohio county and the CSEA has:

- (i) Successfully completed service of process on the obligor, the CSEA retains administrative responsibility.
- (ii) Not successfully completed service of process on the obligor, the CSEA in the county in which the obligor resides has administrative responsibility.

~~(4)~~(5) Administrative responsibility for the modification or redirection of a support order.

(a) When the CSEA receives a UIFSA petition to modify or redirect an Ohio support order, the CSEA with administrative responsibility is the CSEA:

- (i) In the same county as the court that issued the court support order.
- (ii) In the same county as the court that adopted the administrative child support order.
- (iii) That issued the administrative child support order and the court has not adopted the administrative child support order.

- (b) When the CSEA receives a UIFSA petition from another state or jurisdiction to register the support order for modification purposes when the issuing state has lost continuing exclusive jurisdiction (CEJ) and the non-requesting party is in Ohio, the CSEA in the county in which the non-requesting party resides has administrative responsibility.

When the non-requesting party moves to another Ohio county and the case is:

(i) New to SETS:

(a) When the CSEA has successfully completed service of process on the non-requesting party, the CSEA retains administrative responsibility.

(b) When the CSEA has not successfully completed service of process on the non-requesting party, the CSEA in the county in which the non-requesting party resides has administrative responsibility.

(ii) Existing open case in SETS.

The CSEA that is enforcing the support order retains administrative responsibility regardless if the non-requesting party moves to another county.

(iii) Closed SETS case.

When a case closes pursuant to the request of an initiating agency, and the CSEA receives a subsequent request for modification, the CSEA in the county in which the non-requesting party resides has administrative responsibility despite the existence of a prior case, which has been closed.

(E) Other state order when all parties reside in Ohio.

- (1) When the CSEA receives a UIFSA petition or a request for services to enforce a support order from another state or jurisdiction when all the parties reside in Ohio, the CSEA in the county where the obligor resides has administrative responsibility.

When the obligor moves to another county and the CSEA has:

- (a) Successfully completed service of process of the registration on the obligor, the CSEA retains administrative responsibility.
 - (b) Not successfully completed service of process of the registration on the obligor, the CSEA in the county in which the obligor resides has administrative responsibility.
- (2) When the CSEA receives a UIFSA petition or a request for services to modify a support order from another state or jurisdiction when all parties reside in Ohio, the CSEA in the county where the obligor resides has administrative responsibility.

- (a) For a case that is new to SETS, the CSEA in the county in which the obligor resides has administrative responsibility.

When the obligor moves to another county and the CSEA has:

- (i) Successfully completed service of process of the registration on the obligor, the CSEA retains administrative responsibility.
 - (ii) Not successfully completed service of process of the registration on the obligor, the CSEA in the county in which the obligor resides has administrative responsibility.
- (b) For a case that is open in SETS and the case is:
- (i) Open responding and the case is registered with the court, the CSEA retains administrative responsibility even if the obligor moves.
 - (ii) Open initiating, the CSEA in the county where the obligor resides has administrative responsibility.
- (c) If a case closes pursuant to the request of an initiating agency and a subsequent request is received, the CSEA in the county in which the obligor resides has administrative responsibility despite the existence of a prior responding case.

(F) Case transfer.

- (1) The CSEA that completed case intake or most recently had administrative responsibility ~~shall~~will transfer a case to another CSEA in accordance with this rule.

- (2) "Case transfer" includes electronically transferring the case in SETS. "Case transfer" also includes mailing any hard-copy documents contained in the case record that are necessary to provide support enforcement program services to the CSEA with administrative responsibility.

When the CSEA mails hard-copy documents, the CSEA ~~shall~~will include a cover letter that identifies the parties, the reason the hard-copy documents are being mailed, and the name and telephone number of a contact person in the CSEA that mailed the hard-copy documents.

- (3) The CSEA ~~shall~~will complete the case transfer within ten days of determining that another CSEA has administrative responsibility for the case.

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Five Year Review (FYR) Dates: 1/10/2024 and 04/03/2029

CERTIFIED ELECTRONICALLY

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09/01/2008, 06/01/2014

5101:12-45-10

Calculation of the support obligations.

- (A) The child support enforcement agency (CSEA) ~~shall~~will comply with the requirements contained within this rule and rule 5101:12-1-17 of the Administrative Code when calculating or adjusting the child support and cash medical support obligations contained within a child support order.
- (B) The CSEA ~~shall~~will not deviate from the guidelines.
- (1) When a deviation is desired by either party, the requesting party ~~shall~~will petition the appropriate court.
 - (2) In accordance with section 3119.63 of the Revised Code, when a court child support order under review contains a deviation granted under section 3119.06, 3119.22, 3119.23, 3119.231, or 3119.24 of the Revised Code, the CSEA ~~shall~~will do one of the following:
 - (a) Apply the deviation from the existing order to the revised amount of child support, provided that the agency can determine the monetary or percentage value of the deviation with respect to the court child support order; or
 - (b) Not apply the deviation from the existing order to the revised amount of child support, when the CSEA can not determine the monetary or percentage value of the deviation.
 - (3) The CSEA ~~shall~~will indicate on the JFS 07724, "Administrative Adjustment Recommendation" (effective or revised effective date as identified in rule 5101:12-45-99 of the Administrative Code) whether the court-ordered deviation has been applied in accordance with paragraph (B)(2) of this rule.
- (C) In accordance with division (C)(~~17~~18) of section 3119.01 of the Revised Code, the CSEA may impute potential income to a parent when the CSEA determines that the parent is voluntarily unemployed or underemployed.
- (1) Imputed income may be based on what the parent would have earned if fully employed as determined from the following criteria:
 - (a) The parent's prior employment experience;
 - (b) The parent's education;
 - (c) The parent's physical and mental disabilities, if any;

- (d) The availability of employment in the geographic area in which the parent resides;
 - (e) The prevailing wage and salary levels in the geographic area in which the parent resides;
 - (f) The parent's special skills and training;
 - (g) Whether there is evidence that the parent has the ability to earn the imputed income;
 - (h) The age and special needs of the child subject to the child support order (hereafter "child");
 - (i) The parent's increased earning capacity because of experience;
 - (j) The parent's decreased earning capacity because of a felony conviction; or
 - (k) Any other relevant factor.
- (2) Income may also be imputed from any non income-producing assets of a parent, as determined from the local passbook savings rate or another appropriate rate as determined by the CSEA, not to exceed the rate of interest specified in division (A) of section 1343.03 of the Revised Code, when the income is significant.
- (D) 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 will~~ not determine a parent to be voluntarily unemployed or underemployed and ~~shall will~~ not impute income to that parent if any of the following conditions exists:
- (1) The parent is receiving recurring monetary income from means-tested public assistance benefits, including cash assistance payments under the Ohio works first program established under Chapter 5107. of the Revised Code, general assistance under former Chapter 5113. of the Revised Code, supplemental security income, or means-tested veterans' benefits; or
 - (2) The parent is approved for social security disability insurance benefits because of a mental or physical disability, or the court or CSEA determines that the parent is unable to work based on medical documentation that includes a physician's diagnosis and a physician's opinion regarding the parent's mental or physical disability and inability to work; or
 - (3) The parent has proven that the parent has made continuous and diligent efforts without success to find and accept employment, including temporary

employment, part-time employment, or employment at less than the parent's previous salary or wage; or

- (4) The parent is complying with court-ordered family reunification efforts in a child abuse, neglect, or dependency proceeding, to the extent that compliance with those efforts limits the parent's ability to earn income; or
 - (5) The parent is institutionalized for a period of twelve months or more with no other available income or assets.
- (E) In accordance with division (J) of section 3119.05 of the Revised Code, when a court or agency calculates the income of a parent, it will not determine a parent to be voluntarily unemployed or underemployed and will not impute income to that parent if the parent is incarcerated. "Incarcerated" has the same meaning as in division (Q) of section 3119.05 of the Revised Code.
- (F) In accordance with division (L) of section 3119.05 of the Revised Code, a CSEA may disregard a parent's additional income from overtime or additional employment when the agency finds that the additional income was generated primarily to support a new or additional family member or members, or under other appropriate circumstances.
- (G) In accordance with division (M) of section 3119.05 of the Revised Code, if both parents involved in the immediate child support determination have a prior order for support relative to a minor child or children born to both parents, the CSEA ~~shall~~will collect information about the existing order or orders and consider those together with the current calculation for support to ensure that the total of all orders for all children of the parties does not exceed the amount that would have been ordered if all children were addressed in a single proceeding.
- To determine the amount of the child support obligation, including cash medical, the CSEA ~~shall~~will calculate the guidelines using the total number of common children between the parties to determine what the ordered child support amount would have been if all children were being addressed in a single order. Subtract from that amount the total of any existing current child support obligations for common children between the parties.
- (1) When the calculation results in a balance of zero or greater, the balance becomes the obligation amount for the new child support obligation, or;
 - (2) When the calculation results in a balance that is less than zero, the resulting child support obligation ~~shall~~will be zero.
- (H) In accordance with section 3119.051 of the Revised Code, the support obligation ~~shall~~will be reduced by ten per cent of the amount of the individual support obligation

for the parent(s) when a court has issued or is issuing a court-ordered parenting time order that equals or exceeds ninety overnights per year. This reduction may be in addition to the other deviations and reductions.

(I) In accordance with section 3119.04 of the Revised Code, in determining the amount of child support to be paid under any child support order issued or adjusted by the CSEA:

- (1) When the combined annual income of both parents falls below eight thousand four hundred dollars, the CSEA ~~shall~~will apply the minimum support amount in accordance with section 3119.06 of the Revised Code. The CSEA, in its discretion and in appropriate circumstances, may issue a minimum support order of less than eighty dollars a month or issue an order not requiring the obligor to pay any child support amount. The circumstances under which a CSEA may issue an order include the nonresidential parent's medically verified or documented physical or mental disability or institutionalization in a facility for persons with a mental illness or any other circumstances considered appropriate by the CSEA.
- (2) The CSEA ~~shall~~will enter the figure, determination, and supporting findings on the JFS 07719, "Administrative Order for Child Support and Medical Support" (effective or revised effective date as identified in rule 5101:12-45-99 of the Administrative Code) or JFS 07724.
- (3) When the combined annual income of both parents is greater than the maximum amount listed on the JFS 07767, "Basic Child Support Schedule" (effective or revised effective date as identified in rule 5101:12-1-99 of the Administrative Code), the CSEA ~~shall~~will determine the amount of the obligor's child support obligation on a case-by-case basis and ~~shall~~will consider the needs and the standard of living of the child and of the parents.

The CSEA ~~shall~~will compute a basic combined child support obligation that is no less than the obligation that would have been computed under the basic child support schedule and applicable worksheet for a combined annual income equal to the maximum annual incomes listed on the JFS 07767, unless the CSEA determines that it would be unjust or inappropriate and therefore not in the best interest of the child, obligor, or obligee to order that amount. When the CSEA makes such a determination, the CSEA ~~shall~~will enter the figure, determination, and supporting findings of fact in an addendum to the JFS 07719 or JFS 07724.

(J) In determining the amount of cash medical support to be paid under any child support order issued or adjusted by the CSEA, the CSEA ~~shall~~will calculate the cash medical support obligation in accordance with this rule and with rule 5101:12-1-17 of the Administrative Code. The cash medical support amount ~~shall~~will be ordered based

on the number of children subject to the order and split between the parties using the parents' income share.

- (K) When calculating the appropriate amount of child support and cash medical support to be paid under a child support order, the CSEA ~~shall~~will determine the appropriate parent(s) to provide health care coverage for the children.

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5101:12-45-99

Chapter 5101:12-45 forms - support establishment.

The forms identified in this rule are referenced within various rules contained within division 5101:12 of the Administrative Code. The effective or revised effective dates of the forms are as follows:

- (A) JFS 00593, "Child Support Financial Affidavit" (rev. 3/2019);
- (B) JFS 07719, "Administrative Order for Child Support and Medical Support" (rev. ~~10/2019~~4/2024);
- (C) JFS 07724, "Administrative Adjustment Recommendation" (rev. 10/2019);
- (D) JFS 01717, "Dismissal of Request to Establish a Support Order" (~~055~~5/2023); and
- (E) JFS 01718, "Dismissal of Administrative Hearing to Establish a Support Order" (~~055~~5/2023).

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5101:12-60-05.1 **Initiation of an administrative review.**

(A) Every thirty-six months after the date of the most recent child support order, the child support enforcement agency (CSEA) with administrative responsibility for the child support order ~~shall~~will initiate an administrative review of a case in which the child is currently receiving Ohio works first benefits. Unless a court has determined that a review and adjustment of the child support order is not in the best interest of the child, the CSEA ~~shall~~will presume that an administrative review is in the best interest of the child.

When a caretaker has received a good cause waiver determination, the CSEA ~~shall~~will issue a JFS 01867, "Right to Request an Administrative Review of the Support Order" (effective or revised effective date as identified in rule 5101:12-60-99 of the Administrative Code) to the caretaker.

- (1) When the caretaker or the other party to the child support order wants an administrative review, the CSEA ~~shall~~will proceed in accordance with this rule.
 - (2) When neither the caretaker nor the other party wants an administrative review, the CSEA is not ~~required~~ to proceed with the administrative review.
- (B) The CSEA ~~shall~~will immediately initiate a review and adjustment ~~upon discovery that a child support order does not include the medical support provision to either provide health insurance coverage that is reasonable in cost for the child or to report any available health care coverage to the CSEA or court.;~~

- (1) Upon discovery that a child support order does not include a medical support provision to either provide health insurance coverage that is reasonable in cost for the child or to report any available health care coverage to the CSEA or court;
- (2) When the child support order was most recently issued or modified more than thirty-six months prior to a determination pursuant to section 3119.955 of the Revised Code that a reason exists to redirect the child support order; or
- (3) When the child support order was most recently issued or modified less than thirty-six months prior to a determination pursuant to section 3119.955 of the Revised Code that a reason exists to redirect the child support order and the CSEA is unable to determine each parent's obligation that would be subject to redirection.

(C) The CSEA may initiate an administrative review and adjustment when a child support order was issued or modified in accordance with section 3119.30 of the Revised Code

as that section existed before the implementation of Amended Substitute House Bill 119 of the 127th General Assembly and:

- (1) There is a medical support provision for both parents to report when private health insurance coverage for the child becomes available;
 - (2) One of the parents reports that private health insurance coverage for the child has become available; and
 - (3) A health insurance obligor has not been identified.
- (D) Any party may initiate an administrative review every thirty-six months from the date of the most recent support order by:
- (1) Completing and submitting the JFS 01849, "Request for an Administrative Review of the Child Support Order" (effective or revised effective date as identified in rule 5101:12-60-99 of the Administrative Code), to the CSEA.
 - (2) Applying for an administrative review at the CSEA in the county of residence. When the county of residence is not the county with administrative responsibility, the CSEA in the county of residence ~~shall~~will transfer the JFS 01849 to the CSEA with administrative responsibility within two business days of receipt of the JFS 01849. The CSEA with administrative responsibility may request assistance from the CSEA in the county of residence in obtaining additional information in order to proceed with the administrative review process.
- (E) Any party may initiate an administrative review by submitting the JFS 01849 to the CSEA sooner than thirty-six months when any of the following circumstances applies:
- (1) The existing child support order established a minimum or a reduced child support obligation based on the guidelines due to the unemployment or underemployment of one of the parents and that parent is no longer unemployed or underemployed. The requesting party ~~must~~will provide to the CSEA evidence or information supporting an allegation of the change in the employment status.
 - (2) Either parent has become unemployed or been laid off, the unemployment or lay off is beyond the parent's control, and the unemployment or lay off has continued uninterrupted for thirty consecutive days. The requesting party ~~must~~will provide to the CSEA evidence of the unemployment or lay off, including evidence that the unemployment or lay off is beyond the parent's control. When the amount of the existing child support obligation 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 parent does not meet the criteria for an administrative review under this section.

- (3) Either parent has become unemployed due to a plant closing or mass lay off as defined in the Worker Adjustment and Retraining Notification (WARN) Act, 29 U.S.C. 2101 to 2109 (8/4/1988). The administrative review request may only be made after the worker's last day of employment. The worker's last day of employment is considered the date of that worker's lay off. The worker must will provide to the CSEA a copy of the notice of the plant closing or mass lay off provided pursuant to the WARN Act.
- (4) Either parent has become permanently disabled, reducing his or her earning ability. The requesting party must will provide to the CSEA verification of receipt of benefits administered by the social security administration due to the permanent disability or a physician's complete diagnosis and permanent disability determination.
- (5) Either parent has been institutionalized and cannot pay support for the duration of the child's minority and no income or assets are available to the parent that could be levied or attached for support. The requesting party must will provide evidence of the institutionalization and the inability to pay support during the child's minority.
- (6) Either parent is incarcerated and will be for more than one hundred eighty calendar days. "Incarcerated" has the same meaning as in division (Q) of section 3119.05 of the Revised Code. The requesting party is to provide evidence of the incarceration.
- (7) Either parent has experienced a thirty per cent decrease that is beyond the parent's control, or an increase in gross income or income-producing assets for a period of at least six months that can reasonably be expected to continue for an extended period of time. The requesting party must will provide to the CSEA evidence or information supporting an allegation of a change in status.
- (8) The child support order is not in compliance with the guidelines because the child support obligation has terminated or redirected for one or more children and a support obligation still exists for ~~another~~ child subject to the support order.
- (9) In administrative child support orders over which a court has not taken jurisdiction, to consolidate children of the same parents for whom a duty of

support has been established into a single administrative child support order that ~~is in compliance~~ complies with the guidelines.

- (10) Any party requests access to available or improved health care coverage for the child. The requesting party ~~must~~ will provide to the CSEA evidence or information supporting the allegation that access to new or improved health care coverage is available.
 - (11) Either parent has experienced an increase or decrease in the cost of child care or ordered health care coverage. When the newly reported cost of child care or health care coverage would change the existing support obligation by more than ten per cent, then the parent meets the criteria for an administrative review. The requesting party ~~must~~ will provide to the CSEA evidence or information supporting an allegation of an increase or decrease in the cost of health care or child care. When the request is based on a change in the cost of health care, the requesting party ~~must~~ will provide to the CSEA evidence regarding the total, actual out-of-pocket cost for health insurance premiums paid for the coverage.
 - (12) The health care coverage that is currently being provided in accordance with the support order is no longer accessible or reasonable in cost. The requesting party ~~must~~ will provide to the CSEA evidence or information supporting an allegation that the health care coverage is no longer accessible or reasonable in cost.
 - (13) The child support order contains a medical support provision for cash medical support issued prior to March 28, 2019 and the obligor reports that his or her annual gross income is now below one hundred fifty per cent of the federal poverty level for an individual. The obligor ~~must~~ will provide to the CSEA evidence or information supporting an allegation that his or her annual gross income is below one hundred fifty per cent of the federal poverty level for an individual.
 - (14) The obligor is a member of the uniformed services and is called to active military service for a period of more than thirty days.
 - (15) An obligor who received a temporary support order adjustment pursuant to rule 5101:12-60-05.2 of the Administrative Code has notified the CSEA that the obligor's term of active military service has ended and has provided 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 (10/9/1996).
- (F) The CSEA ~~shall~~ will provide a JFS 01849 to a party requesting an administrative review within three business days of the request.

- (G) The CSEA is not ~~required~~ to administratively review or adjust a child support order when any party elects to proceed through court, either through self-representation or through private counsel, or an action has been filed with the court by either party that may have an impact on the administrative review. When a party elects to proceed through the court and the court subsequently dismisses the action, the CSEA may administratively review the child support order in accordance with this rule.

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12/01/2001, 09/01/2005, 03/01/2009, 11/01/2015,
02/14/2019, 01/15/2020

5101:12-60-05.4 **Calculation and recommendation of a revised order for child and medical support.**

- (A) On the date the administrative review is conducted, the child support enforcement agency (CSEA) ~~shall~~will calculate the appropriate amount of the support obligations to be paid under the child support order in accordance with rule 5101:12-45-10 of the Administrative Code for orders issued prior to March 28, 2019 or rules 5101:12-1-17 and 5101:12-45-10 of the Administrative Code for orders issued on or after March 28, 2019.
- (1) When a non-requesting parent's copy of the JFS 07606, "Administrative Review Notification" (effective or revised effective date as identified in rule 5101:12-60-99 of the Administrative Code), is returned to the CSEA as undeliverable (indicating that the non-requesting parent failed to comply with the address reporting requirements specified in the existing support order), the CSEA ~~shall~~will proceed with the guidelines calculation using information provided by the other parent, and for the non-requesting parent, imputed income based on reasonable assumptions.
- (2) ~~The requesting party may not dismiss the request for an administrative review on or after the date certain.~~The CSEA will not dismiss the administrative review on or after the date certain, unless a reason exists in paragraph (D)(3)(a) of this rule.
- (B) When a CSEA conducts a review of a current order, the CSEA ~~shall~~will establish or adjust the ordered payment on arrears in accordance with section 3123.21 of the Revised Code, except that when the recommended current child support amount is zero dollars, the CSEA ~~shall~~will recommend an ordered payment on arrears of:
- (1) Fifty dollars for orders issued prior to March 28, 2019; or
- (2) Eighty dollars for orders issued on or after March 28, 2019.
- (C) Except as stated in rule 5101:12-60-05.2 of the Administrative Code, when the CSEA recommends an adjustment to the existing child support order, the effective date of the adjustment ~~shall~~will be the first day of the month following the date certain.
- (D) Within five days of the date the administrative review is conducted, the CSEA ~~shall~~will incorporate the findings and recommendations in the JFS 07724, "Administrative Adjustment Recommendation" (effective or revised effective date as identified in rule 5101:12-45-99 of the Administrative Code), and issue a copy of the JFS 07724 to the parties to the child support order by ordinary mail as follows:

- (1) When the most recent child support order was filed on or before February 10, 2019, and a non-requesting parent's copy of the JFS 07606 or a non-requesting caretaker's copy of the JFS 00592, "Caretaker Notification of Administrative Adjustment Review" (effective or revised effective date as identified in rule 5101:12-60-99 of the Administrative Code) is returned to the CSEA as undeliverable, the CSEA ~~shall~~will not mail the JFS 07724 to the parties. The CSEA ~~shall~~will continue with location efforts as described in Chapter 5101:12-20 of the Administrative Code;
 - (a) Within five days of the date certain, the CSEA ~~shall~~will issue the JFS 01866, "Administrative Review Pending Notice" (effective or revised effective date as identified in rule 5101:12-60-99 of the Administrative Code), to the other party or parties; and
 - (b) Within three business days of obtaining a valid address for the non-requesting party, the CSEA ~~shall~~will issue the JFS 07724 to the parties by ordinary mail.
 - (2) When the most recent child support order was filed on or after February 11, 2019, the CSEA ~~shall~~will issue the JFS 07724 to the parties by ordinary mail.
 - (3) When the CSEA issues findings and recommendations to redirect the child support order in accordance with rule 5101:12-60-60.1 of the Administrative Code, and the CSEA initiates an administrative review in accordance with paragraph (B) of rule 5101:12-60-05.1 of the Administrative Code, the CSEA will not mail the JFS 07724 to the parties if an objection to the CSEA's findings and recommendations to redirect the child support order is filed and pending review by the court. The CSEA will issue the JFS 01866 to the parties and await a final determination by the court;
 - (a) When the court order denies the redirection or changes the child support obligation amounts, the CSEA will dismiss the administrative review and issue a notice of the dismissal to the parties; or
 - (b) When the court order affirms the redirection and does not change the child support obligation amounts, the CSEA will issue the JFS 07724 to the parties within three business days after the court issues the final order.
- (E) When no party timely objects to the JFS 07724, the CSEA ~~shall~~will, within five days:
- (1) Submit the JFS 07724 to the court when the child support order is a ~~judicial~~court ~~child support~~ child support order or

- (2) Issue a JFS 07719, "Administrative Order for Child Support and Medical Support" (effective or revised effective date as identified in rule 5101:12-45-99 of the Administrative Code) to the parties when the child support order is an administrative child support order. The CSEA ~~shall~~will incorporate the administrative recommendations in the JFS 07719 and ~~shall~~will issue the JFS 07719 regardless of whether or not the support obligations or medical support provisions are to be adjusted.
- (F) Any support order issued as a result of an administrative review ~~shall~~will be subject to the withholding or other deduction notices or orders described in section 3121.03 of the Revised Code.

Effective: 4/3/2024

Five Year Review (FYR) Dates: 1/10/2024 and 04/03/2029

CERTIFIED ELECTRONICALLY

Certification

03/18/2024

Date

Promulgated Under: 119.03
Statutory Authority: 3125.25
Rule Amplifies: 3119.60, 3125.03, 3119.63, 3119.61
Prior Effective Dates: 01/01/1987 (Emer.), 03/20/1987, 12/01/1987,
12/31/1990 (Emer.), 02/21/1991, 03/18/1991,
07/15/1992, 09/01/1993, 12/31/1993, 01/01/1995,
06/21/1996, 07/22/1996, 01/01/1998, 12/01/2001,
09/01/2005, 03/01/2009, 02/14/2019

5101:12-60-60 **Redirection of support.**

- (A) This rule and its supplemental rules describe how the child support enforcement agency (CSEA) with administrative responsibility for a child support order redirects payments under the support order.
- (B) The CSEA is authorized to proceed in accordance with this rule and its supplemental rules when a IV-D application as described in paragraph (A) of rule 5101:12-10-01.1 of the Administrative Code or a IV-D referral as described in paragraph (B) of rule 5101:12-10-01.1 of the Administrative Code has been completed and filed with the CSEA, and the application or referral indicates the child is with a caretaker other than the current payee.
- (C) Nothing in this rule or its supplemental rules precludes a CSEA from proceeding in accordance with Chapter 5101:12-45 of the Administrative Code to establish a child support order or to proceed in accordance with rule 5101:12-60-50 of the Administrative Code and its supplemental rules to terminate a support order.
- (D) The following definitions apply to this rule and its supplemental rules:
- (1) "Caretaker" has the same meaning as in section 3119.01 of the Revised Code.
 - (2) "Legal custody" has the same meaning as in section 2151.011 of the Revised Code and includes permanent custody or temporary custody.
 - (3) "Payee" means the person or entity to whom child support payments may be disbursed under a child support order.
 - (4) "Primary caregiver" means a person with whom the child resides for at least thirty consecutive days, and who stands in place of a parent to make decisions regarding the health, education, support, and welfare of a child.
 - (5) "Public children services agency" (PCSA) has the same meaning as in section 5153.01 of the Revised Code.
 - (6) "Redirect" means a change under an existing child support order requiring payments be disbursed to a different payee.
- (E) Within twenty days of receiving a IV-D application or referral that indicates the child is with a caretaker other than the current payee, the CSEA will:
- (1) Identify whether the child is in the legal custody of a PCSA; and
 - (2) Identify whether the caretaker is the primary caregiver of the child.

(F) When the child is in the legal custody of a PCSA, the CSEA will consult with the PCSA to identify if it is in the best interest of the child to redirect the child support order.

(G) When the child is not in the legal custody of a PCSA and is in the placement of a caretaker other than a PCSA, the CSEA will determine whether the caretaker is the primary caregiver of the child.

(1) When the CSEA determines that the caretaker is the primary caregiver of the child, the CSEA will:

(a) Determine that a reason exists to redirect support to the caretaker; and

(b) Proceed in accordance with rule 5101:12-60-60.1 of the Administrative Code.

(2) When the CSEA determines that the caretaker is not the primary caregiver of the child, the CSEA will:

(a) Determine that a reason does not exist to redirect support to the caretaker; and

(b) Issue the JFS 07800, "Results of Investigation to Redirect the Child Support Order" (effective or revised effective date as identified in rule 5101:12-60-99 of the Administrative Code) to the last known address of the person who requested the redirection.

Effective: 4/3/2024

Five Year Review (FYR) Dates: 04/03/2029

CERTIFIED ELECTRONICALLY

Certification

03/18/2024

Date

Promulgated Under: 119.03
Statutory Authority: 3119.9541, 3125.25
Rule Amplifies: 3119.955, 3119.957, 3119.9511, 3119.9513,
3119.9517, 3119.9527, 3119.9529, 3119.9531,
3119.9533, 3119.9535, 3119.9537

5101:12-60-60.1 **Findings and recommendations to redirect the child support order.**

(A) Administrative redirection investigation.

(1) The child support enforcement agency (CSEA) will complete an administrative redirection investigation and issue findings and recommendations regarding whether the child support order should be redirected, within twenty days of determining pursuant to rule 5101:12-60-60 of the Administrative Code that a reason exists to redirect support to a caretaker.

(2) During the administrative redirection investigation, the CSEA will determine all of the following:

(a) The amount of each parent's obligation under the existing child support order that may be subject to redirection;

(b) Whether any prior redirection has been terminated or redirected under sections 3119.9531 to 3119.9535 of the Revised Code;

(c) Whether any arrears are owed, and the recommended payment amount to satisfy such arrears as a pro rata share for each person to whom arrears are owed; and

(d) When more than one child is subject to the existing child support order, whether the child support order for all or some of the children will be subject to redirection.

(3) When the CSEA determines that support for fewer than all of the children should be redirected, the CSEA will determine the pro rata share of the child support amounts to be redirected, as follows:

(a) First, divide the child support and the cash medical support amounts due monthly under the order by the number of children who are the subject of the order;

(b) Then, subtract the amounts due for the child(ren) for whom the order should be redirected from the child support and cash medical support amounts due monthly.

(B) Findings and recommendations for an administrative child support order.

(1) When the redirection investigation results indicate that a reason exists to redirect support, the CSEA will:

(a) Prepare the JFS 07801, "Findings and Recommendations to Redirect the Administrative Child Support Order" (effective or revised effective date as identified in rule 5101:12-60-99 of the Administrative Code);

(b) File the JFS 07801 with the administrative child support record; and

(c) Issue copies of the JFS 07801 to all parties at their last known addresses.

(2) Fourteen days after the JFS 07801 is issued, if no party objects to the JFS 07801 by bringing an action under section 2151.231 of the Revised Code, the CSEA will issue the JFS 07802 "Administrative Order to Redirect the Administrative Child Support Order" (effective or revised effective date as identified in rule 5101:12-60-99 of the Administrative Code) to all parties at their last known addresses.

(C) Findings and recommendations for a court child support order.

(1) When the administrative redirection investigation results indicate that a reason exists to redirect support, the CSEA will compile findings and recommendations and issue or request the clerk of courts to issue copies of the findings and recommendations to all parties at their last known addresses.

(2) The CSEA will include in the findings and recommendations the following:

(a) The amount of each parent's obligation under the existing child support order that may be subject to redirection;

(b) Whether any prior redirection has been terminated under sections 3119.9531 to 3119.9535 of the Revised Code;

(c) Whether any arrears are owed, and the recommended payment amount to satisfy such arrears;

(d) When more than one child is subject to the existing child support order, whether the child support order for all or some of the children will be subject to redirection; and

(e) Notice of the following:

(i) That the agency has made a recommendation for a redirection order under section 3119.9513 of the Revised Code to the court that has jurisdiction over the child support order;

- (ii) That any party has the right to object to the redirection by requesting a hearing with the court that has jurisdiction over the child support order not later than fourteen days after the recommendation is issued;
- (iii) That the recommendation will be submitted to the court for inclusion in a redirection order, unless a request for a court hearing is made not later than fourteen days after the recommendation is issued; and
- (iv) The effective date of the redirection order as determined under section 3119.9519 of the Revised Code.

(D) Impounding support.

- (1) As part of the redirection investigation, the CSEA will immediately impound within the support enforcement tracking system, support paid pursuant to the child support order; and
- (2) When a JFS 07800, "Results of Investigation to Redirect the Child Support Order" (effective or revised effective date as identified in rule 5101:12-60-99 of the Administrative Code) or JFS 07802 is issued by the CSEA or when a CSEA receives a redirection order from the court, the CSEA will release any impounded funds to the appropriate person(s).

Effective: 4/3/2024

Five Year Review (FYR) Dates: 04/03/2029

CERTIFIED ELECTRONICALLY

Certification

03/18/2024

Date

Promulgated Under: 119.03
Statutory Authority: 3119.9541, 3125.25
Rule Amplifies: 3119.955, 3119.957, 3119.9511, 3119.9513,
3119.9517, 3119.9529, 3119.9531, 3119.9533,
3119.9535

5101:12-60-60.2 **Termination of redirection.**

- (A) When the child support enforcement agency (CSEA) receives notice that a caretaker is no longer the primary caregiver for a child subject to a redirection order, the CSEA will investigate whether the caretaker to whom support amounts are redirected under the existing redirection order is still the primary caregiver for the child.
- (B) When the CSEA determines that the caretaker to whom support amounts are redirected under the existing redirection order is still the primary caregiver for the child(ren) of the order, the CSEA will issue the JFS 07800, "Results of Investigation to Redirect the Child Support Order" (effective or revised effective date as identified in rule 5101:12-60-99 of the Administrative Code) to the last known address of the person who requested the redirection.
- (C) When the CSEA determines that a new caretaker is the primary caregiver for a child who is the subject of the redirection order, the CSEA will:
- (1) Terminate the existing redirection order or request that the court terminate the redirection order based on the recommendation, whichever is applicable, pursuant to rule 5101:12-60-60.1 of the Administrative Code; and
 - (2) Direct the new caretaker to file an application for Title IV-D services under section 3119.951 of the Revised Code, unless the CSEA has received a IV-D referral for the caretaker and child.
- (D) When the CSEA determines that a parent of the child who is the subject of a redirection order is the primary caregiver of the child, the CSEA will:
- (1) Terminate the redirection order based on the recommendation, whichever is applicable, pursuant to rule 5101:12-60-60.1 of the Administrative Code, when the parent is the obligee or obligor.
 - (2) Notify the obligor of the right to request the child support order to be:
 - (a) Terminated pursuant to section 3119.87 of the Revised Code; or
 - (b) Administratively reviewed by completing and submitting the JFS 01849, "Request for an Administrative Review of the Child Support Order" (effective or revised effective date as identified in rule 5101:12-60-99 of the Administrative Code), to the CSEA.
- (E) When the CSEA determines that the child who is the subject a redirection order is not under the care of any known individual, the CSEA will:

- (1) Terminate the existing redirection order or request the court to terminate the redirection order based on the recommendation, whichever is applicable, pursuant to rule 5101:12-60-60.1 of the Administrative Code; and
- (2) Make a report under section 2151.421 of the Revised Code when the CSEA becomes aware of circumstances indicating that the child may be abused or neglected.

(F) Impounding support.

- (1) Pursuant to section 3119.9537 of the Revised Code, the CSEA will impound within the support enforcement tracking system, support paid pursuant to the child support order; and
- (2) When a JFS 07800 "Results of Investigation to Redirect the Child Support Order" (effective or revised effective date as identified in rule 5101:12-60-99 of the Administrative Code) or JFS 07802 is issued by the CSEA and when a CSEA receives a redirection order from the court, the CSEA will release any impounded funds to the appropriate person(s).

Effective: 4/3/2024

Five Year Review (FYR) Dates: 04/03/2029

CERTIFIED ELECTRONICALLY

Certification

03/18/2024

Date

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Rule Amplifies: 3119.955, 3119.957, 3119.9511, 3119.9513,
3119.9517, 3119.9527, 3119.9529, 3119.9531,
3119.9533, 3119.9535, 3119.9537

5101:12-60-99

Chapter 5101:12-60 forms - order administration.

The forms identified in this rule are referenced within various rules contained within division 5101:12 of the Administrative Code. The effective or revised effective dates of the forms are as follows:

- (A) JFS 00592, "Caretaker Notification of Administrative Adjustment Review" (rev. 10/2019);
- (B) JFS 01849, "Request for an Administrative Review of the Child Support Order"(rev. ~~10/2019~~4/2024);
- (C) JFS 01856, "Denial of Request to Reschedule Administrative Review and Adjustment Hearing" (rev. 7/2005);
- (D) JFS 01866, "Administrative Review Pending Notice" (rev. ~~2/2019~~4/2024);
- (E) JFS 01867, "Right to Request an Administrative Review of the Support Order" (rev. 10/2019);
- (F) JFS 01868, "Dismissal of Administrative Review Request" (rev. 2/2019);
- (G) JFS 04057, "Notice to Court or Administrative Case Record of a Reduction of Permanently Assigned Arrears" (4/2022);
- (H) JFS 07049, "Notice of Right to Request Administrative Review of Child and Medical Support Order" (rev. ~~10/2019~~4/2024);
- (I) JFS 07521, "Results of Support Order Termination Investigation" (rev. ~~2/2019~~4/2024);
- (J) JFS 07522, "Findings and Recommendations to Terminate the Administrative Child Support Order"(rev. ~~3/2019~~4/2024);
- (K) JFS 07523, "Administrative Order to Impound Support" (rev. 2/2019);
- (L) JFS 07524, "Denial of Administrative Termination Hearing Request" (rev. 2/2019);
- (M) JFS 07525, "Notice of Administrative Termination Hearing" (rev. 2/2019);
- (N) JFS 07526, "Administrative Termination Hearing Decision" (rev. 2/2019);
- (O) JFS 07527, "Administrative Order to Terminate the Administrative Child Support Order" (rev. 2/2019);
- (P) JFS 07602, "Administrative Adjustment Hearing Notice" (4/1996);

- (Q) JFS 07606, "Administrative Adjustment Review Notification" (rev. 10/2019);
- (R) JFS 07613, "Administrative Adjustment Review Denial Notice" (rev. 10/2007);
- (S) JFS 07633, "Rescheduling Administrative Adjustment Hearing Notice" (rev. 4/1996);
- (T) JFS 07717, "Determination Regarding Negotiation for a Reduction of Permanently Assigned Arrears" (rev. 1/2017);
- (U) JFS 07718, "Administrative Agreed Entry for a Reduction of Permanently Assigned Arrears" (rev. 4/2022);
- (V) JFS 07728, "Denial of Request for an Administrative Adjustment Hearing " (rev. 2/2019); ~~and~~
- (W) JFS 07770, "Administrative Adjustment Hearing Decision" (rev. 2/2019);:
- (X) JFS 07800, "Results of Investigation to Redirect the Child Support Order" (4/2024);
- (Y) JFS 07801, "Findings and Recommendations to Redirect the Administrative Child Support Order" (4/2024); and
- (Z) JFS 07802, "Administrative Order to Redirect the Administrative Child Support Order" (4/2024).

Effective: 4/3/2024

Five Year Review (FYR) Dates: 1/10/2024 and 04/03/2029

CERTIFIED ELECTRONICALLY

Certification

03/18/2024

Date

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02/01/2018, 06/15/2018, 02/14/2019, 01/15/2020,
04/01/2022

<County_Name> County CSEA
<CSEA_Address_1>
<CSEA_Address_2>
<CSEA_City>, <CSEA_State> <CSEA_ZIP>

Telephone Number: <CSEA_Local_Phone>
Toll Free Number: <CSEA_800_No>
Fax Number: <CSEA_Fax_No>
CSEA Website: <County_Website>

<AAR_Requestor_NameF> <AAR_Requestor_MI> <AAR_Requestor_NameL>
<AAR_Requestor_Addr1> <AAR_Requestor_Apt_No>
<AAR_Requestor_Addr2>
<AAR_Requestor_City>, <AAR_Requestor_St> <AAR_Requestor_Zip>
<AAR_Requestor_Cntry>

Date: <Print_Date>
Case Number: <Case_No> Child Support Obligor: <Obligor_NameF> <MI> <Obligor_NameL>
Order Number: <Order_No> Child Support Obligee: <Obligee_NameF> <MI> <Obligee_NameL>

Ohio Department of Job and Family Services
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):

- **Note:** I understand that the income amounts and changes in circumstances that warrant a review apply to the parents of the child support order. Income and circumstances of a caretaker do not warrant a request for a review of the child support order and are not used in the calculation of the child support order.

- It has been at least 36 months since the date of the most recent child support order.
- It has been **less** than 36 months since the date of the most recent child support order. I have marked the appropriate circumstance that has changed and submitted the required documentation with this request.
- The existing child support order established a minimum or a reduced child support obligation based on the guidelines due to the unemployment or underemployment of one of the parents and that parent is no longer unemployed or underemployed. The requesting party must provide to the CSEA evidence or information supporting an allegation of the change in the employment status. **Documentation required and attached.**
 - I am The other parent is unemployed or laid off beyond the parent's control for thirty consecutive days. This does not include seasonal employment. **Documentation required and attached.**
 - I am The other parent is unemployed or laid off 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. **Documentation required and attached.**
 - I am The other parent 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. **Documentation required and attached.**
 - I am The other parent is institutionalized and cannot pay support for the duration of the child's minority and no income or assets are available to the parent which could be levied or attached for support. The requestor must provide evidence of the institutionalization and the inability to pay support during the child's minority. **Documentation required and attached.**
 - I am The other parent is incarcerated for more than 180 days. The requestor must provide evidence of the incarceration. **Documentation required and attached.**

7. I have The other parent has experienced a thirty percent decrease, which is beyond the parent's control, or a thirty percent 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. **Documentation required and attached.**
8. The child support order is not in compliance with the Ohio Child Support Guidelines due to the termination or redirection of the support obligation for a child of the existing support order.
9. 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.
10. I want to access available or improved health care coverage that is available for the child. **Documentation required and attached.**
11. I have The other parent has experienced an increase or decrease in the cost of ordered health care 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 health care or child care. Note, if the request is based on a change in the cost of health care, the requesting party must provide to the CSEA evidence regarding the total, actual out-of-pocket cost of the health insurance premium. **Documentation required and attached.**
12. The health care coverage that is currently being provided in accordance with the child support order is no longer reasonable in cost and/or accessible. **Documentation required and attached.**
13. 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, issued prior to March 28, 2019 (the federal poverty guidelines can be found at <http://www.aspe.hhs.gov/poverty> or by contacting the CSEA). **Documentation required and attached.**
14. 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. I have attached a military Power of Attorney to permit a designated person to act on my behalf in the administrative review, if applicable. **Documentation required and attached.**
15. 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. **Documentation required and attached.**

All child support cases are required to be administered under Ohio law by the local CSEAs. However, unless a case is designated as a "IV-D case," the case is considered to be a "non-IV-D case" and is ineligible for certain child support services, including administrative review and adjustment of child support orders. A "IV-D case" is a case in which a person files an application for child support services with the local CSEA or when the children are receiving public assistance such as Ohio Works First, Medicaid, or Foster Care Maintenance.

If you have a "non-IV-D case" and you want an administrative review and adjustment, you must submit to the CSEA a signed application for services to receive an administrative review for adjustment. You must accept all services available and be subject to all enforcement remedies of the child support enforcement program. If you do not cooperate with the CSEA in providing all the necessary information to enforce the order, the IV-D case shall be closed for failure to cooperate and no IV-D services shall be provided to you. Once the IV-D application has been filed with the CSEA and it is accepted, the case becomes a IV-D case.

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.

If your request is approved, both parents to the order and any third-party caretakers will be notified of the date of the administrative review. The notice will be mailed to the last known address of all parties. The notification will also request that the parents provide financial information, including but not limited to completing a financial affidavit, 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 denial.

Requesting an administrative review may result in the monthly child support, cash medical support and arrearages repayment order increasing, decreasing, or remaining the same or in a change in the medical support provisions. Please be aware that you may not withdraw your request for an administrative review on or after the scheduled review date.

Please provide your current address if different from page 1:
Address:

I have attached all required and relevant documentation in support of my request. **I understand that if the required documents are not attached, my request may be denied.**

Signature

Printed Name

Date

Phone Number

Email

<County Name> County CSEA
<CSEA_Address_1>
<CSEA_Address_2>
<CSEA City>, <CSEA State> <CSEA ZIP>

Telephone Number: <CSEA Local Phone No>
Toll Free Number: <CSEA_800_No>
Fax Number: <CSEA Fax No>
CSEA Website: <County Website>

Ohio Department of Job and Family Services
ADMINISTRATIVE REVIEW PENDING NOTICE

Parent:	<Parent Name>	Date Issued:	<Print Date>
Parent:	<Parent Name>	Order Number:	<Order Number>
Caretaker(s):	<Caretaker Name>	Case Number(s):	<SETS Number>
	<Caretaker Name>		<SETS Number>
	<Caretaker Name>		<SETS Number>

Please be advised that the <County Name> County Child Support Enforcement Agency (CSEA) cannot complete the administrative review and adjustment of your child support order for the following reason:

- <Name of Unlocatable Party> cannot be located. The CSEA is required to notify each party of the administrative review and their rights to request an administrative or court hearing. When a valid address for the party is obtained, the CSEA will complete the administrative review and adjustment process and you will receive a copy of the Administrative Review Recommendations.

If you know the current address of the party, please contact the CSEA at the address or phone number listed above as soon as possible.

- There is pending legal action regarding the CSEA's findings and recommendations to redirect the child support order to a new primary caregiver of one or more of the children. If the final court order does not modify the child support obligation amounts, the CSEA will complete the administrative review and adjustment process and you will receive a copy of the Administrative Review Recommendations. If the final court order modifies the child support obligation amounts, or if the court denies the redirection, the CSEA will dismiss the administrative review and adjustment and will update the case(s) in accordance with the final court order.

Although the administrative review cannot be completed at this time, the final recommended effective date of any adjustment to the support order done by the CSEA will not be affected by this delay. The recommended effective date of any adjustment to the support order done by the CSEA will be <AAR Effective Date>.

<Worker's Name>
CSEA Representative

<County_Name> County CSEA
<CSEA_Address_1>
<CSEA_Address_2>
<CSEA_City>, <CSEA_State> <CSEA_ZIP>

Telephone Number: <CSEA_Local_Phone>
Toll Free Number: <CSEA_800_No>
Fax Number: <CSEA_Fax_No>
County Website: <County_Website>

<Obligee/Obligor_NameF> <MI> <Obligee/Obligor_NameL>
<Obligee/Obligor_Addr_1> <Obligee/Obligor_Apt_No>
<Obligee/Obligor_Addr_2>
<Obligee/Obligor_City>, <Obligee/Obligor_State> <Obligee/Obligor_ZIP>
<Obligee/Obligor_Cntry>

Date: <Print_Date>
Case Number: <Case_No> Child Support Obligor: <Obligor_NameF> <MI> <Obligor_NameL>
Order Number: <Order_No> Child Support Obligee: <Obligee_NameF> <MI> <Obligee_NameL>

Ohio Department of Job and Family Services
**NOTICE OF RIGHT TO REQUEST ADMINISTRATIVE REVIEW OF
CHILD AND MEDICAL SUPPORT ORDER**

This notice is to advise you of your right to request an Administrative Review of your child support and medical support order and, if appropriate, adjust the child support order to be consistent with the Ohio Child Support Guidelines set forth in Chapter 3119 of the Ohio Revised Code and the medical support order to be consistent with section 3119.30 of the Ohio Revised Code.

You may request an administrative review 36 months after the most recent support order was established or modified. You may request an administrative review earlier than 36 months if you can **provide proof** that you meet one of the criteria listed below:

1. A parent of the order is unemployed or laid off for thirty consecutive days or longer through no fault of their own and the unemployment or layoff is expected to continue.
2. A parent has become unemployed due to a plant closing or mass layoff.
3. A parent has become permanently disabled.
4. My child support order was for a reduced or minimum amount based on the obligor being unemployed or underemployed and the obligor is now employed or more gainfully employed.
5. A parent has experienced a thirty percent decrease, which is beyond the party's control, or a thirty percent increase in gross income or income-producing assets for a period of at least six months which can reasonably be expected to continue for an extended period of time.
6. A parent is institutionalized and cannot pay support during the child's minority.
7. A parent is incarcerated and will be for more than 180 calendar days.
8. The order is not in compliance with the child support guidelines due to the termination or redirection of support for a child of the existing order.
9. The children are by the same parents in two or more administrative child support orders and you want to combine the orders into a single administrative child support order.
10. A parent has experienced an increase or decrease in the cost of child care or ordered health care coverage and you believe the increase or decrease will result in a greater than 10% increase or decrease to the support order.
11. A party wants to access available or improved health care coverage for the child.
12. The health care coverage that is currently ordered is no longer available at a reasonable cost and/or accessible.
13. The obligor's annual gross income is now below 150% of the federal poverty level.
14. The obligor is a member of the uniformed services and has been called to active military service for a period of more than thirty days or a temporary support order adjustment has been issued and the term of active military service has ended.

If you wish to request an administrative review, please contact the CSEA at the number listed above.

<County Name> County CSEA
<CSEA Address 1>
<CSEA Address 2>
<CSEA_City>, <CSEA_State> <CSEA_ZIP>

Telephone Number: <CSEA Local phone #>
Toll-Free Number: <CSEA 800 #>
Fax Number: <CSEA Fax #>
CSEA Website: <County Website>

<Requestor name>
<Requestor address 1>
<Requestor address 2>
<Requestor City, State and ZIP>

Ohio Department of Job and Family Services

RESULTS OF SUPPORT ORDER TERMINATION INVESTIGATION

Obligee: <Obligee Name>
Obligor: <Obligor Name>

Date Issued: <Print Date>
Case Number: <SETS Number>
Order Number: <Order Number>

The <County Name> County Child Support Enforcement Agency (CSEA) has conducted an investigation to determine whether an administrative termination reason, as described in Ohio Administrative Code (OAC) rule 5101:12-60-50, exists to terminate the child support order for <name(s) of child(ren)>.

As a result of the investigation, the CSEA has determined that an administrative reason to terminate the child support order does not exist. Therefore, in accordance with OAC rule 5101:12-60-50, the CSEA will not administratively terminate the child support order. The obligor should continue to comply with any and all current orders.

If you believe that there is a reason to terminate the child support order, you may file an action with the appropriate court.

<Name of CSEA Representative>
<County Name> County CSEA

<County Name> County CSEA
<CSEA_Address_1>
<CSEA_Address_2>
<CSEA_City>, <CSEA_State> <CSEA_ZIP>

Telephone Number: <CSEA_Local_Phone_No>
Toll Free Number: <CSEA_800_No>
Fax Number: <CSEA_Fax_No>
CSEA Website: <County_Website>

Ohio Department of Job and Family Services
**FINDINGS AND RECOMMENDATIONS TO TERMINATE
THE ADMINISTRATIVE CHILD SUPPORT ORDER**

Obligee: <Obligee Name>
Obligor: <Obligor Name>
Date Issued: <Print Date>
Case Number: <SETS Number>
Order Number: <Order Number>

Health Insurance <MI_Obligor First & Last Name>
Obligor(s): <MI_Obligor First & Last Name>

The <County Name> County Child Support Enforcement Agency (CSEA) has conducted an investigation to determine whether one of the administrative termination reasons, as described in Ohio Administrative Code rule 5101:12-60-50, exists to terminate a child support order.

As a result of the investigation, the CSEA **FINDS and RECOMMENDS** that (only those boxes that are checked apply):

TERMINATION OF CHILD SUPPORT AND MEDICAL SUPPORT PROVISIONS

The termination of child support and medical support provisions DO NOT terminate a parent's duty of support that may remain under Ohio Revised Code section 3103.031.

- The child support and medical support provisions for <name(s) of child(ren) for whom support is being terminated>, born <date(s) of birth of child(ren)>, should terminate effective <termination effective date> for the following reason: <reason from rule 5101:12-60-50>.
- There is no other minor child subject to the support order; or
 The other minor child(ren) subject to the support order is/are:

CHILD'S NAME

<Child_NameF><MI><Child_NameL>
<Child_NameF><MI><Child_NameL>
<Child_NameF><MI><Child_NameL>
<Child_NameF><MI><Child_NameL>
<Child_NameF><MI><Child_NameL>
<Child_NameF><MI><Child_NameL>
<Child_NameF><MI><Child_NameL>
<Child_NameF><MI><Child_NameL>

CHILD'S DATE OF BIRTH

<Child_DOB>
<Child_DOB>
<Child_DOB>
<Child_DOB>
<Child_DOB>
<Child_DOB>
<Child_DOB>
<Child_DOB>

3. The obligor should continue to pay current child support in the amount of \$<monthly current support> per month, plus 2% processing charge, for the other minor child(ren) subject to the order named above. The obligor and obligee should comply with all medical support provisions of the child support order; or
- The obligor should continue to pay:
- \$<monthly child support obligation when health insurance is provided> per month, plus 2% processing charge, for current child support when private health insurance is being provided in accordance with the support order.
 - \$<monthly child support obligation when health insurance is not provided> per month, plus 2% processing charge, for current child support when private health insurance is not being provided in accordance with the support order.
 - \$<monthly cash medical support obligation> per month, plus 2% processing charge, for cash medical support when private health insurance is not being provided in accordance with the support order.

The obligor and obligee should comply with all medical and support provisions of the child support order; or

- The obligor should continue to pay \$<monthly child support amount> per month for current child support and \$<monthly cash medical support amount> per month for cash medical support, for a total of \$<monthly child support amount + monthly cash medical support amount> per month, plus 2% processing charge, for the minor child(ren) named above; or
- This is a split parenting child support order and there is another minor child(ren) subject to the support order. As a result of re-calculating the split parenting child support order, the child support obligor is now <first and last name of new child support obligor>. The obligor should pay \$<monthly current support> per month for current child support, plus 2% processing charge, for the child(ren) named above. The obligor and obligee should comply with all medical support provisions of the child support order; or

This is a split parenting child support order and there is another minor child(ren) subject to the support order. As a result of re-calculating the split parenting child support order, the child support obligor is now <first and last name of new child support obligor>. The obligor should pay:

- \$<monthly child support obligation when health insurance is provided> per month, plus 2% processing charge, for current child support when private health insurance is being provided in accordance with the support order.
- \$<monthly child support obligation when health insurance is not provided> per month, plus 2% processing charge, for current child support when private health insurance is not being provided in accordance with the support order.
- \$<monthly cash medical support obligation> per month, plus 2% processing charge, for cash medical support when private health insurance is not being provided in accordance with the support order.

The child support obligor and child support obligee should comply with all medical support provisions of the child support order; or

This is a split parenting child support order and there is another minor child(ren) subject to the support order. As a result of re-calculating the split parenting child support order, the child support obligor is now <first and last name of new child support obligor>. The obligor should pay \$<monthly current support> per month for current child support and \$<monthly cash medical support amount> per month for cash medical support, for a total of \$<monthly child support amount + monthly cash medical support amount> per month, plus 2% processing charge, for the minor child(ren) named above.

4. Continued payment and disbursement of payments paid to the order is not expected to result in an overpayment.

Continued payment and disbursement of payments paid pursuant to the order is expected to result in or add to an overpayment. Therefore, the support payments should be impounded (held by the CSEA) and, after the child support order has been terminated, all impounded funds should be disbursed (sent) to the appropriate person. A copy of the Administrative Order to Impound Support (JFS 07523) is attached.

5. The obligor does not owe any arrears or other balances as of <effective date of calculation>.

The obligor owes \$<total of arrears and other balances> in arrears and/or other balances as of <effective date of calculation>.

- Child support arrears: \$<amount>
- Cash medical support arrears: \$<amount>
- Processing fee arrears: \$<amount>
- Other (<description of other balance>): \$<amount>
- Recoupment: \$<amount> (see page 4)

Therefore, the obligor should be ordered to pay the amount of \$<amount equal to terminating obligation plus any existing ordered payments on arrears> per month, plus 2% processing charge, as a payment on arrears.

- There is an overpayment of \$<amount of overpayment> as of <effective date of calculation>, as follows:
 - The Ohio Department of Job and Family Services and/or Ohio Department of Medicaid has been overpaid \$<amount of overpayment>. Therefore, the amount overpaid shall be disbursed to the appropriate person.
 - A public children services agency has been overpaid \$<amount of overpayment>. Therefore, the amount overpaid shall be disbursed to the appropriate person.
 - The CSEA has been overpaid \$<amount of overpayment>. Therefore, the amount overpaid shall be disbursed to the appropriate person.
 - The obligee, <Obligee Name>, has been overpaid \$<amount of overpayment>. The overpayment will not be recovered by the CSEA unless requested by the obligor.

6. The obligor owes amounts for other minor children, arrears, other balances, or other obligations. Therefore, an income withholding or deduction notice should be issued or should continue.
- The obligor does not owe any amounts for other minor children, arrears, other balances, or other obligations; or the obligor is deceased. Therefore, an income withholding or deduction notice should not be issued or should be terminated.

RECOUPMENT

- Recoupment is a process used to recover support payments received in error.
- Termination of child support and medical support provisions DO NOT terminate the responsibility of a party to repay any amounts previously received in error.
- Any amounts owed under a recoupment account remain due.
- Upon request by the obligor, a recoupment account may be created or modified to recover an overpayment owed to the obligor that is identified in these findings and recommendations.

- No party currently owes under a recoupment account, or
- <Name>owes <amount>as of <date>on <recoupment account number>.
- <Name>owes <amount>as of <date>on <recoupment account number>.

HELD PAYMENTS

- No collections are being held by the CSEA.
- The CSEA is holding collections totaling \$<amount of unallocated holds> as of <effective date of calculation>. Therefore, the CSEA will disburse all impounded funds to the appropriate person after the child support order has been terminated.

FINAL ORDER

If neither the obligor nor the obligee requests an administrative hearing to object to the findings or recommendations, the CSEA will issue an administrative order incorporating these recommendations.

ADMINISTRATIVE HEARING RIGHTS

Both the obligee and obligor have the right to request an administrative hearing to object to the findings and recommendations contained in this notice.

If you want to request an administrative hearing, complete the "Request for Administrative Hearing" on the last page and return the completed "Request for Administrative Hearing" to the CSEA. **You have fourteen (14) days after this notice is issued** to return the "Request for Administrative Hearing" to the CSEA.

If either the obligee or obligor requests an administrative hearing within 14 days after this notice is issued, a revised administrative child support order **will not be** issued until a final determination is made.

If neither the obligor nor obligee requests an administrative hearing within 14 days after this notice is issued, a revised administrative child support order **will be** issued.

<Name of CSEA Representative>

Date

<County Name> County CSEA

Copy to: Obligee or obligee's representative
Obligor or obligor's representative
<Name of other person who will receive copy>

<County Name> County Child Support Enforcement Agency

REQUEST FOR ADMINISTRATIVE TERMINATION HEARING

Obligee: <Obligee Name>

Case Number: <SETS Number>

Obligor: <Obligor Name>

Order Number: <Order Number>

Date Findings and Recommendations Issued: <Print Date>

If you want to request an administrative termination hearing, please complete the form below and return it to:

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

Your request for an administrative termination hearing must be received **within fourteen (14) days** of the date on which this notice was issued. If you have any questions, please call the CSEA at <CSEA_Local_Phone_No>.

I object to the CSEA's findings and recommendations for the following reason(s):

Signature

Print Name

Address 1

Address 2

City, State ZIP

<County_Name> County CSEA
<CSEA_Address_1>
<CSEA_Address_2>
<CSEA_City>, <CSEA_State> <CSEA_ZIP>

Telephone Number: <CSEA_Local_Phone_No>
Toll Free Number: <CSEA_800_No>
Fax Number: <CSEA_Fax_No>
CSEA Website: <County_Website>

Ohio Department of Job and Family Services
ADMINISTRATIVE ORDER
FOR CHILD SUPPORT AND MEDICAL SUPPORT

Original Order
 Modified Order

Date of Issuance: <Print_Date>

<Obligee_NameF><MI><Obligee_NameL>
Child Support Obligee

<Order_No>
Order Number

And

<Obligor_NameF><MI><Obligor_NameL>
Child Support Obligor
<Obligor_SSN_unless_FVI>
Obligor's Social Security Number
<Obligor_DOB>
Obligor's Date of Birth

<Case_No>
Case Number

The <County_Name> County Child Support Enforcement Agency (CSEA) hereby **FINDS** that <Obligor_NameF><MI><Obligor_NameL> is the parent of the child(ren) named below:

<u>Name of Child(ren)</u>	<u>Date(s) of Birth</u>
<Child_NameF><MI><Child_NameL>	<Child_DOB>
<Child_NameF><MI><Child_NameL>	<Child_DOB>
<Child_NameF><MI><Child_NameL>	<Child_DOB>
<Child_NameF><MI><Child_NameL>	<Child_DOB>
<Child_NameF><MI><Child_NameL>	<Child_DOB>
<Child_NameF><MI><Child_NameL>	<Child_DOB>

<Obligor_NameF><MI><Obligor_NameL> has a duty of support for said child(ren) based on either a final Acknowledgment of Paternity Affidavit filed with the Central Paternity Registry, a presumption of paternity pursuant to section 3111.03 of the Ohio Revised Code (ORC), or an administrative paternity determination by the <County_Name> County CSEA.

PROVISIONS FOR CHILD AND CASH MEDICAL SUPPORT

It is hereby **ORDERED** that:

EFFECTIVE DATE

(A) The effective date of this Administrative Order for Child Support and Medical Support is **<effective date>**.

CHILD AND CASH MEDICAL SUPPORT

(B)(1) <Obligor_NameF><MI><Obligor_NameL> shall be the Child Support Obligor.
(B)(2) <MI_Obligor_NameF><MI><MI_Obligor_NameL> and <MI_Obligor_NameF><MI><MI_Obligor_NameL> shall be the Health Insurance Obligor(s).

- (C)(1) The Child Support Obligor shall pay:
- \$<monthly child support obligation> per month, plus 2% processing charge for current child support.
 - \$<monthly cash medical support obligation> per month, plus 2% processing charge for cash medical support.
 - For a total of \$<monthly child support obligation + monthly cash medical support obligation + 2%> per month (*Guideline Worksheet attached*).

- (C)(2) This is a minimum support amount of \$80.00 per month pursuant to ORC 3119.06.
- The CSEA has determined that a support amount of less than \$80.00 per month is appropriate based on findings made pursuant to ORC 3119.06 (see attached).

PAYMENT ON ARREARS OR OTHER BALANCES

- (C)(3) The Child Support Obligor shall pay \$<monthly payment on arrears, if this is a modification of a child support order> per month, plus 2% processing charge as payment on arrears.
- (D) The duty of support imposed pursuant to this order shall continue beyond the child's eighteenth birthday only if the child continuously attends a recognized and accredited high school on a full-time basis on and after the child's eighteenth birthday. The order shall not remain in effect after the child reaches age nineteen. The obligor shall continue to pay support under the order, including during seasonal vacation periods, until the order terminates.
- (E) The Child Support Obligor shall continue to pay any other existing orders which are not expressly modified herein.
- (F) Payments are to be paid to Ohio Child Support Payment Central, P.O. Box 182372, Columbus, OH 43218. The Child Support Obligor shall make payments by certified check, money order, personal check, or traveler's check until the payments are withheld by an income withholding or deduction notice. Include the case number and order number on all payments.
- (G) Pursuant to ORC section 3121.27, all support under this order shall be withheld or deducted from the income or assets of the Child Support Obligor pursuant to a withholding or deduction notice or appropriate order issued in accordance with ORC Chapters 3119., 3121., 3123., and 3125. or a withdrawal directive issued pursuant to ORC sections 3123.24 to 3123.38 and shall be forwarded to the Child Support Obligees in accordance with ORC Chapters 3119., 3121., 3123., and 3125.
- (H) The specific withholding or deduction requirements to be used to collect the support shall be set forth and determined by reference to the notices that are sent out by the CSEA in accordance with ORC section 3121.03 and shall be determined without the need for any amendment to the administrative support order. Those notices, plus the notices provided by the CSEA that require the Child Support Obligor to notify the CSEA of any change in his/her employment status or of any other change in the status of his/her assets, are final and are enforceable by the court. Each withholding notice shall be for the current child support, current cash medical support, any arrearage payment required under the administrative order, and processing charges.
- (I) Pursuant to ORC section 3121.28, the Child Support Obligor and Child Support Obligees are hereby notified that, regardless of the frequency or amount of support payments to be made under the order, the CSEA shall administer the support order on a monthly basis, in accordance with ORC sections 3121.51 to 3121.54. For the purpose of monthly administration of support payments that are to be made other than on a monthly basis, the CSEA will calculate the monthly amount due in the following manner:
- (1) If the support is to be paid weekly, the CSEA will multiply the weekly amount of support due under the support order by fifty-two and divide the resulting amount by twelve.
 - (2) If the support is to be paid biweekly, the CSEA will multiply the biweekly amount of support due under the support order by twenty-six and divide the resulting amount by twelve.
 - (3) If the support is to be paid periodically but not weekly, biweekly, or monthly, the CSEA will multiply the periodic amount of support due by an appropriate number to obtain the annual amount of support due under the support order and divide the annual amount of support by twelve.

If payments are to be made other than on a monthly basis, the required monthly administration of the support order shall not affect the frequency or the amount of the support payments to be made under the support order.

- (J) Pursuant to ORC section 3121.45, any payment of money by the Child Support Obligor to the Child Support Obligees that is not made through Ohio Child Support Payment Central or the CSEA administering the support order shall not be considered a payment of support under the support order and, unless the payment is made to discharge an obligation other than support, shall be deemed to be a gift.

EXTRAORDINARY MEDICAL EXPENSES

In accordance with ORC section 3119.30 or 3119.32, the **Child Support Obligor** <Obligor_NameF><MI><Obligor_NameL> shall pay <percentage>% and the **Child Support Obligees** <Obligee_NameF><MI><Obligee_NameL> shall pay <percentage>% of the costs of the uninsured medical expenses incurred for a child during a calendar year that exceeds the total cash medical support amount owed by the parents during that year.

HEALTH CARE COVERAGE

1. **Select ONLY checkbox 1a, 1b, OR 1c**

- a. Neither party shall be the health insurance obligor. The presumption that the child support obligee is presumed to be the health insurance obligor is rebutted because the child support obligee is a non-parent individual or agency that has no duty to provide medical support, and the obligor does not have health insurance coverage available at a reasonable cost; **OR**
- b. <MI_Obligor_NameF><MI><MI_Obligor_NameL> shall secure and maintain health insurance for the child(ren) named above, and shall hereafter be referred to as the health insurance obligor for the following reason:
- The child support obligee is rebuttably presumed to be the appropriate parent to provide health insurance coverage for the child(ren).
 - The child support obligor has health insurance coverage available for the child that is reasonable in cost.
 - The child support obligor already has health insurance coverage in place for the child that is not reasonable in cost, but the child support obligor wishes to be named the health insurance obligor.
 - The child support obligor has health insurance coverage available for the child that is not reasonable in cost, but the child support obligor wishes to be named the health insurance obligor; **OR**
- c. <Obligee_NameF><MI><Obligee_NameL> and <Obligor_NameF><MI><Obligor_NameL> shall each be a health insurance obligor because both parents wish to be named health insurance obligors and already have health insurance coverage in place or have health insurance coverage available for the child(ren).
- If this box is checked, health insurance coverage is considered accessible when primary care services are not located within 30 miles of the child(ren)'s residence because residents in all or part of the child(ren)'s immediate geographic area customarily travel farther than 30 miles for primary care services.
 - If this box is checked, the obligee is dependent upon public transportation; therefore, health insurance coverage must also provide primary care services that are available by public transportation in order to be considered accessible.
 - Health insurance coverage is not available at a reasonable cost to the obligor or obligee at the time of the issuance of this order. Therefore, in accordance with ORC section 3119.30 (B)(2), if health care coverage for the child(ren) named above becomes available at a reasonable cost to the obligee, <Obligee_NameF><MI><Obligee_NameL> shall obtain health care coverage not later than 30 days after it becomes available at a reasonable cost, and inform the CSEA when coverage has been obtained.
 - If health insurance coverage becomes available to the obligor at a reasonable cost, the obligor shall inform the child support enforcement agency and may seek a modification of health care coverage from the court with respect to a court child support order, or from the agency with respect to an administrative support order.

NOTICE TO THE HEALTH INSURANCE OBLIGOR

1. Within thirty days after the issuance of this support order, the Health Insurance Obligor must designate the child(ren) named above as covered dependents under any health care coverage policy, contract, or plan.
2. The individuals who are designated to be reimbursed for medical expenses for the child(ren) named above are:

Name: <Obligor_NameF><MI><Obligor_NameL>
Address: <Obligor address, unless FVI>

Name: <Obligee_NameF><MI><Obligor_NameL>
Address: <Obligee address, unless FVI>
3. Within thirty days after the issuance of this order, the Health Insurance Obligor shall provide to the CSEA documentation that verifies health care coverage is being provided as ordered.
4. The Health Insurance Obligor may be required to pay extraordinary medical expenses for the child(ren) named above.
5. The Health Insurance Obligor's employer is required to release to the other parent, any person subject to an order issued under ORC section 3109.19, or the CSEA on written request any necessary information on the health care coverage, including the name and address of the health plan administrator and any policy, contract, or plan number, and to otherwise comply with ORC section 3119.32 and any order or notice issued under ORC section 3119.32.
6. If the Health Insurance Obligor obtains new employment, the CSEA shall comply with the requirements of ORC section 3119.34, which may result in the issuance of a notice requiring the new employer to take whatever action is necessary to enroll the child(ren) named above in private health care insurance coverage provided by the new employer, when insurance is not being provided by any other source.
7. Within thirty days of the date of this support order, the Health Insurance Obligor must provide to the other party information regarding the benefits, limitations, and exclusions of the coverage, copies of any forms necessary to receive reimbursement, payment, or other benefits under the coverage, and a copy of any necessary proof of coverage.

NOTICE TO REPORT REASON WHY SUPPORT ORDER SHOULD TERMINATE
PURSUANT TO ORC SECTIONS 3119.87 AND 3119.88

The Child Support Obligor shall immediately notify and the Child Support Obligor may notify the CSEA of any reason for which the child support order should terminate. Reasons for which a child support order should terminate include all of the following:

- A. The child attains the age of majority if the child no longer attends an accredited high school on a full-time basis;
- B. The child ceases to attend an accredited high school on a full-time basis after attaining the age of majority;
- C. A termination condition specified in the court child support order has been met for a child who reaches nineteen years of age;
- D. The child's death;
- E. The child's marriage;
- F. The child's emancipation;
- G. The child's enlistment in the armed services;
- H. The child's deportation;
- I. Change of legal custody of the child;
- J. The child's adoption;
- K. The obligor's death;
- L. The grandparent to whom support is being paid or a grandparent who is paying support reports that the grandparent's support order should terminate as a result of one of the events described in division (D) of section 3109.19 of the Revised Code; or
- M. Marriage of the obligor under a child support order to the obligee, if the obligor and obligee reside together with the child.

NOTICE TO CHILD SUPPORT OBLIGOR AND OBLIGEE

PURSUANT TO ORC SECTION 3121.29

EACH PARTY TO THIS SUPPORT ORDER MUST NOTIFY THE CHILD SUPPORT ENFORCEMENT AGENCY IN WRITING OF HIS OR HER CURRENT MAILING ADDRESS, CURRENT RESIDENCE ADDRESS, CURRENT RESIDENCE TELEPHONE NUMBER, CURRENT DRIVER’S LICENSE NUMBER, AND OF ANY CHANGES IN THAT INFORMATION. EACH PARTY MUST NOTIFY THE AGENCY OF ALL CHANGES UNTIL FURTHER NOTICE FROM THE COURT OR AGENCY, WHICHEVER ISSUED THE SUPPORT ORDER.

IF YOU ARE THE OBLIGOR UNDER A CHILD SUPPORT ORDER AND YOU FAIL TO MAKE THE REQUIRED NOTIFICATIONS, YOU MAY BE FINED UP TO \$50 FOR A FIRST OFFENSE, \$100 FOR A SECOND OFFENSE, AND \$500 FOR EACH SUBSEQUENT OFFENSE. IF YOU ARE AN OBLIGOR OR OBLIGEE UNDER ANY SUPPORT ORDER ISSUED BY A COURT AND YOU WILLFULLY FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY BE FOUND IN CONTEMPT OF COURT AND BE SUBJECTED TO FINES UP TO \$1,000 AND IMPRISONMENT FOR NOT MORE THAN 90 DAYS.

IF YOU ARE AN OBLIGOR OR OBLIGEE AND YOU FAIL TO GIVE THE REQUIRED NOTICES TO THE CHILD SUPPORT ENFORCEMENT AGENCY, YOU MAY NOT RECEIVE NOTICE OF THE CHANGES AND REQUESTS TO CHANGE THE CHILD SUPPORT AMOUNT, HEALTH CARE PROVISIONS, REDIRECTION, OR TERMINATION OF THE CHILD SUPPORT ORDER. IF YOU ARE AN OBLIGOR AND YOU FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY NOT RECEIVE NOTICE OF THE FOLLOWING ENFORCEMENT ACTIONS AGAINST YOU: IMPOSITION OF LIENS AGAINST YOUR PROPERTY; LOSS OF YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, DRIVER’S LICENSE, OR RECREATIONAL LICENSE; WITHHOLDING FROM YOUR INCOME; ACCESS RESTRICTION AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION.

Both the Child Support Obligor and Child Support Obligee have a right to request an administrative review of the support order for child support and medical support thirty-six months from the establishment of the order or from the date of the most recent support order or sooner, if certain circumstances are present. Contact the <County_Name> County CSEA for further details.

**NOTICE TO THE PARTIES OF AN
INITIAL ADMINISTRATIVE ORDER FOR CHILD SUPPORT AND MEDICAL SUPPORT**

(This section applies only when box is checked)

Any party may object to this administrative support order by bringing an action for the payment of support and provision for health care under ORC section 2151.231 in the juvenile court or other court with jurisdiction under ORC section 2101.022 or 2301.03 of the county in which the CSEA that issues the order is located. The action shall be brought not later than fourteen days after the date of the issuance of the administrative support order. The administrative support order shall remain in effect during the pendency of the objection unless a party requests and is granted a stay by the court. The administrative support order is final and enforceable by a court or CSEA fourteen days after the order is issued and may be modified only as provided in ORC Chapters 3119., 3121., and 3123.

**NOTICE TO THE PARTIES OF THEIR RIGHT TO OBJECT
TO A MODIFIED ADMINISTRATIVE ORDER FOR CHILD SUPPORT AND MEDICAL SUPPORT
WHEN AN ADMINISTRATIVE ADJUSTMENT HEARING HAS BEEN REQUESTED**

(This section applies only when box is checked)

In accordance with ORC section 3119.61, the Child Support Obligor and Child Support Obligee may object to the modified support order by initiating an action under ORC section 2151.231 in the juvenile court or other court with jurisdiction under ORC section 2101.022 or 2301.03 of the county in which the agency that issued the order is located.

Administrative Officer Date
<County_Name> County CSEA

Please remit all child support payments to: Ohio Child Support Payment Central
P.O. Box 182372
Columbus, OH 43218

<County Name> County CSEA
<CSEA Address 1>
<CSEA Address 2>
<CSEA_City>, <CSEA_State> <CSEA_ZIP>

Telephone Number: <CSEA Local phone #>
Toll-Free Number: <CSEA 800 #>
Fax Number: <CSEA Fax #>
CSEA Website: <County Website>

<Applicant Name>
<Applicant Address1>
<Applicant Address2>
<Applicant City, State and ZIP>

Ohio Department of Job and Family Services

RESULTS OF INVESTIGATION TO REDIRECT THE CHILD SUPPORT ORDER

Requester:	<Requester>	Date Issued:	<Print Date>
Obligee:	<Obligee Name>	Case Number:	<SETS Number>
Obligor:	<Obligor Name>	Order Number:	<Order Number>

The <County Name> County Child Support Enforcement Agency (CSEA) has conducted an investigation pursuant sections 3119.955 to 3119.9539 of the Revised Code to determine whether any reason exists for which the child support order should be redirected or should continue to be redirected to a caretaker for <name(s) of child(ren)>.

As a result of the investigation, the CSEA has determined that there has not been a new change in the primary caregiver for the child(ren) of the order. Therefore, the support order or redirection order should continue.

If you disagree with the results of this investigation, you may file an action with the appropriate court under section 2151.231 of the Revised Code.

<Name of CSEA Representative>
<County Name> County CSEA

<County Name> County CSEA	Telephone Number:	<CSEA_Local_Phone_No>
<CSEA_Address_1>	Toll Free Number:	<CSEA_800_No>
<CSEA_Address_2>	Fax Number:	<CSEA_Fax_No>
<CSEA_City>, <CSEA_State> <CSEA_ZIP>	CSEA Website:	<County_Website>

Ohio Department of Job and Family Services
**FINDINGS AND RECOMMENDATIONS TO REDIRECT
THE ADMINISTRATIVE CHILD SUPPORT ORDER**

Parent:	<Parent Name>	Date Issued:	<Print Date>
Parent:	<Parent Name>	Order Number:	<Order Number>
Caretaker(s):	<Caretaker Name>	Case Number(s):	<SETS Number>
	<Caretaker Name>		<SETS Number>
	<Caretaker Name>		<SETS Number>

The <County Name> County Child Support Enforcement Agency (CSEA) has conducted an investigation pursuant to sections 3119.955 to 3119.9539 of the Revised Code to determine whether any reason exists for which the child support order should be redirected to a caretaker.

FINDINGS:

Section A.

1. On <Application/Referral/Notice Date> the CSEA received:
 - A IV-D application or IV-D referral for a caretaker; and/or
 - Notice that a caretaker under a prior redirection is no longer the primary caregiver of the child(ren) subject to the order.

2. There has been a change in primary caregiver for the following children: <name(s) of child(ren) for whom there is a change in primary caregiver>.

3. <Caregiver Name> is the primary caregiver for the child(ren) above.

4. The amount of each parent’s obligation under the existing child support order that is subject to redirection under this order is:
 - <Parent Name>: \$<monthly child support amount> per month for child support and \$<monthly cash medical support amount> per month for cash medical support.
 - <Parent Name>: \$<monthly child support amount> per month for child support and \$<monthly cash medical support amount> per month for cash medical support.

AND/OR

- This case is pending an administrative review pursuant to section 3119.60 of the Revised Code. The administrative review is scheduled for <Date Certain>.

5. The existing administrative support order for the children above:
 - Has not previously been redirected; or
 - Has previously been redirected.

Section B.

1. **SETS Number:** <SETS Number> **Order Number:** <Order Number>
Obligor: <Obligor Name> **Obligee:** <Obligee Name>
 The obligor does not owe any arrears or other balances as of <effective date of calculation>.
 Arrears are \$<total of arrears and other balances> as of <effective date of calculation>.
 The ordered payment on arrears is \$<existing ordered payment on arrears> per month, plus processing charges.
 The obligee has been overpaid \$<amount of overpayment> as of <effective date of calculation>.

2. **SETS Number:** <SETS Number> **Order Number:** <Order Number>
Obligor: <Obligor Name> **Obligee:** <Obligee Name>
 The obligor does not owe any arrears or other balances as of <effective date of calculation>.
 Arrears are \$<total of arrears and other balances> as of <effective date of calculation>.
 The ordered payment on arrears is \$<existing ordered payment on arrears> per month, plus processing charges.
 The obligee has been overpaid \$<amount of overpayment> as of <effective date of calculation>.

3. **SETS Number:** <SETS Number> **Order Number:** <Order Number>
Obligor: <Obligor Name> **Obligee:** <Obligee Name>
 The obligor does not owe any arrears or other balances as of <effective date of calculation>.
 Arrears are \$<total of arrears and other balances> as of <effective date of calculation>.
 The ordered payment on arrears is \$<existing ordered payment on arrears> per month, plus processing charges.
 The obligee has been overpaid \$<amount of overpayment> as of <effective date of calculation>.

4. **SETS Number** <SETS Number> **Order Number:** <Order Number>
Obligor: <Obligor Name> **Obligee:** <Obligee Name>
 The obligor does not owe any arrears or other balances as of <effective date of calculation>.
 Arrears are \$<total of arrears and other balances> as of <effective date of calculation>.
 The ordered payment on arrears is \$<existing ordered payment on arrears> per month, plus processing charges.
 The obligee has been overpaid \$<amount of overpayment> as of <effective date of calculation>.

RECOMMENDATIONS:

1. The effective date of the order is: <Application/Referral/Notice Date>, pursuant to section 3119.9519 of the Revised Code.
2. A reason exists to <redirect and/or terminate prior redirection of> the support order for the children listed in section (A)(2).
3. Any prior redirection orders for the children listed in section (A)(2) shall be terminated as of the effective date of this order due to a change in primary caregiver.
4. The child support and cash medical support provisions for the child(ren) listed in section (A)(2) shall be <Redirected or Reinstated> to <Caretaker/Obligee Name> as follows:

<parent first, middle and last names> shall pay \$<monthly child support amount> per month for child support and \$<monthly cash medical support amount> per month for cash medical support, for a total of **\$<Monthly child support amount + monthly cash medical support amount>** per month, plus 2% processing charge.

<parent first, middle and last names> shall pay \$<monthly child support amount> per month for child support and \$<monthly cash medical support amount> per month for cash medical support, for a total of **\$<Monthly child support amount + monthly cash medical support amount>** per month, plus 2% processing charge.
5. The parents shall comply with all other provisions of the existing child support order, including: child support and cash medical amounts not subject to redirection under this order, any ordered payment toward arrears when arrears remain due, and health care provisions.
6. Any funds impounded as a result of the investigation shall be issued to the appropriate person.

OBJECTION RIGHTS

Any party has the right to object to this order by filing an action with the court under section 2151.231 of the Revised Code within 14 days after this order is issued.

This order will become final and enforceable unless any party files an objection with the court within 14 days after this order is issued.

NOTICE TO CHILD SUPPORT OBLIGOR AND OBLIGEE

PURSUANT TO ORC SECTION 3121.29

EACH PARTY TO THIS SUPPORT ORDER MUST NOTIFY THE CHILD SUPPORT ENFORCEMENT AGENCY IN WRITING OF HIS OR HER CURRENT MAILING ADDRESS, CURRENT RESIDENCE ADDRESS, CURRENT RESIDENCE TELEPHONE NUMBER, CURRENT DRIVER'S LICENSE NUMBER, AND OF ANY CHANGES IN THAT INFORMATION. EACH PARTY MUST NOTIFY THE AGENCY OF ALL CHANGES UNTIL FURTHER NOTICE FROM THE COURT OR AGENCY, WHICHEVER ISSUED THE SUPPORT ORDER.

IF YOU ARE THE OBLIGOR UNDER A CHILD SUPPORT ORDER AND YOU FAIL TO MAKE THE REQUIRED NOTIFICATIONS, YOU MAY BE FINED UP TO \$50 FOR A FIRST OFFENSE, \$100 FOR A SECOND OFFENSE, AND \$500 FOR EACH SUBSEQUENT OFFENSE. IF YOU ARE AN OBLIGOR OR OBLIGEE UNDER ANY SUPPORT ORDER ISSUED BY A COURT AND YOU WILLFULLY FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY BE FOUND IN CONTEMPT OF COURT AND BE SUBJECTED TO FINES UP TO \$1,000 AND IMPRISONMENT FOR NOT MORE THAN 90 DAYS.

IF YOU ARE AN OBLIGOR OR OBLIGEE AND YOU FAIL TO GIVE THE REQUIRED NOTICES TO THE CHILD SUPPORT ENFORCEMENT AGENCY, YOU MAY NOT RECEIVE NOTICE OF THE CHANGES AND REQUESTS TO CHANGE THE CHILD SUPPORT AMOUNT, HEALTH CARE PROVISIONS, REDIRECTION, OR TERMINATION OF THE CHILD SUPPORT ORDER. IF YOU ARE AN OBLIGOR AND YOU FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY NOT RECEIVE NOTICE OF THE FOLLOWING ENFORCEMENT ACTIONS AGAINST YOU: IMPOSITION OF LIENS AGAINST YOUR PROPERTY; LOSS OF YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, DRIVER'S LICENSE, OR RECREATIONAL LICENSE; WITHHOLDING FROM YOUR INCOME; ACCESS RESTRICTION AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION.

<Name of CSEA Representative>
<County Name> County CSEA

<County Name> County CSEA
<CSEA Address 1>
<CSEA Address 2>
<CSEA_City> <CSEA_State> <CSEA_ZIP>

Telephone Number: <CSEA Local phone #>
Toll-Free Number: <CSEA 800 #>
Fax Number: <CSEA Fax #>
CSEA Website: <County Website>

Ohio Department of Job and Family Services
**ADMINISTRATIVE ORDER TO REDIRECT THE
ADMINISTRATIVE CHILD SUPPORT ORDER**

Parent:	<Parent Name>	Date Issued:	<print date>
Parent:	<Parent Name>	Order Number:	<Order Number>
Caretaker(s):	<Caretaker Name>	Case Number(s):	<SETS Number>
	<Caretaker Name>		<SETS Number>
	<Caretaker Name>		<SETS Number>

The <County Name> County Child Support Enforcement Agency (CSEA) finds the following:

1. The CSEA mailed the JFS 07801, "Findings and Recommendations to Redirect the Administrative Child Support Order" on <date JFS 0XXXX was mailed>.
2. No party brought an action under section 2151.231 of the Revised Code within fourteen days after the JFS 07801 was issued.

Therefore, it is hereby ordered that the findings and recommendations contained within the JFS 07801 are approved and adopted as a final Administrative Order.

<Name of CSEA representative>