



- 7.  The order is not in compliance with the guidelines due to the termination of the support obligation for a child of the existing support order.
- 8.  In administrative support order(s) over which a court has not taken jurisdiction, to consolidate children of the same parents for whom paternity has been established into a single administrative support order that is in compliance with the Ohio Child Support Guidelines.
- 9.  I want to access available or improved health insurance coverage for the child. The requesting party must provide to the CSEA relevant evidence or information supporting the allegation that access to new or improved health insurance is available.
- 10.   I have  The other party has experienced an increase or decrease in the cost of  ordered health insurance coverage or  child care for the child which is expected to result in a change of more than ten percent to the child support obligation based on the current Child Support Guidelines calculation. The requesting party must provide to the CSEA relevant evidence or information supporting an allegation of an increase or decrease in the cost of health insurance or child care.
- 11.  I am the obligor and I am a member of the uniformed services who has been called to active service for a period of more than thirty (30) days.  If I have checked this box, I have attached a military Power of Attorney to permit a designated person to act on my behalf in the administrative review.
- 12.  A temporary adjustment order pursuant to rule 5101:12-60-05.2 of the Ohio Administrative Code 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.

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 and a formal written request 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 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. Both parties to the order will be notified of the date and location of the administrative review. The notice will be mailed to the last known address of both parties. The notification will also request that you provide financial information and any other information necessary to properly review the child support order. If your request is denied, the CSEA will send you notice of the denial.

**Please be aware that you may not dismiss your request for an administrative review on or after the scheduled review date. In addition, requesting an administrative review may cause the monthly obligation to increase, decrease, or remain unchanged.**

Please provide your current address if different from page 1:

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Requester

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Daytime Telephone Number:

Have you had a change in income or circumstances since your last child support order was established? If so, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\* Person requesting review \*\*\***

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

Former Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

**\*\*\* Other parent's information (if known) \*\*\***

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

Former Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone # \_\_\_\_\_

\*\*\*\*\*

**Do not complete. For office use only**

Investigator: \_\_\_\_\_  
Date: \_\_\_\_\_  
Case Caption / In the Matter of:

SETS #. \_\_\_\_\_  
Order #. \_\_\_\_\_

Non-requestor's address valid? Yes  No

\_\_\_\_\_  
Plaintiff / Petitioner  
Obligor  Oblige   
Social Security # \_\_\_\_\_

Non-requestor's employer (if different than above)  
\_\_\_\_\_  
\_\_\_\_\_

vs/and

Non-req's former employer (if different than above)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Defendant / Petitioner  
Obligor  Oblige   
Social Security # \_\_\_\_\_

(please check DECL)

**Review Date** \_\_\_\_\_