

MODIFICATION

Over the life of the case many things may change such as your employment, the size of your family, or day care expenses. As a result, your child support and medical support orders may change as well. The process by which a child support and medical support order is reviewed to determine whether a change is needed is called a MODIFICATION INVESTIGATION or an “Administrative Review.” For now, we’ll just call it a Modification.

1. All orders may be reviewed after thirty-six (36) months. After that time, the State gives you the right *to request* a Modification.
2. The State also understands that circumstances often change more frequently than every three (3) years, so it established reasons to request an early Modification. See “**Reasons to Request an Early Modification**” page for more information on the criteria for an early Modification. If you do not find a qualifying reason to change your order through the administrative process you are always welcome to file a motion with the respective court and ask that they review the child support order. A filing fee may be assessed for filing a motion through the court.
3. Regardless of the timing of your request, the following are always required:
 - a. You must use the “Request for An Administrative Review of the Child Support Order” form. It can be found:
 - i. Online at the WCCSEA’s website (www.co.warren.oh.us/wccildsupport) - click on “Forms” in the left hand menu, then click on “Request for Child Support Modification,” or
 - ii. In the WCCSEA’s lobby – next to the drop box.
4. You must complete the form and check the box next to the reason for your request.
 - a. If you are asking for an early Modification (less than 3 years since your current order was set), you must provide evidence to show you qualify. For example, if you are asking for an early review because you changed jobs and aren’t making as much money, you must submit proof of your decreased income (for example: pay stubs) along with your request form.
5. You must submit it to the WCCSEA:
 - a. In person, or
 - b. By fax – to 513-695-2969, or
 - c. By Mail - to Warren County CSEA
PO BOX 440
500 Justice Drive
Lebanon, OH 45036
6. Once the WCCSEA receives your request, your case will be quickly reviewed to make sure that you qualify for the Modification. This means we will make sure that your order is at least three (3) years old or, if it’s not, that you have provided proof of one of the fourteen (14) reasons for an early Modification.

7. You will get a response from the WCCSEA about your request within twenty (20) days.
8. If your Modification request is granted, both parents will be given a deadline to submit income and expense information, as well as a date that the WCCSEA's Modification specialist will complete the investigation. If you are the party requesting the Modification, you must submit the requested information. If you don't, the Modification will be canceled.
9. On the day of the scheduled review, the WCCSEA Modification specialist will enter the information you provided into the State's Child Support Calculation Worksheet and will prepare an "Administrative Adjustment Recommendation" with the results. This is NOT a hearing, so your attendance is not permitted.
 - a. If the Child Support Calculation Worksheet produces a child support and medical support order that is at least 10% different than the current orders, then the child support order and medical support order will be changed to the new amounts.
 - b. If the Child Support Calculation Worksheet produces a child support and medical support order that is less than 10% different than the current orders, then no change will occur and the current child support order and medical support orders will continue.
10. The Administrative Adjustment Recommendation will be mailed to you. You have the right to a hearing if you disagree with the Administrative Adjustment Recommendation. To request one, fill out the "Request for an Administrative Adjustment Hearing" form found at the end of the Administrative Adjustment Recommendation and mail, fax, or drop it off to the WCCSEA.
 - a. Your hearing request form must be received by the WCCSEA within fourteen (14) calendar days from the issuance date of the Administrative Adjustment Recommendation.
 - i. If it is received in time, a hearing will be set with the WCCSEA's Administrative Hearing Officer. You will receive notice of the date and time of the hearing in the mail.
 - ii. If it is not received in time, your request will be denied and the Administrative Adjustment Recommendation will become a final Court Order.
11. At the Administrative Adjustment Hearing, you may present evidence about why you think the information used in the Administrative Adjustment Recommendation is incorrect. The Administrative Hearing Officer will issue a Decision. You have the right to object to this decision if you disagree. To do so, fill out the form at the back of the Decision and return it to the WCCSEA within fourteen (14) calendar days.
 - a. Your hearing request form must be received by the WCCSEA within fourteen (14) calendar days from the date of issuance of the Administrative Adjustment Recommendation.
 - i. If it is received in time, a hearing will be set before the Warren County Common Pleas Court. You will receive notice of the date and time of the hearing in the mail.
 - ii. If it is not received in time, your request will be denied and the Administrative Hearing Decision Regarding Modification will become a final Court Order.