

# TERMINATION

Termination of the current support order usually happens when the child reaches the age of majority (eighteen (18) years old) and no longer attends high school on a full-time basis. If the child continues to attend high school through age nineteen (19), then the order terminates on the 19th birthday. An Obligee is required to notify the WCCSEA when a reason for termination exists. A Obligor parent may notify the WCCSEA that a reason for termination exists.

## The Termination Process:

1. *Impounds:* When the Termination Investigator receives the required documentation, they will review the case to determine if the case may get overpaid during the termination process. If so, the law allows the CSEA to request a court order to impound, or hold, money that is being paid on the case. If an impound order is applied to the case, it will continue until the process is complete and approved by the court. Once the final order is issued, the CSEA will release the impounded money to the appropriate party who is owed money.
2. *Other reasons:* In addition to the child reaching the age of eighteen (18) years and graduating or withdrawing from school, or reaching age nineteen (19), there are several other, less common, reasons why child support may terminate:
  - a. Deportation of a child;
  - b. The parties to the case marry each other or remarry each other;
  - c. The child enlists in the military;
  - d. Marriage of the child;
  - e. Change of legal custody;
  - f. Adoption of a child on the case;
  - g. Death of a child; and
  - h. Death of the obligor.
3. *How to request:* You must use the “Request for Termination of the Child Support Order” form. It can be found at the following locations,
  - i. Online at the WCCSEA’s website ([www.co.warren.oh.us/wcchildsupport](http://www.co.warren.oh.us/wcchildsupport)) - click on “Forms” in the left hand menu, then click on “Request for Termination”, or
  - ii. In the WCCSEA’s lobby – next to the drop box.
4. *Timing:* If your child has turned eighteen (18) and will graduate at the end of the school year, a “Request for Termination” form can be turned in as early as February of the graduating school year. If you are requesting a termination for another reason the form should be completed as soon as you become aware that a reason for termination has occurred.
5. *Complete the form:* You must complete the form and write the reason for your request.
  - a. You must provide verification of your reason(s). Depending upon the termination reason, you must provide a copy of birth certificates, high school diploma, adoption order, marriage certificate, military enlistment papers, death certificate, or proof of deportation.

6. *Submit your request:* You must submit the request form and appropriate verification 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  
Lebanon, OH 45036
  
7. *What we do:* Once the WCCSEA receives your request, your case will be reviewed to make sure that your case qualifies for a Termination of Support. This means we will make sure that your request states a valid reason for termination and that you have provided proof of one of the reasons for termination.
  
8. *Response time:* The WCCSEA will review your case and begin an investigation within twenty (20) days. Note: The CSEA performs an account audit as part of the process. The entire process can be lengthy (up to a few months) and you should request termination as soon as you become aware that a reason for termination has occurred.
  
9. *Recommendation:* When the account audit and investigation is complete, the investigator will issue Findings and Recommendations to the parties. The Findings and Recommendations will be either a continuation of support or a termination of support. A ‘continuation’ means that support continues for the child and the termination means that support will end for the child. When termination of support is recommended, many issues are addressed including the date of termination; the continuing support amounts for any remaining minor children; the account balance; and arrangements for payment of any arrears or overpayments of money. The Administrative Termination Findings and Recommendation will be mailed to you. You have the right to a hearing if you disagree with the Administrative Termination Recommendation.
  
10. *Hearing Rights:* You will have fourteen (14) days to review the recommendation and object. To request an administrative hearing, fill out the “Request for an Administrative Hearing” form found at the end of the Administrative Termination Findings and 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 date of issuance of the Administrative Termination Findings and 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 Termination Recommendation will become a final Court Order.
  
11. *The Administrative Hearing:* At the Administrative Termination Recommendation Hearing, you may present evidence about why you think the information used in the Administrative Termination 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 Termination 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 Termination Recommendation will become a final Court Order.