	Agency Name	Office of Family Support (OFS)
	Chapter No./Name	09 – Support Enforcement Services (SES)
	Part No./Name	J. Collections/Enforcement
	Section No./Name	J-400 Review and Adjustment of Child Support Orders
	Document No./Name	J-420 Procedure and Time Frames for Review and Adjustment
	Effective Date	April 1, 2013

I. STATEMENT OF POLICY

[45 CFR 303.8\(6\)](#) requires all states to notify each party to a child support order of the right to request a review of the order not less than once every three years.

Child support orders must be reviewed and, if appropriate, CSE must judicially seek adjustment in the 3-year cycle at the request of either party to the order, if CSE determines a review is appropriate, or if there is an assignment under Temporary Assistance to Needy Families (TANF). The request for review may be made verbally or in writing. A material change in circumstances is not required in order to conduct the review in the 3-year cycle.

A material change in circumstance need not be shown for purposes of modifying a child support award to include a court order for medical support.

Proof of a material change in circumstances is necessary in a request for review outside the 3-year cycle. The review must show at least a 25% change in the amount of support when the guidelines are applied. A material change in circumstances does not exist if the amount of the award was the result of the court's deviation from the guidelines in the existing order and there has not been a material change in the circumstances which warranted the deviation.

A review must be completed within 180 calendar days of determining that the review should be conducted, or, if the NCP cannot be located at the time, within 180 calendar days of locate.


II. PROCEDURES

J-421 LASES Processing

LASES determines which court orders are eligible for review on a continuing basis. The next review date is calculated to three years after the court order established date. Form [CSE 143](#), "Notice of the Right to Request a Review", is automatically generated to both parties on the next review date.

When a review is requested by either party to the order or the agency determines that a review is needed;

- Enter the code for the requestor (AP, AR, or the state) on the LASES CORA screen. The CORA screen may be accessed from LICO or COOD. When the code is entered, form [CSE 140](#) is generated to both parties. The notice requests that verification of income, child care expense, and health insurance be furnished by both parties within 30 days.
- Document on CORA (Y) when financial information is received.
- If the CORA screen is not updated to indicate that required verification has been received when the 30 day notice expires, form [CSE 140A](#), will automatically generate. If neither party responds

	Agency Name	Office of Family Support (OFS)
	Chapter No./Name	09 – Support Enforcement Services (SES)
	Part No./Name	J. Collections/Enforcement
	Section No./Name	J-400 Review and Adjustment of Child Support Orders
	Document No./Name	J-420 Procedure and Time Frames for Review and Adjustment
	Effective Date	April 1, 2013

within 10 days, a tickler “AR and AP” DID NOT RESPOND – DISP CORA” will generate to the worker.

- At the end of the 10 days, refer the matter to court for disposition if required documentation is not available, or
- When sufficient information is available to conduct the review, calculate the amount of * the ** support on the obligation on the * OBW1/OBW2 or OWS1/OWS2 ** screens.
- Upon completion of the review, document on CORA (Y), entering a disposition code indicating whether an adjustment is warranted or not warranted.
- When the disposition code is entered on CORA, form [CSE 141](#), "Decision Regarding Review for Adjustment" is generated to both parties to the order.
- If a court date is scheduled, enter the court date and time on the CORA screen. The LASES system will send form [CSE 142](#) to both parties providing notice of the time and place of the hearing. The customer notification system (CNS) will also be activated to provide reminders through automated telephone contacts.

For reviews conducted in the 3-year cycle, schedule the case for court if there is a change in the obligation amount.

For reviews conducted due to a change in circumstances, refer the matter to court if there is a 25% change in the obligation amount.

If the form [CSE 141](#) is returned by either party challenging the decision, an administrative review must be conducted to determine whether the action taken was within policy.
(Refer to: [C-1010](#).)

III. FORMS AND INSTRUCTIONS

[CSE 140/Instructions](#)
[CSE 140A/Instructions](#)
[CSE 141/Instructions](#)
[CSE 142/Instructions](#)
[CSE 143/Instructions](#)

IV. REFERENCES

[45 CFR 303.8\(6\)](#)
[C-1010](#)