



January 9, 2020

Child Support Program Manual Transmittal Letter (CSPMTL) No. 161

TO: All Child Support Program Manual Holders

FROM: Kimberly Hall, Director

SUBJECT: Rules and Forms impacted by H.B. 166

These rules and forms have been reviewed to comply with H.B. 166 of the 133rd General Assembly and in accordance with 106.031 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The Office of Child Support (OCS) has **rescinded** the following rule:

Rescinded Rule	Rescinded Rule Title	Prior Effective Date of Rule	Effective Date of Rescission
5101:12-57-10.6	Terminating the National Medical Support Notice	01/15/2017	01/15/2020
	This rule is rescinded and replaced by a new rule with the same rule number because more than 50% of this rule is being stricken.		

OCS has **adopted** the following rule:

Adopted Rule	Adopted Rule Title	Effective Date of Adopted Rule
5101:12-57-10.6	Terminating the National Medical Support Notice	01/15/2020
	<p>This rule describes the circumstances under which a child support enforcement agency (CSEA) may terminate the national medical support notice (NMSN).</p> <p>Changes from rescinded rule 5101:12-57-10.6 include: Moved paragraphs (A), (B), (C), and (D) under new paragraph (A) and renumbered them to (1), (2), (3) and (4), corrected the form name in paragraph (A), added new reason (A)(5) as a requirement for when a CSEA shall issue the JFS 04098, and added new paragraph (B) as a requirement on when the CSEA may issue a JFS 04098.</p> <p>This rule is authorized by ORC section 3119.51; and amplifies ORC sections 3125.03, and 3119.41.</p>	

OCS has **amended** the following rules:

Amended Rule	Amended Rule Title	Prior Effective Date of Rule	Effective Date of Amendment
5101:12-45-10	Calculation of the Support Obligations	03/28/2019	01/15/2020
	<p>This rule describes the procedures for a CSEA to use when calculating or adjusting the child support and cash medical support obligations contained within a child support order.</p> <p>This rule has been amended to remove language in paragraph (D)(5) that a parent shall not have imputed income or be determined to be voluntarily unemployed or underemployed when incarcerated for an offense that is related to abuse or neglect to the child or obligee of the support order, add new paragraph (E) to remove "incarceration" from "institutionalized", add the definition for "Incarcerated" to paragraph (E), and add the amended language in ORC 3119.05, updated the ORC references in paragraphs (F) and (G), and revised language in paragraph (K) to "health care coverage."</p> <p>This rule is authorized by ORC section 3125.25 and amplifies ORC sections 3119.02 and 3125.03.</p>		
5101:12-45-99	Chapter 5101:12-45 Forms – Support Establishment	02/17/2019	01/15/2020
	<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>This rule has been amended to revise the dates for the JFS 07719 and the JFS 07724 and remove the language in paragraphs (A), (C), and (D) that contained multiple revision dates based on a specific time period and move the revision date to the end of the form name.</p> <p>This rule is authorized under ORC section 3125.25 and amplifies ORC sections 3125.03 and 3125.25.</p>		
5101:12-47-01	Medical Support Definition	03/28/2019	01/15/2020
	<p>This rule defines terms used throughout division 5101:12 of the Administrative Code.</p> <p>This rule has been amended to add definitions of "health care coverage" and "health insurance coverage" to comply with H.B. 166, remove the word "private" from "health insurance coverage" in new paragraph (H), revise language in new paragraph (I)(1) by replacing "private health insurance coverage" with "health care coverage" that will match the language in rule 5101:12-60-05(B)(1)(d)(i), and clarify the definition in paragraph (K).</p> <p>This rule is authorized under ORC section 3119.51; and amplifies ORC section(s) 3119.29, 3119.30, 3119.31, 3119.32.</p>		

5101:12-47-02	Medical Support Provisions	03/28/2019	01/15/2020
	<p>This rule describes an action or proceeding in which a CSEA issues or modifies a child support order.</p> <p>This rule has been amended to: add the words "health insurance" in front of the word "coverage" in paragraph (B)(1)(c), remove the word "private" in paragraphs (D) and (E) and revise the language to be consistent with H.B. 166 to be consistent with the new definitions of "health insurance" and "health care coverage," add new paragraph (F) from OCS 3119.30(F), and update paragraph references in new paragraphs (I) and (J).</p> <p>This rule is authorized under ORC section 3119.51; and amplifies ORC section(s) 3119.30, 3119.31, 3119.32.</p>		
5101:12-50-50	Judicial Enforcement Actions	02/11/2019	01/15/2020
	<p>This rule describes judicial enforcement actions that a child support enforcement agency (CSEA) with administrative responsibility is required to or may take in addition to other enforcement actions.</p> <p>This rule has been amended to: add criteria in new paragraph (D), that a child support enforcement agency (CSEA) must meet prior to the CSEA submitting a case for contempt and a requirement that the CSEA notify the obligor that the purpose of the hearing is to determine their ability to pay the child support.</p> <p>This rule is authorized by ORC section 3125.25; and amplifies ORC sections 1336.01 to 1336.11, 2117.06, 2705.031, 2919.21, 3123.14, 3123.15, 3123.182 and 3123.19.</p>		
5101:12-57-01.1	Enforcement of Order to Report Private Health Insurance	03/28/2019	01/15/2020
	<p>This rule describes the requirements of a CSEA regarding the enforcement of an order to report the availability of private health insurance. This rule applies only to child support orders issued or modified in accordance with section 3119.30 of the Revised Code as adopted under Amended Substitute House Bill 119 of the 127th General Assembly.</p> <p>This rule has been amended to: move the language "prior to March 28, 2019" to the beginning of paragraph (A) for consistency purposes.</p> <p>This rule is authorized under ORC section 3119.51; and amplifies ORC section 3119.30.</p>		

5101:12-57-01.2	Enforcement of Cash Medical Support Obligation	03/28/2019	01/15/2020
5101:12-57-08	Medical Support Mistake of Fact Hearing Process	02/14/2019	01/15/2020
5101:12-57-10	National Medical Support Notice	01/15/2017	01/15/2020

This rule describes the requirements of a CSEA during any period in which an obligor is ordered to pay cash medical support because private health insurance coverage for the child as ordered is no longer available to the health insurance obligor.

This rule has been amended to: move the language "prior to March 28, 2019" to the beginning of paragraph (A) for consistency purposes.

This rule is authorized under ORC section 3119.51; and amplifies ORC section 3119.30

This rule describes procedures for the medical support mistake of fact hearing process that is only available to an individual whose child support order was issued or modified in accordance with section 3119.30 of the Revised Code as adopted under Amended Substitute House Bill 119 of the 127th General Assembly.

This rule has been amended to: add the date reference language "prior to March 28, 2019" to paragraph (A), to reflect the prior Revised Code law in effect, ORC 3119.30 and for consistency purposes.

This rule is authorized under ORC section 3125.25; and amplifies ORC sections 3125.03 and 3125.25.

This rule describes the content and purpose of the National Medical Support Notice (NMSN), the requirements for issuing the NMSN, the purpose of the JFS 03377, "Employer/Health Plan Administrator Health Insurance Verification Request" and the JFS 04036, "Notice of Medical Support Enforcement Activity," and the alternative action required by the CSEA when the health insurance obligor is an active member of the military.

This rule has been amended to: remove the "rev." in the parenthesis from paragraph (D)(2) and restructure of paragraph (E) and add an additional reason not to issue the NMSN in paragraph (E)(2).

This rule is authorized by ORC section 3119.51; and amplifies ORC sections 3119.33, 3119.34, and 3119.35.

5101:12-57-10.4	Administrative Mistake of Fact Hearing Regarding the National Medical Support Notice	02/11/2019	01/15/2020
	<p>This rule describes the reasons a health insurance obligor may request an administrative mistake of fact hearing, the time frame and method of submitting the request, the hearing process, and the health insurance obligor's right to object to the child support enforcement agency (CSEA) decision by filing with the court.</p> <p>This rule has been amended to: add language to paragraph (B)(4) to clarify that a health insurance obligor may request an administrative mistake of fact hearing to assert that the coverage identified in the NMSN is not consistent with the medical support provision in the child support order and add paragraph (B)(5) as an additional reason for a parent to object to the NMSN and request a mistake of fact hearing, when health care coverage is a provision of the order and public health care is in place.</p> <p>This rule is authorized by ORC section 3119.51; and amplifies ORC sections 3119.38, 3119.39, and 3119.41.</p>		
5101:12-57-99	Chapter 5101:12-57 Forms – Enforcement of Medical	02/14/2019	01/15/2020
	<p>This rule contains a compilation of forms within division 5101:12 of the Administrative Code, but first cited within Chapter 5101:12-57 of the Administrative Code.</p> <p>This rule has been amended to: revise the revision dates for the JFS 03399, JFS 04031, JFS 04032, JFS 04033, JFS 04036 and the JFS 04037, correct the form name of the JFS 04098, and remove the language in paragraphs (C), (D), (E), and (K) that contained multiple revision dates based on a specific time period and move the revision date to the end of the form name.</p> <p>This rule is authorized by ORC section 3125.25, and amplifies ORC section 3125.03.</p>		
5101:12-60-05	Administrative Review and Adjustment Process	02/14/2019	01/15/2020
	<p>This rule describes the administrative review and adjustment process.</p> <p>This rule has been amended to: remove language "private health insurance coverage" and replace it with "health care coverage" in paragraph (B)(1)(d)(i) and add language "individual or entity" and "or physical" to paragraph (B)(8).</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>		
5101:12-60-05.1	Initiating of an Administrative Review	02/14/2019	01/15/2020
	<p>This rule describes the criteria to initiate an administrative adjustment review.</p> <p>This rule has been amended to: remove the word "private" from paragraph (B), replace the word "insurance" with "care" in paragraph (B), remove "or incarceration" from paragraph (E)(5), add new requirement about when a party is incarcerated for more than one hundred eighty calendar days in paragraph (E)(6), add the definition of "Incarcerated" to paragraph (E)(6), revise the language to "health insurance" in paragraphs (E)(10), (11) and (12), when a request for the review is less than 3 years old and "health insurance" is a factor and removing the reference to ORC 3119.30 in paragraph (E)(12).</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>		

5101:12-60-99	Chapter 5101:12-60 Forms – Order Administration	02/14/2019	01/15/2020
	<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>This rule has been amended to: revise the revision dates for the JFS 00592, JFS 01849, JFS 01867, JFS 07049, JFS 07606 and remove the language in paragraphs (B) and (J) that contained multiple revision dates based on a specific time period and moving the revision date to the end of the form name.</p> <p>This rule is authorized by ORC section 3125.25, and amplifies ORC sections 3125.03 and 3125.25.</p>		

OCS has **revised** the following forms:

Revised Form	Revised Form Title	Prior Effective Date of Form	Effective Date of Revision
JFS 00592	Caretaker Notification of Administrative Adjustment Review	02/2019	10/2019
	<p>This form is issued by the CSEA to the caretaker, advising the caretaker of the administrative review and adjustment hearing date.</p> <p>This form has been revised to: in the first paragraph replace the language "private health insurance" with "health care coverage" and in the fourth paragraph replace "health care" with "medical support."</p>		
JFS 01849	Request for an Administrative Review of the Child Support Order	03/2019	10/2019
	<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 revised to: remove "or incarcerated" from reason five and add new reason six if a parent is incarcerated for more than 180 days as a reason to request a review, remove the word "private" from reasons ten, eleven, and twelve and replace "insurance" with "care."</p>		
JFS 01867	Right to Request an Administrative Review of the Support Order	02/2019	10/2019
	<p>This form is issued by a CSEA to notify an obligee that is a recipient of Ohio Works First who has established good cause, of their right to request an administrative review and adjustment and waive good cause for administrative review and adjustment purposes only.</p> <p>This form has been revised to: in the first paragraph replace language "health insurance" with "medical support."</p>		

JFS 03399	Notice of Administrative Mistake of Fact Hearing	01/2015	10/2019
<p>This form is used to notify the parties when a mistake of fact hearing contesting the content of the National Medical Support Notice (NMSN) has been requested.</p> <p>This form has been revised to: amend language for clarification purposes and to specify that a party may present evidence at the NSMN mistake of fact hearing that the order allows for public health care.</p>			
JFS 04031	Notice Regarding Cash Medical Support Order	03/2019	10/2019
<p>This form is used by the CSEA to notify the parties when private health insurance that is accessible and reasonable in cost becomes available to the Health Insurance Obligor. The Health Insurance Obligor shall be required to provide private health insurance coverage for the child(ren) named in the order and the cash medical support obligation for the child(ren) named in the order shall cease while private health insurance coverage is being provided. This form also includes a Request for a Medical Support Mistake of Fact Hearing.</p> <p>This form has been revised to: remove the reference to ORC 3119.30 and replace with "In accordance with your order," under Notice to the Health Insurance Obligor Section; and item seven remove the word "insurance" and replace "insurance cards" with "proof of coverage," and remove the word "rule" on page three.</p>			
JFS 04032	Notice to Provide Cash Medical Support	03/2019	10/2019
<p>This form is used by the CSEA to notify the parties during any period in which private health insurance that is reasonable in cost and accessible is not being provided for the child(ren) as ordered. The Child Support Obligor is required to pay cash medical support and both parties are required to immediately report to the CSEA any available private health insurance coverage for the child(ren). This form also includes a Request for a Medical Mistake of Fact Hearing.</p> <p>This form has been revised to: on page 2; remove the reference to ORC 3119.30 and replace with "In accordance with your order" and remove the word "rule."</p>			
JFS 04033	Notice to Provide Private Health Insurance	03/2019	10/2019
<p>This form is used by the CSEA to notify the parties when private health insurance that is accessible and reasonable in cost becomes available to one of the parties, that party shall be deemed the Health Insurance Obligor and be required to provide private health insurance coverage for the child(ren) named above and the cash medical support obligation for the child(ren) named above shall cease while private health insurance coverage is being provided as ordered. This form also includes a Request for a Medical Mistake of Fact Hearing.</p> <p>This form has been revised to: on page 2 item 7 remove words "insurance" and "insurance cards" and replace "insurance cards" with "proof of coverage," on page 3 remove the reference to ORC 3119.30 and replace with "In accordance with your order," remove the spelling of "child support enforcement agency" and replace with CSEA as it is spelled out earlier in the document, and remove the word "rule."</p>			

JFS 04036	Notice of Medical Support Enforcement Activity	02/2019	10/2019
	<p>This form is used by the CSEA to inform the party that since they were determined by a court or CSEA to be the Health Insurance Obligor a National Medical Support Notice was sent to their employer to enroll the child(ren) listed on the order in any available health insurance plan and to withhold premiums for health insurance coverage in accordance with section 3119.33 of the Revised Code. Attached is also a Request for an Administrative Mistake of Fact Hearing.</p> <p>This form has been revised to: on page 1, add "health care" to clarify "coverage" and remove "insurance and replace with "care coverage" on page 2 add "insurance" to "health plan" and on page 2 and 3 change "health insurance" to medical support and add an additional reason to object to the NSMN if the order allows for public health care and correct the title of page 3 and other minor grammatical changes were made to the form.</p>		
JFS 04037	Medical Support Enforcement Administrative Mistake of Fact Hearing Decision	02/2019	10/2019
	<p>This form is used by the CSEA to inform the party of the decision made during the Medical Support Enforcement mistake of fact hearing.</p> <p>This form has been amended to: on page 1, move language in the first check box to page 2 and revised the language to state that the order allows for health care coverage and add the words "health insurance to the second check box, on page 2 remove the word "health" from the first check box, add a criteria that the order does not authorize a provision of health care coverage and revise and add criteria that an order does authorize a provision of health care coverage and other grammatical changes were made to this form.</p>		
JFS 07049	Notice of Rights to Request Administrative Review of Child and Medical Support Order	02/2019	10/2019
	<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 that pertains to a parent that is institutionalized and cannot pay support during the child's minority making that a standalone reason to request a review and revise the reason to request a review when a parent is incarcerated add the language "will be for more than 180 days," remove the word "insurance" and replace with "care" for reasons ten, eleven, and twelve, and remove "insurance" and replace with "care coverage" and add "and/or accessible" to reason twelve.</p>		
JFS 07606	Administrative Adjustment Review Notification	02/2019	10/2019
	<p>This form is issued by the CSEA to the obligor and obligee when the CSEA has scheduled the administrative review.</p> <p>This form has been amended to: revise language that the review and adjustment will address the "health care coverage" not "private health insurance" and in the fourth paragraph replace "health care" with "medical support."</p>		

JFS 07719	Administrative Order for Child Support and Medical Support	03/2019	10/2019
<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>This form has been amended to: on page 3 remove the word "insurance" and replace with "care" in the title of the section, and add the word "coverage" after "insurance" on 1a and last unnumbered box, on page 4 add the word "coverage" to the first and third paragraph, add the requirement when neither the obligor nor the obligee have health insurance available at a reasonable cost to order the obligee to obtain health care coverage (public or private) when it becomes available at a reasonable cost and remove the words "insurance cards" and replace with "proof of coverage."</p>			
JFS 07724	Administrative Adjustment Recommendation	03/2019	10/2019
<p>This form is used by a CSEA to provide the results of the administrative adjustment review.</p> <p>This form has been amended to: on page 3 in the title of the section and throughout the page remove the word "insurance" and replacing with "care," remove the word "private," add the word "coverage" and remove the word "insurance," on page 4 remove the word "private," remove the word "insurance" and replace with "care," add the requirement to order the obligee to obtain health care coverage (public or private) when it becomes available at a reasonable cost and minor grammatical changes.</p>			

INSTRUCTIONS:

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

- A rescinded rule will be moved from the CSPM to the OAC Archive section of the eManuals.
- 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.
- A revised form will be replaced with the amended form.

The rules and forms in the CSPM can be accessed at:

<http://emanuals.jfs.ohio.gov/>

Forms can also be accessed on the ODJFS Forms Central InnerWeb page at:

<http://www.odjfs.state.oh.us/forms/inner.asp>

or on the ODJFS Forms Central Internet page at:

<http://www.odjfs.state.oh.us/forms/inter.asp>

INSTRUCTIONS for CSEA INTERNAL PROCEDURAL HANDBOOK:

Paragraph (J)(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 adopted and amended rules contained in this CSPMTL to determine whether they require the CSEA to update its internal procedural handbook. The CSEA should give particular care when reviewing the following rules as they contain new or modified requirements with which the CSEA must comply.

5101:12-45-10

Calculation of the support obligations.

- (A) The child support enforcement agency (CSEA) shall 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 not deviate from the guidelines.
- (1) When a deviation is desired by either party, the requesting party shall 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 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 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) 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 not determine a parent to be voluntarily unemployed or underemployed and shall 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 ~~incarcerated or~~ institutionalized for a period of twelve months or more with no other available income or assets, ~~unless the parent is incarcerated for an offense relating to the abuse or neglect of a child who is the subject of the support order or an offense under Title XXIX of the Revised Code against the obligee or a child who is the subject of the support order.~~

(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.

~~(E)~~(F) In accordance with division (~~K~~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.

~~(F)~~(G) In accordance with division (~~E~~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 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 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 be zero.

~~(G)~~(H) In accordance with section 3119.051 of the Revised Code, the support obligation shall 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.

~~(H)~~(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 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 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 determine the amount of the obligor's child support obligation on a case-by-case basis and shall consider the needs and the standard of living of the child and of the parents.

The CSEA shall 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 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 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 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 determine the appropriate parent(s) to provide ~~private health insurance~~ care coverage for the children.

Effective: 1/15/2020

Five Year Review (FYR) Dates: 3/1/2023

CERTIFIED ELECTRONICALLY

Certification

12/30/2019

Date

Promulgated Under: 119.03

Statutory Authority: 3125.25

Rule Amplifies: 3119.02,3125.03

Prior Effective Dates: 12/01/1987, 04/20/1990 (Emer.), 07/19/1990,
10/15/2001, 09/01/2005, 03/01/2009, 07/01/2013,
06/15/2018, 03/28/2019

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);

~~(1) On or after February 11, 2019 and prior to March 28, 2019, use version dated February 2019 (rev. 2/2019);~~

~~(2) On of after March 28, 2019, use version dated March 2019 (rev. 3/2019);~~

(B) JFS 01715, "Waiver of Service of Process for Administrative Child Support Hearing" (rev. 1/2006);

(C) JFS 07719, "Administrative Order for Child Support and Medical Support":(rev. 10/2019);

~~(1) On or after February 11, 2019 and prior to March 28, 2019, use version dated February 2019 (rev. 2/2019);~~

~~(2) On of after March 28, 2019, use version dated March 2019 (rev. 3/2019);~~

(D) JFS 07724, "Administrative Adjustment Recommendation":(rev. 10/2019).

~~(1) On or after February 11, 2019 and prior to March 28, 2019, use version dated February 2019 (rev. 2/2019);~~

~~(2) On of after March 28, 2019, use version dated March 2019 (rev. 3/2019).~~

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Rule Amplifies: 3125.03, 3125.25
Prior Effective Dates: 07/01/2014, 02/17/2019

5101:12-47-01 **Medical support definitions.**

The following definitions apply throughout division 5101:12 of the Administrative Code:

- (A) "Accessible" means that primary care services are located within thirty miles from the residence of the child subject to the child support order. Private health insurance is presumed accessible unless determined inaccessible by a child support enforcement agency (CSEA) during an administrative proceeding, or by a court with jurisdiction over the child support case.
- (B) "Cash medical support" has the same meaning as in division (C)(1) of section 3119.01 of the Revised Code.
- (C) "Child support order" means either a court child support order or administrative child support order.
- (D) "Federal poverty level for an individual" means the official poverty guideline amount for a one-person household, as revised annually in accordance with 42 U.S.C. 9902(2) (10/27/98).
- (E) "Health care coverage" means any medical support that includes health insurance coverage or a public health care plan, payment of costs of premiums, copayments, and deductibles, or payment for medical expenses incurred on behalf of the child subject to the child support order.
- (F) "Health insurance coverage" means accessible private health insurance that provides primary care services within thirty miles from the residence of the child subject to the child support order.
- ~~(E)~~(G) "Health plan administrator" means any entity authorized under Title XXXIX of the Revised Code to engage in the business of insurance in this state, any health insuring corporation, any legal entity that is self-insured and provides benefits to its employees or members, and the administrator of any such entity or corporation.
- ~~(F)~~(H) "Health insurance obligor" means a person who is required under a child support order to provide ~~private~~ health insurance coverage for the child subject to the child support order. The health insurance obligor may be either the custodial parent, the non-custodial parent, or both.
- ~~(G)~~(I) "Medical support" means a provision of a support order:
- (1) To provide ~~private~~ health ~~insurance~~care coverage for the child subject to the support order ~~that is reasonable in cost and presumed to be accessible, or to report available health insurance coverage;~~

- (2) To provide cash medical support;
- (3) For the shared responsibility of uncovered healthcare expenses; or
- (4) That is issued by the court for payment of a specified dollar amount for medical expenses incurred on behalf of the individual subject to the support order.

~~(H)~~(J) "Primary care services" means health care services and laboratory services customarily provided by or through a licensed general practitioner, family medicine physician, internal medicine physician, or pediatrician.

~~(H)~~(K) "Reasonable cost" and "reasonable in cost" ~~mean:~~means the cost of health insurance coverage to a parent does not exceed five per cent of the annual income of that parent. In applying the five per cent to the cost, the cost is the total actual out-of-pocket cost of a health insurance premium paid or expected to be paid for the coverage.

~~(1) For a child support order issued or modified before July 21, 2008, employment-related health insurance coverage or other group health insurance, regardless of service delivery mechanism; or~~

~~(2) For a child support order issued or modified on or after July 21, 2008, the cost of health insurance to a parent does not exceed five per cent of the annual gross income of the parent. In applying the five per cent to the cost, the cost is the difference between self-only and family coverage.~~

~~"Family coverage" means the lowest-cost private health insurance plan that provides coverage for the child(ren) subject to the child support order.~~

~~(3) For a child support order issued or modified on or after March 28, 2019, the cost of health insurance to a parent does not exceed five per cent of the annual income of that parent. In applying the five per cent to the cost, the cost is the total actual out-of-pocket cost of a health insurance premium paid or expected to be paid for the coverage.~~

~~(H)~~(L) "Shared responsibility of uncovered healthcare expenses" means the medical support provision established under a formula in accordance with section 3119.30 or 3119.32 of the Revised Code for the obligor and obligee to each cover an identified percentage of the uninsured medical expenses incurred for a child during a calendar year that exceed the total cash medical support amount owed by the parents during that year.

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Prior Effective Dates: 01/01/1998, 10/02/2003, 01/01/2007, 03/01/2009,
01/01/2015, 03/28/2019

5101:12-47-02 **Medical support provisions.**

- (A) In any action or proceeding in which a child support enforcement agency (CSEA) issues or modifies a child support order, each party to the child support order is required to provide a list of any available group health insurance policies, contracts, or plans to the CSEA. Based on information provided by the parties, the CSEA shall issue medical support provisions in accordance with this rule.
- (B) In accordance with division (B) of section 3119.30 of the Revised Code, the obligee is presumed to be the appropriate parent to provide health insurance coverage for the children subject to the child support order, unless rebutted by one of the following:
- (1) It is appropriate to order the obligor to provide health insurance coverage when:
- (a) The obligor already has health insurance coverage for the children that is reasonable in cost; or
 - (b) The obligor already has health insurance coverage in place for the children that is not reasonable in cost, but agrees to be named the health insurance obligor and provide coverage under division (A)(2)(a) of section 3119.302 of the Revised Code; or
 - (c) The obligor can obtain health insurance coverage for the children that is reasonable in cost through an employer or other source. For employer-based coverage, the CSEA shall consider the length of time the obligor has worked with the employer and the stability of the insurance; or
- (2) The obligor is the appropriate parent to provide health insurance coverage when the obligee is a non-parent individual or agency that has no duty to provide medical support and the obligor meets one of the conditions listed in paragraph (B)(1) of this rule.
- (C) It is appropriate to order both parents to provide health insurance coverage for the children when both parents wish to be named the health insurance obligor and already have health insurance coverage in place or have health insurance coverage available for the children.
- (D) Unless the obligee is a non-parent individual or agency that has no duty to provide medical support, when ~~private~~ health insurance coverage for the children is not available at reasonable cost to the obligor or obligee at the time the CSEA issues or modifies an order, the order shall specify that the obligee ~~is required to provide~~ obtain private health insurance care coverage for the children not later than thirty days after it becomes available at a reasonable cost, and to inform the CSEA when ~~private~~ health insurance care coverage for the children has been obtained.

(E) When the CSEA issues or modifies a child support order, the CSEA shall include a requirement that when ~~private~~ health insurance coverage becomes available at a reasonable cost, the obligor shall inform the CSEA and may seek a modification of health ~~insurance~~ care coverage from the court with respect to a court support order, or from the agency with respect to an administrative support order.

(F) Both parents may be ordered to provide health care coverage and pay cash medical support if the obligee is a nonparent individual or agency that has no duty to provide medical support.

~~(G)~~ (G) In accordance with sections 3119.30 and 3119.32 of the Revised Code, in any action or proceeding in which the CSEA is issuing or modifying a child support order, the CSEA shall order or recommend the medical support provision for the shared responsibility of uncovered healthcare expenses.

~~(H)~~ (H) When a child support order is issued or modified, the order shall include a cash medical amount in accordance with rules 5101:12-1-17 and 5101:12-45-10 of the Administrative Code.

~~(I)~~ (I) In accordance with section 3119.302 of the Revised Code, notwithstanding division ~~(B)~~ of section 3119.29 of the Revised Code, the CSEA may do either of the following:

- (1) Permit primary care services to be farther than thirty miles if residents in part or all of the immediate geographic area customarily travel farther distances; or
- (2) Require primary care services be accessible by public transportation if public transportation is the obligee's only source of transportation.

~~(J)~~ (J) When the CSEA makes either accessibility determination in paragraph ~~(I)~~ of this rule, the CSEA shall include this determination in the child support order.

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09/01/2012, 07/01/2013, 01/01/2015, 03/28/2019

5101:12-50-50 **Judicial enforcement actions.**

(A) This rule describes judicial enforcement actions that a child support enforcement agency (CSEA) with administrative responsibility is required to or may take in addition to other enforcement actions described in division 5101:12 of the Administrative Code. The enforcement actions described in this rule require the filing of a judicial motion or complaint. The CSEA shall consult with its legal counsel regarding the proper filing of actions described in this rule.

(B) Required judicial enforcement action that the CSEA shall take.

In accordance with section 3123.19 of the Revised Code, if the CSEA determines that an obligor in default under a support order has a claim against another person or is a party in a pending judicial action, the CSEA shall immediately file either a motion to intervene or a creditor's bill with the court in which the action is pending.

(C) Discretionary judicial enforcement actions that the CSEA may take. This paragraph does not preclude a CSEA from taking any additional judicial enforcement actions that may be appropriate, but are not listed in this rule.

(1) In accordance with the provisions of section 2705.031 of the Revised Code, the CSEA may file a contempt action against an obligor for failure to pay support.

(2) In accordance with section 2117.06 of the Revised Code, a CSEA may file a claim against the estate of an obligor who is deceased for the purpose of collecting any arrears that are due under the support order.

(3) In accordance with section 3123.182 of the Revised Code, a CSEA may file an action for execution on a certified pay-off statement issued by a CSEA.

(4) In accordance with sections 1336.01 to 1336.11 of the Revised Code, the CSEA may bring an action, subject to the limitations in section 1336.08 of the Revised Code, to obtain any relief the circumstances require against an obligor who makes a fraudulent transfer of assets or enters into a fraudulent obligation to avoid paying under the support order. Relief may include invalidation of the transfer or obligation to the extent necessary to satisfy the arrearage.

(5) In accordance with the provisions of rule 65(A) ~~(7/1/1970)~~ of the Rules of Civil Procedure ~~(7/1/1970)~~(www.supremecourt.ohio.gov), the CSEA may file a request for a temporary restraining order with the court in which an action described in division 5101:12 of the Administrative Code has been filed if it appears to the CSEA that immediate and irreparable injury, loss or damage will result before the action can be heard.

- (6) In accordance with the provisions of Chapter 2329. of the Revised Code, the CSEA may file an action for execution against property owned by an obligor.
- (7) The CSEA may take action against a payor who fails to comply with the requirements of an income withholding or deduction notice as described in sections 3121.371 and 3121.381 of the Revised Code.
- (8) The CSEA may file an action requesting a court to join the CSEA as a party to an action to enforce a support order.
- (9) The CSEA may refer a case to the county prosecutor for possible criminal non-support action under section 2919.21 of the Revised Code.
- (10) In accordance with sections 3123.14 and 3123.15 of the Revised Code, when the child support order is terminated for any reason, the obligor is or was in default at any time under the support order, and the obligor owes arrears after the termination of the order, the obligee may submit an application to the CSEA to obtain relief. The CSEA shall commence the appropriate administrative or judicial action within twenty days after completion of such application.

(D) When filing a contempt action in accordance with paragraph (C)(1) of this rule, the CSEA will:

- (1) Review the case for information regarding the obligor's ability to pay, or otherwise comply with the order. The review should include, but is not limited to research regarding:
 - (a) Whether a final and enforceable determination of default has been made against the obligor, as described in rules 5101:12-55-03 to 5101:12-55-03.4 of the Administrative Code;
 - (b) Whether there is a pending personal bankruptcy action for the obligor;
 - (c) Whether the obligor has received or is receiving income from a protected benefit, as described in rule 5101:12-50-10 of the Administrative Code, including research in the support enforcement tracking system (SETS) and the state verification exchange system/defense manpower data center (SVES/DMDC);
 - (d) Whether the obligor had received or is receiving income subject to a withholding or deduction as described in rule 5101:12-50-10.1 of the Administrative Code; and

- (e) Any other information that would assist in the determination of the obligor's ability to pay or otherwise comply with the order.
- (2) Determine after the review of the case information, if a contempt action is appropriate, and ensure that:

 - (a) The court is provided with such information regarding the obligor's ability to pay, or otherwise comply with the order, which may assist the court in making a factual determination regarding the obligor's ability to pay the purge amount or comply with the purge conditions; and
 - (b) Clear notice is provided to the obligor that his or her ability to pay constitutes the critical question in the civil contempt action.

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10/01/1996, 01/01/1998, 12/01/2001, 04/18/2003,
01/01/2006, 12/01/2006, 03/01/2012, 03/01/2017,
02/11/2019

5101:12-57-01.1 **Enforcement of order to report private health insurance.**

(A) The provisions of this rule only apply to child support orders issued or modified prior to March 28, 2019, in accordance with section 3119.30 of the Revised Code as adopted under Amended Substitute House Bill 119 of the 127th General Assembly ~~prior to March 28, 2019~~.

(B) A child support order issued or modified pursuant to division (B)(4) of section 3119.30 of the Revised Code requires both parties to the child support order to report available private health insurance coverage to the child support enforcement agency (CSEA).

(1) When a CSEA becomes aware that private health insurance coverage for the child may be available to a party and a health insurance obligor has not been established under the child support order, the CSEA shall conduct an investigation to determine whether private health insurance coverage for the child that is reasonable in cost is available.

The CSEA shall use line 7b of the child support computation worksheet from the most recent child support order to determine reasonable cost.

(2) When the CSEA determines that private health insurance coverage for the child that is reasonable in cost is not available, the CSEA shall issue the JFS 04032, "Notice to Provide Cash Medical Support" (effective or revised effective date as identified in rule 5101:12-57-99 of the Administrative Code), to both parties, notifying the parties of the determination and that:

(a) The cash medical support obligation and the child support obligation when health insurance is not available shall continue; and

(b) Both parties have a right to request a medical support mistake of fact hearing regarding whether private health insurance coverage for the child that is accessible and reasonable in cost is available to either party.

(3) When the CSEA determines that private health insurance coverage for the child that is reasonable in cost is available, the CSEA shall:

(a) Issue the JFS 04033, "Notice to Provide Private Health Insurance" (effective or revised effective date as identified in rule 5101:12-57-99 of the Administrative Code), to both parties, notifying the parties that:

(i) The party to whom the coverage is available is now the health insurance obligor and is ordered to provide the private health insurance coverage for the child;

- (ii) The current cash medical support obligation shall cease in accordance with rule 5101:12-47-01.2 of the Administrative Code and the current child support obligation shall be the amount ordered to be paid when health insurance is available; and
 - (iii) Both parties have a right to request a medical support mistake of fact hearing regarding whether private health insurance coverage for the child that is accessible and reasonable in cost is available to the health insurance obligor.
- (b) Issue a copy of the JFS 04033 to the court when the child support order is a court order;
 - (c) Issue any modified income withholding or deduction notices necessary when the cash medical support stops; and
 - (d) Enforce the medical support provision to provide the private health insurance in accordance with rules 5101:12-57-10 to 5101:12-57-10.6 of the Administrative Code.
- (C) A child support order issued or modified pursuant to division (B)(1), (B)(2), or (B)(3) of section 3119.30 of the Revised Code requires the health insurance obligor(s) to provide private health insurance that is reasonable in cost and both parties to report available coverage to the CSEA when the coverage is not being provided by the health insurance obligor(s) in accordance with the order.
- (1) When a CSEA becomes aware that private health insurance coverage for the child is available to one of the parties and cash medical support is to be paid because coverage is not currently being provided by the health insurance obligor(s) in accordance with the order, the CSEA shall conduct an investigation.

During the investigation, the CSEA shall determine whether private health insurance coverage for the child is available to the party. The CSEA is not required to determine whether the private health insurance coverage is reasonable in cost.
 - (2) When the CSEA determines that private health insurance coverage for the child is available to the health insurance obligor, the CSEA shall:
 - (a) Issue the JFS 04031, "Notice Regarding Cash Medical Support Order" (effective or revised effective date as identified in rule 5101:12-57-99 of the Administrative Code), to both parties, notifying the parties that:

- (i) The health insurance obligor is ordered to provide the private health insurance coverage for the child;
 - (ii) The current cash medical support obligation shall cease in accordance with rule 5101:12-47-01.2 of the Administrative Code and the current child support obligation shall be the amount ordered to be paid when health insurance is available; and
 - (iii) Both parties have a right to a request a medical support mistake of fact hearing regarding whether private health insurance coverage for the child that is accessible and reasonable in cost is available to the health insurance obligor(s);
 - (b) Issue any modified income withholding notices necessary when the cash medical support order stops; and
 - (c) Enforce the medical support provision to provide the private health insurance in accordance with rules 5101:12-57-10 to 5101:12-57-10.6 of the Administrative Code.
- (3) When the CSEA determines that private health insurance coverage for the child is being provided by the other party, the CSEA shall document the coverage in the case record.
- (4) When the CSEA determines that private health insurance coverage for the child is not available to either party, the CSEA shall document the findings in the case record and is not required to take any further action.

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5101:12-57-01.2 **Enforcement of cash medical support obligation.**

- (A) The provisions of this rule only apply to child support orders issued or modified prior to March 28, 2019, in accordance with division (B)(1), (B)(2), or (B)(3) of section 3119.30 of the Revised Code as adopted under Amended Substitute House Bill 119 of the 127th General Assembly ~~prior to March 28, 2019~~.
- (B) This rule describes the requirements of the child support enforcement agency (CSEA) during any period in which an obligor is ordered to pay cash medical support because private health insurance coverage for the child as ordered is no longer available to the health insurance obligor.
- (C) When a CSEA determines that private health insurance coverage for the child is no longer being provided by the health insurance obligor(s) in accordance with the order, the CSEA shall:
- (1) Issue the JFS 04032, "Notice to Provide Cash Medical Support" (effective or revised effective date as identified in rule 5101:12-57-99 of the Administrative Code), to both parties of the child support order, notifying the parties that:
 - (a) The obligor shall pay the current cash medical support obligation and the current child support obligation ordered to be paid when health insurance is not available;
 - (b) When private health insurance is available to either party, the party to whom the coverage is available is required to immediately inform the CSEA of the coverage; and
 - (c) Both parties have a right to request a medical support mistake of fact hearing regarding whether private health insurance coverage for the child that is accessible and reasonable in cost is available to the health insurance obligor(s); and
 - (2) Issue any modified income withholding or deduction notices necessary.

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5101:12-57-08

Medical support mistake of fact hearing process.

- (A) This rule describes the medical support mistake of fact hearing process which is only available to an individual whose child support order was issued or modified prior to March 28, 2019, in accordance with section 3119.30 of the Revised Code as adopted under Amended Substitute House Bill 119 of the 127th General Assembly.
- (B) An obligor or obligee may submit a request for a medical support mistake of fact hearing to contest the child support enforcement agency's (CSEA) determination regarding whether private health insurance coverage that is accessible and reasonable in cost is available to:
- (1) The health insurance obligor(s); or
 - (2) Either party to the child support order, when a health insurance obligor has not been identified.
- (C) The party must file the request for the medical support mistake of fact hearing with the CSEA within fourteen days of the date that the CSEA issues either a:
- (1) JFS 04031, "Notice Regarding Cash Medical Support Order" (effective or revised effective date as identified in rule 5101:12-57-99 of the Administrative Code);
 - (2) JFS 04032, "Notice to Provide Cash Medical Support" (effective or revised effective date as identified in rule 5101:12-57-99 of the Administrative Code);
or
 - (3) JFS 04033, "Notice To Provide Private Health Insurance" (effective or revised effective date as identified in rule 5101:12-57-99 of the Administrative Code).
- (D) Upon scheduling the medical support mistake of fact hearing the CSEA shall:
- (1) Ensure the medical support mistake of fact hearing to be held on a date that is no later than ten days after the date the request was received; and
 - (2) Issue a JFS 07053, "Notice of Medical Support Mistake of Fact Hearing" (effective or revised effective date as identified in rule 5101:12-57-99 of the Administrative Code), to both parties no later than five days before the date that the medical support mistake of fact hearing is scheduled to be conducted.
- (E) The CSEA shall issue a JFS 07058, "Medical Support Mistake of Fact Hearing Determination" (effective or revised effective date as identified in rule 5101:12-57-99 of the Administrative Code), to the requesting party when denying a medical support

mistake of fact hearing within fourteen days of the date that the request was filed with the CSEA.

A CSEA may deny a request for a medical support mistake of fact hearing when:

- (1) The request is not timely filed.
- (2) The request is for a reason other than to contest whether:
 - (a) Private health insurance that is accessible and reasonable in cost is or is not being provided in accordance with the order, when at least one of the parties has been identified as the health insurance obligor; or
 - (b) Private health insurance that is accessible and reasonable in cost is or is not available to either party, when neither party has been identified as the health insurance obligor.
- (3) The request is not submitted by the obligor, the obligor's representative, or the obligee or the obligee's representative.

(F) No later than the scheduled date of the medical support mistake of fact hearing, the parties may provide the CSEA with any evidence or relevant information necessary for the CSEA to properly review whether private health insurance coverage that is accessible and reasonable in cost is available to:

- (1) The health insurance obligor(s); or
- (2) Either party, when a health insurance obligor has not been identified.

(G) At the medical support mistake of fact hearing, the CSEA shall:

- (1) Review the information that led to the issuance of the JFS 04031, JFS 04032, or JFS 04033;
- (2) Consider any testimony or evidence submitted by either party or received independently from another source that is relevant to the issues to be addressed; and
- (3) Determine whether private health insurance coverage that is accessible and reasonable in cost is available to:
 - (a) The health insurance obligor(s); or
 - (b) Either party, when a health insurance obligor has not been identified.

(H) No later than fourteen days from the date of the medical support mistake of fact hearing, the CSEA shall:

(1) Issue a JFS 07058 to both parties.

(2) Record the results of the medical support mistake of fact hearing in and make any necessary changes to the support enforcement tracking system based on the results of the hearing.

(I) Each party has the right to file for a court hearing to object to the determination made by the CSEA within fourteen days of the date that the CSEA issues the JFS 07058.

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5101:12-57-10.4 **Administrative mistake of fact hearing regarding the national medical support notice.**

- (A) In accordance with section 3119.39 of the Revised Code, when a JFS 04036, "Notice of Medical Support Enforcement Activity" (effective or revised effective date as identified in rule 5101:12-57-99 of the Administrative Code), is issued and the health insurance obligor fails to make a timely request for an administrative hearing, the JFS 04036 becomes a final and enforceable determination of the child support enforcement agency (CSEA) that issued the JFS 04036.
- (B) A health insurance obligor who receives an OMB 0970-0222, "National Medical Support Notice" (as referenced in rule 5101:12-57-99 of the Administrative Code) (NMSN), or a JFS 04036 may request an administrative mistake of fact hearing for any of the following reasons:
- (1) Error in the identity of the parties to the support order listed on the NMSN;
 - (2) Error in the identity of one or more of the children listed on the NMSN;
 - (3) The child support order authorizes the provision of health insurance coverage through an alternative group policy, contract, or plan and alternative coverage is in effect; ~~or~~
 - (4) The coverage identified in the NMSN is not consistent with the medical support provision in the child support order-; this includes assertions that the insurance is not reasonable in cost or that primary care services are not accessible; or
 - (5) The child support order authorizes the provision of health care coverage through public health care and such coverage is in effect, as ordered.
- (C) In accordance with section 3119.38 of the Revised Code, the health insurance obligor must file a written request for an administrative mistake of fact hearing with the CSEA that issued the notice not later than fourteen days after the date on which the JFS 04036 is issued.
- (D) In accordance with section 3119.38 of the Revised Code, when the health insurance obligor makes a timely request for an administrative mistake of fact hearing, the CSEA shall:
- (1) Conduct an administrative mistake of fact hearing not later than ten days after the date on which the health insurance obligor files the request for the administrative mistake of fact hearing; and
 - (2) Issue the JFS 03399, "Notice of Administrative Mistake of Fact Hearing" (effective or revised effective date as identified in rule 5101:12-57-99

of the Administrative Code), to the health insurance obligor and any other individual the CSEA determines appropriate not later than five days before the date on which the administrative mistake of fact hearing is to be conducted.

- (E) In accordance with section 3119.41 of the Revised Code, when an administrative mistake of fact process is pending, the employer is required to continue the withholding of amounts for health insurance pursuant to the NMSN.
- (F) In accordance with section 3119.38 of the Revised Code, at the administrative hearing, the CSEA shall determine whether there is a mistake of fact in the NMSN.
- (G) After the hearing has been held, the CSEA shall issue the JFS 04037, "Medical Support Enforcement Administrative Mistake of Fact Hearing Decision" (effective or revised effective date as identified in rule 5101:12-57-99 of the Administrative Code), to the health insurance obligor. When the health insurance obligor is the non-custodial parent, the CSEA shall send a copy of the JFS 04037 to the custodial parent.
- (H) In accordance with section 3119.41 of the Revised Code:
 - (1) When the CSEA determines that no mistake of fact exists, the NMSN shall remain in effect.
 - (2) When the CSEA determines that a mistake of fact does exist, the CSEA shall take whatever action is necessary regarding the NMSN, which may include issuing a corrected NMSN or terminating the NMSN.
- (I) When an administrative mistake of fact hearing determines that the person named as the health insurance obligor was named in error and premiums have been deducted, the CSEA shall not address the decision for reimbursement.
- (J) In accordance with section 3119.38 of the Revised Code, the administrative mistake of fact hearing determination is final unless, within fourteen days after the CSEA issues the JFS 04037, the health insurance obligor files a written motion with the court of jurisdiction in the county in which the support order is administered for a hearing to determine whether there is still a mistake of fact in the NMSN.

Effective: 1/15/2020

Five Year Review (FYR) Dates: 1/15/2022

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Certification

12/30/2019

Date

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Rule Amplifies: 3119.38, 3119.39, 3119.41

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09/01/1989, 08/01/1990, 06/01/1991, 11/01/1991,
07/15/1992, 04/01/1993, 01/01/1998, 10/02/2003,
01/01/2007, 01/15/2017, 02/11/2019

5101:12-57-10.6**Terminating the national medical support notice.**

(A) A child support enforcement agency (CSEA) shall issue the JFS 04098, "Notice Regarding National Medical Support Notice Withholding Requirements" (effective or revised effective date as identified in rule 5101:12-57-99 of the Administrative Code), when:

(1) The health insurance obligor is no longer responsible for the medical support provision to provide health insurance coverage for the child or there is no longer a current order with medical support provisions in effect;

(2) The person identified on the OMB 0970-0222, "National Medical Support Notice" (as referenced in rule 5101:12-57-99 of the Administrative Code), as the health insurance obligor has provided verification to the CSEA that the person is not subject to the medical support provision to provide health insurance coverage for the child;

(3) As the result of a medical support mistake of fact hearing, the CSEA has determined that the health insurance is not accessible or reasonable in cost;

(4) Health insurance coverage is provided through a source other than the health insurance obligor's employer and:

(a) The underlying medical support provision to provide health insurance coverage for the child authorizes alternative health care coverage; and

(b) The health insurance obligor provides verification to the CSEA that the alternative coverage is currently in effect; or

(5) The underlying medical support provision to obtain health care coverage for the child authorizes public health care coverage, and such coverage is in effect.

(B) The CSEA may issue the JFS 04098 when the OMB 0970-0222 is sent to the employer within sixty days of issuance of a court or administrative order and the insurance identified at the hearing was available to the health insurance obligor through a group plan or policy and was determined at that time to be not reasonable in cost.

Replaces: 5101:12-57-10.6
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Five Year Review (FYR) Dates: 01/15/2025

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09/01/1989, 08/01/1990, 06/01/1991, 11/01/1991,
07/15/1992, 04/01/1993, 01/01/1998, 10/02/2003,
01/01/2007, 03/01/2009, 01/15/2017

5101:12-57-10 **National medical support notice.**

- (A) The OMB 0970-0222, "National Medical Support Notice" (as referenced in rule 5101:12-57-99 of the Administrative Code), (NMSN) requires the enrollment in health insurance of the child subject to the child support order and the deduction of premiums for the cost of the health insurance, when available.
- (B) The NMSN contains instructions and two parts (hereinafter referred to as "Part A" and "Part B").
- (1) Part A includes:
- (a) The notice to withhold for health care coverage, which is completed by the child support enforcement agency (CSEA); and
 - (b) The employer's response, which is completed by the employer.
- (2) Part B includes:
- (a) The medical support notice to the plan administrator, which is forwarded to the health plan administrator; and
 - (b) The plan administrator's response, which is completed by the health plan administrator.
- (C) In accordance with sections 3119.33 and 3119.34 of the Revised Code and except when excluded as described in paragraph (E) of this rule, the CSEA shall issue the NMSN to the employer of the health insurance obligor. The CSEA shall issue the NMSN not later than the business day after receipt of a new hire match from the national directory of new hires (NDNH) for the health insurance obligor. In addition, the CSEA shall issue the NMSN as a result of the discovery of new employment for the health insurance obligor by the CSEA through a source other than the NDNH.
- (D) In accordance with section 3119.35 of the Revised Code, at the same time the CSEA issues the NMSN, the CSEA shall issue:
- (1) The JFS 03377, "Employer/Health Plan Administrator Health Insurance Verification Request" (effective or revised effective date as identified in rule 5101:12-57-99 of the Administrative Code), to the employer; and
 - (2) The JFS 04036, "Notice of Medical Support Enforcement Activity" (~~rev.~~ effective or revised effective date as identified in rule 5101:12-57-99 of the Administrative Code), to the health insurance obligor. When the CSEA does not have a valid address for the health insurance obligor, the CSEA shall mail the JFS 04036 to the address of the employer.

- (E) The CSEA shall not issue the NMSN when: ~~the CSEA has determined the health insurance obligor is an active member of the military.~~
- (1) ~~The CSEA shall verify the child's enrollment status through the defense enrollment eligibility reporting system and document the information and the source of the information in the case record.~~ has determined the health insurance obligor is an active member of the military.
- (a) The CSEA will verify the child's enrollment status through the defense enrollment eligibility reporting system and document the information and the source of the information in the case record.
- (b) When the eligible child is not enrolled in the health plan, the CSEA will notify the custodial parent of the need to take the child to a military rapid center for enrollment in the health plan; or
- (2) ~~When the eligible child is not enrolled in the health plan, the CSEA shall notify the custodial parent of the need to take the child to a military rapid center for enrollment in the health plan.~~ The CSEA has determined that the underlying medical support provision to obtain health care coverage for the child authorizes public health care coverage, and such coverage is in effect, as ordered.

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Five Year Review (FYR) Dates: 1/15/2022

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07/15/1992, 04/01/1993, 01/01/1998, 10/02/2003,
01/01/2007, 05/01/2012, 01/15/2017

5101:12-57-99 **Chapter 5101:12-57 forms - enforcement of medical support provisions.**

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 03377, "Employer/Health Plan Administrator Health Insurance Verification Request" (rev. 1/2015);

(B) JFS 03399, "Notice of Administrative Mistake of Fact Hearing" (rev. ~~1/2015~~10/2019);

(C) JFS 04031, "Notice Regarding Cash Medical Support Order":~~(rev. 10/2019)~~;

~~(1) On or after February 11, 2019 and prior to March 28, 2019, use version dated February 2019 (rev 2/2019);~~

~~(2) On or after March 28, 2019, use version dated March 2019 (rev. 3/2019);~~

(D) JFS 04032, "Notice to Provide Cash Medical Support":~~(rev. 10/2019)~~;

~~(1) On or after February 11, 2019 and prior to March 28, 2019, use version dated February 2019 (rev 2/2019);~~

~~(2) On or after March 28, 2019, use version dated March 2019 (rev. 3/2019);~~

(E) JFS 04033, "Notice to Provide Private Health Insurance":~~(rev. 10/2019)~~;

~~(1) On or after February 11, 2019 and prior to March 28, 2019, use version dated February 2019 (rev 2/2019);~~

~~(2) On or after March 28, 2019, use version dated March 2019 (rev. 3/2019);~~

(F) JFS 04034, "Notice of Selection of Health Plan Option" (rev. 1/2015);

(G) JFS 04035, "Notice of Available Health Plan Options" (rev. 1/2015);

(H) JFS 04036, "Notice of Medical Support Enforcement Activity" (rev. ~~2/2019~~10/2019);

(I) JFS 04037, "Medical Support Enforcement Administrative Mistake of Fact Hearing Decision" (rev. ~~2/2019~~10/2019);

(J) JFS 04098, "Notice Regarding ~~NMSN~~National Medical Support Notice Withholding Requirements" (rev. 1/2015);

(K) JFS 07053, "Notice of Medical Support Mistake of Fact Hearing":~~(rev. 3/2019)~~;

~~(1) On or after February 11, 2019 and prior to March 28, 2019, use version dated February 2019 (rev. 2/2019);~~

~~(2) On or after March 28, 2019, use version dated March 2019 (rev. 3/2019);~~

(L) JFS 07058, "Medical Support Mistake of Fact Hearing Determination" (rev. 2/2019);
and

(M) OMB 0970-0222, "National Medical Support Notice" (NMSN) (~~expiration date 8/31/2019~~ www.acf.hhs.gov/css).

Effective: 1/15/2020
Five Year Review (FYR) Dates: 10/18/2019 and 01/15/2025

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Certification

12/30/2019

Date

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Rule Amplifies: 3125.03
Prior Effective Dates: 01/01/2015, 01/15/2017, 02/14/2019

5101:12-60-05 **Administrative review and adjustment process.**

- (A) This rule and its supplemental rules describe the procedures for the administrative review and adjustment of child support orders. The child support enforcement agency (CSEA) shall 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 that has been completed and filed with the CSEA.
- (B) The following terms and definitions are applicable to this rule and its supplemental rules:
- (1) "Adjustment" means a change in the:
 - (a) Amount of a current child support obligation;
 - (b) Amount of an ordered payment on arrears;
 - (c) Amount of a current cash medical support obligation; or
 - (d) Medical support provision:
 - (i) To provide ~~private health insurance~~care coverage for the child subject to the child support order; or
 - (ii) To provide cash medical support; or
 - (iii) For the shared responsibility of uncovered health care expenses.
 - (2) "Date certain" means the date on which the administrative review of the child support order is initially scheduled to be conducted.
 - (3) "Date of the most recent support order" means the effective date of the last child support order, which was issued as a result of a calculation using the Ohio child support guidelines, including a no-change order.
 - (4) "Evidence" may include but is not limited to: a written statement, letter, or affidavit by the requesting party or a person with personal knowledge of the circumstances; a letter or other documentation from the requesting party's current or past employer, pay stubs, other employment records; written communication from the state or county department of job and family services documenting the receipt of or approval of eligibility for public assistance or unemployment compensation benefits; or any other relevant documentation.

(5) "Guidelines" refers to the Ohio child support guidelines:

(a) As set forth in Chapter 3119. of the Revised Code, prior to March 28, 2019;
or

(b) As set forth in accordance with rule 5101:12-1-17 of the Administrative Code, on or after March 28, 2019.

(6) "Non-requesting party" means the person who did not submit the JFS 01849, "Request for Administrative Review of the Support Order" (effective or revised effective date as identified in rule 5101:12-60-99 of the Administrative Code), or, in an administrative review initiated by the CSEA, the obligor.

(7) "Parent" means a mother or father of the child of the support order.

(8) "Party" or "parties" means the obligee, which may be a caretaker or any ~~party~~ individual or entity with legal or physical custody of the child, and/or the obligor(s) to a child support order.

When a party has a legal guardian or an authorized representative, the legal guardian or an authorized representative may submit documentation on behalf of the party.

(9) "Review" means an objective evaluation of information necessary to determine:

(a) Child support and cash medical support obligations based on the application of the guidelines; and

(b) Medical support provisions identified in paragraph (B)(1)(d) of this rule.

(C) The CSEA shall use the guidelines:

(1) As set forth in Chapter 3119. of the Revised Code for administrative reviews initially scheduled to be reviewed prior to March 28, 2019; or

(2) As set forth in accordance with rules 5101:12-1-17 and 5101:12-45-10 of the Administrative Code for administrative reviews initially scheduled to be reviewed on or after March 28, 2019; and

(3) As a rebuttable presumption in the administrative review and adjustment of a child support order. The CSEA shall not deviate from the use of the guidelines in calculating and recommending a revised amount.

- (D) When an administrative review indicates that an adjustment is appropriate, the CSEA shall recommend the adjustment of the child support order. An adjustment is only appropriate when:
- (1) The recommended amount of a child support obligation or a cash medical support obligation is more than ten per cent different than the existing obligation; or
 - (2) There is a change in a medical support provision identified in paragraph (B)(1)(d)(i) or (B)(1)(d)(ii) of this rule. A change in the medical support provision identified in paragraph (B)(1)(d)(iii) of this rule alone does not warrant an adjustment.
- (E) The CSEA shall only administratively review and adjust the child support obligation, the cash medical support obligation, the payment on arrears, and the medical support provisions identified in paragraph (B)(1)(d) of this rule that may be contained in a child support order. The CSEA shall not review or adjust other provisions of the order such as tax exemptions, the allocation of the parental rights and responsibilities for the care of the child, or spousal support.
- (F) The CSEA shall not conduct an administrative review and adjustment on the payment on an arrears only case.
- (G) In providing support enforcement program services, including an administrative review and adjustment, the CSEA and its contracted agents (e.g., prosecutors, attorneys, administrative officers) represent the best interests of the state of Ohio and not the recipient of services or the recipient's personal interest, when that interest is contrary to the interest of the state of Ohio.
- (H) Every thirty-six months after the date of the most recent child support order, the Ohio department of job and family services, office of child support will issue a JFS 07049, "Notice of Right to Request Review of Child and Medical Support Order" (effective or revised effective date as identified in rule 5101:12-60-99 of the Administrative Code), to notify each party of the right to request an administrative review. The JFS 07049 provides the parties with the procedures for requesting an administrative review and the appropriate place and manner in which the request should be made.

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Five Year Review (FYR) Dates: 2/14/2024

CERTIFIED ELECTRONICALLY

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12/30/2019

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01/01/1995, 06/21/1996, 07/22/1996, 01/01/1998,
12/01/2001, 09/01/2005, 03/01/2009, 11/01/2015,
02/14/2019

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 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 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 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 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 immediately initiate a review and adjustment upon discovery that a child support order does not include the medical support provision to either provide ~~private~~ health insurance coverage that is reasonable in cost for the child or to report any available ~~private~~ health insurance care coverage to the CSEA or court.
- (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 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 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 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 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 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 ~~or incarcerated~~ 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 provide evidence of the institutionalization ~~or incarceration~~ 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.
- ~~(6)~~(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 provide to the CSEA evidence or information supporting an allegation of a change in status.
- ~~(7)~~(8) The child support order is not in compliance with the guidelines because the child support obligation has terminated for one or more children and a support obligation still exists for another child subject to the support order.
- ~~(8)~~(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 with the guidelines.
- ~~(9)~~(10) Any party requests access to available or improved ~~private health insurance~~ care coverage for the child. The requesting party must provide to the CSEA evidence or information supporting the allegation that access to new or improved ~~private health insurance~~ care coverage is available.
- ~~(10)~~(11) Either parent has experienced an increase or decrease in the cost of child care or ordered health ~~insurance~~ care coverage. When the newly reported cost of child care or health ~~insurance~~ 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 provide to the CSEA evidence or information supporting an allegation of an increase or decrease in the cost of health ~~insurance~~ care or child care. When the request is based on a change in the cost of ~~private health insurance~~ care, the requesting party must provide to the CSEA evidence regarding the total, actual out-of-pocket cost for health insurance premiums paid for the coverage.

- ~~(11)~~(12) ~~The child support order was issued or modified in accordance with section 3119.30 of the Revised Code as adopted under Amended Substitute House Bill 119 of the 127th General Assembly and the private~~ The health insurance 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 provide to the CSEA evidence or information supporting an allegation that the ~~private~~ health ~~insurance care coverage~~ is no longer accessible or reasonable in cost.
- ~~(12)~~(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 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.
- ~~(13)~~(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.
- ~~(14)~~(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 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

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" (~~2/2019~~rev. 10/2019);
- (B) JFS 01849, "Request for an Administrative Review of the Child Support Order":(rev. 10/2019);
 - ~~(1) On or after February 11, 2019 and prior to March 28, 2019, use version dated February 2019 (rev. 2/2019);~~
 - ~~(2) On or after March 28, 2019, use version dated March 2019 (rev. 3/2019);~~
- (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);
- (E) JFS 01867, "Right to Request an Administrative Review of the Support Order" (rev. ~~2/2019~~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" (2/2018);
- (H) JFS 07049, "Notice of Right to Request Administrative Review of Child and Medical Support Order" (~~2/2009~~rev. 10/2019);
- (I) JFS 07521, "Results of Support Order Termination Investigation" (rev. 2/2019);
- (J) JFS 07522, "Findings and Recommendations to Terminate the Administrative Child Support Order":(rev. 3/2019);
 - ~~(1) On or after February 11, 2019 and prior to March 28, 2019, use version dated February 2019 (rev. 2/2019);~~
 - ~~(2) On or after March 28, 2019 use version dated March 2019 (rev. 3/2019);~~
- (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. ~~2/2019~~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. 1/2017);
- (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).

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02/01/2018, 06/15/2018, 02/14/2019

<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>

<Obligee_NameF> <Obligee_NameMI> <Obligee_NameL>
<Obligee_Addr 1> <Obligee_Apt_No>
<Obligee_Addr 2>
<Obligee_City>, <Obligee_St> <Obligee_ZIP>
<Obligee_Cntry>

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

Ohio Department of Job and Family Services

CARETAKER NOTIFICATION OF ADMINISTRATIVE ADJUSTMENT REVIEW

In accordance with Ohio Revised Code (ORC) section 3119.60, the <County Name> County Child Support Enforcement Agency (CSEA) will conduct a review to determine if an adjustment (increase or decrease) to the current child or cash medical support obligation or any arrears payment is warranted. The CSEA may also review the support order with regard to medical support provisions to ensure the children under the order are provided with health care coverage and/or cash medical support.

This review is scheduled for <AAR_Scheduled_Date>. This is a desk review and it is not necessary for you to be present. An administrative adjustment recommendation will be forwarded to you by mail with further instructions.

The parents are required to complete a financial affidavit and provide verifications to be used by the CSEA in completing a review of the child support orders. You do not need to provide any information for the review of the order. During the review, the CSEA will consider all information and verifications provided by both parents as well as any other relevant information and records available to the CSEA.

When the review is completed, a Recommendation regarding the child and cash medical support orders and medical support provisions will be mailed to you, and will explain what steps you can take if you disagree with the Recommendations.

The CSEA and the agency attorney(s) represent the interests of the State of Ohio, not the parties to the support order. The CSEA does not have the authority to address tax exemption, custody, visitation, or to deviate from the Ohio Child Support Guidelines. Should you have any questions, please call us at <CSEA Local phone #> or at <CSEA 800 #>. You can fax us at <CSEA Fax #>.

<Worker's Name>
<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_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 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

**WAIVER OF GOOD CAUSE DETERMINATION FOR
ADMINISTRATIVE REVIEW AND ADJUSTMENT PURPOSES ONLY**

Case Number: <Case No>
Order Number: <Order No>

Obligor: <Obligor NameF><Obligor NameL>
Obligee: <Obligee NameF><Obligee NameL>

I, the obligee in the above mentioned case, hereby request that my good cause determination be waived but only for the purpose of initiating and conducting an Administrative Review of my support order. I understand that my case will remain in a confidential caseload and information about me and the child(ren) will not be released to the other party. I also understand that the CSEA will not expect me to cooperate in enforcing the support order. This Waiver of Good Cause Determination will only apply to the attached Request for Administrative Review and will not be used for any future Administrative Reviews.

Signature of Obligee

Date

**REQUEST FOR AN ADMINISTRATIVE REVIEW AND
ADJUSTMENT OF THE SUPPORT ORDER**

I request an administrative review and adjustment of my child support order as set forth in rule 5101:12-60-05.1 of the Ohio Administrative Code.

Within 15 days of receiving your request for an administrative review and adjustment, the CSEA will review your request and determine whether a review should be conducted. Both parties to the order will be notified of the review date, time, and location. 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.

Please be aware that you may not dismiss your request for an administrative review on or after the scheduled review date.

Signature of Obligee

Date

Ohio Department of Job and Family Services
NOTICE OF ADMINISTRATIVE MISTAKE OF FACT HEARING

To: Address: From:<County_Name> Child Support Enforcement Agency Address:<CSEA_ADDR1> <CSEA_ADDR2> <CSEA_CITY> <CSEA_ST> <CSEA_ZIP> Phone Number:<CSEA Local Phone> Fax Number:<CSEA Fax>	Date Issued:<PRINT_DATE> Order No.<Order_Number> Case No.<Case_Number> MI obligor:<MI_Obligor_Name> MI obligee:<MI_Obligee_Name> Custodial Parent:<Obligee Name>
--	--

This notice is to inform you that your request for an Administrative Mistake of Fact Hearing regarding the information contained in the National Medical Support Notice (NMSN) was received on _____.

The hearing is scheduled to be held at _____ [] a.m. [] p.m. on _____ at the following address: _____.

You may present only testimony and evidence at the hearing concerning the following:

- 1) You are not the individual named in the Notice.
- 2) You are not subject to a medical support order for any or all of the children identified in the Notice.
- 3) The medical support order in your case authorizes a provision of health insurance coverage through another (alternative) group policy, contract, or plan. (Verification has been provided to the Child Support Enforcement Agency (CSEA) that health insurance coverage is currently in effect).
- 4) The type(s) of coverage selected on the NMSN exceed the requirements of the medical support order in my case.
- 5) The medical support order in your case authorizes a provision of health care coverage through public health care, and such coverage is currently in effect.

If you have any questions prior to the hearing, please contact:

<Primary_Worker_Name>

<Primary_Worker_Phone_No>

<CSEA_NAME> County CSEA
<CSEA_ADDR1>
<CSEA_ADDR2>
<CSEA_CITY> <CSEA_ST> <CSEA_ZIP>

Telephone Number: <CSEA_LOCAL_PHONE_NO>
Toll Free Number: <CSEA_800_No>
Fax Number: <CSEA_Fax_No>
CSEA Website: <County Website>

<Obligor Name>
<OBLIGOR_ADDR1> <OBLIGOR_APT_NO>
<OBLIGOR_ADDR2>
<OBLIGOR_CITY><OBLIGOR_ST><OBLIGOR_ZIP>
<OBLIGOR_COUNTRY>

Child Support Obligor: <Obligor Name> Date: <PRINT_DATE>
Child Support Obligee: <Obligee Name> Case Number: <CASE_NO>
Health Insurance Obligor: <MI_Obligor_Name> Order Number: <Order_No>
<Sec_MI_Obligor_Name>

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

Ohio Department of Job and Family Services
NOTICE REGARDING CASH MEDICAL SUPPORT ORDER

The child support enforcement agency (CSEA) has identified that private health insurance is available to <MI_Obligor_Name> <and> <Sec_MI_Obligor_Name>. Therefore, <MI_Obligor_Name> <and> <Sec_MI_Obligor_Name> shall provide private health insurance coverage for the child(ren) named above and comply with the Notice to the Health Insurance Obligor stated below.

In accordance with your order, when private health insurance that is accessible and reasonable in cost becomes available to the Health Insurance Obligor, the Health Insurance Obligor shall be required to provide private health insurance coverage for the child(ren) named above and the cash medical support obligation for the child(ren) named above shall cease while private health insurance coverage is being provided as ordered.

In accordance with your support order:

- A. The cash medical support obligation shall cease effective the last day of the month before the month in which the private health insurance is provided as ordered for the child(ren) named above, as indicated by the employer/health insurance administrator.**

The cash medical support obligation shall resume if private health insurance coverage is not provided as ordered for the child(ren) named above.

- B. Effective the first day of the month in which private health insurance coverage is provided as ordered, as indicated by the employer/health insurance administrator, the Child Support Obligor shall pay \$<CURR_CHILD_SUPRT_INS_PROV> per month for current child support when private health insurance coverage is provided, plus the 2% processing charge.**

If private health insurance coverage is not provided as ordered for the child(ren) named above, the Child Support Obligor shall pay \$<CURR_CHILD_SUPRT_INS_NOT_PROV> per month for current child support when private health insurance coverage is not provided and \$<CURR_CASH_MEDICAL_SUPRT> per month for cash medical support, plus the 2% processing charge.

The Child Support Obligor shall pay any other order not expressly addressed herein, if applicable.

- C. The CSEA will issue a new income withholding or deduction notice, if appropriate.
- D. The CSEA will issue a National Medical Support Notice (NMSN), if appropriate.

NOTICE TO THE HEALTH INSURANCE OBLIGOR

1. Within thirty days of the date of this notice, the Health Insurance Obligor must designate the child(ren) named above as covered dependents under any health insurance policy, contract, or plan for which the Health Insurance Obligor contracts.
2. The individuals who are designated to be reimbursed by the health plan administrator for covered out-of-pocket medical, optical, hospital, dental, or prescription expenses paid for the child(ren) named above are:
 - Name: <Obligor Name> _____
 - Address: <OBLIGOR_ADDR1> <OBLIGOR_APT_NO>
<OBLIGOR_ADDR2>
<OBLIGOR_CITY><OBLIGOR_ST><OBLIGOR_ZIP>
<OBLIGOR_COUNTRY>
 - Phone: <Obligor_Home_No>

 - Name: <Obligee Name> _____
 - Address: <OBLIGEE_ADDR1> <OBLIGEE_APT_NO>
<OBLIGEE_ADDR2>
<OBLIGEE_CITY><OBLIGEE_ST><Obligee_ZIP>
<OBLIGEE_COUNTRY>
 - Phone: <Obligee_Home_No>
3. The health plan administrator that provides the health insurance coverage for the child(ren) named above may continue making payment for medical, optical, hospital, dental, or prescription services directly to any health care provider in accordance with the applicable health insurance policy, contract, or plan.
4. The Health Insurance Obligor may be required to pay the co-payment or deductible costs required under the health insurance policy, contract, or plan that covers 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 private health insurance 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.
7. Within thirty days of the date of this notice, 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.

FURTHER INFORMATION REGARDING THIS NOTICE

This is not a modification of your support order. This notice informs you that existing provisions of your current support order have been activated. Both parties have the right to request an administrative review of the support order and provisions for health care thirty-six months from the establishment of the order or from the last child support order, which was issued as a result of a calculation using the Ohio child support guidelines, including a no-change order or sooner, if certain circumstances are present. Contact the <CSEA_NAME> County CSEA for further details.

Private health insurance is considered "reasonable in cost" when, in accordance with Ohio Administrative Code 5101:12-47-01, the total, actual out-of-pocket cost of health insurance premiums to a parent does not exceed five percent of the annual gross income of the parent.

Private health insurance is considered "accessible" when primary care services are provided within thirty miles from the residence of the child(ren) subject to the support order, in accordance with ORC section 3119.29, or a greater distance as specified in the support order. Private health insurance is presumed accessible unless determined inaccessible by a CSEA during an administrative proceeding or by a court.

In accordance with Ohio Administrative Code 5101:12-57-08, both parties have the right to request a Medical Support Mistake of Fact Hearing to contest whether private health insurance is accessible or whether the private health insurance is reasonable in cost, as indicated in the last child support order guidelines calculation. If either party wants to request a Medical Support Mistake of Fact Hearing, the requesting party must complete the attached Request for Medical Support Mistake of Fact Hearing and submit it to the CSEA within fourteen (14) days of the issuance of this notice. Upon receipt of the request for a Medical Support Mistake of Fact Hearing, the CSEA will schedule the Medical Support Mistake of Fact Hearing and notify both parties of the date, time, and location of the Medical Support Mistake of Fact Hearing.

The NMSN will be issued even if one or both of the parties request a Medical Support Mistake of Fact Hearing. After the Medical Support Mistake of Fact Hearing, the CSEA will make any necessary changes to the NMSN, based on the Medical Support Mistake of Fact Hearing decision.

<Primary_Worker_Name>
<CSEA_NAME> County CSEA

<CSEA_NAME> County CSEA
<CSEA_ADDR1>
<CSEA_ADDR2>
<CSEA_CITY><CSEA_STATE><CSEA_ZIP>

Child Support Obligor: <OBLIGOR_NAME>
Child Support Obligee: <OBLIGEE_NAME>
Case Number: <CASE_NO>
Order Number: <Order_No>

Ohio Department of Job and Family Services
REQUEST FOR A MEDICAL SUPPORT MISTAKE OF FACT HEARING

I hereby request a Medical Support Mistake of Fact Hearing to contest whether or not the private health insurance coverage for the child(ren) that is ordered to be provided is accessible or whether it is reasonable in cost, as indicated in the last child support order guidelines calculation.

Signature of Person Requesting the Medical Support Mistake of Fact Hearing

Please Print the Name of Person Requesting the Medical Support Mistake of Fact Hearing

Current mailing address

Current telephone number

Date

Note: The child support enforcement agency (CSEA) must receive the written request for a Medical Support Mistake of Fact Hearing within 14 (fourteen) days of <PRINT_DATE> or the CSEA may deny the request.

The new income withholding or deduction notice will be issued even if one or both of the parties request a Medical Support Mistake of Fact Hearing. After the Medical Support Mistake of Fact Hearing, the CSEA will make any necessary changes to the income withholding or deduction notice, based on the Medical Support Mistake of Fact Hearing decision.

<CSEA_NAME> County CSEA Telephone Number: <CSEA_LOCAL_PHONE_NO>
<CSEA_ADDR1> Toll Free Number: <CSEA_800_No>
<CSEA_ADDR2> Fax Number: <CSEA_Fax_No>
<CSEA_CITY><CSEA_ST><CSEA_ZIP> CSEA Website: <COUNTY WEBSITE>

<OBLIGOR_NAME>
<OBLIGOR_ADDR1> <OBLIGOR_APT NO>
<OBLIGOR_ADDR2>
<OBLIGOR_CITY><OBLIGOR_ST><OBLIGOR_ZIP>
<OBLIGOR_COUNTRY>

Child Support Obligor: <OBLIGOR_NAME> Date: <PRINT_DATE>
Child Support Obligee: <OBLIGEE_NAME> Case Number: <CASE_NO>
Order Number: <Order_No>
Child(ren): Date(s) of Birth:
<CHILD_NAME> <Child_DOB>
<CHILD_NAMEF> <Child_DOB>

Ohio Department of Job and Family Services
NOTICE TO PROVIDE CASH MEDICAL SUPPORT

<1> **The CSEA has determined that private health insurance for the child(ren) named above is not being provided as ordered. Therefore, effective the first day of the month private health insurance coverage for the child(ren) named above is not being provided as ordered, the Child Support Obligor shall pay \$<CURR_CHILD_SUPRT_INS_NOT_PROV> per month for current child support when private health insurance coverage is not provided and \$<CURR_CASH_MEDICAL_SUPRT> per month for cash medical support, plus the 2% processing charge.**

The Child Support Obligor shall pay any other order not expressly addressed herein, if applicable.

The CSEA will issue a new income withholding or deduction notice, if appropriate.

<2> **The CSEA has determined that one of the parties may be able to provide private health insurance coverage for the child(ren) named above but that the private health insurance is not accessible and reasonable in cost. Therefore, the Child Support Obligor is required to continue to pay the current child support obligation when private health insurance is not available and cash medical support, plus the 2% processing charge and both parties are required to continue to report any available private health insurance coverage to the CSEA.**

FURTHER INFORMATION REGARDING THIS NOTICE

In accordance with your order, during any period in which private health insurance that is reasonable in cost and accessible is not being provided for the child(ren) as ordered, the Child Support Obligor is required to pay cash medical support and both parties are required to immediately report to the child support enforcement agency (CSEA) any available private health insurance coverage for the child(ren).

Private health insurance is considered "reasonable in cost" when, in accordance with Ohio Administrative Code 5101:12-47-01, the total, actual out-of-pocket cost of health insurance premiums to a parent does not exceed five percent of the annual gross income of the parent.

Private health insurance is considered "accessible" when primary care services are provided within thirty miles from the residence of the child(ren) subject to the support order, in accordance with ORC section 3119.29, or a greater distance as specified in the support order. Private health insurance is presumed accessible unless determined inaccessible by a CSEA during an administrative proceeding or by a court.

In accordance with Ohio Administrative Code 5101:12-57-08, either party has the right to request a Medical Support Mistake of Fact Hearing to contest whether private health insurance coverage is being provided for the child(ren) named above or whether private health insurance that may be available to one of the parties is accessible or reasonable in cost. To request a Medical Support Mistake of Fact Hearing, the requesting party must complete the attached Request for a Medical Support Mistake of Fact Hearing and submit it to the CSEA within fourteen days of the issuance date of this notice. Upon receipt of the request for a Medical Support Mistake of Fact Hearing, the CSEA will schedule the Medical Support Mistake of Fact Hearing and notify both parties of the date, time, and location of the Medical Support Mistake of Fact Hearing.

If applicable, a new income withholding or deduction notice will be issued even if one or both of the parties request a Medical Support Mistake of Fact Hearing. After the Medical Support Mistake of Fact Hearing, the CSEA will make any necessary changes to the income withholding and deduction notice, based on the Medical Support Mistake of Fact Hearing decision.

This is not a modification of your support order.

<Primary_Worker_Name>
<CSEA_NAME> County CSEA

Child Support Obligor: <OBLIGOR_NAME>
Child Support Oblige: <OBLIGEE_NAME>
Case Number: <CASE_NO>
Order Number: <Order_No>

<CSEA_NAME> County CSEA
<CSEA_ADDR1>
<CSEA_ADDR2>
<CSEA_CITY><CSEA_ST><CSEA_ZIP>

Ohio Department of Job and Family Services
REQUEST FOR A MEDICAL SUPPORT MISTAKE OF FACT HEARING

I hereby request a Medical Support Mistake of Fact Hearing to contest whether or not private health insurance coverage for the child(ren) named above (check the applicable box) that is accessible and reasonable in cost:

- Is being provided by the health insurance obligor in accordance with the order.
- Is available to one of the parties, when a health insurance obligor has not been identified.

Signature of Person Requesting the Medical Support Mistake of Fact Hearing

Please Print the Name of Person Requesting the Medical Support Mistake of Fact Hearing

Current mailing address

Current telephone number

Date

Note: The child support enforcement agency (CSEA) must receive the written request for a Medical Support Mistake of Fact Hearing within fourteen (14) days of <PRINT_DATE> or the CSEA may deny the request.

The new income withholding or deduction notice will be issued even if one or both of the parties request a Medical Support Mistake of Fact Hearing. After the Medical Support Mistake of Fact Hearing, the CSEA will make any necessary changes to the income withholding or deduction notice, based on the Medical Support Mistake of Fact Hearing decision.

<CSEA_NAME> County CSEA Telephone Number: <CSEA_LOCAL_PHONE_NO>
<CSEA_ADDR1> Toll Free Number: <CSEA_800_No>
<CSEA_ADDR2> Fax Number: <CSEA_Fax_No>
<CSEA_CITY><CSEA_ST><CSEA_ZIP> CSEA Website: <County Website>

<OBLIGOR_NAME>
<OBLIGOR_ADDR1> <OBLIGOR_APT NO>
<OBLIGOR_ADDR2>
<OBLIGOR_CITY><OBLIGOR_ST><OBLIGOR_ZIP>
<OBLIGOR_COUNTRY>

Obligor Name: <OBLIGOR_NAME> Date: <PRINT_DATE>
Obligee Name: <OBLIGEE_NAME> Case Number: <CASE_NO>
Order Number: <Order_No>

Child(ren): Date(s) of Birth:
<CHILD_NAME> <Child_DOB>
<CHILD_NAME> <Child_DOB>

Ohio Department of Job and Family Services
NOTICE TO PROVIDE PRIVATE HEALTH INSURANCE

The Child Support Enforcement Agency (CSEA) has identified that private health insurance that is accessible and reasonable in cost is available to <MI_Obligor_Name>. Therefore, <MI_Obligor_Name> shall be the Health Insurance Obligor, provide private health insurance coverage for the child(ren) named above, and comply with the Notice to the Health Insurance Obligor stated below.

In accordance with your support order:

- A. **The cash medical support obligation shall cease effective the last day of the month before the month in which the private health insurance is provided as ordered for the child(ren) named above, as indicated by the employer/health insurance administrator.**

The cash medical support obligation shall resume if private health insurance coverage is not provided as ordered for the child(ren) named above.

- B. **Effective the first day of the month in which private health insurance coverage is provided as ordered, as indicated by the employer/health insurance administrator, the Child Support Obligor shall pay \$<CURR_CHILD_SUPRT_INS_PROV> per month for current child support when private health insurance coverage is provided, plus the 2% processing charge.**

If private health insurance coverage is not provided as ordered for the child(ren) named above, the Child Support Obligor shall pay \$<CURR_CHILD_SUPRT_INS_NOT_PROV> per month for current child support when private health insurance coverage is not provided and \$<CURR_CASH_MEDICAL_SUPRT> per month for cash medical support, plus the 2% processing charge.

The Child Support Obligor shall pay any other order not expressly addressed herein, if applicable.

- C. The CSEA will issue a new income withholding or deduction notice, if appropriate.
D. The CSEA will issue a National Medical Support Notice (NMSN), if appropriate.

NOTICE TO THE HEALTH INSURANCE OBLIGOR

1. Within thirty days of the date of this notice, the Health Insurance Obligor must designate the child(ren) named above as covered dependents under any health insurance policy, contract, or plan for which the Health Insurance Obligor contracts.
2. The individuals who are designated to be reimbursed by the health plan administrator for covered out-of-pocket medical, optical, hospital, dental, or prescription expenses paid for the child(ren) named above are:

Name: <OBLIGOR_NAME>
Address: <OBLIGOR_ADDR1> <OBLIGOR_APT NO>
<OBLIGOR_ADDR2>
<OBLIGOR_CITY><OBLIGOR_ST><OBLIGOR_ZIP>
<OBLIGOR_COUNTRY>
Phone: <Obligor Home No>

Name: <OBLIGEE_NAME>
Address: <OBLIGEE_ADDR1> <OBLIGEE_APT NO>
<OBLIGEE_ADDR2>
<OBLIGEE_CITY><OBLIGEE_ST><Obligee ZIP>
<OBLIGEE_COUNTRY>
Phone: <Obligee Home No>

3. The health plan administrator that provides the health insurance coverage for the child(ren) named above may continue making payment for medical, optical, hospital, dental, or prescription services directly to any health care provider in accordance with the applicable health insurance policy, contract, or plan.
4. The Health Insurance Obligor may be required to pay the co-payment or deductible costs required under the health insurance policy, contract, or plan that covers 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 private health insurance 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.
7. Within thirty days of the date of this notice, 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.

- The health insurance obligor may request an administrative review and adjustment of the child support order in order to receive credit for total, actual out-of-pocket expenses for providing health insurance coverage for the child(ren) subject to the order.
- 8.

FURTHER INFORMATION REGARDING THIS NOTICE

This is not a modification of your support order. This notice informs you that existing provisions of your current support order have been activated. Both parties have the right to request an administrative review of the support order and provisions for health care thirty-six months from the establishment of the order or from the date of the last child support order, which was issued as a result of a calculation using the Ohio child support guidelines, including a no-change order or sooner, if certain circumstances are present. Contact the <CSEA_NAME> County CSEA for further details.

In accordance with your order, when private health insurance that is accessible and reasonable in cost becomes available to one of the parties, that party shall be deemed the Health Insurance Obligor and be required to provide private health insurance coverage for the child(ren) named above and the cash medical support obligation for the child(ren) named above shall cease while private health insurance coverage is being provided as ordered.

Private health insurance is considered "reasonable in cost" when, in accordance with Ohio Administrative Code 5101:12-47-01, the total, actual out-of-pocket cost of health insurance premiums to a parent does not exceed five percent of the annual gross income of the parent.

Private health insurance is considered "accessible" when primary care services are provided within thirty miles from the residence of the child(ren) subject to the support order, in accordance with ORC section 3119.29, or a greater distance as specified in the support order. Private health insurance is presumed accessible unless determined inaccessible by a CSEA during an administrative proceeding or by a court.

In accordance with Ohio Administrative Code 5101:12-57-08, both the parties have the right to request a Medical Support Mistake of Fact Hearing to contest whether private health insurance is accessible or whether the private health insurance is reasonable in cost, as indicated in the last child support order guidelines calculation. If either party wants to request a Medical Support Mistake of Fact Hearing, the requesting party must complete the attached Request for a Medical Support Mistake of Fact Hearing and submit it to the CSEA within fourteen (14) days of the date of issuance. Upon receipt of the request for a Medical Support Mistake of Fact Hearing, the CSEA will schedule the Medical Support Mistake of Fact Hearing and notify both parties of the date, time, and location of the Medical Support Mistake of Fact Hearing.

The NMSN will be issued even if one or both parties submit a request for a Medical Support Mistake of Fact Hearing. After the Medical Support Mistake of Fact Hearing, the CSEA will make any necessary changes to the NMSN, based on the Medical Support Mistake of Fact Hearing decision.

<Primary_Worker_Name>
<CSEA_NAME> County CSEA

<CSEA_NAME> County CSEA
<CSEA_ADDR1>
<CSEA_ADDR2>
<CSEA_CITY><CSEA_STATE><CSEA_ZIP>

Child Support Obligor: <OBLIGOR_NAME>
Child Support Obligee: <OBLIGEE_NAME>
Case Number: <CASE_NO>
Order Number: <Order_No>

Ohio Department of Job and Family Services
REQUEST FOR A MEDICAL SUPPORT MISTAKE OF FACT HEARING

I hereby request a Medical Support Mistake of Fact Hearing to contest whether or not the private health insurance coverage for the child(ren) that is ordered to be provided is accessible or whether it is reasonable in cost, as indicated in the most recent Child Support Guidelines calculation.

Signature of Person Requesting the Medical Support Mistake of Fact Hearing

Please Print the Name of Person Requesting the Medical Support Mistake of Fact Hearing

Current mailing address

Current telephone number

Date

Note: The child support enforcement agency (CSEA) must receive the written request for a Medical Support Mistake of Fact Hearing within fourteen (14) days of <PRINT_DATE> or the CSEA may deny the request.

The National Medical Support Notice (NMSN) will be issued even if the Child Support Obligor or Child Support Obligee does request a Medical Support Mistake of Fact Hearing. After the Medical Support Mistake of Fact Hearing, the CSEA will make any necessary changes to the NMSN, based on the Medical Support Mistake of Fact Hearing decision.

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

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

<MI_Obligor_NameF> <MI_Obligor_MI> <MI_Obligor_NameL>
<MI_Obligor_Addr1> <MI_Obligor_Apt_No>
<MI_Obligor_Addr2>
<MI_Obligor_City>, <MI_Obligor_ST> <MI_Obligor_ZIP>
<MI_Obligor_Cntry>

Obligee: <Obligee_NameF><MI><Obligee_NameL>
Order Number: <Order_No>

Date: <Print Date>
Case Number: <Case_No>

Ohio Department of Job and Family Services
NOTICE OF MEDICAL SUPPORT ENFORCEMENT ACTIVITY
(Ohio Revised Code Section 3119.30 to 3119.56)

Pursuant to Ohio Revised Code 3119.33 this notice is to inform you that, because you were determined by a court or child support enforcement agency (CSEA) to be the Health Insurance obligor, a National Medical Support Notice (NMSN) was sent to your employer on <date> to enroll the child(ren) listed below in any available health insurance plan and to withhold premiums for health insurance coverage.

Child(ren):
<CHILD First, MI, Last Name>
<CHILD First, MI, Last Name>
<CHILD First, MI, Last Name>
<CHILD First, MI, Last Name>

Date(s) of Birth:
<Child_DOB>
<Child_DOB>
<Child_DOB>
<Child_DOB>

The type(s) of health care coverage ordered in your case are as follows:

All health care coverage available;

Medical
 Dental
 Vision

Prescription Drug
 Mental Health
 Other (specify): <specify>

If your employer is unable to withhold premiums for health insurance because the total amount of child support and health insurance premiums to be withheld exceeds the limitations under the Consumer Credit Protection Act (CCPA), it does not change or alter your responsibility to provide health care coverage under the child support order.

If you are not enrolled in a health insurance plan and there is more than one health insurance plan option to choose from, the health plan administrator will return the NMSN to the CSEA to select an option in which to enroll the child(ren). The CSEA, with input from the health insurance obligee, is required to make a selection within twenty (20) business days. If a selection is not made within the allotted time, the health plan administrator will enroll the child(ren) in the health insurance plan's default option.

Withholding of the health insurance premiums required by the NMSN will begin immediately upon eligibility and continue uninterrupted unless the court or CSEA determines that the withholding of the premiums is not required. The cost of health insurance is a factor in determining the amount of child support to be paid and may affect your child support order.

REQUEST FOR AN ADMINISTRATIVE MISTAKE OF FACT HEARING

You can contest the withholding of the health insurance premiums for any of the following reasons by completing the form on the last page of this notice and returning it to the CSEA not later than fourteen (14) days from the date of issuance:

- You are not the individual named in this Notice.
- You are not subject to a medical support order for any or all of the children identified in this Notice.
- The medical support order in your case authorizes a provision of health insurance coverage through another (alternative) group policy, contract, or plan. (Verification must be provided to the CSEA that health insurance coverage is currently in effect.)
- The type(s) of coverage selected on the NMSN exceed the requirements of the medical support order in your case.
- The medical support order in your case authorizes a provision of health care coverage through public health care, and such coverage is currently in effect.

If a hearing is requested in a timely manner, the CSEA will conduct an administrative hearing not later than ten (10) days after the date the request is received. At the hearing you may present testimony and evidence only in regard to the mistake of fact on this notice.

If it is determined that a mistake of fact occurred, the CSEA will take appropriate action which may include correction or termination of the NMSN.

REQUEST FOR COURT HEARING

After the administrative mistake of fact decision is issued, you may object to the decision by filing a written motion in the court of jurisdiction in the county in which the support order is located no later than fourteen (14) days from the date the decision was issued. If you do not object to the decision within fourteen (14) days, the decision becomes final and enforceable.

If a court hearing is requested in a timely manner, the court is required by section 3119.40 of the Ohio Revised Code to hold a hearing on the request as soon as possible but no later than ten (10) days after the date the request is filed. At the hearing you can present testimony and evidence only that pertains to whether there is a mistake of fact in this notice.

If the court determines there is a mistake of fact in the notice, the CSEA is required to take whatever action is necessary regarding the NMSN, which may include correction or termination of the notice.

For additional information, please contact CSEA at the phone number listed above.

<CSEA_NAME>County CSEA
<CSEA_ADDR1>
<CSEA_ADDR2>
<CSEA_CITY><CSEA_ST><CSEA_ZIP>

<MI_Obligor_Firs, MI, LastName>
<MI_OBLIGOR_ADDR1>
<MI_OBLIGOR_ADDR2>
<MI_Obligor_City><MI_Obligor_ST><MI_Obligor_ZIP>

Date: <PRINT_DATE>

Order Number: <Order_No>

Case Number: <CASE_NO>

Ohio Department of Job and Family Services

REQUEST FOR AN ADMINISTRATIVE MISTAKE OF FACT HEARING

I contest the National Medical Support Notice (NMSN) issued by the child support enforcement agency (CSEA) and request an Administrative Mistake of Fact Hearing for the following reason(s):

- I am not the individual named in the Notice.
- I am not subject to a medical support order for any or all of the children identified in this Notice.
- The medical support order in my case authorizes a provision of health insurance coverage through another (alternative) group policy, contract, or plan. (Verification must be provided to the CSEA that health insurance coverage is currently in effect.)
- The type(s) of coverage selected on the NMSN exceed the requirements of the medical support order in my case.
- The medical support order in my case authorizes a provision of health care coverage through public health care, and such coverage is currently in effect.

Signature

Date

-<CSEA_NAME>County CSEA
<CSEA_ADDR1>
<CSEA_ADDR2>
<CSEA_CITY> <CSEA_ST> <CSEA_ZIP>

Telephone Number: <CSEA_LOCAL_PHONE>
Toll Free Number: <CSEA_800_No>
Fax Number: <CSEA_Fax>
CSEA Website: <COUNTY WEBSITE>

<MI_OBLIGOR_NAMEF> <MI_OBLIGOR_MI> <MI_OBLIGOR_NAMEL>
<MI_OBLIGOR_ADDR1> <MI_OBLIGOR_APT NO>
<MI_OBLIGOR_ADDR2>
<MI_OBLIGOR_CITY>, <MI_OBLIGOR_ST> <MI_OBLIGOR_ZIP>
<MI_OBLIGOR_COUNTRY>

Obligee/Caretaker: <Obligee First, MI, Last Name> Date: <PRINT_DATE>
Obligor: <Obligor First, MI, Last Name> Case Number: <CASE_NO>
Health Insurance Obligor: <MI_Obligor_First, MI, Last Name> Order Number: <Order_No>

Ohio Department of Job and Family Services
**MEDICAL SUPPORT ENFORCEMENT ADMINISTRATIVE
MISTAKE OF FACT HEARING DECISION**

- The Administrative Mistake of Fact Hearing requested on <Date of Request> is denied or dismissed for the following reason(s): <Data_Entry1>
- An Administrative Mistake of Fact Hearing as authorized by Ohio Revised Code section 3119.38 was requested by the health insurance obligor and was held on <date of hearing> pursuant to the notice mailed to the last known address of the health insurance obligor and the health insurance obligee.

Issues raised during the hearing were: <Data_Entry2>

It is hereby **determined** by the child support enforcement agency (CSEA) that:

- A mistake of fact **does not** exist in the National Medical Support Notice (NMSN).
- The medical support order in your case authorizes a provision of health insurance coverage through another (alternative) group policy, contract, or plan. Verification **has not been** provided that such health insurance coverage is in effect.
- The medical support order in your case **does not** authorize a provision of health insurance coverage through another (alternative) group policy, contract, or plan.
- The type(s) of coverage selected on the NMSN **does not** exceed the requirements of the medical support order.

- The medical support order in your case authorizes a provision of health care coverage through public health care, and such coverage is not in effect.
- The medical support order in your case **does not** authorize a provision of health care coverage through public health care.
- A mistake of fact **does** exist in the NMSN:
 - An error exists regarding one or more of the parties listed on the NMSN.
 - An error exists regarding one or more of the children listed on the Notice.
 - The medical support order in your case authorizes a provision of health insurance coverage through another (alternative) group policy, contract, or plan. Verification **has been** provided to the CSEA that such health insurance coverage is in effect.
 - The type(s) of coverage selected on the NMSN exceed the requirements of the medical support order.
 - The medical support order in your case authorizes a provision of health care coverage through public health care, and such coverage is in effect.

It is hereby **recommended** that the following action will be taken as a result of the hearing decision:

- A revised NMSN will be issued by the CSEA to the employer/health plan administrator.
- A notice terminating the NMSN will be issued by the CSEA to the employer/health plan administrator.
- No action is required (the NMSN remains in effect).

The CSEA's findings are a final and enforceable determination unless within, fourteen (14) days of the issuance date of this notice, the health insurance obligor files a written motion with the court of jurisdiction in the county in which the support order is located to request a court hearing to determine if a mistake of fact still exists. **TERMINATION OF A HEALTH INSURANCE ORDER DOES NOT AFFECT THE CHILD SUPPORT ENFORCEMENT AGENCY'S AUTHORITY TO COLLECT OVERDUE OR UNPAID CHILD SUPPORT.**

Administrative Hearing Officer
<CSEA_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_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>

Case Number: <Case_No> Date: <Print_Date>
Order Number: <Order_No> Child Support Obligor: <Obligor_NameF> <MI> <Obligor_NameL>
Child Support Oblige: <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 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_No>
Fax Number: <CSEA_Fax_No>
CSEA Website: <County_Website>

<Parent_NameF> <Parent_MI> <Parent_NameL>
<Parent address 1> <Parent Apt No>
<Parent address 2>
<Parent City>, <Parent St> <Parent Zip>
<Parent 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
ADMINISTRATIVE ADJUSTMENT REVIEW NOTIFICATION

In accordance with Ohio Revised Code (ORC) section 3119.60, the <County Name> County Child Support Enforcement Agency (CSEA) will conduct a review to determine if an adjustment (increase or decrease) to your current child or cash medical support obligation or your arrears payment is warranted. The CSEA may also review the support order with regards to medical support provisions to ensure the children under the order are provided with health care coverage and/or cash medical support.

Your review is scheduled for <AAR_Scheduled_date>. This is a desk review and it is not necessary for you to be present. An administrative adjustment recommendation will be forwarded to you by mail with further instructions.

However, you must complete and return the attached JFS 00593, "Child Support Financial Affidavit" and provide all mandatory verifications as soon as possible but no later than <AAR_Scheduled_Date>. During the review, the CSEA will consider all information and verifications provided by both parties as well as any other relevant information and records available to the CSEA. If you fail to provide any required information or documents, it could result in unnecessary delays, your child and cash medical support obligations being calculated based on reasonable assumptions made regarding your income, a subpoena being issued to your employer to produce evidence regarding your income and health care benefits, your request for an administrative adjustment review being dismissed, or possible legal action to obtain the required information. Pursuant to ORC section 3119.72, failure to comply with this request for information may be enforced by requesting the court find you in contempt.

When the review is completed, a Recommendation regarding the child and cash medical support orders and medical support provisions will be mailed to you, and will explain what steps you can take if you disagree with the Recommendations.

The CSEA and the agency attorney(s) represent the interests of the State of Ohio; not the obligor or obligee. The CSEA does not have the authority to address tax exemption, custody, visitation, or deviate from the Ohio Child Support Guidelines. Should you have any questions, please call us at <CSEA Local phone #> or at <CSEA 800 #>. You can fax us at <CSEA Fax #>.

WAIVER

I would like the administrative review to be conducted on _____ which is sooner than the date indicated above. I am submitting this Waiver, the Affidavit, and all mandatory verifications within ten (10) days of the date indicated above. If I and the other party return the Waiver, the CSEA will conduct the administrative review on the date specified and agreed upon by both parties and the CSEA. If the parties fail to agree upon a date, the administrative review shall occur on <AAR_Scheduled_Date>.

Signature: _____

Date: _____

Your Address: _____

<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

<Case_No>
Case Number

<Obligor_SSN_unless_FVI>
Obligor's Social Security Number

<Obligor_DOB>
Obligor's Date of Birth

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.
- [X] 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, 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 Obligees 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 Obligees 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_No>
Toll Free Number: <CSEA_800_No>
Fax Number: <CSEA_Fax_No>
CSEA Website: <County_Website>

<1st copy to obligor and 2nd copy to obligee first, middle and last name>
<Address 1> <Apt_No>
<Address 2>
<City, State and Zip>
<Country>

Obligor: <Obligor_NameF><MI><Obligor_NameL>
Obligee: <Obligee_NameF><MI><Obligee_NameL>

Date: <Print_Date>
Case Number: <Case_No>
Order Number: <Order_No>

Ohio Department of Job and Family Services
ADMINISTRATIVE ADJUSTMENT RECOMMENDATION
(Ohio Revised Code 3119.60 through 3119.71)

PURPOSE OF NOTICE

This notice contains the results of an administrative review conducted by the <County_Name> County Child Support Enforcement Agency (CSEA) on <date of review> pursuant to sections 3119.60 through 3119.71 of the Ohio Revised Code (ORC).

Any other orders not expressly modified herein are to remain in full force and effect.

The child(ren) of the existing support order is/are:

CHILD'S NAME	CHILD'S DATE OF BIRTH
<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>
<Child_NameF><MI><Child_NameL>	<Child_DOB>

RECOMMENDATIONS: EFFECTIVE DATE

The <County Name> County CSEA recommends the effective date of the support order resulting from this recommendation should be <proposed effective date>.

This effective date represents the first day of the month following the date the administrative review was initially scheduled to be conducted.

(Recommendations continued on next page)

RECOMMENDATIONS: CHILD SUPPORT AND CASH MEDICAL SUPPORT

(Only marked provisions apply)

1. The child support order should not be adjusted as the calculated amount does not represent a change of more than 10% from the existing support obligation. (See existing order information on page 4)
2. That <Obligor_NameF><MI><Obligor_NameL> 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.
- 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).
- This amount includes a deviation of <monetary or percentage value>, as determined pursuant to ORC 3119.63(B) by the CSEA from the existing court order.
- This amount does not include a deviation because:
- The court has not granted a deviation under the existing order; or
 - The court has granted a deviation under the existing order, but the CSEA cannot determine the monetary or percentage value of the deviation.

RECOMMENDATIONS: PAYMENT ON ARREARS OR OTHER BALANCES

3. The obligor should pay \$<new total amount of payment on arrears/balances> per month, plus 2% processing charge, as payment on arrears or other balances.

RECOMMENDATIONS: EXTRAORDINARY MEDICAL EXPENSES

4. In accordance with ORC section 3119.30 or 3119.32, the **Child Support Obligor** <Obligor_NameF><MI><Obligor_NameL> shall pay <percent>% and the **Child Support Oblige** <Obligee_NameF><MI><Obligor_NameL> shall pay <percent>% 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.

(Recommendations continued on next page)

RECOMMENDATIONS: HEALTH CARE COVERAGE

5. **Select ONLY checkbox 5a, 5b, OR 5c**

- a. Neither party should 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> should be 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> should 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).
6. 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.
7. 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.
8. That health insurance coverage is not available at a reasonable cost to the obligor or obligee at the time of the issuance of this findings and recommendations. 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.
9. When 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.

ATTACHMENTS

- [X] A Child Support Computation Worksheet is attached.
- Additional findings by the CSEA is attached.
- Findings related to ORC 3119.63(B) is attached.

(Existing Support Order described on next page)

EXISTING SUPPORT ORDER

(Only marked boxes are requirements of the existing support order)

The existing support order remains in effect unless and until a new support order is issued.

The existing support order, effective <order effective date>, requires that:

- <Obligor_NameF><MI><Obligor_NameL> pay <monthly child support amount> per month for child support, plus 2% processing charge for the child(ren) named above.
- <Obligor_NameF><MI><Obligor_NameL> 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.
- <Obligor_NameF><MI><Obligor_NameL> pay \$<monthly child support amount> per month for child support, \$<monthly cash medical support amount> per month for cash medical support, plus an additional 2% processing charge for the child(ren) named above.
- <Health Insurance Obligor(s) NameF MI NameL> obtain private health insurance coverage or health care coverage in accordance with the order for the child(ren) named above.
- Both parties immediately inform the court, when the support order is a court support order, or the CSEA, when the support order is an administrative child support order, of any available private health insurance coverage for the child(ren) named above.
- If private health insurance coverage for the child(ren) named above becomes available through any group policy, contract, or plan available to the obligor or obligee, the obligor or obligee to whom the coverage becomes available immediately inform the CSEA of the available coverage.
- <Obligor first, middle and last name> pay <percentage>% and <Obligee first, middle and last name> should pay <percentage>% of the costs of the health care needs of the child(ren) named above that exceed the amount of cash medical support ordered to be paid of the uninsured health care costs or co-payment or deductible costs required under the health insurance policy, contract, or plan that covers the child(ren) named above.
- <Obligor_NameF><MI><Obligor_nameL> pay \$<total of all monthly arrears/balance payments> per month, plus 2% processing charge, as payment on arrears or other balances.
- The existing support order contains a deviation of <monetary or percentage value>, as granted by a court pursuant to ORC 3119.06, 3119.22, 3119.23, 3119.231, or 3119.24.

Your Right to an Administrative Adjustment Hearing

You have the right to request an administrative adjustment hearing if you disagree with the results of the administrative review.

Your request for an administrative adjustment hearing must be received **within fourteen (14) days** of the date this notice was issued. You will be notified of the date of the administrative adjustment hearing by regular mail. The CSEA can permit one request for postponement from you of the administrative adjustment hearing if the CSEA determines that you have a valid reason which prevents you from attending the administrative adjustment hearing. Your request for a postponement must be received by the CSEA at least seven (7) days before the scheduled administrative adjustment hearing date. You may bring legal counsel or a representative to the hearing.

If the court child support order under review contains a deviation granted under ORC 3119.06, 3119.22, 3119.23, 3119.231, or 3119.24, the CSEA must apply the deviation from the existing order to the revised amount of child support if the agency can determine the monetary or percentage value of the deviation granted by the court.

If the agency cannot determine the monetary or percentage value of the deviation granted by the court, the agency shall not apply the deviation to the revised amount of child support;

If the court child support order under review contains a deviation, or if either the obligor or obligee intends to request a deviation from the support obligation, the obligor or obligee has a right to request a court hearing on the revised amount of the child support and/or cash medical support without first requesting an administrative adjustment hearing. To exercise this right, the request for a court hearing must be made no later than **fourteen (14) days** of the date of the administrative review recommendation.

To request an administrative adjustment hearing on this recommendation, you must complete the final page of this form and submit it to the <County_Name> County CSEA.

If you do not request an administrative adjustment hearing or a court hearing within the time frames listed above, a new support order for both child and medical support will be issued that incorporates these findings and recommendations.

Sincerely,

<Worker's Name>
Authorized Representative

<County_Name> County CSEA
<CESA_Address_1>
<CESA_Address_2>
<CESA_City>,<CESA_State><CESA_ZIP>

Telephone Number: <CESA_Local_Phone_No>
Toll Free Number: <CESA_800_No>
Fax Number: <CESA_Fax_No>
CSEA Website: <County_Website>

Request for an Administrative Adjustment Hearing

To request an administrative adjustment hearing, please complete the form below and mail it to the address of the CSEA listed on the front page of this notice. Please note that each CSEA is responsible for handling the administrative reviews of support order(s) in its jurisdiction. Your request for an administrative adjustment 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 the telephone number listed on page 1 of this form.

I am requesting an administrative adjustment hearing for the reason(s) listed below:

Print Name: _____
Address: _____

Case Number: <Case_No>
Order Number: <Order_No>

Daytime Telephone Number: () _____

Signature: _____ Date: _____