

Oklahoma Department of Human Services

Child Support Services

Right-Sizing Orders User Guide

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INTRODUCTION

A. Overview

In 2012, Vicky Turetsky and the federal Office of Child Support Enforcement (OCSE) began a new initiative, encouraging states to “right-size” child support orders. Right-sizing orders means establishing and modifying child support orders and setting judgment payments to reflect current circumstances and actual income, unless the evidence supports imputing income. This encourages NCP compliance and results in consistent and reliable support collections for the children involved.

Research shows that an NCP is more likely to comply with an order that is no more than 20% of his/her gross income, and this is particularly true for low income NCPs.¹ When right-sizing an order, it is important to use accurate income information. Our goal is to use actual income and only impute income when we have evidence to support it.

Understanding Oklahoma’s economic climate is critical to understanding why setting realistic child support orders based on an NCP’s actual income is important. Although Oklahoma has one of the lowest unemployment rates in the country, one in every three jobs is paid below the poverty level.² The lack of high paying jobs makes it almost impossible for a person working 40 hours per week to afford a two bedroom apartment at the fair market rent of \$689 per month.³ Research shows if it is hard for a person to support his/her basic needs (for example, lodging, food, and clothing), he/she is less likely to pay child support.⁴ The data from Child Support Services’ (CSS) caseload supports this. Only 20% of custodial parents (CPs) in our cases are receiving 92-100% of their current support while, nationwide, 43.4% CPs are receiving 100% of their current support.⁵

Right-sizing orders is addressed in our 2014-2016 Child Support Services (CSS) Strategic Plan. One of the four desired outcomes in our Strategic Plan is to have more customers financially support their children. In order to do this we need to fairly and equitably establish and modify orders that are based on both parents’ current actual income whenever possible. There is increasing evidence that imputing 40 hours/week at minimum wage on a widespread basis is counter-productive.⁶ Inaccurate imputed income amounts lead to unrealistic orders, which can create unrealistic expectations in CPs about how much child support they will actually receive

¹ Office of Child Support Enforcement, Establishing Realistic Child Support Orders: Engaging Noncustodial Parents, Project to Avoid Increasing Delinquencies (PAID), June 2012.

² Oklahoma Policy Institute; Right-Sizing Orders in the Child Support Program Presentation, OCSEA Conference, June 2014.

³ *Id.*

⁴ Takayesu, Mark, ET. AL., Research Unit of the Orange County Dep’t. of Child Support Serv., How Do Child Support Order Amounts Affect Payments and Compliance? (2011). Available at: http://www.css.ocgov.com/about/research_studies.

⁵ U.S. Census Bureau; Right-Sizing Orders in the Child Support Program Presentation, OCSEA Conference, June 2014.

⁶ Lauren A. Hall, ET. AL., Univ. of Maryland Sch. of Soc. Work, Who Pays Child Support? Noncustodial Parents’ Payment Compliance. (2014). Available at: <http://www.familywelfare.umaryland.edu/recentpubs.htm>.

each month. Furthermore, NCPs may perceive their child support orders as unfair and unrealistic and be less likely to pay every month.⁷ This is particularly true for low income NCPs. Imputed orders for these NCPs results in low rates of payment and compliance.⁸

B. Research

Several states have analyzed their own caseloads to determine if there is a correlation between reliable support and the amount of support an NCP is ordered to pay. Two child support payment compliance research studies found:

- Setting child support orders based on imputed income produces minimal child support payments and has a negative impact on future compliance; and⁹
- Low income NCPs are less likely to comply with higher child support orders that are not based on an NCP's actual income and ability to pay.¹⁰

A key finding in the University of Maryland School of Social Work research shows NCPs are more likely to fully comply with child support orders when the ordered amount is consistent with their actual ability to pay.¹¹ A current support obligation that represents 20% to 30% of an NCP's actual earnings is the most realistic and reasonable expectation. In this study, the average annual earnings of NCPs who paid less than 50% of their current support obligations ranged from \$6,500 to \$12,700.¹² Meanwhile, NCPs who paid 100% of their current support earned an average of approximately \$42,000 during the year.¹³ CSS' caseload statistics are consistent with these findings—the more money an NCP earns, the more payment compliance is likely. Our CSS caseload data shows that 78% of NCPs who make \$12,000 or less per year pay less than 70% of their monthly court ordered child support.¹⁴

C. NCP's Ability and Willingness to Pay Chart

NCPs fall into different categories based on their circumstances and willingness to pay child support. The chart below is designed to assist staff in determining what action to take based on which category applies.

	Willing to Pay	Unwilling to Pay
Able to Pay	Paying current support; no further action needed.	Pursue enforcement remedies, including contempt.

⁷ *Id.*

⁸ *Id.*

⁹ Takayesu, Mark, ET. AL., Research Unit of the Orange County Dep't. of Child Support Serv., How Do Child Support Order Amounts Affect Payments and Compliance? (2011). Available at: http://www.css.ocgov.com/about/research_studies.

¹⁰ Lauren A. Hall, ET. AL., Univ. of Maryland Sch. of Soc. Work, Who Pays Child Support? Noncustodial Parents' Payment Compliance. (2014). Available at: <http://www.familywelfare.umaryland.edu/recentpubs.htm>.

¹¹ *Id.*

¹² *Id.*

¹³ *Id.*

¹⁴ See CSS Compliance Predictor Tool.

		Example: NCP is a licensed electrician, unwilling to maintain or look for employment.
Unable to Pay	Review case and determine if order needs to be modified or refer cooperative NCP to Court Liaison Program. Goal is to move NCP to “Willing and Able to Pay.” Example: Unskilled NCP without high school diploma who wants help to obtain GED and training to find a job.	Review case and determine if current support order needs to be modified, pursue seek work order or request the court order NCP into Court Liaison Program. Pursue OAH enforcement remedies. Example: Unskilled NCP who is not seeking employment or voluntarily cooperating with the Court Liaison Program.

II. Income

A. Determining Gross Income

The Oklahoma statutory section on determining the parents’ gross income for the child support computation defines the sources of gross income (earned and passive) included and income specifically excluded from being counted.¹⁵ It also allows the court to consider as the parent’s gross income, using whichever is most equitable:

- Actual income;
- Average last 3 years for the time actually employed;
- Impute minimum wage for a forty-hour week; or
- When a parent is voluntarily unemployed or underemployed impute an amount based on work history, training, and ability to work.¹⁶

Actual income: Using actual income for the parents in the child support computation form, even if it is \$0 per month, or less than the minimum wage for a 40 hour work week is not a deviation from the guidelines.

Deviation: A deviation is when child support is calculated pursuant to the guidelines statutory sections and the court sets the child support obligation at a different amount and makes specific findings of fact following the deviation formula based on the statute.¹⁷ The deviation formula below may make the statutory language easier to understand:

¹⁵ 43 O.S. § 118B.

¹⁶ *Id.*

¹⁷ 43 O.S. § 118H.

- **Deviation formula:** It is in the best interests (BI) of the child to deviate and the guideline amount is unjust or inappropriate (U or I) or would cause extreme economic hardship (EEH). (BI + (U or I or EEH)) = Deviation

Modification:

CSS may request a motion to modify on its own initiative or upon customer request when:

- There is a material change of circumstances, such as a change in a parent's gross income, child care costs, or medical support coverage.
- The evidence justifies a modification regardless of whether there has been a change of circumstances, e.g. the original order fails to set child support according to the guidelines, or there's a need to right-size an NCP's orders in multiple cases.¹⁸

CSS advocates there is statutory authority and administrative rule authority for the court to proceed with a multiple case modification upon CSS' request even if the circumstances of the parents have not changed since the original orders.¹⁹

B. Actual Income Preferred

Our ultimate goal is to determine the appropriate monthly gross income for each parent to result in an appropriate child support order for the circumstances of the family. Staff should:

- Use actual income for quarters/time periods the parent was actually employed;
- Inquire about the parent's earning ability for quarters with no written records and either:
 - Use actual wages, (even if it is \$0) according to the case information; or
 - Impute income for those quarters.

To decide what gross income to use for a parent in the child support computation, staff talks with the parents and reviews information in the case file, and CSS computer databases. Staff consults with their State's Attorney to determine if the income being used in the child support computation for a parent is consistent with the parent's job history, earning records, and ability to pay.

Practice Tip: Ask parents to complete a monthly expense sheet which may be used when CSS requests a deviation from the guideline amount. *See the Monthly Expense Worksheet in Appendix A.*

III. INCOME HIERARCHY

A. Overview

When using the child support computation form, CSS uses the best evidence available to determine a parent's monthly gross income. This includes written earning records, past job

¹⁸ 56 O.S. § 237(E), OAC 340:25-5-198.1, OAC 340:25-5-198.2.

¹⁹ *Id.*

history, and earning ability based on education and training. CSS uses this evidence to set child support orders that are fair and equitable.²⁰

Staff uses actual income in the child support computation when that information is available. Sometimes it may be necessary to impute income when the information shows a parent is voluntarily unemployed or underemployed. Staff imputes an amount based on the parent's work history, education, training, and ability to work.²¹

The examples in this section are designed to provide staff with guidance, but do not cover all situations. When a situation arises that is not covered in this guide, please consult with the State's Attorney assigned to the case.

B. Written Earning Record

When a parent has a written earning record, such as paystubs or employer verification, CSS uses:

- Actual monthly gross income; or
- The average of the actual gross monthly income for the time the parent was employed during the previous three years.²²

Example

- A parent has three months of pay stubs showing an hourly wage of \$9.50 and an average of 38 hours per week of work time. To find the average monthly earnings, use the following calculation: $\$9.50/\text{hour} \times 38 \text{ hours/week} \times 52 \text{ weeks/year}$ divided by 12 months = \$1,564.33

When there is evidence of a parent's employment for the last three years but the employment is not continuous, CSS uses the average of the last three years income for time periods when the parent was actually employed.

When the biological parent (BP) is receiving family assistance benefits, CSS uses actual income in the child support computation when that information is available. Staff may also research wage information in the Information Management System and case notes in the Family Assistance/Client Services (FACS) system. Otherwise, staff imputes an amount based on the parent's work history, education, training, and ability to work. If those options are unavailable, staff imputes minimum wage for a 40-hour work week.

C. Ability to Work and No Earning Record²³

For time periods when a parent has the ability to work, but has no written earning records, CSS uses whichever is most equitable:

- Minimum wage paid for a 40-hour work week; or

²⁰ 43 O.S. § 118B, OAC 340:25-5-178(c).

²¹ 43 O.S. § 118B, OAC 340:25-5-178 (d).

²² OAC 340:25-5-178 ITS 8(b)(1).

²³ OAC 340:25-5-178(d).

- Amount of gross income a person with comparable education, training, and experience could reasonably earn. When estimating a reasonable income, staff refers to either the Oklahoma Wage Report²⁴ or the Oklahoma State Occupational Employment and Wage Estimates.²⁵ When there is evidence a parent is working less than 40 hours per week, staff discuss the case with the State’s Attorney to determine whether to use actual income or impute another amount, such as minimum wage at 20 hours per week.

Example

- A parent is a licensed plumber, has the ability to work, and CSS has no evidence of income. Staff uses the median hourly wage for a plumber from the Oklahoma Wage Report or the Oklahoma State Occupational Employment and Wage Estimates in the child support computation form.

When the parent is purposefully underemployed, CSS uses at least minimum wage for a 40 hour work week in the child support computation forms. Staff may also impute income using either the Oklahoma Wage Report or the Oklahoma State Occupational Employment and Wage Estimates.

Example

- A parent has a multiple year work history as a dental assistant. Recently, the parent remarries a high-wage earner and decides one income is sufficient to run the household. As a result, the parent decides to stay at home with the children. Staff imputes income for a dental assistant based on either the Oklahoma Wage Report or the Oklahoma State Occupational Employment and Wage Estimates.

D. Combination of Earning Record and No Earning Record²⁶

When a parent has no written earning records for some months and records for others, staff combines the approaches outlined above in the “Written Earning Record” and “Ability to Work and No Earning Record” sections. Our goal is to recommend the court use the most equitable monthly income. Staff uses actual gross income for months the parent was employed during the past 36 months and the most equitable imputed gross income for the months with no employment. This will result in a yearly gross income that staff converts to a monthly gross income.²⁷

Example

- A parent entered the workforce a year ago. Prior to that time she was an unemployed minor attending high school. The OSIS Federal Case Registry List screen (FCRL) shows she had income of \$6,000 for each of the 2nd and 3rd

²⁴ Oklahoma Wage Report, available at: <http://www.oesc.state.ok.us/lmi/publications/publication.asp?pubID=12>

²⁵ Oklahoma State Occupational Employment and Wage Estimates, available at: http://www.bls.gov/oes/current/oes_OK.htm

²⁶ OAC 340:25-5-178(d).

²⁷ 43 O.S. § 118B

quarters of the previous year. There is no written earning record for the 1st and 4th quarters. Parent states she was a student working part-time for the 1st quarter, then lost her job in the 4th quarter. Staff uses:

- **1st quarter:** Actual income amount based on her testimony that she was a student and working part-time (minimum wage/20 hours/week). \$1,885 (\$628.50/month x 3 months)
- **2nd quarter:** Actual income of \$6,000/quarter, \$2,000/month
- **3rd quarter:** Actual income of \$6,000/quarter, \$2,000/month
- **4th quarter:** Consider the parent's earning ability and circumstances. Was she purposefully unemployed?
- **Calculating monthly child support amount:** Use the most equitable of the following options for the 4th quarter to determine the gross income/month to use in the child support computation:
 - Don't impute for 4th quarter and use the average of three previous quarters the parent actually worked ($\$13,885 / 9 = \$1,542.77/\text{month}$),
 - Monthly child support amount: \$262.84 or 17.04% of gross income
 - Use actual income of \$0 for 4th quarter, or ($\$13,885/\text{year}/12 = \$1,157.08/\text{month}$)
 - Monthly child support amount: \$206.84 or 17.88% of gross income
 - Impute minimum wage \$1,257/month for a 40 hour work week for 4th quarter ($\$3,771/4^{\text{th}} \text{ quarter} + \$13,885 \text{ for previous 3 quarters} = \$17,656/\text{year} / 12 = \$1,471.33/\text{month}$)
 - Monthly child support amount: \$254.54 or 17.3% of gross income

Practice Tip: Staff runs the child support guidelines for each option (e.g. using three quarters, using actual income, or imputing minimum wage) and uses the Compliance Predictor Tool to decide which option is most likely to result in compliance. Please see *Section V., Right-Sizing and the Compliance Predictor Tool*, for more information about how to make this determination.

Example

- A parent has a new sales job where the base salary is minimum wage and there is opportunity to earn commission after the three month probation period. Staff uses actual income during the three month probationary period and sets a reminder to review the case in four months when the parent starts to earn commission. Staff may request the court to enter a temporary order and set a hearing in four to six months for the final order.

Practice Tip: When the facts show that a parent's income is going to be adjusted in a few months, e.g. probationary period or future commission, staff request the

court to enter a temporary order and set a final hearing in four to six months for the final order. Staff should be specific in the temporary order regarding the issues to be reviewed at the final hearing.

E. Reduced Earning Ability²⁸

CSS uses actual income when a parent has reduced earning ability due to the parent's limited education, physical or mental disability, incarceration, or other obstacle to employment and there is evidence the parent has income of less than minimum wage for 40 hours per week. Other obstacles to employment include situations such as a felony record, enrolled in a drug or veterans court program or habitually in county jail on minor offenses.

Reduced earning ability due to a parent's limited education may mean lack of a high school education/GED, learning or other disability, illiterate, or history of low income. Staff reviews a parent's job history to help determine if the parent truly has limited education or an obstacle to employment for staff to consider using actual income.

Examples

- **Limited Job Opportunities:** A parent who lives in an area with limited job opportunities, based on knowledge of the community or parent testimony, works 10 hours a week at \$8 per hour. Staff uses actual income of \$347.66 per month in the child support computation form.
- **Caretaker of a Handicapped or Seriously Ill Child/Parent:** A parent has a child with special needs in his/her home and presents credible evidence that caring for the child makes it impossible for the parent to work more than 15 hours per week. Staff uses the hourly wage for the actual number of hours worked by the parent.²⁹
- **Disability:**
 - A parent has credible documentation of a disability that prevents her from working at least 40 hours a week and is not receiving any disability benefits (SSD or SSI). Staff uses actual income, even if it is \$0 per month, in the child support computation form.

Note: State law does not require a Social Security Administration or other agency determination of disability in order to use actual income.³⁰ State's Attorneys review reliable medical documentation for evidence of disability and when there is a dispute about the existence of a disability, take it to hearing for the court's decision. Staff refers parents to the Oklahoma Department of Rehabilitation Services (DRS), as appropriate.

²⁸ OAC 340:25-5-178(d).

²⁹ 43 O.S. § 118B (D)(2)(f).

³⁰ 43 O.S. § 118B (C)(2).

DRS provides resources for disabled people seeking retraining, employment, and/or work accommodations.

- CP receives \$400 per month in VA disability, is 30% disabled, and there is credible evidence that the CP is unable to find a job (e.g. CP's job history and job search). Staff uses actual income of \$400 per month in the child support computation form.
- **Minor Parent:**
 - A 16 year-old parent is working after high school. Staff uses actual income in the child support computation form.³¹

Note: Staff uses \$0 as actual income if the parent is regularly and continuously attending high school and does not have a part-time job.
 - A 17 year old parent is working part-time and is not enrolled in high school. Staff may impute or use actual income in the child support computation form.³²
- **Parent's Actual Income Tips:**
 - **Deceased:** Use \$0 as income
 - **SSI:** Use \$0 as income. When a parent is on SSI and has a small working income, use the working income.
 - **SSD:** Use only the SSD amount as income.
 - **SSD/SSI:** When amount does not exceed maximum monthly SSI amount, use only SSD amount and request a deviation to \$0.³³

F. Reduced Earning Ability Due to Incarceration

In the past it has been common to impute minimum wage to an incarcerated NCP when calculating a child support obligation. In *State Ex. Rel. Dept. of Human Services v. Baggett*, the court applied the “clean hands” doctrine and found that because the NCP committed a criminal act that led to incarceration he could not invoke the equitable power of the court. The court held it was not error to impute minimum wage to the incarcerated NCP based upon the facts of the case.³⁴ However, in a more recent case, *Garcia v. Garcia*, the court pointed out that for the “clean hands” doctrine to apply, the unlawful act must relate to the matter in which the person is seeking relief. In *Garcia* the NCP's conduct, job loss, was unrelated to the motion to modify in

³¹ OAC 340:25-5-178(i). The rationale behind this administrative rule is to encourage parents to finish high school thereby increasing education and employment opportunities to better support themselves and their families. Parents younger than 16 years are not presumed to be able to obtain a work permit. Therefore if they do not have an after school job, their actual income of \$0 is used.

³² *Id.*

³³ OAC 340:25-5-178 ITS 3(b)

³⁴ 990 P.2d 235 (1999).

the divorce decree. The court held that if an NCP's job loss was not engineered to avoid child support obligations, the court may use actual income.³⁵

When an NCP is expected to be incarcerated for at least six consecutive months from the date the support amount is reviewed or established, CSS requests the court enter a temporary child support and medical support order amount of \$0.³⁶ Incarceration means that a person is sentenced to the Oklahoma Department of Corrections, another state's prison system, or the Federal Bureau of Prisons. If the court declines to use actual income and imputes minimum wage or another amount to NCP and orders the child support obligation to begin while the NCP is incarcerated, CSS follow the court's order.

Note: Staff enters an order for support for a prior period using actual income of \$0 for time frames when an NCP was incarcerated. If there are time frames when an NCP was not incarcerated, staff requests the court reserve the amount of child support for those months.

Practice Tip: There may be other situations where the NCP is in a county jail awaiting criminal trial for a lengthy period of time. These types of cases should be dealt with on a case-by-case basis. Staff reviews these cases with the State's Attorney to determine whether to treat as an incarcerated case.

There are two situations when CSS does not request a temporary child support order of \$0:

- If the NCP has income or assets outside the correctional institution, CSS does not ask the court to enter a temporary order of \$0. See section below for examples regarding what income to use.
- If an NCP is incarcerated for crimes against the CP or child, CSS does not establish or modify an order using \$0 for the income.³⁷ CSS uses income information from the prior order or when there is no prior order, CSS uses either historical income information or imputes minimum wage.

The type of order CSS requests depends upon whether NCP has no income while incarcerated or has income or assets outside the correctional institution. The following gives examples of each situation.

NCP does not have income or assets outside the correctional institution

CSS asks the court to order the following based upon whether there is an existing child support order at the time of incarceration or it is an establishment case.

³⁵ 299 P.3d 931 (2012).

³⁶ OAC 340:25-5-178 (k).

³⁷ *Id.*

Pre-incarceration child support order

If there is an existing child support order, CSS requests the child support obligation be temporarily modified to \$0 per month during incarceration. CSS also requests the support revert to the pre-incarceration order amount the first day of the month following a lapse of 90 calendar days from NCP's release.

Example

At the time NCP was incarcerated he had an existing child support obligation of \$295 per month. CSS files a modification action because NCP is incarcerated. CSS asks the court to enter a temporary order for NCP to pay \$0 per month while incarcerated and for the support obligation to revert to \$295 per month upon release. If NCP is released from incarceration on June 20, 2015, the order would revert to \$295 per month beginning October 1, 2015.

No pre-incarceration child support order

If there is no existing child support order, CSS requests the child support obligation temporarily be set at \$0 per month during incarceration. CSS calculates child support based on minimum wage for a 40 hour work week and requests NCP pay that amount beginning the first day of the month following a lapse of 90 calendar days from release.

Example

At the time NCP was incarcerated he had no existing child support order. CSS files an establishment action after NCP is incarcerated. CSS asks the court to enter a temporary order for NCP to pay \$0 per month while incarcerated and for the support to be set at \$222.50 per month upon release. If NCP is released from incarceration on June 20, 2015, the order would be \$222.50 beginning October 1, 2015.

Request for review within 90 days

When the NCP makes a written request for review of the child support order amount within 90 days of release, the post incarceration child support amount does not begin until the review or modification is complete. CSS staff considers the parent's current income and job search activities, e.g. cooperation with the Court Liaison Program or a seek work order, to decide what income to use for the NCP in the modification action.

When a review is requested and the NCP fails to appear for a hearing, the monthly child support obligation is either the pre-incarceration order amount or an amount based upon minimum wage, whichever applies.

NCP has income or assets outside the correctional institution

Examples of income outside the correctional institution may include a trust fund, rental income, royalties, income from investments, and any other source of outside income.

Pre-incarceration child support order

If there is a pre-incarceration order, CSS determines whether the child support obligation should be modified at the time of incarceration, based on a change in income or other change of circumstances. If the child support is modified, CSS requests the obligation to begin the date of filing of the motion to modify unless the NCP and CP agree to another date, or the court orders another effective date.³⁸

Example

NCP is employed in the banking industry and also receives royalty payments of \$900 per month. NCP is ordered to pay child support of \$1900 per month. NCP embezzles from investors and is sentenced to 6 years in prison. NCP is no longer employed, but still receives royalty payments. Staff files a motion to modify because NCP no longer has employment income. When calculating child support, staff requests the court use \$900 per month for NCP's income and for the obligation to begin the date of filing of the motion to modify unless the NCP and CP agree to another date, or the court orders another effective date

No pre-incarceration child support order

If there is no pre-incarceration order, CSS determines the appropriate amount to use in the child support computation based on NCP's income and assets. CSS requests the obligation begin effective the date of filing the establishment action.

Example

NCP is employed as a truck driver and also receives a trust fund payment of \$500 per month. NCP is ordered to pay \$450 per month child support. NCP is convicted of drug trafficking and is sentenced to 10 years in prison. NCP is no longer employed, but still receives the trust fund payment. CP and the children are now on SoonerCare and a child support case is opened. Staff files an establishment action against NCP. Staff request the court use \$500 per month as the NCP's income and for the obligation to begin effective the date of filing of the action.

VINE Link

When a parent is incarcerated, CSS staff registers on VINE Link to be notified of the imminent release or transfer of an incarcerated NCP. When registering, staff provides the anonymous district office email address as a method of contact.³⁹

³⁸ 43 O.S. §118I.

³⁹ OAC 340:25-5-178 ITS (12)(a)(3).

Practice Tip: Staff uses the incarceration reports located in the Super Reports database to determine which cases have incarcerated NCPs that need review and court actions. Reports include:

- NCP incarcerated and current support greater than zero – Do a modification action using \$0 for the NCP’s income, if has no income or assets; and
- Establishment status with NCP incarcerated – Do an establishment action using \$0 for the NCP’s income if has no income or assets.

For more information on the Right-Sizing Orders Reports, see *Section IX. Right-Sizing Orders Report Database*.

IV. DEFAULT ORDERS

Staff attaches the child support computation, which includes the specific amount of child support requested, to the establishment or modification pleading. If a parent fails to appear at the child support hearing, CSS uses the income hierarchy in *Section III. Income Hierarchy*, to determine the parent’s gross income in the child support computation.

Staff uses the most current income amount and/or information available at the time of preparing the pleading and at the time of the hearing for the missing parent’s actual income.⁴⁰ If there is no evidence of current actual income, CSS staff uses the last three years’ income as reflected in wage records or the parent’s tax returns.

Staff must be cautious when imputing income for a parent who is not present. It is important to gather all information possible, including information the other parent can provide as to the missing parent’s earning history and abilities. Only when there is no information available should staff impute income.

V. RIGHT-SIZING AND THE COMPLIANCE PREDICTOR TOOL

This section explains how CSS staff uses the Compliance Predictor Tool to determine a child support amount based on an NCP’s ability to pay. This tool is used in case preparation and negotiation with parties, but is not designed to be used as evidence in a court hearing.

A. Overview

CSS’s Compliance Predictor Tool was developed after the Right-Sizing Orders (RSO) Workgroup researched other states’ policies and procedures for right-sizing an order based on the NCP’s ability to pay. Studies show that in order for child support to be reliable, the support order must be based on an NCP’s actual ability to pay.⁴¹ Realistic orders improve the likelihood that a child support payment will remain consistent and continue over time.⁴²

⁴⁰ Read v. Read, 2001 OK 87, stands for the proposition that a final award of child support is not limited to the amount of support requested in the petition.

⁴¹ Office of Child Support Enforcement, Establishing Realistic Child Support Orders: Engaging Noncustodial Parents, Project to Avoid Increasing Delinquencies (PAID), June 2012.

⁴² *Id.*

The key child support study in this area found that orders set above 19% of an NCP's gross income experienced lower compliance and fewer consistent payments than orders set below 19%.⁴³ The RSO Workgroup interviewed the Orange County Child Support program to ask how their research was implemented in their caseload. One of the ways Orange County tried to encourage staff to right-size orders was to create a Compliance Predictor Chart. This chart was designed as an easy-to-use tool to help staff explain to CPs and NCPs how requesting an order less than the guideline amount could increase the likelihood of the NCP paying consistent and reliable monthly child support. Because the Orange County Compliance Predictor Chart worked well with case workers and in their court process, the RSO Workgroup decided to develop a version based on our caseload.

To determine the payment compliance behavior of our customers, the RSO Workgroup used data from the CSS caseload to develop a tool that could easily tell staff if the ordered amount was realistic and likely to result in consistent and reliable child support payments.

B. Purpose

The Compliance Predictor Tool is designed to help staff to request the court enter realistic child support orders. A realistic child support order is with a *ratio of order amount to income* (ROTI) of 20% or less of an NCP's gross monthly income. The Compliance Predictor Tool should not be used as an exhibit in administrative or district court. It is designed for internal use only and is especially useful in situations where an NCP and CP are willing to agree to an order amount.

The full version of the Compliance Predictor Tool with instructions is available in Appendix A. The Appendix also includes the "Compliance Predictor Tool Explanation." CSS staff uses this document to explain to the CP the likelihood of receiving reliable child support payments from an NCP.

C. How to Use Compliance Predictor Tool

The following examples demonstrate how the Compliance Predictor Tool should be used:

- **Right-Sized Order:** If the NCP earns \$1,256 per month and current support is set at \$225 per month, the ratio of income to current support is 18%. 77% of NCPs with this criterion pay 70% of their support. CSS does not request a deviation as ROTI is below 20% compliance rate.
- **ROTI above 20%:** The order(s) was set using an income of \$1,800 per month and current support is set at \$500 per month, the ratio of income to current support is 28%. 59% of NCPs with this criterion pay 70% of their support. In this situation there are a couple options after reviewing the NCP's information:
 - Request current support deviation to \$350 per month, which is a ROTI of 19%;

⁴³ Takayesu, Mark, ET. AL., Research Unit of the Orange County Dep't. of Child Support Serv., How Do Child Support Order Amounts Affect Payments and Compliance? (2011). Available at: http://www.css.ocgov.com/about/research_studies.

- Determine whether the NCP's situation supports using that income amount (\$1,800) or actual income; or
- Determine whether the facts support an ROTI above 20% compliance rate, e.g. the NCP has multiple cases or the parties agree to that amount.
- **Upward Modification Request/Obligation Not Currently Met:** Currently, the NCP's income assignment is not paying the full amount of the current monthly child support ordered. The CP requests an upward modification. After computing the child support guidelines, staff finds the NCP's modified monthly child support amount would be higher. In this situation, staff does the following:
 - Explains the employer is withholding the maximum amount from the NCP's paycheck by law, which does not cover all of the existing ordered monthly child support amount;
 - Explains the Compliance Predictor Tool to the CP using the "Compliance Predictor Tool Explanation" handout showing how likely or unlikely the NCP is to pay the higher modified guideline amount; and
 - Uses the Compliance Predictor Tool to determine an amount of child support that has an ROTI of 20% or less and explains to the CP how a deviation from the guideline amount would increase the likelihood that the NCP would start paying the full monthly ordered child support amount.
 - If the CP does not agree to the deviated amount, staff explains to the CP may ask the court to use the higher statutory guideline amount without a deviation.
 - Alternatively, CSS may provide the CP with a pro se modification packet.
 - If applicable, staff may refer the NCP to a Court Liaison or complete a Seek Work Order for job re-training or to obtain a better job.

Practice Tip: This is a good example of when to have a settlement conference with the CP, either in person or by phone. This could occur on a non-judge OAH hearing day.

D. Right-Sizing Orders Companion Tool—Does the Order Need to be Right-Sized?

In Appendix A, there a right-sizing review worksheet that is designed to be used when a caseworker is analyzing a case to determine if that case should be right-sized. This worksheet is titled "Does the Order Need to be Right-Sized?" and is meant to be used as a companion to the CSS Compliance Predictor Tool. Using the worksheet is simple; a caseworker inputs the following:

- NCP's monthly income;
- Monthly current support amount;
- Judgment payment amount;
- Total monthly obligation amount; and

- How much the parent is paying every month.

Once that information is in the worksheet, the following outputs are generated:

- Amount equal to 20% of NCP's monthly income;
- Percentage of the obligation the NCP is currently paying;
- Percentage of NCPs with similar obligation amounts that are likely to pay at least 70% of the obligation based on the compliance predictor tool;
- Percentage of the obligation NCP is paying; and
- Determines whether the case is eligible for right-sizing.

When an NCP is paying over 90% of the total monthly support, the worksheet will instruct the caseworker not to right-size the order. When an NCP is paying less than 90% of the total monthly support, the worksheet will instruct a case worker to consult with an attorney, as this may be a case eligible for right-sizing.

VI. SINGLE CASES

A. Overview

Right-sizing an order is done at the establishment or modification stage of a case where the proposed child support computation amount or the court ordered child support amount does not reflect current circumstances and actual income. This encourages NCP compliance and consistent, reliable support collections for the child(ren) involved. The Compliance Predictor Tool is designed to encourage staff to request the court enter realistic child support orders. A realistic child support order is 20% or less of an NCP's gross monthly income. Below are examples of when the monthly child support amount is disproportionate to the NCP's gross monthly income, which will likely result in the NCP not paying the full child support amount each month. Therefore, the child support order should be right-sized.

B. Pleadings

Staff uses all available income information to determine gross income at the time of preparing the pleading. When staff have no wage information or information regarding job history and earning ability, staff impute minimum wage at 40 hours per week.

C. Hearing

Staff uses the most current income amount and/or information available at the time of the hearing using the income hierarchy in *Section III. Income Hierarchy*. Only when there is no information available should staff impute income.

D. Examples

In the examples below, if the NCP has a job consistent with his education and training, staff initiates a modification and requests the court deviate to a realistic amount using the Compliance Predictor Tool.

- An NCP is making \$900 per month and his/her court ordered child support amount is \$315 for one child, which is 35% of his/her gross monthly income.
- An NCP is paying by income assignment and it is taking 50% of the NCP's income and not paying all of the court ordered monthly child support obligation.
- NCP has a reduced earning ability due to a limited education, physical or mental disability, incarceration, or other obstacle to employment, or there is evidence the parent has income of less than minimum wage for 40 hours per week. See examples in *Section IV. Income Hierarchy D. Reduced Earning Ability*.

E. Preparing the Order with a Deviation

For single cases, staff checks the deviation box in the child support amount paragraph of the child support order and writes in the reason for the deviation. Also, staff checks the “guidelines not followed” box on the signature page of the child support computation and works with the State’s Attorney on what to put in deviation reason on the blank lines. See example below:

- ☒ The court deviates from the child support guidelines pursuant to 43 O.S. § 118H. The guideline amount on the attached computation results in an amount that is unjust and inappropriate under the circumstances, and not in the best interests of the child(ren). The court finds the child support amount set out above is in the best interests of the child(ren) in this case due to the following reason(s):

☒ _____

Note: Using actual income is not a deviation and staff does not check the deviation box in the order or on the child support guidelines computation.

VII. MULTIPLE CASE ACTIONS

A. Overview

NCPs with multiple cases comprise a fraction of the CSS caseload.⁴⁴ However, having more than one case has a significant impact on whether an NCP regularly pays the full amount of child support owed for all the NCP’s families. Studies have shown separate child support order amounts in multiple child support cases are associated with lower payment compliance. About half of NCPs who paid less than 25% of their obligations had more than one child support case.⁴⁵ However, studies have consistently shown that typically, NCPs want to provide for their children and most of them do pay some formal support in the course of a given year.⁴⁶

⁴⁴As of November 2014, 12.9% of the CSS caseload are multiple NCP cases (18,356 cases; 142,110 NCPs with open cases).

⁴⁵Lauren A. Hall, ET. AL., Univ. of Maryland Sch. of Soc. Work, Who Pays Child Support? Noncustodial Parents’ Payment Compliance. (2014). Available at: <http://www.familywelfare.umaryland.edu/recentpubs.htm>.

⁴⁶*Id.*

“Multiple case action,” as used in this guide, means an NCP has multiple cases that are worked together for the primary purpose of right-sizing the NCP’s child support orders. A multiple case action includes an establishment action, modification action, or both. A multiple case action is heard before the Office of Administrative Hearings: Child Support (OAH) or district court, as appropriate.⁴⁷ By having the court hear all modifications simultaneously in one hearing, the court is able to consider all of the NCP’s children and set realistic child support orders. When appropriate, CSS may pursue enforcement actions in addition to completing the other action(s).

B. When to do a Multiple Case Action

When reviewing a case for a modification, staff always checks the OSIS Case List By AP Number Inquiry (CLAP) screen to see if the NCP has other cases. The CLAP screens shows:

- All of the NCP’s cases;
- Names of the CPs;
- Case status; and
- Office code.

For example, when an NCP has two or more cases, CSS staff reviews all of the NCP’s cases, whether in one or multiple CSS offices, to determine if it is appropriate to work the cases together. When deciding whether to complete a multiple modification, staff considers:

- NCP’s income;
- NCP’s ability to pay all child support orders in full each month;
- Whether the NCP is paying on all his cases; and
- The statutory monthly child support amount resulting from establishing or modifying the orders.

If one of the NCP’s cases involves a non-Oklahoma order, work it as follows:

- When Oklahoma has continuing exclusive jurisdiction, a case is included in a multiple case action;
- When Oklahoma does not have continuing exclusive jurisdiction; and:
 - Current support is still due, a case may be included in a multiple case action when all necessary parties consent for Oklahoma to exercise jurisdiction to modify the support order per 43 O.S. § 601-611; or
 - Consent is not received for Oklahoma to exercise jurisdiction to modify, the interstate case is included only for determination of the judgment payment plan.

In order to determine if a multiple case action is appropriate, complete a single child support computation for each of NCP’s cases, as well as a combined computation for a multiple case action. Staff compares the two and selects the option with the most realistic child support

⁴⁷ Staff completes multiple modifications in OAH, a statewide court, which has an easy-to-use case transfer process rather than in district court where the change of venue process is more complex and determined by the district judge.

order(s) amount(s) that the NCP will be able to pay in full each month. *See Section D. Office Assignment and Office Roles for further information on multiple case actions.*

C. Multiple Case Action Scenarios

Below are general scenarios that often come up within the context of a multiple case action. Under each general scenario is a fact pattern that CSS may encounter. There may be other instances not stated here that make a case appropriate for a multiple case action. When an NCP has more than one case, staff consults with the assigned State's Attorney to determine the best approach to proceed on the case

Examples

- **NCP is paying by income assignment for multiple cases, but is not paying the full child support obligation(s).**
 - NCP has 3 cases with a total child support amount of \$537 per month.
 - Income assignment is paying consistently a total of \$387 per month.
 - Staff does a multiple modification to set the three child support order amounts at an achievable monthly amount that an NCP will be able to pay in full each month.
- **NCP has inconsistent order amounts for different children in separate cases.**
 - NCP has 2 cases with a total of 3 children.
 - NCP is ordered to pay \$300 per month on 001 case for 1 child.
 - NCP is ordered to pay \$321.50 per month on 002 case for 2 children (\$160.75 per child).
 - The amount NCP is ordered to pay per child is inconsistent.
 - Staff does a multiple modification to set consistent child support per child.
- **NCP's income has changed since the last orders were entered in all cases.**
 - NCP was making \$3,000 per month when orders were entered and is now making \$2,100 per month.
 - **Note:** Income change can be a small percentage of overall income and still affect the NCP's ability to pay in full all monthly child support obligations.
 - Staff completes a multiple modification using current actual income.
- **NCP is now unemployed and unable to pay the ordered amounts in all cases entered when NCP was employed.**
 - Staff completes a multiple modification, following the guidance in *Section III. Income*.
 - Staff finds out if the NCP is voluntarily unemployed and considers the NCP's education, job history, training, and ability to work (whether disabled or incarcerated) to determine whether to impute gross income or use actual income of \$0.

- **NCP is paying in full on a case in one office and there is an establishment case in another office. The first office is not inclined to modify their order because the NCP is paying in full.**
 - Although the NCP is paying on his first case, establishing a new order for the second case may result in a total child support amount that is unrealistic for the NCP to be able to pay based on his wages and basic monthly expenses.
 - The offices coordinate to complete a multiple case action.
- **A multiple case action has been previously completed on NCP's cases. A new child support case is opened against NCP since the completed multiple case action. Child support needs to be set for the new child.**
 - NCP is working at same/similar employment as when multiple case action was completed and is paying by income assignment.
 - When doing a Notice of Child Support Obligation (NOCSO) and/or Notice of Paternity Support Obligation (NOPSO) for the new case, staff uses the base child support amount from the previous multiple case action and allocates the pro rata child share amount to the new child's base child support amount.
 - Staff runs individual guidelines for the new case for childcare or health insurance expenses that are added to the new child's base child support amount.
 - It is not necessary to re-modify NCP's completed multiple case orders.

Parenting Time Adjustment—Practice Tip: When staff modifies multiple cases and one case has a parenting time adjustment, staff consults with the State's Attorney regarding how to proceed. The State's Attorney compares the individual case parenting time adjustment modified amount versus the combination guideline multiple modification pro rata per child. CSS uses the child support amount which is the most equitable. If the amount under the parenting time adjustment is less or equal to the amount with the combination pro rata per child amount, then do not include that case in the multiple case action.

D. Office Assignment and Office Roles

When an office has determined multiple cases should be worked together and at least one of the cases is in another office, the Managing Attorney or a designee contacts the other office(s) to coordinate the multiple modification, also referred to as a "multiple case action." The other office(s) must respond within three business days to discuss which office(s) will complete the multiple case action.

The office with the majority of an NCP's cases is responsible for completing the multiple case action. This office is referred to as the "multiple case processing office." However, the Managing Attorneys may agree to designate an office other than the one with the majority of the cases to be the multiple case processing office. The Managing Attorneys may designate another office when:

- No office has the majority of cases;
- An establishment action is pending in one office;
- Most parties to the case are located closer to one office; or
- There's another reason not mentioned here.⁴⁸

Once the multiple case processing office is selected, the Managing Attorney of that office requests the relevant files from the other offices' Managing Attorney(s), Office Manager(s). Each case remains in the multiple case processing office's code during the pendency of the multiple case action.

CSS staff in each case's **original office** transfers the case within three business days. When transferring a case, CSS staff:

- Completes an arrearage computation for the cases in the office and emails the entire Excel arrearage computation file to the multiple case processing office;
- Updates the OSIS Case Data Update (CSCU) screen with the office code of the multiple case processing office;
- Documents in the OSIS Caselog screen to reflect:
 - Type(s) of action(s) taken;
 - Case is involved in a multiple case action; and
 - Name of the office transferring the case;
- Provides the case file or copies of relevant documents as requested by the multiple case processing office, which may include:
 - District court orders OAH doesn't have in their file;
 - Entire Excel Arrearage Computation file;
 - Evidence of parents' income; and
 - Medical and child care costs information;
- Completes the OAH Notice of Transfer to the multiple case processing office; and
- Send letters to the CP and NCP, notifying them that their case(s) has been temporarily transferred to a different office for a multiple case action.⁴⁹

After the multiple case action is complete, CSS staff in the **multiple case processing office** takes the following steps:

- Within three business days, sends a copy of the order by certificate of mailing to the CPs and NCP involved in the multiple case action;
- Completes a new OAH Notice of Transfer to the original office(s), if necessary;

⁴⁸ If the Managing Attorneys cannot agree on which office should complete the multiple case action, the issue is referred to the Regional Administrator(s) (RA) for those offices. The Assistant Director for Operations resolves the office assignment in the event the RAs do not agree.

⁴⁹ These letters explain the benefits of multiple case actions and that the case is returned to the original office once the action is complete. There is also a Non-Transfer letter that is sent when the CP's case is in the multiple case processing office.

- Within three business days of the court entering the order, updates the OSIS OBLU finance screens with the new order amounts and ensures an income assignment is generated;
- Within five days, sends the case file and certified copies of the orders, back to the original office(s); and
- Updates the OSIS CSCU screen to the office code of the original office.

After the case is transferred back to the **original office**, the original office staff docket the OAH order in its district court, ensures the income assignment was sent, and initiates any other appropriate enforcement actions.

Practice Tip: When one of the multiple cases is a paternity case, one option is for the office with the paternity case to file a paternity action and conduct the genetic test before deciding which office will handle the multiple case modification action.

Practice Tip: If there is already a multiple case action in process with the NCP's ordered cases, proceed with a Temporary Order on the ordered cases and set a hearing on the final order to include the newly established child. File paternity or establishment actions prior to filing motions to modify on established cases; wait for genetic test results before filing motions to modify.

E. Income Review and Research

All NCP's cases that need right-sizing should be presented on an OAH docket by one office. The caseworker preparing the multiple case action determines:

- Combined number of children eligible to receive current support, e.g. 5 total children in 4 separate cases;
- Which parent has custody;
- Birthdate of children on each case; and
- Monthly income for both NCP and BP for each case.

Note: There is a multiple case processing checklist for staff to use in Appendix B.

There are various ways to obtain income information. For example:

- Financial statements;
- Paystubs;
- DHS/IV-A screens;
- OWL screen;
- FCRL screen; and
- SSA/PY screen.

Once you determine each BP's income, add them all together and divide by the total number of BPs in the cases being modified.

Example

BP 1= \$1,813.97

BP 2= \$1,256.67

BP 3= \$1,256.67

BP 4= \$4,264.06

$\$8,591.37/4(\text{total number of BPs}) = \$2,147.84$ (average BP income)

The caseworker prepares 5 guidelines for this example: (1) Combination Guidelines for NCP's total cases with all BPs and children and (2) Individual Guidelines for **each of the four cases**. Combination guidelines and individual guidelines are explained in the sections below.

F. Combination Guidelines

CSS staff determines the number of children eligible to receive current support. Be sure to check each child's birthdate and custody information on the NCP's cases. Next, determine NCP and average BPs' income from available sources. If the CP is not the BP, use the BP income and never the CP's income. Enter the incomes and number of children into the guidelines calculations. Finally, the child support amount from the combination guidelines is divided by the total number of children to arrive at the pro rata share that CSS is requesting the court order the NCP to pay for each child. Medical expenses and childcare costs are not included in the combined guidelines.

Example

- 4 NCP cases with 5 children
- BPs' average combined income: \$2,147.84
- NCP income: \$1,656.67
- Child support per month for 5 children is \$501.20 or \$100.24 per child which is 30% of NCP's income.
- **Note:** Medical expenses and childcare costs are not included in the combined guidelines.

Staff does not attach the combination child support computation form to the pleading but puts a copy in each case file. Staff uses the combination child support computation form as a worksheet during settlement conferences with the parties and as an exhibit for any contested OAH hearing. See Appendix B for the child support computation form for examples.

G. Individual Guidelines for Attachment to Pleading

CSS staff attaches to the pleadings the individual case child support guidelines with a deviation. Staff computes the individual guidelines following the statutory guidelines computation formula using the income for the NCP and each individual BP (not the BP average)

and requests a deviation from the base child support to the pro rata share per child. Staff adds in the individual medical support and childcare costs to the pro rata share per child. See Appendix B for the individual child support computation for this example.

Example

- BP Income \$1,256.67 per month with \$100 per month childcare costs
- NCP Income \$1,656.67 per month
- Per individual guidelines, base child support would have been \$280.91 per month plus \$56.86 childcare amount plus \$65.39 cash medical amount = \$403.16 per month child support order.
 - Per multiple modification, the monthly child support amount is:

\$100.24 base child support

56.86 childcare

+ 65.39 cash medical

\$222.49 child support
 - Address medical and childcare amount in the deviation paragraph.

H. Preparing the Multiple Motions to Modify

CSS staff prepares motions to modify and sets all cases before the modifying office's ALJ. Below are the relevant multiple case action paragraphs from the Motion to Modify. See Appendix B for the entire Motion to Modify form.

Staff does not attach the combination child support computation form to the motion to modify. Staff uses the combination child support computation form as a worksheet for settlement conference with the parties and as an exhibit for the OAH hearing.

Paragraph 3: Staff selects the multiple family option. See below:

CSS has determined that the present child support award is not in accordance with the child support guidelines. Since the date of the last order, the following changes of circumstance have occurred:

- ☐ A change in the income of one or both parties;
- ☐ A change in custody of one or more children;
- ☐ One or more children have reached the age of majority;
- ☐ A change in medical or dental insurance;
- ☐ A change in child care expenses;
- ☒ NCP's child support amount should be reviewed due to responsibility for multiple families;

☐ Other: _____.

Paragraph 4: Staff uses the following: (1) the monthly pro rata share per child from the combination child support computation form and the medical and childcare costs from the individual guidelines; (2) the actual income for both parties on the individual guidelines for each case. See below:

Child support should be modified to \$ **Amount per child from COMBO + medical/childcare** or other amount determined by the court and consistent with the child support guidelines. If either parent fails to provide income information, CSS will use available income information from all sources to compute child support according to the Oklahoma child support guidelines. If no income information is available, income may be imputed at an amount the parent could reasonably expect to earn. Currently CSS records indicate the amount of income that should be used to compute the child support obligation is \$ **Amount from individual guidelines per month** for the mother and \$ **Amount from individual guidelines** per month for the father per the attached child support guidelines.

Paragraph 9: Staff uses the monthly pro rata share per child from the combination child support computation form and the medical and childcare costs from the individual guidelines. See below:

If you fail to appear, the Court may modify the child support and enter a default order for the obligor to pay child support in the amount of \$ **Amount per child from COMBO + medical/childcare** per month, or other amount as may be appropriate.

I. Preparing Orders in a Multiple Case Action

For multiple cases, in the child support amount paragraph of the child support order, staff checks the deviation box and multiple cases deviation language box. See below:

Paragraph 4: Current support is set at \$_____per month. Deviation is granted in the best interest of children who are impacted by this order, allowing for equitable allocation of funds available for support of all _____children in _____cases. Base child support amount was calculated by a child support guidelines which uses the non-custodial parent's gross monthly income and the average of _____ biological parent's gross monthly income (plus daycare and/or-medical costs if applicable) and the total number of children in these cases for an equitable distribution for all children involved in these proceedings.

☒ The court deviates from the child support guidelines pursuant to 43 O.S. § 118H. The guideline amount on the attached computation results in an amount that is unjust and inappropriate under the circumstances, and not in the best interests of the child(ren). The court finds the child support amount set out above is in the best interests of the child(ren) in this case due to the following reason(s):

☒ Due to extreme economic hardship and to more equitably distribute the resources available for child support, the court finds a deviation is supported by the evidence and is not detrimental to the best interests of the child(ren) in this case.

Also, staff checks “Deviation from child support guidelines by Court-Specific findings of Court supporting each deviation” on the signature page of the Child Support Computation. Staff adds the multiple case deviation language on the computation form. See Appendix B for examples of a Child Support Computation Form and a multiple case order.

J. Multiple Case Action with In-Home Children Example

In a multiple case action with a multiple modification combination guideline calculation, CSS treats the NCP’s children as one family, which allows for a reduced child support amount based on a pro rata share. Therefore, CSS advocates to the court that it is unnecessary to compute a deduction against the NCP’s gross income for qualified prior born in-home children per 43 O.S. § 118C. However, if the court orders this credit and requires CSS to compute a multiple modification with an adjusted gross income for the NCP, CSS uses the following example:

Example

- NCP has 3 cases in 2 offices and custody of 2 biological children in the NCP’s home, date of births 11-22-06 and 6-13-08. All CPs are BPs. Contact all offices assigned the NCP’s cases to decide which office will do the multiple modification. *See Section VII D. Office Assignment and Office Roles.*
- **Office A:** One case with one child
 - **001 case** with one child, DOB: 9-25-08, and current support modified March 2014 to \$324 per month with \$25 per month judgment payment.
- **Office B:** Two cases with one child on each case.
 - **002 Case:** One child, DOB 2-4-10, Divorce Decree ordered \$0 child support. CP requests modification because CP has full custody and needs child support to meet the child’s needs.
 - **003 Case:** One child, DOB: 6-20-13, current support set in January 2014 at \$291 per month with a \$10 per month judgment payment.
- **Gross Incomes:**
 - NCP: \$2,483 per month
 - CP 001: \$1,257 per month
 - CP 002: \$1,500 per month
 - CP 003 \$1,700 per month
- **Average CP income:** \$1,485.67

FGN	# OF CHI	NCP	NCP'S INCOME	source	CP	CP'S INCOME	source	Daycare	Insurance
#####1	1	Mr.	\$2,483.00	Paystubs	Miss	\$1,257.00	IV-A		
#####2	1					\$1,500.00	Paystub		
#####3	1					\$1,700.00	Financial Statement		
				CP AVERAGE INCOME		\$1,485.67			
TOTAL CHI:	3								

- **Child Support Calculation:** 3 children (3 out-of-home)
 - NCP's gross income of \$2,483 per month - \$474 credit for 2 children in-home (Section 2e of the guideline/computation form) = adjusted gross income \$2,009 per month.
 - CPs' income of \$1,485.67 per month (average of all 3 CPs' income).

With Cash Medical Per GLS						With Cash Medical Deviated to \$0					
COMBINED	TOTAL FOR ALL CHILDREN	# OF CHILDREN	AMOUNT PER CHILD			COMBINED	TOTAL FOR ALL CHILDREN	# OF CHILDREN	AMOUNT PER CHILD		
GLS	\$531.18	3	177.06			GLS	\$531.18	3	177.06		
FGN	# OF CHU	BASE CS PER CASE	CASH MED PER CASE	DAYCARE PER CASE	TOTAL PER CASE	FGN	# OF CHU	BASE CS PER CASE	CASH MED PER CASE	DAYCARE PER CASE	TOTAL PER CASE
#####1	1	\$177.06	70.74		\$247.80	#####1	1	\$177.06	0		\$177.06
#####2	1	\$177.06	65.84		\$242.90	#####2	1	\$177.06	0		\$177.06
#####3	1	\$177.06	62.29		\$239.35	#####3	1	\$177.06	0		\$177.06
		\$0.00			\$0.00			\$0.00			\$0.00
		\$0.00			\$0.00			\$0.00			\$0.00
		\$0.00			\$0.00			\$0.00			\$0.00
		\$0.00			\$0.00			\$0.00			\$0.00
				TOTAL	\$730.05					TOTAL	\$531.18

- Guideline amount for 3 children is \$531.18 per month divided by 3 children = \$177.06 per month for each child.
- Calculate the individual guidelines for each case and add childcare costs and medical support, if any, to the base child support in each case.
- **Note:** When State's Attorneys request a deviation from the total monthly support, they do not object to the ALJ also including a deviation from the cash medical amounts. The monthly child support amount with cash medical deviated to \$0 is 21.4% of NCP's income with cash medical per guidelines it is 29.4% of NCP's income.

VIII. JUDGMENT PAYMENTS

A. Setting Judgment Payments

Staff always requests the court enters and/or sets a monthly judgment payment amount in establishment and modification orders to pay towards the child support judgment.⁵⁰ This increases the likelihood the family will receive payments towards the judgment, secures a monthly judgment amount for staff to put in the income assignment notice to the employer, ensures that each of the NCP's cases will receive an allocated amount of judgment payments and assists the office in having more cases with payments credited for the arrearage payments federal performance measure.

⁵⁰ OAC 340:25-5-179.1.

B. Judgment Payment Amount Authority⁵¹

Per Section 137 of Title 43 of the Oklahoma Statutes, the monthly payment schedule on past support may not exceed three years unless specific findings of fact supporting the action are made. CSS considers a three-year payment schedule to be unjust, unreasonable, inequitable, or inappropriate when CSS has evidence that the NCP cannot comply with the payment plan. CSS requests a monthly payment schedule that may exceed three years in accordance with the best evidence available, including the NCP's earning records, past job history, earning ability based on education and training, and mental or physical incapacities. CSS also considers NCP's other child support obligations and total arrears.⁵²

C. Income Sources to Review

When requesting a monthly payment schedule on past support, staff reviews available information, such as the following sources to determine the amount the NCP's able to pay each month in addition to the monthly current support amount(s):

- FCRL and OWL OSIS screens;
- Oklahoma Wage Report⁵³;
- Westlaw Consolidated Lead Evaluation and Reporting (CLEAR) Report;
- Financial questionnaires; and
- Other sources as appropriate.⁵⁴

When the payment schedule exceeds three years, CSS documents in the court order that a three year payment schedule is unjust, unreasonable, inequitable, inappropriate or not in the best interests of the child(ren).⁵⁵

D. Minimum Judgment Payment Amounts in Single Case

When requesting the court enter an order for payment on arrearages, CSS requests the court take into consideration the amount of the arrearages, current support order, and earnings of the NCP.

CSS requests the court enter a reasonable payment agreement tailored to each individual's financial circumstances.

⁵¹ OAC 340:25-5-140(b).

⁵² *Id.*

⁵³ Available from the Oklahoma Employment Security Commission's website at: <http://www.oesc.state.ok.us/lmi/publications/publication.asp?pubID=12>

⁵⁴ Staff may review completed financial screening questionnaires sent to CPs and NCPs prior to filing contempt actions as well as the financial questionnaires used as part of the review and adjustment process. Also, some ALJs require NCPs to complete a budget worksheet.

⁵⁵ OAC 340: 25-5-140 ITS 3.

E. Judgment Payments in Multiple Cases

Staff considers a holistic approach when requesting the court enter or modify judgment payments for an NCP's multiple cases. Judgment payments across all cases should be consistent. When cases are assigned to other offices, the Managing Attorney of the office handling a judgment payment adjustment contacts the other offices' Managing Attorneys to coordinate adjustments. Staff requests all of the NCP's cases, even the cases with judgment payments only. Staff reviews the judgment payment amounts ordered in all of the NCP's judgments and request the court to make adjustments in all cases at the same time.

Staff consults the Compliance Predictor Tool to determine the ratio of order to income which should be 20% or less of the NCP's gross income. Staff may use the difference between the current support ROTI and 20% maximum compliance amount to determine a reasonable judgment payment amount.

Examples

- NCP's income is \$2000 per month and \$350 is the current support amount. The current support amount represents 18% ROTI, which leaves 2% or \$50 until the 20% maximum compliance amount is reached. Therefore, staff request \$50 per month judgment payment. *See Section VII, C. Office Assignment and Office Roles.*
- Staff may request the court adjust a monthly judgment payment amount as part of a multiple modification action or as part of routine enforcement actions, e.g. Annual Notice, Notice of Intent to Revoke, Motion to Determine Arrears and Judgment Payment, and Application for Contempt Citation for Failure to Pay Child Support.

Practice Tip: Ask about the NCP's monthly expenses. Staff requests the court not consider non-essential living expenses to determine what the NCP is able to pay per month for judgment payments, in addition to current child support order amounts. Consult with the assigned State's Attorney for guidance. *See the Monthly Expense Worksheet in Appendix A.*

Practice Tip: When a monthly judgment payment is less than the amount of interest accruing on the NCP's case(s), staff discuss this with the NCP. Staff sets a judgment payment review hearing if circumstances show the NCP would be able to increase the monthly judgment payment at that time.

IX. RIGHT-SIZING ORDER REPORT DATABASE

A. Background

The Center for Finance and Budget (CFB) began researching usage of predictive analytics and case segmentation for child support cases. As part of this research, CFB analyzed our caseload to

determine what case attributes were likely to result in NCP paying child support. The CFB research indicated NCP income was a strong indicator of whether an NCP would pay support. CFB initiated a case stratification project. This project aimed to segment all enforcement cases into categories and to analyze and prescribe effective enforcement activities for each segment of the caseload. The caseload strata were based on whether a case was paying 80% of current support for three months. If the NCP was not paying, the case was categorized based on one of the following:

- Did the NCP pay something the last nine out of twelve months?
- Did the NCP earn more than \$2000 per month?
- Did the NCP earn between \$1000 and \$1999 per month?
- Did the NCP earn less than \$1000 per month?
- Other (example: the CP is uncooperative, the case has a future hearing date, or the case is an outgoing interstate case).

Four offices participated in this 15 month pilot program. Each month, CFB manually produced a report using the percentage paid list and the CXDLGL9B report created by the Center for Business Processes Engineering (CBPE). These reports were heavily laden with data elements for each case. As the pilot progressed, CBPE worked with CFB in order to automate this report production process. They were able to recreate the stratification report in the WebFocus environment and the manual process was eliminated. The WebFocus report contained numerous data fields that had not been fully utilized within the project. In order to assist the pilot offices, CFB loaded the new stratification report into an Access database in order to create mini-reports that serve as prioritization work lists, caseload clean- up lists and project lists. The pilot project concluded in June 2014 and the tools and reports are now available for all offices. The stratification database is continually maintained and is sent monthly to all District Office Management.

The stratification database includes data that shows an NCP's verified address, employment information, and reported income. It also shows the CP income, whether the case is paying, number of children, number of cases, etc. All of this data allows us to create small reports tailored for projects and prioritization. Currently, the stratification database has approximately 29 individual reports with new reports being added each month (upon request). These report types are separated into "All Cases," "Establishment Cases" (cases without orders), and "Enforcement Cases" (cases with orders). Offices are requested to use these reports as work lists, project lists, as well as possible closure and clean-up case lists.

B. Right-Sizing Orders Reports

Because the stratification and right-sizing orders goals overlap, the Right-sizing Orders Workgroup created relevant right-sizing reports. CFB manages the stratification and right-sizing order reports in the Super Reports database and communicates their location and updates to district offices.

An office can generate a bird's eye view report that shows the potential universe of cases that may require right-sizing projects through any of the following reports.

Single Case Reports

- ROTI with current support greater than 20%
- Cases by NCP income
- Cases where the NCP is not paying 100% of current support
- Establishment status with NCP receiving SSI
- Enforcement status with NCP receiving SSI and current support greater than \$0
- Enforcement status with \$0 paid last month and current support due
- NCP is self-employed and not paying current support⁵⁶

Multiple Cases Reports

- NCP has more than one child support case and not paying 100% of current support
- Establishment status with NCP paying on another case

Incarcerated Reports

- NCP incarcerated and current support greater than zero
- Establishment status with NCP incarcerated

Judgment Payment Reports

- Cases with judgment payment greater than \$X (staff can enter any amount into the database)
- ROTI with current support and judgment payments greater than X% of ROTI (staff can enter any amount into the database)

C. Examples

Below are examples on how to use the RSO database:

ROTI with current support greater than 20% Report: Use this report to see a list of all cases where the NCP's current support amount was set at more than 20% of his/her income. If an NCP is not paying or only paying a percentage of the total monthly child support obligation, staff should review the case to determine if a modification is needed for current support. The goal is to use the NCP's actual income, if warranted and for the ROTI to be closer to 20% of the NCP's gross income.

Establishment status with NCP receiving SSI: This report includes a list of cases needing an order established and the NCP is showing as receiving SSI benefits. If the NCP is receiving SSI,

⁵⁶ The self-employed information comes from the SSA annual wage reports received through the Federal Case Registry List (FCRL). CSS reports a parent's income to the Federal Case Registry from our sources, e.g. Oklahoma Tax Commission, which our federal office, OCSE filters back to us via the FCRL.

it should not be included as income for the NCP. Therefore, it is likely current support will be set at zero.⁵⁷

NCP has more than one child support case and not paying 100% of current support: Staff should review these cases, and if appropriate, initiate a multiple modification using actual income for the NCP. *See Section VII. Multiple Case Actions.*

NCP incarcerated and current support greater than zero: This report can be used as a work list for potential RSO modifications. *See Section III, F Reduced Earning Ability Due to Incarceration.*

Cases with judgment payment greater than \$X: When an office wants to find cases where the judgment payment is set for more than \$300, select the “Cases with judgment payment greater than \$X” (staff can enter any amount into the database) and set \$500 as their parameter (or any amount that is high). The cases on this report might need a lower judgment payment so the NCP can pay the judgment payment along with his/her current monthly child support.

X. CONCLUSION

Please consult with your assigned State’s Attorney for specific case legal guidance. Staff and State’s Attorneys may direct questions regarding this guide to the RSO Workgroup email at *OCSS.RightSizingOrders.

⁵⁷ OAC 340:25-5-178(m) & ITS (3) & (6).

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Appendix A

Legal Authority and Worksheets

Legal Authority

A. Statutes

- 43 O.S. § 118B
- 43 O.S. § 118H
- 43 O.S. § 118I
- 43 O.S. § 118.1
- 43 O.S. § 137
- 56 O.S. § 237

B. Case Law

- *Garcia v. Garcia*, 288 P.3d 931 (2012).
- *State Ex. Rel. Dept. of Human Services v. Baggett*, 990 P.2d 235 (1999).
- *McKee v. McKee*, 820 P.2d 1362 (1991).

C. Oklahoma Administrative Code (OAC) and Instructions to Staff (ITS)

- OAC 340:25-5-140
- OAC 340:25-5-178
- OAC 340:25-5-179.1
- OAC 340:25-5-198.1
- OAC 340:25-5-198.2

Oklahoma Administrative Code rules may be cited as persuasive authority in court actions as they have the force of law under the Oklahoma Administrative Procedures Act:

C. Rules shall be valid and binding on persons they affect, and shall have the force of law unless amended or revised or unless a court of competent jurisdiction determines otherwise. Except as otherwise provided by law, rules shall be prima facie evidence of the proper interpretation of the matter to which they refer.⁵⁸

ITS serve as guidance for staff and do not have the force of law. Therefore, CSS staff does not present ITS language to the judge or cite it as authority for CSS's position.

⁵⁸ 75 O.S. § 308.2.

Monthly Expense Sheet

MONTHLY EXPENSES FOR _____ OAH# _____

TYPE OF EXPENSE	MONTHLY PAYMENT
Rent or mortgage payments for your residence: ☐ Rent ☐ Mortgage (include property taxes and insurance)	
Utilities for your residence: ☐ Electric \$ _____ ☐ Water/Sewer/Garbage \$ _____ ☐ Gas \$ _____ ☐ Home phone \$ _____ ☐ Cable \$ _____ ☐ Internet \$ _____	
Cellular phone bill for _____ phones:	
Automobile payment(s): Make/Model/Year of Vehicle(s) _____ Total amount owed on vehicle(s) \$ _____	
Automobile insurance for _____ vehicles:	
Automobile maintenance (oil changes, repairs, etc.):	
Transportations costs (auto fuel, bus pass, ride share, etc.):	
Medical and dental expenses: Total amount owed on medical/dental expenses: \$ _____	
Food: ☐ Groceries \$ _____ ☐ Restaurants \$ _____	
Personal expenses: ☐ Hygiene products \$ _____ ☐ Clothing \$ _____ ☐ Grooming \$ _____ ☐ Cigarettes \$ _____ ☐ Laundry/Cleaning \$ _____ ☐ Other \$ _____	
Membership dues: ☐ Gym/Health Club \$ _____ ☐ Other \$ _____	
Charitable donations/gifts: ☐ Church \$ _____ ☐ Other \$ _____	
Loans and credit: ☐ Student loans \$ _____ Total amount owed \$ _____ ☐ Credit cards \$ _____ Total amount owed \$ _____ ☐ Bank loans \$ _____ Total amount owed \$ _____ ☐ Payday loans \$ _____ Total amount owed \$ _____ ☐ Other \$ _____ Total amount owed \$ _____	
Entertainment (include social obligations, movies, travel, recreation):	
Fines, costs and miscellaneous: ☐ Court fines/costs \$ _____ Total amount owed \$ _____ ☐ Other \$ _____ Total amount owed \$ _____	
Current court-ordered child support paid or withheld from income: ☐ For child(ren) on this case \$ _____ ☐ For other child(ren) \$ _____	
Child care paid for children in the home:	
Other monthly expenses not listed above: Type _____	
TOTAL EXPENSES	

Number of other adults living in the home with you: _____ Relationship to you: _____ Monthly income or financial contribution of other adults in the home: \$ _____

Number of biological or legally adopted children living in the home with you: _____ Ages: _____

Number of step-children or other children living in the home with you: _____ Ages: _____

Oklahoma Child Support Compliance Predictor Tool

NCP Income	\$75	\$100	\$125	\$150	\$175	\$200	\$225	\$250	\$275	\$300	\$325	\$350	\$375	\$400	\$425	\$450	\$475	\$500	\$525	\$550
2000	4%	5%	6%	8%	9%	10%	11%	13%	14%	15%	16%	18%	19%	20%	21%	23%	24%	25%	26%	28%
1950	4%	5%	6%	8%	9%	10%	12%	13%	14%	15%	17%	18%	19%	21%	22%	23%	24%	26%	27%	28%
1900	4%	5%	7%	8%	9%	11%	12%	13%	14%	16%	17%	18%	20%	21%	22%	24%	25%	26%	28%	29%
1850	4%	5%	7%	8%	9%	11%	12%	14%	15%	16%	18%	19%	20%	22%	23%	24%	26%	27%	28%	30%
1800	4%	6%	7%	8%	10%	11%	13%	14%	15%	17%	18%	19%	21%	22%	24%	25%	26%	28%	29%	31%
1750	4%	6%	7%	9%	10%	11%	13%	14%	16%	17%	19%	20%	21%	23%	24%	26%	27%	29%	30%	31%
1700	4%	6%	7%	9%	10%	12%	13%	15%	16%	18%	19%	21%	22%	24%	25%	26%	29%	31%	32%	32%
1650	5%	6%	8%	9%	11%	12%	14%	15%	17%	18%	20%	21%	23%	24%	26%	27%	29%	30%	32%	33%
1600	5%	6%	8%	9%	11%	13%	14%	16%	17%	19%	20%	22%	23%	25%	27%	28%	30%	31%	33%	34%
1550	5%	7%	8%	10%	11%	13%	15%	16%	18%	19%	21%	23%	24%	26%	27%	29%	31%	32%	34%	35%
1500	5%	7%	8%	10%	12%	13%	15%	17%	18%	20%	22%	23%	25%	27%	28%	30%	32%	33%	35%	37%
1450	5%	7%	9%	10%	12%	14%	16%	17%	19%	21%	22%	24%	26%	28%	29%	31%	33%	34%	36%	38%
1400	5%	7%	9%	11%	13%	14%	16%	18%	20%	21%	23%	25%	27%	29%	30%	32%	34%	36%	38%	39%
1350	6%	7%	9%	11%	13%	15%	17%	19%	20%	22%	24%	26%	28%	30%	31%	33%	35%	37%	39%	41%
1300	6%	8%	10%	12%	13%	15%	17%	19%	21%	23%	25%	27%	29%	31%	33%	35%	37%	38%	40%	42%
1250	6%	8%	10%	12%	14%	16%	18%	20%	22%	24%	26%	28%	30%	32%	34%	36%	38%	40%	42%	44%
1200	6%	8%	10%	13%	15%	17%	19%	21%	23%	25%	27%	29%	31%	33%	35%	38%	40%	42%	44%	46%
1150	7%	9%	11%	13%	15%	17%	20%	22%	24%	26%	28%	30%	33%	35%	37%	39%	41%	43%	46%	48%
1100	7%	9%	11%	14%	16%	18%	20%	23%	25%	27%	30%	32%	34%	36%	39%	41%	43%	45%	48%	50%
1050	7%	10%	12%	14%	17%	19%	21%	24%	26%	29%	31%	33%	36%	38%	40%	43%	45%	48%	50%	52%
1000	8%	10%	13%	15%	18%	20%	23%	25%	28%	30%	33%	35%	38%	40%	43%	45%	48%	50%	53%	55%
900	8%	11%	14%	17%	19%	22%	25%	28%	31%	33%	36%	39%	42%	44%	47%	50%	53%	56%	58%	61%
800	9%	13%	16%	19%	22%	25%	28%	31%	34%	38%	41%	44%	47%	50%	53%	56%	59%	63%	66%	69%
Current Support	\$75	\$100	\$125	\$150	\$175	\$200	\$225	\$250	\$275	\$300	\$325	\$350	\$375	\$400	\$425	\$450	\$475	\$500	\$525	\$550

10% ROTI	85% of cases with this criteria of income and current support are paying at least 70% of support
20% ROTI	77% of cases with this criteria of income and current support are paying at least 70% of support
30% ROTI	59% of cases with this criteria of income and current support are paying at least 70% of support
40% ROTI	43% of cases with this criteria of income and current support are paying at least 70% of support
50% ROTI	32% of cases with this criteria of income and current support are paying at least 70% of support
51% + ROTI	26% of cases with this criteria of income and current support are paying at least 70% of support

Key:

Current Support Amount: Includes daycare and medical, not arrears payments.

Ratio of Order to Income (ROTI) Percentages: Represents the ratio of income to current support. (Example: Income at \$1,000 and Current support at \$225, represents 23% of the NCP's monthly income).

NCP's Income: Represents monthly gross income.

Instructions

1. Find the NCP's income on the vertical axis.
2. Find the current support amount on the horizontal axis.
3. The block where the NCP's income and the current support amount intersect, represents the ratio of current support to income.
4. Based on Oklahoma CSS caseload, if an order is set higher than 20% of an NCP's income, compliance significantly decreases.

Child Support Services Compliance Predictor Tool Explanation

What: The Compliance Predictor is a tool for child support staff and custodial parents to use that shows how likely a noncustodial parent (NCP) is to pay child support based on his/her income.

Why: Our goal is to help your family receive child support payments every month. Although it may feel good to have a judge award you and your family a large amount of child support, it does not help you if you never receive a payment.

Based on statistics from cases like yours, when the amount of child support is more than 20% of the NCP's income, you are less likely to get any child support from that person. But when the child support amount is 20% or less of the NCP's income, you are more likely to get child support payments every month. The judge may order a monthly child support amount to fit your case.

Instructions for the chart below:

1. Find the NCP's income
2. Find the amount of child support the NCP was ordered to pay.
3. The block where the NCP's income and the child support meet is the percentage of the NCP's income taken for child support.
4. Look at the color of the block. When the color is yellow, orange, or red, you are less likely to get child support payments regularly or at all.

Compliance Predictor Tool

NCP Income	75	100	125	150	175	200	225	250	275	300	325	350	375	400	425	450	475	500	525	550
2000	4%	5%	6%	8%	9%	10%	11%	13%	14%	15%	16%	18%	19%	20%	21%	23%	24%	25%	26%	28%
1950	4%	5%	6%	8%	9%	10%	12%	13%	14%	15%	17%	18%	19%	21%	22%	23%	24%	26%	27%	28%
1900	4%	5%	7%	8%	9%	11%	12%	13%	14%	16%	17%	18%	20%	21%	22%	24%	25%	26%	28%	29%
1850	4%	5%	7%	8%	9%	11%	12%	14%	15%	16%	18%	19%	20%	22%	23%	24%	26%	27%	28%	30%
1800	4%	6%	7%	8%	10%	11%	13%	14%	15%	17%	18%	19%	21%	22%	24%	25%	26%	28%	29%	31%
1750	4%	6%	7%	9%	10%	11%	13%	14%	16%	17%	19%	20%	21%	23%	24%	26%	27%	29%	30%	31%
1700	4%	6%	7%	9%	10%	12%	13%	15%	16%	18%	19%	21%	22%	24%	25%	26%	28%	29%	31%	32%
1650	5%	6%	8%	9%	11%	12%	14%	15%	17%	18%	20%	21%	23%	24%	26%	27%	29%	30%	32%	33%
1600	5%	6%	8%	9%	11%	13%	14%	16%	17%	19%	20%	22%	23%	25%	27%	28%	30%	31%	33%	34%
1550	5%	6%	8%	10%	11%	13%	15%	16%	18%	19%	21%	23%	24%	26%	27%	29%	31%	32%	34%	35%
1500	5%	7%	8%	10%	12%	13%	15%	17%	18%	20%	22%	23%	25%	27%	28%	30%	32%	33%	35%	37%
1450	5%	7%	9%	10%	12%	14%	16%	17%	19%	21%	22%	24%	26%	28%	29%	31%	33%	34%	36%	38%
1400	5%	7%	9%	11%	13%	14%	16%	18%	20%	21%	23%	25%	27%	29%	30%	32%	34%	36%	38%	39%
1350	6%	7%	9%	11%	13%	15%	17%	19%	20%	22%	24%	26%	28%	30%	31%	33%	35%	37%	39%	41%
1300	6%	8%	10%	12%	13%	15%	17%	19%	21%	23%	25%	27%	29%	31%	33%	35%	37%	38%	40%	42%
1250	6%	8%	10%	12%	14%	16%	18%	20%	22%	24%	26%	28%	30%	31%	33%	34%	36%	38%	40%	44%
1200	6%	8%	10%	13%	15%	17%	19%	21%	23%	25%	27%	29%	31%	33%	35%	38%	40%	42%	44%	46%
1150	7%	9%	11%	13%	15%	17%	20%	22%	24%	26%	28%	30%	33%	35%	37%	39%	41%	43%	46%	48%
1100	7%	9%	11%	14%	16%	18%	20%	23%	25%	27%	30%	32%	34%	36%	39%	41%	43%	45%	48%	50%
1050	7%	10%	12%	14%	17%	19%	21%	24%	26%	29%	31%	33%	36%	38%	40%	43%	45%	48%	50%	52%
1000	8%	10%	13%	15%	18%	20%	23%	25%	28%	30%	33%	35%	38%	40%	43%	45%	48%	50%	53%	55%
900	8%	11%	14%	17%	19%	22%	25%	28%	31%	33%	36%	39%	42%	44%	47%	50%	53%	56%	58%	61%
800	9%	13%	16%	19%	22%	25%	28%	31%	34%	38%	41%	44%	47%	50%	53%	56%	59%	63%	66%	69%
Current Support	\$ 75	\$ 100	\$ 125	\$ 150	\$ 175	\$ 200	\$ 225	\$ 250	\$ 275	\$ 300	\$ 325	\$ 350	\$ 375	\$ 400	\$ 425	\$ 450	\$ 475	\$ 500	\$ 525	\$ 550

The RSO Companion Tool is available in the Outlook Public Folder as follows: CSS All/Right Sizing Orders/RSO Companion Tool

Does the Order Need to be Right Sized?	
Directions 1. Add NCP name and FGN. 2. Enter NCP's monthly income, current support total, and monthly judgment payment total. 3. Enter the amount the NCP is paying each month on the left-hand side with the white blocks. Note: Once data is added, error codes will disappear. The CSS Compliance Predictor Tool on page 2 shows the likelihood of an NCP paying the monthly child support	
NCP:	FGN:
NCP's Monthly Income (approx)	\$1,256.00
20% of NCP's income:	\$251.20
Monthly Current Support Ordered (incl. other cases/obligations):	\$350.00
Obligation is what % of NCP's income:	43.79%
Monthly Judgment Payment Ordered (incl. other cases/obligations):	\$200.00
% of similar cases likely to pay at least 70% of obligation:	32.00%
Total Obligation per Month:	\$550.00
% of Obligation NCP is currently paying:	36.36%
Average NCP currently paying per month:	\$200.00
Need Right-Sizing?	Yes, run guidelines.

NCP Income	\$75	\$100	\$125	\$150	\$175	\$200	\$225	\$250	\$275	\$300	\$325	\$350	\$375	\$400	\$425	\$450	\$475	\$500	\$525	\$550
20.00	4%	5%	6%	8%	9%	10%	11%	12%	14%	15%	16%	18%	19%	20%	21%	22%	24%	25%	26%	28%
19.50	4%	5%	6%	8%	9%	10%	12%	13%	14%	15%	17%	18%	19%	21%	22%	24%	26%	27%	28%	29%
19.00	4%	5%	7%	8%	9%	11%	12%	13%	14%	16%	17%	18%	20%	21%	22%	24%	26%	28%	29%	30%
18.50	4%	5%	7%	8%	9%	11%	12%	14%	15%	16%	18%	19%	20%	22%	23%	24%	26%	27%	28%	30%
18.00	4%	6%	7%	8%	10%	11%	12%	14%	15%	17%	18%	19%	21%	22%	24%	26%	28%	29%	30%	31%
17.50	4%	6%	7%	9%	10%	11%	12%	14%	16%	17%	19%	20%	21%	22%	24%	26%	27%	29%	30%	31%
17.00	4%	6%	7%	9%	10%	12%	13%	15%	16%	18%	19%	21%	22%	24%	26%	28%	29%	31%	32%	33%
16.50	5%	6%	8%	9%	11%	12%	14%	15%	17%	18%	20%	21%	22%	24%	26%	27%	29%	30%	32%	33%
16.00	5%	6%	8%	9%	11%	12%	14%	16%	17%	19%	20%	22%	23%	25%	27%	28%	30%	31%	33%	34%
15.50	5%	7%	8%	10%	11%	12%	15%	16%	18%	19%	21%	22%	24%	26%	27%	29%	31%	32%	34%	35%
15.00	5%	7%	8%	10%	12%	13%	15%	17%	18%	20%	22%	23%	25%	27%	28%	30%	32%	33%	35%	37%
14.50	5%	7%	9%	10%	12%	14%	16%	17%	19%	21%	22%	24%	26%	28%	29%	31%	33%	34%	36%	38%
14.00	5%	7%	9%	11%	12%	14%	16%	18%	20%	21%	23%	25%	27%	29%	30%	32%	34%	36%	38%	39%
13.50	6%	7%	9%	11%	13%	15%	17%	19%	20%	22%	24%	26%	28%	30%	31%	33%	35%	37%	39%	41%
13.00	6%	8%	10%	12%	13%	15%	17%	19%	21%	23%	25%	27%	29%	31%	33%	35%	37%	39%	40%	42%
12.50	6%	8%	10%	12%	14%	16%	18%	20%	22%	24%	26%	28%	30%	32%	34%	36%	38%	40%	42%	44%
12.00	6%	8%	10%	12%	15%	17%	19%	21%	23%	25%	27%	29%	31%	33%	35%	38%	40%	42%	44%	46%
11.50	7%	9%	11%	12%	15%	17%	20%	22%	24%	26%	28%	30%	32%	35%	37%	39%	41%	43%	45%	48%
11.00	7%	9%	11%	14%	16%	18%	20%	23%	25%	27%	30%	32%	34%	36%	39%	41%	43%	45%	48%	50%
10.50	7%	10%	12%	14%	17%	19%	21%	24%	26%	29%	31%	33%	36%	38%	40%	42%	45%	48%	50%	53%
10.00	8%	10%	12%	15%	18%	20%	22%	25%	28%	30%	33%	35%	38%	40%	43%	45%	48%	50%	53%	55%
9.50	8%	11%	14%	17%	19%	22%	25%	28%	31%	33%	36%	39%	42%	44%	47%	50%	53%	56%	58%	61%
9.00	9%	12%	16%	19%	22%	25%	28%	31%	34%	38%	41%	44%	47%	50%	53%	56%	59%	62%	65%	69%
Current Support	\$75	\$100	\$125	\$150	\$175	\$200	\$225	\$250	\$275	\$300	\$325	\$350	\$375	\$400	\$425	\$450	\$475	\$500	\$525	\$550

10% ROTI	20% ROTI	30% ROTI	40% ROTI	50% ROTI	51% + ROTI
85% of cases with this criteria of income and current support are paying at least 70% of support	77% of cases with this criteria of income and current support are paying at least 70% of support	59% of cases with this criteria of income and current support are paying at least 70% of support	43% of cases with this criteria of income and current support are paying at least 70% of support	32% of cases with this criteria of income and current support are paying at least 70% of support	26% of cases with this criteria of income and current support are paying at least 70% of support

Instructions
1. Find the NCP's income on the vertical axis.
2. Find the current support amount on the horizontal axis.
3. The block where the NCP's income and the current support amount intersect, represents the ratio of current support to income.
4. Based on Oklahoma CSS caseload, if an order is set higher than 20% of an NCP's income, compliance significantly decreases.

Key:
Current Support Amount: Includes daycare and medical not arrears payments.
Ratio of Order to Income (ROTI) Percentages: Represents the ratio of income to current support. (Example: income at \$1,000 and current support at \$225, represents 23% of the NCP's monthly income).
NCP's Income: Represents monthly gross income.

APPENDIX B

Multiple Case Processing Documents

Multiple Case Action Check List—Original Office

This checklist is designed to help caseworkers throughout the entire multiple modification process.

- ☐ Check the CLAP screen to verify if a noncustodial parent (NCP) has multiple CSS cases.
- ☐ The Managing Attorney (MA) or designee contacts other offices to coordinate multiple case processing. **Within 3 business days** they will decide which office will complete the multiple case action.

Once a decision is made to transfer the case, within 3 business days do the following:

- ☐ Complete A/C for the cases in the office
- ☐ Email the entire Excel arrearage computation file to the multiple case processing office.
- ☐ Send modifying office original file or copies of relevant documents, as requested. Relevant documents may include:
 - ☐ District court orders that OAH doesn't have in their file;
 - ☐ Parents' income evidence; and
 - ☐ Medical and child care costs information.
- ☐ Complete the OAH Notice of Transfer to the designated multiple case processing office.
- ☐ Update CSCU screen to the office code to the designated multiple case processing office.
- ☐ Update CSLOG to state what actions have taken place and the name of your office
- ☐ Send appropriate RSO Transfer letters:
 - ☐ 03RA523E RSOTLN NCP RSO Transfer Letter
 - ☐ 03RA524E RSOTLC CP RSO Transfer Letter
 - ☐ 03RA525E RSNTLC CP RSO Non-Transfer letter

Once you receive the file and new order information, complete the following:

- ☐ Docket the OAH order in district court
- ☐ Initiate the income assignment and appropriate enforcement actions.

Multiple Case Action Check List—Multiple Case Processing Office

This checklist is designed to help caseworkers throughout the entire multiple modification process.

- ☐ Check the CLAP screen to verify if a noncustodial parent (NCP) has multiple CSS cases.
- ☐ The Managing Attorney (MA) or designee contacts other offices to coordinate multiple case processing. **Within 3 business days**, they will decide which office will complete the multiple case action.
- ☐ Request necessary documents from the original office. These documents may include:
 - ☐ District court orders that OAH doesn't have in their file;
 - ☐ Parents' income evidence; and
 - ☐ Medical and child care costs information.
- ☐ Update OBLRV.
- ☐ Send financial statements to parties, if needed per the RSO User Guide. If not returned, proceed with best information available.
- ☐ Update OBLRV with dates NCP/CP returned paperwork.
- ☐ Run guidelines. Individual guidelines for each FGN and a COMBO CP set of guidelines.
- ☐ Set court date on open OAH docket date.
- ☐ Prepare Motions to Modify. Attach individual guidelines, COMBO CP guidelines kept in file and not attached.
- ☐ Update HEARL with hearing information.
- ☐ Serve all parties with Motions to Modify through waiver of service or certified restricted mail. Use PPS for service as last resort.
- ☐ Hearing date: Sign order either through Agreement, Default, or Hearing.
- ☐ Update OBLRV and HEARL.

When the court action is complete:

- ☐ Update OBLU screens within 3 business days with the modified order amounts and ensure an income assignment is generated.
- ☐ Send copy of the order to the original office's MA and OM by fax or email **within one business day** of the entry of the order
- ☐ Send a copy of the order by certified mail to the CPs and NCP involved in the multiple case action **within 3 business days**;
- ☐ Change office code to the original office.
- ☐ Complete a new OAH Notice of Transfer, if necessary, to the original office(s).
- ☐ Send case files and certified copies of the orders back to the original office(s).

OFFICE OF ADMINISTRATIVE HEARINGS: CHILD SUPPORT
DEPARTMENT OF HUMAN SERVICES
STATE OF OKLAHOMA, @VCNTYP@

@ptfobls@)
) Dist. Court No.: @okregor@
)
) OAH No.: @oah@
)
 @**1st201@,) FGN: @fgn@
 @**1st301@)
) Obligor:
 @defobls@) @apfnm@
)
) Custodian:
) @cpfnm@
)
 @**1st401@.)

MOTION TO MODIFY CHILD SUPPORT

@csname@ appears through its attorney and respectfully shows the Court:

1. An order for child support payments was previously entered and this Court has jurisdiction to modify the order.

2. @csname@ ("@csabr@") is providing child support services.

3. @csabr@ has determined that the present child support award is not in accordance with the child support guidelines. Since the date of the last order, the following changes of circumstance have occurred:

____ A change in the income of one or both parties;
____ A change in custody of one or more children;
____ One or more children have reached the age of majority;
____ A change in medical or dental insurance;
____ A change in child care expenses;
____ @apfnm@'s child support amount should be reviewed due to
responsibility for multiple families;
____ Other:

Due to these changes, the child support should be modified.

4. Child support should be modified to \$ _____ as shown in the guidelines computation attached or other amount determined by the court and consistent with the child support guidelines. If either parent fails to provide income information, @csabr@ will use available income information from all sources to compute child support according to the Oklahoma child support guidelines.

5. The Court should enter an order for medical support and unreimbursed health care expenses and any child care expenses not included in the child support guidelines.

6. _____ @csabr@ requests the court reserve the issue of child support arrears for future determination.

_____ @apfnm@ has failed to make child support payments and is in arrears in the amount of \$@user01@ for the time period from @user02@ through @user03@. The Court should enter a judgment against the obligor for the above amount and any amount accruing since that date and set a payment plan on the judgment pursuant to 43 O.S. §137.

7. ADDRESS OF RECORD FOR SERVICE OF PROCESS AND EMPLOYMENT CHANGES. Your current address on file with @csabr@ will become your address of record unless you provide a different address. All parties and custodial persons are required to inform the Central Case Registry of the current address of record for service of process in support, visitation, and custody actions. Any changes to your name, your address of record, your employer, or your health insurance must be provided in writing to the Central Case Registry or your local @csname@ office within 30 days of the change at the following address:

Central Case Registry
P.O. Box 248843
Oklahoma City, Oklahoma 73124-8843

YOU MAY BE SERVED IN CHILD SUPPORT ACTIONS BY REGULAR MAIL TO THE LAST ADDRESS OF RECORD YOU PROVIDE. If your physical address and address of record are different, you must notify the @csabr@ office of any changes in your physical address. Future notices will be sent to the last address of record provided to the Central Case Registry.

@csabr@ requests the Court grant its motion as set forth above and any other relief the Court deems just and equitable.

@dhsatty@ OBA# @BARNO@
State's Attorney
@lonfad@

@loph@

VERIFICATION

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct, to the best of my knowledge and belief, according to the information provided to @csabr@.

(Date and Place)

(Signature)

OFFICE OF ADMINISTRATIVE HEARINGS: CHILD SUPPORT
DEPARTMENT OF HUMAN SERVICES
STATE OF OKLAHOMA, @VCNTYP@

@ptfobls@)
) Dist. Court No.: @okregor@
)
) OAH No.: @oah@
)
 @**1st201@,) FGN: @fgn@
)
 @**1st301@) Obligor:
) @apfnm@
 @defobls@)
) Custodian:
) @cpfnm@
)
 @**1st401@.)

NOTICE OF HEARING

A Motion to Modify has been filed in this court.

The court will hold a hearing on: @hrdthl@ at @hrt@

at the following location: @hrlfad@

You have the right to have an attorney present or you may represent yourself in this matter. You must appear promptly at the scheduled time and place and remain there until your case is heard. You must bring a driver's license or other form of photo identification for yourself, plus one other type of identification. IF YOU NEED TO APPEAR BY TELEPHONE, PLEASE NOTIFY THE @CSABR@ OFFICE THREE DAYS PRIOR TO THE HEARING.

IF YOU FAIL TO APPEAR AT THIS HEARING, THE COURT MAY ENTER A DEFAULT ORDER GRANTING THE STATE'S REQUESTS.

@**1st501@

OFFICE OF ADMINISTRATIVE HEARINGS: CHILD SUPPORT
DEPARTMENT OF HUMAN SERVICES
STATE OF OKLAHOMA, @VCNTYP@

@ptfobls@)
) Dist. Court No.: @okregor@
)
) OAH No.: @oah@
)
 @**1st201@,) FGN: @fgn@
)
 @**1st301@) Obligor:
) @apfnm@
 @defobls@)
) Custodian:
) @cpfnm@
)
 @**1st401@.)

ORDER FOR SUBPOENA OF DOCUMENTS

STATE OF OKLAHOMA TO:
@apfnm@ and @cpfnm@

YOU ARE ORDERED pursuant to 56 O.S. Section 240.23(A) (1) to provide the following:

- 1) Paycheck stubs or other documents to show your actual gross monthly income for the current year.
- 2) Copies of all federal and state income tax returns, W-2 forms and all other attachments that were filed on your behalf for the past three (3) years.
- 3) Evidence or proof of disability, if applicable, which you may claim prevents you from earning income.
- 4) Evidence or proof of Social Security benefits received by yourself or on behalf of the minor child(ren) who is/are the subject of this action.
- 5) Proof of the availability and cost of health insurance coverage for the minor child(ren) who is/are the subject of this action. Also, provide copies of enrollment forms or other supporting documents, if you are currently carrying health insurance for the child(ren) who is/are the subject of this actions. Further, provide the names of all persons who are currently enrolled under that policy.
- 6) Copies of court orders to pay child support for other children. In addition, provide proof of all payments you made under that order in the past year.

- 7) Proof of any and all payments made to the custodial person for support of the minor child(ren) who is/are the subject of this action.
- 8) Proof of any time periods the parties lived together as a family, or the defendant had physical custody of the child(ren) who is/are the subject of this action.
- 9) Proof of child care costs for the minor child(ren) who is/are the subject of this action.

IT IS ORDERED that you shall provide the financial records and other information listed above by _____.

At the following location: @hrlfadt@.

@cursysdt@

Ed Lake, Director
OKLAHOMA DEPARTMENT OF HUMAN SERVICES

@DHSATTY@ OBA#: @BARNO@
State's Attorney
@csname@, DHS
@lonfad@

@loph@

OFFICE OF ADMINISTRATIVE HEARINGS: CHILD SUPPORT
DEPARTMENT OF HUMAN SERVICES
STATE OF OKLAHOMA, @VCNTYP@

@ptfobls@)
) Dist. Court No.: @okregor@
)
) OAH No.: @oah@
)
 @**1st201@,) FGN: @fgn@
)
 @**1st301@) Obligor:
) @apfnm@
 @defobls@)
) Custodian:
) @cpfnm@
)
 @**1st401@.)

RETURN/AFFIDAVIT OF SERVICE

I certify that I served copies of the following papers: Motion to
Modify, Notice of Hearing, Order for Subpoena of Documents, upon
@apfnm@, by:

___ DELIVERING copies to _____ personally on
 (person served)
 _____, at the following location:
 (date of service)

(location where served)

___ LEAVING copies on _____, at:
 (date of service)
 _____ which is his/her dwelling
 (location where served)
 house or usual place of abode, with _____,
 (person served)
 a person then residing therein, who is fifteen (15) years of age or
 older.

___ CERTIFIED MAIL return receipt requested, restricted delivery and a
 copy of the return is attached below.

___ ACKNOWLEDGMENT of receipt.

___ REFUSED

___ NOT FOUND

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

(Date and Place)

(Signature and Title)

(Printed Name of Process Server)

(CHECK ONE)

___ DHS Juvenile Officer, Badge# _____

___ District Atty Investigator, Badge# _____

___ Deputy Sheriff, Badge# _____

___ Private Process Server, PLS# _____

OFFICE OF ADMINISTRATIVE HEARINGS: CHILD SUPPORT
DEPARTMENT OF HUMAN SERVICES
STATE OF OKLAHOMA, @VCNTYP@

@ptfobls@)
) Dist. Court No.: @okregor@
)
) OAH No.: @oah@
)
 @**1st201@,) FGN: @fgn@
)
 @**1st301@) Obligor:
) @apfnm@
 @defobls@)
) Custodian:
) @cpfnm@
)
 @**1st401@.)

RETURN/AFFIDAVIT OF SERVICE

I certify that I served copies of the following papers: Motion to Modify, Notice of Hearing, Order for Subpoena of Documents, upon @cpfnm@, by:

___ DELIVERING copies to _____ personally on _____
(person served)
_____, at the following location:
(date of service)

(location where served)

___ LEAVING copies on _____, at:
(date of service)
_____ which is his/her dwelling
(location where served)
house or usual place of abode, with _____,
(person served)
a person then residing therein, who is fifteen (15) years of age or older.

___ CERTIFIED MAIL return receipt requested, restricted delivery and a copy of the return is attached below.

___ ACKNOWLEDGMENT of receipt.
___ REFUSED

___ NOT FOUND

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

(Date and Place)

(Signature and Title)

(Printed Name of Process Server)

(CHECK ONE)

___ DHS Juvenile Officer, Badge# _____

___ District Atty Investigator, Badge# _____

___ Deputy Sheriff, Badge# _____

___ Private Process Server, PLS# _____

ENTER/VERIFY THE DOCUMENT CONTROL INFORMATION

DOCUMENT ID:	R11	LOC: I	VER:	ID:
DOCUMENT DESCRIPTION:	MOT TO MODIFY CHILD SUPPORT (ADMIN)			
DOCUMENT TYPE:	REV	DEFAULT VALUE		
APPROVAL REQUIRED?:	N	Y		
DEFAULT DESTINATION:	LOCAL	LOCAL		
PRINT VIA USER REQUEST?:	Y	Y		
ALLOW CHANGE IN DESTINATION?:	N	Y		
INCLUDE NON-IV-D?:	N	N		
PRINT IF CASE CLOSED?:	N	Y		
AUTOMATIC MAILING (L/R/N):	N	N		
DUPLEX PRINT (Y/N):	N	N		
SEAL ON DOCUMENT (Y/N):	N	N		
SIGNATURE ON DOC (Y/1/2/N):	N	N		
PAPER SIZE (STD/LGL):	STD	STD		
LINES PER INCH (6/8):	6	6		
FIRST LINE OF PRINT:	003	005		
LAST LINE OF PRINT:	061	061		

ENTER/VERIFY THE DEFAULT PARAGRAPH CONTROL INFO

DOCUMENT ID:	R11	MOT TO MODIFY CHILD SUPPORT (ADMIN)
		DEFAULT VALUE
CHARACTERS/INCH (10/12):	10	10
RIGHT MARGIN:	075	075
CASE (U=ALL UPPER, M=MIXED):	M	M
JUSTIFICATION (L/R):	L	R
SPACING WITHIN PARAGRAPH:	1	1
SPACING AFTER PARAGRAPH:	2	1
FIRST LINE INDENTATION:	05	05
REMAINING LINES INDENTATION:	05	05

DOCUMENT: R11 MOT TO MODIFY CHILD SUPPORT (ADMIN)

VARIABLE	VARIABLE DESCRIPTION
**** KEY AND PROGRAM SUPPLIED VARIABLES ****	
@AP@	ABSENT PARENT NUMBER
@BP@	BIOLOGICAL PARENT NUMBER
@CP@	CUSTODIAL PARENT NUMBER
@HEAR@	HEARING KEY
@OBL@	OBLIGATION SEQUENCE NUMBER
**** DATA VARIABLES ****	
@APFNM@	ABSENT PARENT FULL NAME
@BARNO@	DHS ATTORNEY BAR NUMBER
@CPFNM@	CUSTODIAL PARENT FULL NAME
@CSABR@	CHILD SUPPORT DIVISION NAME - ABBREVIATED
@CSNAME@	CHILD SUPPORT DIVISON NAME
@CURSYSDT@	CURRENT DATE (MM/DD/YY)
@DEFOBLS@	DEFENDANT TEXT LEGAL STYLE (PTDFU SCREEN)
@DHSATTY@	DHS/CSAD ATTORNEY NAME
@FGN@	FAMILY GROUP NUMBER
@HRDTHL@	HEARING DATE - NEXT HEARING - EXTENDED FORM
@HRLFAD@	HEARING/CONF LOCATION NAME AND FULL ADDRESS
@HRLFADTX@	HEARING/CONF LOCATION NAME AND ADDRESS, TEXT STYL
@HRT@	HEARING/CONF TIME
@LONFAD@	LOCAL OFFICE BLOCK ADDRESS
@LOPH@	LOCAL OFFICE PHONE NUMBER (WITH AREA CODE)
@LOPHFAX@	LOCAL OFFICE FAX NUMBER
@OAH@	ADMINISTRATIVE ORDER NUMBER
@OKCTYOR@	OKLAHOMA REGISTRATION COUNTY
@OKREGOR@	OKLAHOMA REGISTRATION ORDER NUMBER
@PTFOBLS@	PLAINTIFF TEXT LEGAL SYTLE (PTDFU SCREEN)
@VCNTYPE@	VENUE COUNTY + COUNTY
**** USER VARIABLES ****	
@**LST201@	CHOOSE PETITIONER/PLAINTIFF/RESPONDENT
01	Petitioner
02	Plaintiff
03	Respondent
@**LST301@	CHOOSE AND/Vs.
01	and
02	vs.
@**LST401@	CHOOSE RESPONDENT/DEFENDANT
01	Respondent
02	Defendant
@**LST501@	SETTLEMENT CONF OPTION; F3 TO SKIP
01	A settlement conference to resolve issues prior to the hearing da
02	@lonfad@

@USER01@	JUDGMENT AMOUNT
@USER02@	JUDGMENT BEGIN DATE
@USER03@	JUDGMENT END DATE
@USER04@	DATE SETTLEMENT CONFERENCE SCHEDULED
@USER05@	TIME OF THE SETTLEMENT CONFERENCE
@USER06@	PLACE, CITY, STATE, PHONE AND FAX

OFFICE OF ADMINISTRATIVE HEARINGS: CHILD SUPPORT

DEPARTMENT OF HUMAN SERVICES
STATE OF OKLAHOMA, @VCNTYP@

@ptfobls@) Dist. Court No.: @conm@
) OAH No.: @oah@
)
)
)
) FGN: @fgn@
)
 Plaintiff/Petitioner,) Obligor:
 vs.) @apfnm@
)
 @defobls@) Custodian:
)
) @cpfnm@
)
)
)
 Defendant/Respondent.

ORDER MODIFYING CHILD SUPPORT

On _____, this matter came on
for hearing on the Motion to Modify Child Support filed by @csname@.

___ Trial was held and witnesses were sworn.
___ This order is entered by agreement of the parties.
___ This order is entered by default.

@csname@ ("csabr") appears through its attorney.

@cpfnm@ is the ___mother ___father ___third-party custodial person and
appears:

___ in person, pro se.
___ in person, represented by _____.
___ by telephone ___ pro se; ___ represented by _____.
___ not.
___ not, being in default.
___ not, having previously signed this order.
___ not, represented by counsel _____.
___ other: _____.

@apfnm@ is the ___mother ___father and appears:

___ in person, pro se.
___ in person, represented by _____.
___ by telephone ___ pro se; ___ represented by _____.
___ not.
___ not, being in default.
___ not, having previously signed this order.
___ not, represented by counsel _____.
___ other: _____.
Other persons appear: _____.

The Court, being informed by evidence presented and hearing from the parties, finds that it has jurisdiction over the parties and the subject matter of this action. The Court, therefore, FINDS, ORDERS AND DECREES AS FOLLOWS:

1. CHILDREN. The ____mother ____father of the minor child(ren) in the above case was ordered to pay child support for the child(ren) listed below:

NAME

DOB

@chndmtpl@

2. MODIFICATION. Since that order was entered there has been a substantial and material change in circumstances as follows:

- ____ A change in the income of one or both parties;
- ____ A change in custody of one or more children;
- ____ One or more children have reached the age of majority and are no longer attending high school or alternative program;
- ____ A change in medical or dental insurance;
- ____ A change in child care expenses;
- ____ Obligor is responsible for multiple families;
- ____ Other: _____.

Because of the material change in the circumstances, the Motion to Modify Child Support is granted.

3. PAYMENT SUMMARY. ___Mother ___Father is the obligor and shall pay:

Obligation	Amount	Effective Date
a. Child Support Obligation Subtotal	\$	
b. Cash Medical Support if ordered	\$	
c. Ongoing Medical Support if ordered	\$	
d. Total current support obligation to be paid by obligor	\$	
e. Judgment Payment	\$	
f. TOTAL MONTHLY OBLIGATION	\$	

4. CHILD SUPPORT. Obligor's monthly child support obligation is modified to the amount shown in Line (d) of Paragraph 3 above.

Payment shall continue on the same day of each month until the child(ren) reach(es) the age of eighteen years, unless the last minor child residing with the custodial person reaches the age of eighteen years and is still attending high school. In that case, child support shall continue until the age of twenty years, as long as the child is regularly enrolled in and attending high school, including other means of high school education or an alternative high school education program.

___ The court finds @apfnm@ is permanently physically or mentally disabled; therefore, the court finds that @apfnm@'s actual income is used to calculate the child support guidelines.

___ The child support obligation is set in accordance with the child support guidelines without deviation and a copy of the child support computation sheet is attached.

___ Request for deviation by ___Obligor ___Custodial Person ___ @csabr@ is denied.

____ The court deviates from the child support guidelines pursuant to 43 O.S. §118H. The guideline amount on the attached computation results in an amount that is unjust and inappropriate under the circumstances, and not in the best interests of the child(ren). The court finds the child support amount set out above is in the best interests of the child(ren) in this case due to the following reason(s):

____ Due to extreme economic hardship and to more equitably distribute the resources available for child support, the court finds a deviation is supported by the evidence and is not detrimental to the best interests of the child(ren) in this case.

5. MEDICAL SUPPORT:

A. Medical Support definitions.

"Reasonable in cost" means dependent coverage does not exceed 5% of the party's gross income.

"Reasonable in cost" for Father is an amount not to exceed \$ _____ per month.

"Reasonable in cost" for Mother is an amount not to exceed \$ _____ per month.

"Accessible" means there are available providers appropriate to meet the child(ren)'s individual health care needs within 60 miles one-way from the primary residence of the child(ren).

B. Medical Support Orders. (Choose ONE from Options 1, 2, or 3)

____ Option 1: Employer-sponsored or other group medical insurance is available and is ordered. _____ has dependent health insurance in effect or available through an employer-sponsored or other group plan and shall provide the insurance until further order of the court.

____ The employer-sponsored or other group medical insurance premium exceeds the 5% reasonable cost standard; however, the court orders coverage in excess of the standard based on the agreement of the parties or the child(ren)'s best interests.

____ Option 2: Alternative health coverage ordered. ____ Mother ____ Father or ____ Other, specify name and relationship to child(ren): _____ has alternative health coverage for the child(ren) in effect or available as described below and is ordered to maintain the coverage as long as the child(ren) continue(s) to be eligible:

- ___ a. Indian Health Services. Child(ren) is/are eligible or believed to be eligible for Indian Health Services. The parents shall cooperate fully to enroll the child(ren) in the tribe and provide a copy of the card or other documentation to the @csname@ office.
Tribal affiliation:_____.
If the child(ren) is/are determined eligible for Indian Health Services, other health care coverage for the child(ren) ___is required ___is not required.
- ___ b. Department of Defense(DOD). Child(ren) are believed to be eligible for or enrolled in the DOD managed health care program. The name of the DOD sponsor is _____.
The parents shall cooperate fully in enrolling the child(ren) in the Defense Enrollment Eligibility Reporting System (DEERS) and provide a copy of the identification card to the @csname@ office. Whenever DEERS coverage ceases to be available, health insurance shall be provided by ___Mother ___Father through an accessible employer-sponsored or other group plan at a cost not to exceed \$ _____ per month.
- ___ c. Child(ren) is/are covered under health coverage provided by _____, current spouse of ___Mother ___Father. In the event that health coverage is no longer being provided by the step-parent, ___Mother ___Father shall provide accessible health coverage at a cost not to exceed \$_____.
- ___ d. Other alternative coverage. _____ shall provide health coverage for the minor child(ren) in this case through the following coverage type: _____.
In the event that health coverage is no longer being provided by _____, ___Mother ___Father shall provide accessible health coverage at a cost not to exceed \$_____.

___ Option 3: Cash medical.

- ___ there is no information regarding available insurance coverage;
___ there is no insurance coverage available; OR
___ the available coverage
 ___ is not reasonable in cost OR
 ___ is not accessible to the minor child(ren).
- a. The court orders ___Mother ___Father to pay cash medical support included in the child support amount ordered in Paragraph 3 above.

- b. All cash medical support shall be paid through the Oklahoma Centralized Support Registry as outlined below. The cash medical amount shall be discontinued when health insurance becomes available at a reasonable cost and the child is enrolled in the insurance plan, unless cash medical support was ordered due to Family Violence issues. The party providing insurance must provide proof to the court, @csabr@, and the other party that the child(ren) is/are covered by the insurance plan. The cash medical support shall be terminated by notice sent to the parties by regular mail.
- c. If the child(ren) is/are not covered by dependent health insurance, alternative health coverage, or a government medical assistance program, the custodial person is ordered to apply immediately on behalf of the child for government medical assistance (such as Soonercare or similar program) unless the court finds otherwise. The custodial person must provide proof of application for services to the other parent within 30 days of this order.

AND (choose one or more)

____ Mother shall obtain accessible health insurance coverage for the minor child(ren) whenever such insurance is available through an employer or other group plan, at a cost not to exceed \$ _____ per month.

____ Father shall obtain accessible health insurance coverage for the minor child(ren) whenever such insurance is available through an employer or other group plan, at a cost not to exceed \$ _____ per month.

____ The obligor is not required to obtain health insurance coverage for the minor children because Family Violence issues exist and release of information for purposes of enrollment in insurance coverage would endanger a party or child(ren); or Obligor is participating in a government sponsored medical assistance program; or it is in the best interests of the child(ren).

C. Additional Medical Support Orders.

(1) Non-covered expenses. Mother shall pay _____ % and Father shall pay _____ % of the reasonable and necessary medical, dental, orthodontic, optometrical, psychological, or any other physical or mental health expenses for the minor child(ren) not covered by insurance or other third-party coverage. The parent who incurs the expense shall be reimbursed by the other parent within forty-five (45) days of receipt of documentation of the non-covered portion of the expense.

(2) Exchange of Information. The person ordered to provide health insurance shall provide the custodial person and @csabr@ with proof of enrollment, insurance cards, policy information, policy number, and any other documents necessary for the child(ren) to use the insurance. The custodial person and non-custodial parent shall be required to exchange any information necessary to secure dependent health insurance enrollment.

The parents must furnish each other and @csabr@ with timely written documentation of any change in health insurance within thirty (30) days of the date of the change. Upon timely notification of the change, the other parent is responsible for his/her percentage share of the changed cost of the health insurance. Failure to provide timely notice may result in a denial of the right to receive credit or reimbursement for the expense or increased premium.

____ (3) Fixed Ongoing Medical Costs (check only if applicable). The current monthly child support amount includes obligor's portion of fixed ongoing medical costs for the following expenses: _____ included in the child support amount ordered in Paragraph 3 above.

____ The payment of fixed ongoing medical costs shall be terminated on _____, and thereafter the current monthly child support obligation shall be \$ _____ unless otherwise modified by the court.

____ (4) Other: _____

6. CHILD CARE EXPENSES:

____ The Obligor's share of the actual annualized child care expenses is included in the attached child support guideline computation and is included in the above-ordered child support amount. The actual annualized child care expenses is set in accordance with 43 O.S. §118G (B) or (C). By order of the Court and in accordance with 43 O.S. §118G (D), the parent incurring the child care expenses shall notify the Obligor within forty-five (45) days of any change in the amount of the child care costs that would affect the annualized child care amount as determined in the Order.

OR

____ Child care is not currently being expended for the child(ren), but should such expenses occur, the Obligor is ordered to pay _____ % of monthly employment or education-related child care expenses as additional child support. The custodial person shall provide documentation of said expenses to the Obligor, and these expenses shall be paid directly to the custodial person.

7. JUDGMENT FOR PAST DUE CHILD SUPPORT.

____ The issue of child support owed by either parent for a period prior to this order is reserved for future determination.

____ Judgment is confirmed for past due child support against the Obligor in the amount of:

TYPE OF JUDGMENT	AMOUNT	FROM	THROUGH
a. Balance of Previous Judgment(s)	\$		
b. Unpaid Child Support Since Last Judgment	\$		
c. Cash Medical Support	\$		
d. Ongoing Medical Support	\$		
e. Other: _____	\$		
f. TOTAL JUDGMENT:	\$		

8. INTEREST.

____ Determination of the amount of interest owed through the date of this order is reserved.

____ Statutory interest is owed in the amount of \$ _____ through _____.

9. PAYMENT OF JUDGMENT. @apfnm@ is ordered to pay the above judgment(s) by monthly payments in the amount included in Paragraph 3 above. The judgment payment shall continue each month until the judgment(s) and interest are paid in full. When current support is no longer due, @apfnm@ shall continue to pay the current support amount plus the above judgment payment until all past due child support, judgment(s), and interest, are paid in full or until further order of the court.

- ___ The judgment payment set in a previous order remains in full force and effect.
- ___ The Court specifically finds that a three year payment plan is unreasonable or is not in the best interests of the child(ren) involved.

10. METHOD OF PAYMENT: Child support and judgment payments shall be made by wage withholding order whenever the obligor is employed. In any month when a wage withholding order is not in effect or does not pay the full amount due under this order, the obligor shall make the payment directly to @csabr@. Obligor may make a payment by check or money order made payable to the Oklahoma Department of Human Services and mailed to: Oklahoma Centralized Support Registry, P.O. Box 268849, Oklahoma City, OK 73126-8849, with the child support case number: @fgn@, on the face of the payment. Payments may also be paid by electronic funds transfer or credit card through the State of Oklahoma Web Pay System at <https://ok.smartchildsupport.com>.

PAYMENTS MADE IN ANY MANNER OTHER THAN AS SPECIFIED IN THIS COURT ORDER SHALL BE CONSIDERED GIFTS AND SHALL NOT BE CREDITED TO THE AMOUNT OWED.

11. INCOME ASSIGNMENT. An immediate income assignment is ordered pursuant to 12 O.S. §1171.3 (G) (1). A portion of the Obligor's monthly or other periodic income shall be assigned to the Custodial Person or appropriate in an amount sufficient to ensure payment of the monthly support obligation, including any arrearage and judgment payments. The assignment is effective immediately.

12. ADDRESS OF RECORD FOR SERVICE OF PROCESS AND EMPLOYMENT CHANGES. All parties and Custodial Persons are required to inform the Central Case Registry of the current address of record for service of process in support, visitation, and custody actions. Any changes (names and addresses) in your address of record, your employer, and your health insurance must be provided in writing to the Central Case Registry within thirty (30) days of the change at the following address:

Central Case Registry
PO Box 248843
Oklahoma City, Oklahoma 73124-8843

You may be served in child support actions filed after this date by regular mail to the last address of record provided to the Central Case Registry. The address of record may be different from the party's physical address. If your physical address and address of record are different, you must notify the @csname@ office of any changes in your physical address. Future notices will be sent to the last address of record provided to the Central Case Registry.

The following is the current address of record for service of process for the Obligor:

SELECT ONE:

___ The following is the current address of record for service of process for the custodial person:

___ @csabr@ has no evidence that the custodial person has been informed regarding the legal significance of the address of record for service of process and whether protection of the custodial person's home address is needed due to family violence. Therefore an address of record for service of process for the custodial person is not ordered.

13. INTEREST ON PAST-DUE CHILD SUPPORT. Unpaid child support payments accruing under an Oklahoma order draw interest at the rate of 10% per year from the date they become delinquent, and the interest shall be collected in the same manner as the payments upon which the interest accrues. Orders issued by other states may have a different interest rate for unpaid child support.

14. COLLECTION REMEDIES: Past-due child support is not an installment debt. The obligor is put on notice the Oklahoma Department of Human Services will seek to collect any past-due child support through the use of all collection remedies available under the law. These methods include but are not limited to interception of federal and/or state tax refunds, administrative offset, levy and seizure of monies in financial institutions and seizure of other personal and real property, and providing information to consumer credit reporting agencies.

15. PRIOR ORDERS. All provisions in prior orders entered in this case not specifically modified herein remain in full force and effect.

16. APPEAL. An administrative order may be appealed to the district court within thirty (30) days, as provided in 56 O.S. §240.3. Copies of the petition in error should be served upon the Office of Administrative Hearings, Child Support, P.O. Box 53025, Oklahoma City, Oklahoma 73125-3025, AND upon the local child support office. a district court order may be appealed pursuant to statute.

17. OTHER: _____

Judge

I certify that this is a correct copy of the document as it appears on file in the State of Oklahoma's Office of Administrative Hearings (Department of Human Services). Date: _____ Signature: _____

APPROVED AS TO FORM:

@APFNM@

@CPFNM@

Address of Record Listed Above

Address of Record Listed Above

(Phone)

(Phone)

Attorney for Obligor
OBA# _____

Attorney for Custodial Person
OBA# _____

(Address)

(Address)

(Address)

(Address)

(Phone)

(Phone)

@dhsatty@
OBA No.: @barno@
State's Attorney for @csabr@
@lonfad@

@loph@

12

CSR12

DRAFT

U33706

CERTIFICATE OF SERVICE

On _____, a true and correct copy of this document was:

__Hand Delivered to the __Obligor __Custodial Person __Attorney(s)

__Mailed with sufficient postage prepaid to the verified address of record above for the following parties:

__Obligor __Custodial Person

__Mailed with sufficient postage prepaid to the following parties:

__Obligor at _____

__Custodial Person at _____

__Mailed with sufficient postage prepaid to

__Obligor's attorney at the address listed above

__Custodial person's attorney at the address listed above

__Other _____

IN THE OFFICE OF ADMINISTRATIVE HEARINGS: CHILD SUPPORT
DEPARTMENT OF HUMAN SERVICES
STATE OF OKLAHOMA

STATE OF OKLAHOMA, EX REL.,	)	
DEPARTMENT OF HUMAN SERVICES,	)	
	)	
<i>Plaintiff,</i>	)	
	)	OAH:
vs.	)	FGN:
	)	
,	)	
	)	
<i>Defendant,</i>	)	

NOTICE OF TRANSFER

Now on this day of , , Notice is hereby given that the above styled case is **TRANSFERRED** from the BETHANY Child Support Office to the Child Support Office.

Child Support Office Representative
Bethany OCSS

Multiple Case Action—NCP Transfer Letter



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Child Support Services

[INSERT OFFICE NAME]

[INSERT OFFICE ADDRESS]

CARE: 1-800-522-2922

FAX: [INSERT OFFICE FAX]

www.okdhs.org



@NCP name@

@NCP address@

Date:

FGN:

Re: Temporary Child Support Case Transfer

Dear @NCP@:

Your case(s) was sent to the **[multiple case processing office]** office for Child Support Services (CSS) to ask the court to hear all of your child support cases at the same time. Our goal is to request a child support amount based on your income to be shared among all the children on your cases. Your case will be sent back to the **[current office]** office when this is finished.

If you have any questions, you may call CSS at 1.800.522.2922.

Sincerely,

Child Support Services



Multiple Case Action—CP Transfer Letter

OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Child Support Services

[INSERT OFFICE NAME]

[INSERT OFFICE ADDRESS]

CARE: 1-800-522-2922

FAX: [INSERT OFFICE FAX]

www.okdhs.org



@CP name@

@CP address@

Date:

FGN:

NCP:

Re: Temporary Child Support Case Transfer

Dear @CP@:

The noncustodial parent (NCP) in your case has more than one child support case. Your case was sent to the **[multiple case processing office]** office for Child Support Services (CSS) to ask the court to hear all of the NCP's cases at the same time and set a fair amount of support for each child. Your case will be sent back to the **[current office]** office when this is finished.

If you have any questions, you may call CSS at 1.800.522.2922.

Sincerely,

Child Support Services



Multiple Case Action—CP Non-Transfer Letter

OKLAHOMA DEPARTMENT OF HUMAN SERVICES

Child Support Services

[INSERT OFFICE NAME]

[INSERT OFFICE ADDRESS]

CARE: 1-800-522-2922

FAX: [INSERT OFFICE FAX]

www.okdhs.org



@CP name@

@CP address@

Date:

FGN:

NCP:

Re: Your Child Support Case

The noncustodial parent (NCP) in your case has more than one child support case. Child Support Services (CSS) will ask the court to hear all of the NCP's cases at the same time and set a fair amount of child support for each child. CSS will let you know when a hearing has been set.

If you have any questions, you may call CSS at 1.800.522.2922.

Sincerely,

Child Support Services

STATE OF OKLAHOMA

	)	Dist. Ct. Case No.	
	)		
	)	OAH Case No.	
INIDIVIDUAL GUIDELINES Example	)		
	)	FGN:	
VII. MULTIPLE CASE ACTIONS, Section G	)		
	)		
	)		

CHILD SUPPORT COMPUTATION

	Calculation for number of children in this case	1		
	Obligor (person who pays) is (Enter "Father" or "Mother")	Father		
A	Base monthly obligation	Father	Mother	Combined
1	Gross monthly income All sources, except income specifically excluded by 43 O.S. Section 118B(B)	\$1,656.67	\$1,256.67	\$2,913.34
	a. Amount of self-employment income included in Line 1	\$0.00	\$0.00	
	b. Deduction for self-employment tax Multiply Line 1a by 7.65%	\$0.00	\$0.00	
2	Total gross monthly income Line 1 minus Line 1b	\$1,656.67	\$1,256.67	
	a. Amount of SSA Title II benefits paid for the benefit of the children. Do NOT include SSI benefits. (Enter in the column for the disabled or retired parent.)	\$0.00	\$0.00	
	b. Court ordered support alimony actually paid in a prior case	\$0.00	\$0.00	
	c. Court ordered monthly adjustment for marital debt	\$0.00	\$0.00	
	d. Court ordered monthly child support actually paid for out-of-home children	\$0.00	\$0.00	

	In-home Children Deduction Worksheet e. Number of qualified in-home children excluding children on this case		0	0	
	f. Amount for qualified in-home children. Apply Line 2 for each parent to Child Support Guideline Schedule amount using the number of children in Line 2e, and multiply guideline amount by 75%		\$0.00	\$0.00	
3	Adjusted gross monthly income (AGI) Amount in Line 2 plus 2a, minus Lines 2b, 2c, 2d, and 2f		\$1,656.67	\$1,256.67	\$2,913.34
4	Percentage share of income AGI for each parent divided by the combined AGI		56.9%	43.1%	100%
5	Base monthly obligation Apply combined AGI to Child Support Guideline Schedule and put total in combined base monthly obligation. Multiply the combined total by the percentage share of income for each parent.		\$280.91	\$213.09	\$494.00
B	Parenting time adjustment, if used		Father	Mother	Combined
6	Number of overnights with each parent If less than 121 for either parent, skip to C.		0	365	365
	a. Percentage of overnights with each parent Number of overnights for each parent divided by 365		0.0%	100.0%	100%
	b. Adjusted combined child support obligation Adjustment factor is based on the parent with the fewest overnights. The result in the combined column is the combined monthly obligation in Line 5 multiplied by the adjustment factor.		<=== Adjustment Factor less than 121 = no factor 121-131 = 2 132-143 = 1.75 144-183 = 1.5		
	c. Share of adjusted combined child support obligation Combined Line 6b multiplied by the percentage share of income in Line 4				
	d. Respective adjusted base child support obligation Amount for each parent in Line 6c multiplied by the percentage of the other parent in Line 6a				

7	Adjusted base monthly obligation Line 6d larger amount minus Line 6d smaller amount and the result is for the parent with the positive amount. If the parent has more than 205 in Line 6, use \$0 for that parent. If either parent has less than 121 in Line 6, use the Line 5 amount for both parents.		\$280.91	\$0.00	
C	Obligor (person who pays) is (Enter "Father" or "Mother")	Father			
D	Work and education-related child care expenses		Father	Mother	Other Custodian
8	Monthly child care expenses for children in this case Do not include any co-payments being paid by a parent receiving OKDHS child care subsidy.		\$0.00	\$100.00	\$0.00
9	Child care expense percentage share of the total Total child care expenses multiplied by percentage share of income for each parent Multiply Line 8 by Line 4		\$56.86	\$43.14	
10	OKDHS Child Care Subsidy Worksheet a. Total children in each parent's household receiving child care subsidy				
	b. Number of children from Line 10a included in this order				
	c. Parent's actual gross monthly income less self-employment tax from Line 2				
	d. Base monthly obligation of the obligor Enter Line 7 for obligor into obligee's column, \$0 for the obligor indicated in Section C		\$0.00	\$0.00	
	e. Amount treated as OKDHS household income Line 10c plus Line 10d				
	f. Amount treated as each parent's family share co-payment from OKDHS Appendix C-4, page 2 Use Lines 10e & 10a				
	g. OKDHS child care co-payment amount Multiply Line 10f by Line 10b, and divide by Line 10a		\$0.00	\$0.00	
11	Child care subsidy co-pay adjustment to child support obligation Child care expense percentage share total Multiply total of Line 10g for both parents by Line 4		\$0.00	\$0.00	
12	Total child care adjustment to base monthly obligation Line 9 plus Line 11, minus Line 8 and Line 10g (amount may be negative)		\$56.86	-\$56.86	
E	Health insurance premium		Father	Mother	Other Custodian

13	Monthly health insurance premium costs This premium represents the actual premium cost for any child(ren) in this case only. Insurance Premium Worksheet is available if needed. Use Cash Medical Support if any child is not covered by insurance.		\$0.00	\$0.00	\$0.00
14	Monthly health insurance share for each parent Percentage share of income in Line 4 multiplied by total current insurance cost for all persons in Line 13		\$0.00	\$0.00	
15	Total premium cost adjustment to base monthly obligation Line 14 minus Line 13 (amount may be negative)		\$0.00	\$0.00	
F	Other contributions, if agreed or ordered		Father	Mother	Other Custodian
16	Ongoing medical costs Cash medical support for fixed periodic payments for ongoing medical costs		\$0.00	\$0.00	\$0.00
	a. Adjusted medical costs share Multiply total of Line 16 for all persons by Line 4		\$0.00	\$0.00	
	b. Total ongoing medical costs adjustment to base monthly obligation Line 16a minus Line 16 (amount may be negative)		\$0.00	\$0.00	
17	Visitation transportation costs		\$0.00	\$0.00	\$0.00
	a. Adjusted visitation costs share Multiply total of Line 17 for all persons by Line 4		\$0.00	\$0.00	
	b. Total ongoing visitation costs adjustment to base monthly obligation Line 17a minus Line 17 (amount may be negative)		\$0.00	\$0.00	
G	Child Support obligation subtotal		Father	Mother	
18	Base monthly child support obligation less adjustments for child care and other contributions Add obligor Line 7 to Lines 12, 15 and 17b if positive amounts. Subtract Lines 12, 15 or 17b if negative amounts.		\$337.77	\$0.00	
19	SSA Title II benefits paid for the benefit of the child Line 2a for obligor		\$0.00		
20	Total monthly child support obligation less any SSA Title II benefits paid for the benefit of the child Line 18 minus Line 19 (amount may be negative)		\$337.77	\$0.00	
H	Cash Medical Support		Father	Mother	Combined
21	Enter number of children from Line 13 not covered by health insurance. If none, skip to Line 26.	1			

22	Enter the Soonercare or other health care government assistance applicant for the child(ren) in this case. Enter "Father", "Mother", or "other".	Mother		
23	Cash medical amount for obligor If Line 21 is zero or the obligor is the person on Line 22, enter \$0 in Line 25. If Line 21 is greater than zero and the obligor is not the person on Line 22, refer to the Cash Medical Income Guidelines Table. If the combined income is less than or equal to the amount on the table, enter \$0. If greater, multiply \$115 by the number of children in Line 21. Multiply the combined total by percentage shares from Line 4.	\$65.39	\$49.61	\$115.00
24	5% of Gross Monthly Income for Obligor Line 2 multiplied by 0.05 This represents the maximum amount of total medical allowed.	\$82.83		
25	Cash medical support in lieu of insurance If Line 23 plus Line 15 is greater than Line 24, use Line 24 minus Line 15. If Line 23 plus Line 15 is less than or equal to Line 24, enter Line 23. Enter \$0 if negative	\$65.39	\$0.00	
I	Current Monthly Support Obligation	Father	Mother	
26	a. Child support portion If Line 16b is positive, Line 20 for obligor If Line 16b is negative, reduce Line 20 by Line 16b Enter \$0 if negative	\$337.77		
	b. Cash medical portion If Line 20 minus 16b is positive, Line 25 for obligor If Line 20 minus 16b is negative, reduce Line 25 by Line 20 minus 16b. Enter \$0 if negative	\$65.39		
	c. Ongoing medical costs portion If Line 20 is positive, Line 16b for obligor If Line 20 is negative, reduce 16b by Line 20 Enter \$0 if negative	\$0.00		
27	Total obligation to be paid by the obligor Line 26a plus 26b plus 26c	\$403.16		

_____ shall begin payments on _____ and continue on the same date of each month until further order of the court.

 X Deviation from child support guidelines by Court-Specific findings of Court supporting each deviation:

Current support should be set at \$100.24 per month in base support plus \$56.86 for daycare expenses and \$65.39 for cash medical making a total monthly amount of \$222.49. Deviation should be granted in the best interest of the children who are impacted by this order, allowing for equitable allocation of funds available for support of all 5 children in 4 cases. Child support amount was calculated by a child support guidelines which uses the non-custodial parent's gross monthly income and the average of 4 biological parents' gross monthly income (plus daycare and or/ private medical costs if applicable) and the total number of children in these cases for an equitable distribution for all children involved in these

proceedings.

Dated: _____

JUDGE

APPROVED AS TO FORM:

Father printed name

Father signature

Attorney for father printed name

Attorney for father signature and OBA Number

Mother printed name

Mother signature

Attorney for mother printed name

Attorney for mother signature & OBA Number

Other Custodian printed name

Other Custodian signature

Attorney for Other Custodian printed name

Attorney for Other Custodian signature and
OBA Number

State's Attorney, CSS printed name

State's Attorney, CSS signature and OBA Number

STATE OF OKLAHOMA

	)	Dist. Ct. Case No.	
	)		
	)	OAH Case No.	
Section J Individual Guidelines, 001 Case	)		
	)	FGN:	1
	)		
	)		

CHILD SUPPORT COMPUTATION

	Calculation for number of children in this case	1		
	Obligor (person who pays) is (Enter "Father" or "Mother")	Father		
A	Base monthly obligation	Father	Mother	Combined
1	Gross monthly income All sources, except income specifically excluded by 43 O.S. Section 118B(B)	\$2,483.00	\$1,257.00	\$3,740.00
	a. Amount of self-employment income included in Line 1	\$0.00	\$0.00	
	b. Deduction for self-employment tax Multiply Line 1a by 7.65%	\$0.00	\$0.00	
2	Total gross monthly income Line 1 minus Line 1b	\$2,483.00	\$1,257.00	
	a. Amount of SSA Title II benefits paid for the benefit of the children. Do NOT include SSI benefits. (Enter in the column for the disabled or retired parent.)	\$0.00	\$0.00	
	b. Court ordered support alimony actually paid in a prior case	\$0.00	\$0.00	
	c. Court ordered monthly adjustment for marital debt	\$0.00	\$0.00	

	d. Court ordered monthly child support actually paid for out-of-home children	\$0.00	\$0.00	
	In-home Children Deduction Worksheet e. Number of qualified in-home children excluding children on this case	2	0	
	f. Amount for qualified in-home children. Apply Line 2 for each parent to Child Support Guideline Schedule amount using the number of children in Line 2e, and multiply guideline amount by 75%	\$474.00	\$0.00	
3	Adjusted gross monthly income (AGI) Amount in Line 2 plus 2a, minus Lines 2b, 2c, 2d, and 2f	\$2,009.00	\$1,257.00	\$3,266.00
4	Percentage share of income AGI for each parent divided by the combined AGI	61.5%	38.5%	100%
5	Base monthly obligation Apply combined AGI to Child Support Guideline Schedule and put total in combined base monthly obligation. Multiply the combined total by the percentage share of income for each parent.	\$324.79	\$203.21	\$528.00
B	Parenting time adjustment, if used	Father	Mother	Combined
6	Number of overnights with each parent If less than 121 for either parent, skip to C.	0	365	365
	a. Percentage of overnights with each parent Number of overnights for each parent divided by 365	0.0%	100.0%	100%
	b. Adjusted combined child support obligation Adjustment factor is based on the parent with the fewest overnights. The result in the combined column is the combined monthly obligation in Line 5 multiplied by the adjustment factor.		<=== Adjustment Factor less than 121 = no factor 121-131 = 2 132-143 = 1.75 144-183 = 1.5	
	c. Share of adjusted combined child support obligation Combined Line 6b multiplied by the percentage share of income in Line 4			
	d. Respective adjusted base child support obligation Amount for each parent in Line 6c multiplied by the percentage of the other parent in Line 6a			

7	Adjusted base monthly obligation Line 6d larger amount minus Line 6d smaller amount and the result is for the parent with the positive amount. If the parent has more than 205 in Line 6, use \$0 for that parent. If either parent has less than 121 in Line 6, use the Line 5 amount for both parents.		\$324.79	\$0.00	
C	Obligor (person who pays) is (Enter "Father" or "Mother")	Father			
D	Work and education-related child care expenses	Father	Mother	Other Custodian	
8	Monthly child care expenses for children in this case Do not include any co-payments being paid by a parent receiving OKDHS child care subsidy.		\$0.00	\$0.00	\$0.00
9	Child care expense percentage share of the total Total child care expenses multiplied by percentage share of income for each parent Multiply Line 8 by Line 4		\$0.00	\$0.00	
10	OKDHS Child Care Subsidy Worksheet a. Total children in each parent's household receiving child care subsidy				
	b. Number of children from Line 10a included in this order				
	c. Parent's actual gross monthly income less self-employment tax from Line 2				
	d. Base monthly obligation of the obligor Enter Line 7 for obligor into obligee's column, \$0 for the obligor indicated in Section C		\$0.00	\$0.00	
	e. Amount treated as OKDHS household income Line 10c plus Line 10d				
	f. Amount treated as each parent's family share co-payment from OKDHS Appendix C-4, page 2 Use Lines 10e & 10a				
	g. OKDHS child care co-payment amount Multiply Line 10f by Line 10b, and divide by Line 10a		\$0.00	\$0.00	
11	Child care subsidy co-pay adjustment to child support obligation Child care expense percentage share total Multiply total of Line 10g for both parents by Line 4		\$0.00	\$0.00	
12	Total child care adjustment to base monthly obligation Line 9 plus Line 11, minus Line 8 and Line 10g (amount may be negative)		\$0.00	\$0.00	
E	Health insurance premium	Father	Mother	Other Custodian	

13	Monthly health insurance premium costs This premium represents the actual premium cost for any child(ren) in this case only. Insurance Premium Worksheet is available if needed. Use Cash Medical Support if any child is not covered by insurance.		\$0.00	\$0.00	\$0.00
14	Monthly health insurance share for each parent Percentage share of income in Line 4 multiplied by total current insurance cost for all persons in Line 13		\$0.00	\$0.00	
15	Total premium cost adjustment to base monthly obligation Line 14 minus Line 13 (amount may be negative)		\$0.00	\$0.00	
F	Other contributions, if agreed or ordered		Father	Mother	Other Custodian
16	Ongoing medical costs Cash medical support for fixed periodic payments for ongoing medical costs		\$0.00	\$0.00	\$0.00
	a. Adjusted medical costs share Multiply total of Line 16 for all persons by Line 4		\$0.00	\$0.00	
	b. Total ongoing medical costs adjustment to base monthly obligation Line 16a minus Line 16 (amount may be negative)		\$0.00	\$0.00	
17	Visitation transportation costs		\$0.00	\$0.00	\$0.00
	a. Adjusted visitation costs share Multiply total of Line 17 for all persons by Line 4		\$0.00	\$0.00	
	b. Total ongoing visitation costs adjustment to base monthly obligation Line 17a minus Line 17 (amount may be negative)		\$0.00	\$0.00	
G	Child Support obligation subtotal		Father	Mother	
18	Base monthly child support obligation less adjustments for child care and other contributions Add obligor Line 7 to Lines 12, 15 and 17b if positive amounts. Subtract Lines 12, 15 or 17b if negative amounts.		\$324.79	\$0.00	
19	SSA Title II benefits paid for the benefit of the child Line 2a for obligor		\$0.00		
20	Total monthly child support obligation less any SSA Title II benefits paid for the benefit of the child Line 18 minus Line 19 (amount may be negative)		\$324.79	\$0.00	
H	Cash Medical Support		Father	Mother	Combined
21	Enter number of children from Line 13 not covered by health insurance. If none, skip to Line 26.	1			

22	Enter the Soonercare or other health care government assistance applicant for the child(ren) in this case. Enter "Father", "Mother", or "other".	Mother			
23	Cash medical amount for obligor If Line 21 is zero or the obligor is the person on Line 22, enter \$0 in Line 25. If Line 21 is greater than zero and the obligor is not the person on Line 22, refer to the Cash Medical Income Guidelines Table. If the combined income is less than or equal to the amount on the table, enter \$0. If greater, multiply \$115 by the number of children in Line 21. Multiply the combined total by percentage shares from Line 4.	\$70.74	\$44.26	\$115.00	
24	5% of Gross Monthly Income for Obligor Line 2 multiplied by 0.05 This represents the maximum amount of total medical allowed.	\$124.15			
25	Cash medical support in lieu of insurance If Line 23 plus Line 15 is greater than Line 24, use Line 24 minus Line 15. If Line 23 plus Line 15 is less than or equal to Line 24, enter Line 23. Enter \$0 if negative	\$70.74	\$0.00		
I	Current Monthly Support Obligation	Father	Mother		
26	a. Child support portion If Line 16b is positive, Line 20 for obligor If Line 16b is negative, reduce Line 20 by Line 16b Enter \$0 if negative	\$324.79			
	b. Cash medical portion If Line 20 minus 16b is positive, Line 25 for obligor If Line 20 minus 16b is negative, reduce Line 25 by Line 20 minus 16b. Enter \$0 if negative	\$70.74			
	c. Ongoing medical costs portion If Line 20 is positive, Line 16b for obligor If Line 20 is negative, reduce 16b by Line 20 Enter \$0 if negative	\$0.00			
27	Total obligation to be paid by the obligor Line 26a plus 26b plus 26c	\$395.53			

_____ shall begin payments on _____ and continue on the same date of each month until further order of the court.

 X Deviation from child support guidelines by Court-Specific findings of Court supporting each deviation:
 Current support should be set at \$177.06 per month plus cash medical in the amount of \$70.74 per month making a total monthly amount of \$247.80. Deviation should be granted in the best interest of the children who are impacted by this order, allowing for equitable allocation of funds available for support of all 3 children in 3 cases. Child support amount was calculated by a child support guidelines which uses the non-custodial parent's gross monthly income and the average of 3 biological parents' gross monthly income (plus daycare and or/ private medical costs if applicable) and the total number of children in these cases for an equitable distribution for all children involved in these proceedings.

Dated: _____

JUDGE

APPROVED AS TO FORM:

Father printed name

Father signature

Attorney for father printed name

Attorney for father signature and OBA Number

Mother printed name

Mother signature

Attorney for mother printed name

Attorney for mother signature & OBA Number

Other Custodian printed name

Other Custodian signature

Attorney for Other Custodian printed name

Attorney for Other Custodian signature and
OBA Number

State's Attorney, CSS printed name

State's Attorney, CSS signature and OBA Number

STATE OF OKLAHOMA

	)	Dist. Ct. Case No.	
	)		
	)	OAH Case No.	
Section J Individual Guidelines, 002 Case	)		
	)	FGN:	2
	)		
	)		

CHILD SUPPORT COMPUTATION

	Calculation for number of children in this case	1		
	Obligor (person who pays) is (Enter "Father" or "Mother")	Father		
A	Base monthly obligation	Father	Mother	Combined
1	Gross monthly income All sources, except income specifically excluded by 43 O.S. Section 118B(B)	\$2,483.00	\$1,500.00	\$3,983.00
	a. Amount of self-employment income included in Line 1	\$0.00	\$0.00	
	b. Deduction for self-employment tax Multiply Line 1a by 7.65%	\$0.00	\$0.00	
2	Total gross monthly income Line 1 minus Line 1b	\$2,483.00	\$1,500.00	
	a. Amount of SSA Title II benefits paid for the benefit of the children. Do NOT include SSI benefits. (Enter in the column for the disabled or retired parent.)	\$0.00	\$0.00	
	b. Court ordered support alimony actually paid in a prior case	\$0.00	\$0.00	
	c. Court ordered monthly adjustment for marital debt	\$0.00	\$0.00	

	d. Court ordered monthly child support actually paid for out-of-home children	\$0.00	\$0.00	
	In-home Children Deduction Worksheet e. Number of qualified in-home children excluding children on this case	2	0	
	f. Amount for qualified in-home children. Apply Line 2 for each parent to Child Support Guideline Schedule amount using the number of children in Line 2e, and multiply guideline amount by 75%	\$474.00	\$0.00	
3	Adjusted gross monthly income (AGI) Amount in Line 2 plus 2a, minus Lines 2b, 2c, 2d, and 2f	\$2,009.00	\$1,500.00	\$3,509.00
4	Percentage share of income AGI for each parent divided by the combined AGI	57.3%	42.7%	100%
5	Base monthly obligation Apply combined AGI to Child Support Guideline Schedule and put total in combined base monthly obligation. Multiply the combined total by the percentage share of income for each parent.	\$312.60	\$233.40	\$546.00
B	Parenting time adjustment, if used	Father	Mother	Combined
6	Number of overnights with each parent If less than 121 for either parent, skip to C.	0	365	365
	a. Percentage of overnights with each parent Number of overnights for each parent divided by 365	0.0%	100.0%	100%
	b. Adjusted combined child support obligation Adjustment factor is based on the parent with the fewest overnights. The result in the combined column is the combined monthly obligation in Line 5 multiplied by the adjustment factor.		<=== Adjustment Factor less than 121 = no factor 121-131 = 2 132-143 = 1.75 144-183 = 1.5	
	c. Share of adjusted combined child support obligation Combined Line 6b multiplied by the percentage share of income in Line 4			
	d. Respective adjusted base child support obligation Amount for each parent in Line 6c multiplied by the percentage of the other parent in Line 6a			

7	Adjusted base monthly obligation Line 6d larger amount minus Line 6d smaller amount and the result is for the parent with the positive amount. If the parent has more than 205 in Line 6, use \$0 for that parent. If either parent has less than 121 in Line 6, use the Line 5 amount for both parents.		\$312.60	\$0.00	
C	Obligor (person who pays) is (Enter "Father" or "Mother")	Father			
D	Work and education-related child care expenses	Father	Mother	Other Custodian	
8	Monthly child care expenses for children in this case Do not include any co-payments being paid by a parent receiving OKDHS child care subsidy.		\$0.00	\$0.00	\$0.00
9	Child care expense percentage share of the total Total child care expenses multiplied by percentage share of income for each parent Multiply Line 8 by Line 4		\$0.00	\$0.00	
10	OKDHS Child Care Subsidy Worksheet a. Total children in each parent's household receiving child care subsidy				
	b. Number of children from Line 10a included in this order				
	c. Parent's actual gross monthly income less self-employment tax from Line 2				
	d. Base monthly obligation of the obligor Enter Line 7 for obligor into obligee's column, \$0 for the obligor indicated in Section C		\$0.00	\$0.00	
	e. Amount treated as OKDHS household income Line 10c plus Line 10d				
	f. Amount treated as each parent's family share co-payment from OKDHS Appendix C-4, page 2 Use Lines 10e & 10a				
	g. OKDHS child care co-payment amount Multiply Line 10f by Line 10b, and divide by Line 10a		\$0.00	\$0.00	
11	Child care subsidy co-pay adjustment to child support obligation Child care expense percentage share total Multiply total of Line 10g for both parents by Line 4		\$0.00	\$0.00	
12	Total child care adjustment to base monthly obligation Line 9 plus Line 11, minus Line 8 and Line 10g (amount may be negative)		\$0.00	\$0.00	
E	Health insurance premium	Father	Mother	Other Custodian	

13	Monthly health insurance premium costs This premium represents the actual premium cost for any child(ren) in this case only. Insurance Premium Worksheet is available if needed. Use Cash Medical Support if any child is not covered by insurance.		\$0.00	\$0.00	\$0.00
14	Monthly health insurance share for each parent Percentage share of income in Line 4 multiplied by total current insurance cost for all persons in Line 13		\$0.00	\$0.00	
15	Total premium cost adjustment to base monthly obligation Line 14 minus Line 13 (amount may be negative)		\$0.00	\$0.00	
F	Other contributions, if agreed or ordered		Father	Mother	Other Custodian
16	Ongoing medical costs Cash medical support for fixed periodic payments for ongoing medical costs		\$0.00	\$0.00	\$0.00
	a. Adjusted medical costs share Multiply total of Line 16 for all persons by Line 4		\$0.00	\$0.00	
	b. Total ongoing medical costs adjustment to base monthly obligation Line 16a minus Line 16 (amount may be negative)		\$0.00	\$0.00	
17	Visitation transportation costs		\$0.00	\$0.00	\$0.00
	a. Adjusted visitation costs share Multiply total of Line 17 for all persons by Line 4		\$0.00	\$0.00	
	b. Total ongoing visitation costs adjustment to base monthly obligation Line 17a minus Line 17 (amount may be negative)		\$0.00	\$0.00	
G	Child Support obligation subtotal		Father	Mother	
18	Base monthly child support obligation less adjustments for child care and other contributions Add obligor Line 7 to Lines 12, 15 and 17b if positive amounts. Subtract Lines 12, 15 or 17b if negative amounts.		\$312.60	\$0.00	
19	SSA Title II benefits paid for the benefit of the child Line 2a for obligor		\$0.00		
20	Total monthly child support obligation less any SSA Title II benefits paid for the benefit of the child Line 18 minus Line 19 (amount may be negative)		\$312.60	\$0.00	
H	Cash Medical Support		Father	Mother	Combined
21	Enter number of children from Line 13 not covered by health insurance. If none, skip to Line 26.	1			

22	Enter the Soonercare or other health care government assistance applicant for the child(ren) in this case. Enter "Father", "Mother", or "other".	Mother			
23	Cash medical amount for obligor If Line 21 is zero or the obligor is the person on Line 22, enter \$0 in Line 25. If Line 21 is greater than zero and the obligor is not the person on Line 22, refer to the Cash Medical Income Guidelines Table. If the combined income is less than or equal to the amount on the table, enter \$0. If greater, multiply \$115 by the number of children in Line 21. Multiply the combined total by percentage shares from Line 4.	\$65.84	\$49.16	\$115.00	
24	5% of Gross Monthly Income for Obligor Line 2 multiplied by 0.05 This represents the maximum amount of total medical allowed.	\$124.15			
25	Cash medical support in lieu of insurance If Line 23 plus Line 15 is greater than Line 24, use Line 24 minus Line 15. If Line 23 plus Line 15 is less than or equal to Line 24, enter Line 23. Enter \$0 if negative	\$65.84	\$0.00		
I	Current Monthly Support Obligation	Father	Mother		
26	a. Child support portion If Line 16b is positive, Line 20 for obligor If Line 16b is negative, reduce Line 20 by Line 16b Enter \$0 if negative	\$312.60			
	b. Cash medical portion If Line 20 minus 16b is positive, Line 25 for obligor If Line 20 minus 16b is negative, reduce Line 25 by Line 20 minus 16b. Enter \$0 if negative	\$65.84			
	c. Ongoing medical costs portion If Line 20 is positive, Line 16b for obligor If Line 20 is negative, reduce 16b by Line 20 Enter \$0 if negative	\$0.00			
27	Total obligation to be paid by the obligor Line 26a plus 26b plus 26c	\$378.44			

_____ shall begin payments on _____ and continue on the same date of each month until further order of the court.

 X Deviation from child support guidelines by Court-Specific findings of Court supporting each deviation:
 Current support should be set at \$177.06 per month plus cash medical in the amount of \$65.84 per month making a total monthly amount of \$242.90. Deviation should be granted in the best interest of the children who are impacted by this order, allowing for equitable allocation of funds available for support of all 3 children in 3 cases. Child support amount was calculated by a child support guidelines which uses the non-custodial parent's gross monthly income and the average of 3 biological parents' gross monthly income (plus daycare and or/ private medical costs if applicable) and the total number of children in these cases for an equitable distribution for all children involved in these proceedings.

Dated: _____

JUDGE

APPROVED AS TO FORM:

Father printed name

Father signature

Attorney for father printed name

Attorney for father signature and OBA Number

Mother printed name

Mother signature

Attorney for mother printed name

Attorney for mother signature & OBA Number

Other Custodian printed name

Other Custodian signature

Attorney for Other Custodian printed name

Attorney for Other Custodian signature and
OBA Number

State's Attorney, CSS printed name

State's Attorney, CSS signature and OBA Number

STATE OF OKLAHOMA

	)	Dist. Ct. Case No.	
	)		
	)	OAH Case No.	
Section J Individual Guidelines, 003 Case	)		
	)	FGN:	3
	)		
	)		

CHILD SUPPORT COMPUTATION

	Calculation for number of children in this case	1		
	Obligor (person who pays) is (Enter "Father" or "Mother")	Father		
A	Base monthly obligation	Father	Mother	Combined
1	Gross monthly income All sources, except income specifically excluded by 43 O.S. Section 118B(B)	\$2,483.00	\$1,700.00	\$4,183.00
	a. Amount of self-employment income included in Line 1	\$0.00	\$0.00	
	b. Deduction for self-employment tax Multiply Line 1a by 7.65%	\$0.00	\$0.00	
2	Total gross monthly income Line 1 minus Line 1b	\$2,483.00	\$1,700.00	
	a. Amount of SSA Title II benefits paid for the benefit of the children. Do NOT include SSI benefits. (Enter in the column for the disabled or retired parent.)	\$0.00	\$0.00	
	b. Court ordered support alimony actually paid in a prior case	\$0.00	\$0.00	
	c. Court ordered monthly adjustment for marital debt	\$0.00	\$0.00	

	d. Court ordered monthly child support actually paid for out-of-home children	\$0.00	\$0.00	
	In-home Children Deduction Worksheet e. Number of qualified in-home children excluding children on this case	2	0	
	f. Amount for qualified in-home children. Apply Line 2 for each parent to Child Support Guideline Schedule amount using the number of children in Line 2e, and multiply guideline amount by 75%	\$474.00	\$0.00	
3	Adjusted gross monthly income (AGI) Amount in Line 2 plus 2a, minus Lines 2b, 2c, 2d, and 2f	\$2,009.00	\$1,700.00	\$3,709.00
4	Percentage share of income AGI for each parent divided by the combined AGI	54.2%	45.8%	100%
5	Base monthly obligation Apply combined AGI to Child Support Guideline Schedule and put total in combined base monthly obligation. Multiply the combined total by the percentage share of income for each parent.	\$303.33	\$256.67	\$560.00
B	Parenting time adjustment, if used	Father	Mother	Combined
6	Number of overnights with each parent If less than 121 for either parent, skip to C.	0	365	365
	a. Percentage of overnights with each parent Number of overnights for each parent divided by 365	0.0%	100.0%	100%
	b. Adjusted combined child support obligation Adjustment factor is based on the parent with the fewest overnights. The result in the combined column is the combined monthly obligation in Line 5 multiplied by the adjustment factor.		<=== Adjustment Factor less than 121 = no factor 121-131 = 2 132-143 = 1.75 144-183 = 1.5	
	c. Share of adjusted combined child support obligation Combined Line 6b multiplied by the percentage share of income in Line 4			
	d. Respective adjusted base child support obligation Amount for each parent in Line 6c multiplied by the percentage of the other parent in Line 6a			

7	Adjusted base monthly obligation Line 6d larger amount minus Line 6d smaller amount and the result is for the parent with the positive amount. If the parent has more than 205 in Line 6, use \$0 for that parent. If either parent has less than 121 in Line 6, use the Line 5 amount for both parents.		\$303.33	\$0.00	
C	Obligor (person who pays) is (Enter "Father" or "Mother")	Father			
D	Work and education-related child care expenses	Father	Mother	Other Custodian	
8	Monthly child care expenses for children in this case Do not include any co-payments being paid by a parent receiving OKDHS child care subsidy.		\$0.00	\$0.00	\$0.00
9	Child care expense percentage share of the total Total child care expenses multiplied by percentage share of income for each parent Multiply Line 8 by Line 4		\$0.00	\$0.00	
10	OKDHS Child Care Subsidy Worksheet a. Total children in each parent's household receiving child care subsidy				
	b. Number of children from Line 10a included in this order				
	c. Parent's actual gross monthly income less self-employment tax from Line 2				
	d. Base monthly obligation of the obligor Enter Line 7 for obligor into obligee's column, \$0 for the obligor indicated in Section C		\$0.00	\$0.00	
	e. Amount treated as OKDHS household income Line 10c plus Line 10d				
	f. Amount treated as each parent's family share co-payment from OKDHS Appendix C-4, page 2 Use Lines 10e & 10a				
	g. OKDHS child care co-payment amount Multiply Line 10f by Line 10b, and divide by Line 10a		\$0.00	\$0.00	
11	Child care subsidy co-pay adjustment to child support obligation Child care expense percentage share total Multiply total of Line 10g for both parents by Line 4		\$0.00	\$0.00	
12	Total child care adjustment to base monthly obligation Line 9 plus Line 11, minus Line 8 and Line 10g (amount may be negative)		\$0.00	\$0.00	
E	Health insurance premium	Father	Mother	Other Custodian	

13	Monthly health insurance premium costs This premium represents the actual premium cost for any child(ren) in this case only. Insurance Premium Worksheet is available if needed. Use Cash Medical Support if any child is not covered by insurance.		\$0.00	\$0.00	\$0.00
14	Monthly health insurance share for each parent Percentage share of income in Line 4 multiplied by total current insurance cost for all persons in Line 13		\$0.00	\$0.00	
15	Total premium cost adjustment to base monthly obligation Line 14 minus Line 13 (amount may be negative)		\$0.00	\$0.00	
F	Other contributions, if agreed or ordered		Father	Mother	Other Custodian
16	Ongoing medical costs Cash medical support for fixed periodic payments for ongoing medical costs		\$0.00	\$0.00	\$0.00
	a. Adjusted medical costs share Multiply total of Line 16 for all persons by Line 4		\$0.00	\$0.00	
	b. Total ongoing medical costs adjustment to base monthly obligation Line 16a minus Line 16 (amount may be negative)		\$0.00	\$0.00	
17	Visitation transportation costs		\$0.00	\$0.00	\$0.00
	a. Adjusted visitation costs share Multiply total of Line 17 for all persons by Line 4		\$0.00	\$0.00	
	b. Total ongoing visitation costs adjustment to base monthly obligation Line 17a minus Line 17 (amount may be negative)		\$0.00	\$0.00	
G	Child Support obligation subtotal		Father	Mother	
18	Base monthly child support obligation less adjustments for child care and other contributions Add obligor Line 7 to Lines 12, 15 and 17b if positive amounts. Subtract Lines 12, 15 or 17b if negative amounts.		\$303.33	\$0.00	
19	SSA Title II benefits paid for the benefit of the child Line 2a for obligor		\$0.00		
20	Total monthly child support obligation less any SSA Title II benefits paid for the benefit of the child Line 18 minus Line 19 (amount may be negative)		\$303.33	\$0.00	
H	Cash Medical Support		Father	Mother	Combined
21	Enter number of children from Line 13 not covered by health insurance. If none, skip to Line 26.	1			

22	Enter the Soonercare or other health care government assistance applicant for the child(ren) in this case. Enter "Father", "Mother", or "other".	Mother			
23	Cash medical amount for obligor If Line 21 is zero or the obligor is the person on Line 22, enter \$0 in Line 25. If Line 21 is greater than zero and the obligor is not the person on Line 22, refer to the Cash Medical Income Guidelines Table. If the combined income is less than or equal to the amount on the table, enter \$0. If greater, multiply \$115 by the number of children in Line 21. Multiply the combined total by percentage shares from Line 4.	\$62.29	\$52.71	\$115.00	
24	5% of Gross Monthly Income for Obligor Line 2 multiplied by 0.05 This represents the maximum amount of total medical allowed.	\$124.15			
25	Cash medical support in lieu of insurance If Line 23 plus Line 15 is greater than Line 24, use Line 24 minus Line 15. If Line 23 plus Line 15 is less than or equal to Line 24, enter Line 23. Enter \$0 if negative	\$62.29	\$0.00		
I	Current Monthly Support Obligation	Father	Mother		
26	a. Child support portion If Line 16b is positive, Line 20 for obligor If Line 16b is negative, reduce Line 20 by Line 16b Enter \$0 if negative	\$303.33			
	b. Cash medical portion If Line 20 minus 16b is positive, Line 25 for obligor If Line 20 minus 16b is negative, reduce Line 25 by Line 20 minus 16b. Enter \$0 if negative	\$62.29			
	c. Ongoing medical costs portion If Line 20 is positive, Line 16b for obligor If Line 20 is negative, reduce 16b by Line 20 Enter \$0 if negative	\$0.00			
27	Total obligation to be paid by the obligor Line 26a plus 26b plus 26c	\$365.62			

_____ shall begin payments on _____ and continue on the same date of each month until further order of the court.

 X Deviation from child support guidelines by Court-Specific findings of Court supporting each deviation:
 Current support should be set at \$177.06 per month plus cash medical in the amount of \$62.29 per month making a total monthly amount of \$239.35. Deviation should be granted in the best interest of the children who are impacted by this order, allowing for equitable allocation of funds available for support of all 3 children in 3 cases. Child support amount was calculated by a child support guidelines which uses the non-custodial parent's gross monthly income and the average of 3 biological parents' gross monthly income (plus daycare and or/ private medical costs if applicable) and the total number of children in these cases for an equitable distribution for all children involved in these proceedings.

Dated: _____

JUDGE

APPROVED AS TO FORM:

Father printed name

Father signature

Attorney for father printed name

Attorney for father signature and OBA Number

Mother printed name

Mother signature

Attorney for mother printed name

Attorney for mother signature & OBA Number

Other Custodian printed name

Other Custodian signature

Attorney for Other Custodian printed name

Attorney for Other Custodian signature and
OBA Number

State's Attorney, CSS printed name

State's Attorney, CSS signature and OBA Number

STATE OF OKLAHOMA

	)	Dist. Ct. Case No.	
	)		
	)	OAH Case No.	
Section J Combo Guidelines	)		
	)	FGN:	
	)		
	)		

CHILD SUPPORT COMPUTATION

	Calculation for number of children in this case	3		
	Obligor (person who pays) is (Enter "Father" or "Mother")	Father		
A	Base monthly obligation	Father	Mother	Combined
1	Gross monthly income All sources, except income specifically excluded by 43 O.S. Section 118B(B)	\$2,483.00	\$1,485.67	\$3,968.67
	a. Amount of self-employment income included in Line 1	\$0.00	\$0.00	
	b. Deduction for self-employment tax Multiply Line 1a by 7.65%	\$0.00	\$0.00	
2	Total gross monthly income Line 1 minus Line 1b	\$2,483.00	\$1,485.67	
	a. Amount of SSA Title II benefits paid for the benefit of the children. Do NOT include SSI benefits. (Enter in the column for the disabled or retired parent.)	\$0.00	\$0.00	
	b. Court ordered support alimony actually paid in a prior case	\$0.00	\$0.00	
	c. Court ordered monthly adjustment for marital debt	\$0.00	\$0.00	

	d. Court ordered monthly child support actually paid for out-of-home children	\$0.00	\$0.00	
	In-home Children Deduction Worksheet e. Number of qualified in-home children excluding children on this case	2	0	
	f. Amount for qualified in-home children. Apply Line 2 for each parent to Child Support Guideline Schedule amount using the number of children in Line 2e, and multiply guideline amount by 75%	\$474.00	\$0.00	
3	Adjusted gross monthly income (AGI) Amount in Line 2 plus 2a, minus Lines 2b, 2c, 2d, and 2f	\$2,009.00	\$1,485.67	\$3,494.67
4	Percentage share of income AGI for each parent divided by the combined AGI	57.5%	42.5%	100%
5	Base monthly obligation Apply combined AGI to Child Support Guideline Schedule and put total in combined base monthly obligation. Multiply the combined total by the percentage share of income for each parent.	\$531.18	\$392.82	\$924.00
B	Parenting time adjustment, if used	Father	Mother	Combined
6	Number of overnights with each parent If less than 121 for either parent, skip to C.	0	365	365
	a. Percentage of overnights with each parent Number of overnights for each parent divided by 365	0.0%	100.0%	100%
	b. Adjusted combined child support obligation Adjustment factor is based on the parent with the fewest overnights. The result in the combined column is the combined monthly obligation in Line 5 multiplied by the adjustment factor.		<=== Adjustment Factor less than 121 = no factor 121-131 = 2 132-143 = 1.75 144-183 = 1.5	
	c. Share of adjusted combined child support obligation Combined Line 6b multiplied by the percentage share of income in Line 4			
	d. Respective adjusted base child support obligation Amount for each parent in Line 6c multiplied by the percentage of the other parent in Line 6a			

7	Adjusted base monthly obligation Line 6d larger amount minus Line 6d smaller amount and the result is for the parent with the positive amount. If the parent has more than 205 in Line 6, use \$0 for that parent. If either parent has less than 121 in Line 6, use the Line 5 amount for both parents.		\$531.18	\$0.00	
C	Obligor (person who pays) is (Enter "Father" or "Mother")	Father			
D	Work and education-related child care expenses	Father	Mother	Other Custodian	
8	Monthly child care expenses for children in this case Do not include any co-payments being paid by a parent receiving OKDHS child care subsidy.		\$0.00	\$0.00	\$0.00
9	Child care expense percentage share of the total Total child care expenses multiplied by percentage share of income for each parent Multiply Line 8 by Line 4		\$0.00	\$0.00	
10	OKDHS Child Care Subsidy Worksheet a. Total children in each parent's household receiving child care subsidy				
	b. Number of children from Line 10a included in this order				
	c. Parent's actual gross monthly income less self-employment tax from Line 2				
	d. Base monthly obligation of the obligor Enter Line 7 for obligor into obligee's column, \$0 for the obligor indicated in Section C		\$0.00	\$0.00	
	e. Amount treated as OKDHS household income Line 10c plus Line 10d				
	f. Amount treated as each parent's family share co-payment from OKDHS Appendix C-4, page 2 Use Lines 10e & 10a				
	g. OKDHS child care co-payment amount Multiply Line 10f by Line 10b, and divide by Line 10a		\$0.00	\$0.00	
11	Child care subsidy co-pay adjustment to child support obligation Child care expense percentage share total Multiply total of Line 10g for both parents by Line 4		\$0.00	\$0.00	
12	Total child care adjustment to base monthly obligation Line 9 plus Line 11, minus Line 8 and Line 10g (amount may be negative)		\$0.00	\$0.00	
E	Health insurance premium	Father	Mother	Other Custodian	

13	Monthly health insurance premium costs This premium represents the actual premium cost for any child(ren) in this case only. Insurance Premium Worksheet is available if needed. Use Cash Medical Support if any child is not covered by insurance.		\$0.00	\$0.00	\$0.00
14	Monthly health insurance share for each parent Percentage share of income in Line 4 multiplied by total current insurance cost for all persons in Line 13		\$0.00	\$0.00	
15	Total premium cost adjustment to base monthly obligation Line 14 minus Line 13 (amount may be negative)		\$0.00	\$0.00	
F	Other contributions, if agreed or ordered		Father	Mother	Other Custodian
16	Ongoing medical costs Cash medical support for fixed periodic payments for ongoing medical costs		\$0.00	\$0.00	\$0.00
	a. Adjusted medical costs share Multiply total of Line 16 for all persons by Line 4		\$0.00	\$0.00	
	b. Total ongoing medical costs adjustment to base monthly obligation Line 16a minus Line 16 (amount may be negative)		\$0.00	\$0.00	
17	Visitation transportation costs		\$0.00	\$0.00	\$0.00
	a. Adjusted visitation costs share Multiply total of Line 17 for all persons by Line 4		\$0.00	\$0.00	
	b. Total ongoing visitation costs adjustment to base monthly obligation Line 17a minus Line 17 (amount may be negative)		\$0.00	\$0.00	
G	Child Support obligation subtotal		Father	Mother	
18	Base monthly child support obligation less adjustments for child care and other contributions Add obligor Line 7 to Lines 12, 15 and 17b if positive amounts. Subtract Lines 12, 15 or 17b if negative amounts.		\$531.18	\$0.00	
19	SSA Title II benefits paid for the benefit of the child Line 2a for obligor		\$0.00		
20	Total monthly child support obligation less any SSA Title II benefits paid for the benefit of the child Line 18 minus Line 19 (amount may be negative)		\$531.18	\$0.00	
H	Cash Medical Support		Father	Mother	Combined
21	Enter number of children from Line 13 not covered by health insurance. If none, skip to Line 26.				

22	Enter the Soonercare or other health care government assistance applicant for the child(ren) in this case. Enter "Father", "Mother", or "other".			
23	Cash medical amount for obligor If Line 21 is zero or the obligor is the person on Line 22, enter \$0 in Line 25. If Line 21 is greater than zero and the obligor is not the person on Line 22, refer to the Cash Medical Income Guidelines Table. If the combined income is less than or equal to the amount on the table, enter \$0. If greater, multiply \$115 by the number of children in Line 21. Multiply the combined total by percentage shares from Line 4.	\$0.00	\$0.00	\$0.00
24	5% of Gross Monthly Income for Obligor Line 2 multiplied by 0.05 This represents the maximum amount of total medical allowed.	\$124.15		
25	Cash medical support in lieu of insurance If Line 23 plus Line 15 is greater than Line 24, use Line 24 minus Line 15. If Line 23 plus Line 15 is less than or equal to Line 24, enter Line 23. Enter \$0 if negative	\$0.00	\$0.00	
I	Current Monthly Support Obligation	Father	Mother	
26	a. Child support portion If Line 16b is positive, Line 20 for obligor If Line 16b is negative, reduce Line 20 by Line 16b Enter \$0 if negative	\$531.18		
	b. Cash medical portion If Line 20 minus 16b is positive, Line 25 for obligor If Line 20 minus 16b is negative, reduce Line 25 by Line 20 minus 16b. Enter \$0 if negative	\$0.00		
	c. Ongoing medical costs portion If Line 20 is positive, Line 16b for obligor If Line 20 is negative, reduce 16b by Line 20 Enter \$0 if negative	\$0.00		
27	Total obligation to be paid by the obligor Line 26a plus 26b plus 26c	\$531.18		

_____ shall begin payments on _____ and continue on the same date of each month until further order of the court.

 X Deviation from child support guidelines by Court-Specific findings of Court supporting each deviation:

Current support should be set at \$531.18 per month for all 3 children in 3 cases making the pro rata share for each child \$177.06. Deviation should be granted in the best interest of the children who are impacted by this order, allowing for equitable allocation of funds available for support of all 3 children in 3 cases. Child support amount was calculated by a child support guidelines which uses the non-custodial parent's gross monthly income and the average of 3 biological parents' gross monthly income (plus daycare and or/ private medical costs if applicable) and the total number of children in these cases for an equitable distribution for all children involved in these proceedings.

Dated: _____

JUDGE

APPROVED AS TO FORM:

Father printed name

Father signature

Attorney for father printed name

Attorney for father signature and OBA Number

Mother printed name

Mother signature

Attorney for mother printed name

Attorney for mother signature & OBA Number

Other Custodian printed name

Other Custodian signature

Attorney for Other Custodian printed name

Attorney for Other Custodian signature and
OBA Number

State's Attorney, CSS printed name

State's Attorney, CSS signature and OBA Number