



How to Request a Review

Send your request in writing to the CSE Unit handling your case, or fill out an online request for review form on the CSE Web site at www.childsupport.state.co.us. Include the following information:

- Your full name
- Your address and phone number.
- Your social security number, IV-D case number, or FSR number for case identification.
- The reason you need your child support order changed
- Financial information showing why the change is needed, such as pay stubs, child care receipts, proof of health insurance, a parenting time order or agreement

You can include an Income & Expense Affidavit with your request for review, as this form is available at your local CSE unit or accessed online. Otherwise, the CSE Unit will send you an Income & Expense Affidavit for completion.



DEADLINES ARE IMPORTANT!!!

During the review and adjustment process, there will be deadlines that you must meet. If you are unable to meet a deadline you must contact your CSE unit.

Answers to Your Questions

- For an online review and adjustment request form and answers to frequently asked questions about the Child Support Enforcement program visit the Division of Child Support Enforcement's Web site at www.childsupport.state.co.us.
- For questions regarding the Colorado Child Support Guidelines visit the state courts' Web site at www.courts.state.co.us. Double click the "self help center" link, then click on the "all family law forms" and look for the link to the "child support worksheets."
- Call the CSE unit handling your case with specific questions.



Colorado
Child Support Enforcement

Modifying Your Child Support Order



Colorado Department
of Human Services
people who help people

www.childsupport.state.co.us

Is It Time for a Change?

The Colorado Child Support Enforcement (CSE) Program wants to help families by making sure that child support orders fit each family's current circumstances.

If there have been changes in your life, your child support may need to change too. Your child support ordered dollar amount might change if one or more of the following has happened:

- An increase or decrease in your or the other party's income.
- Medical insurance coverage changes.
- An increase or decrease in child care or uninsured medical expenses.
- A change in the number of overnights either party has with the children.
- A child reaches the legal age of emancipation for payment of child support.



How is a Child Support Order Changed?

The Colorado Child Support Program uses a process called “review and adjustment” to modify child support orders. The first step in the review and adjustment process is gathering income information from both parents. The CSE unit may also ask the parties to appear at the CSE office on a specific date and time for the review.

When the CSE Unit receives your request along with your financial information, the CSE unit will review it to determine if it is a valid request. If it is valid, the CSE Unit will start the process of reviewing your child support order.

The Colorado child support guidelines use both parents' income and expense information related to the children (child care, health insurance, and uninsured medical expenses) to determine whether the order should change, and the amount to be paid. The Colorado Child Support Guidelines can be found at Colorado Revised Statutes §14-10-115.

REMINDER!!!

Your current child support order is still due while your review is ongoing, and will continue to be due until there is a signed order from the court reflecting a change to the previous order.

Changing a Child Support Order...

The child support order may change if there is at least a 10% difference from the current child support order based upon application of the guidelines. The CSE Unit will give each parent a copy of the child support guideline calculation.

The parties can either agree in writing to the new child support amount based on the Colorado child support guidelines or, if the parties do not agree, the CSE unit may initiate a court action. Both parties will have the opportunity to provide input during the process.

Steps in the Review and Adjustment Process

- A party requests a review.
- Both parties provide income information.
- A child support guideline is done.
- If a change is needed, the parties can sign an agreement.
- If a mistake of fact or mathematical error is made, it can be corrected.
- The agreement is filed with the court or, if there is no agreement a Motion to Modify is filed with the court.