



CSSD Policy			
Subject:	Review and Adjustment of Support Orders	Number:	2009-17
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Approved by:	Benidia A. Rice, Director	Revision	Final

- I. **PURPOSE:** (1) To use automated methods to identify orders eligible for review; (2) To conduct review and adjustment conferences when appropriate when requested by the customer; (3) To apply the appropriate adjustment to orders eligible for adjustment; and (4) To provide guidance and support to all Support Enforcement Specialists (SES's) within the Enforcement & Interstate Units to conduct review and adjustments.
- II. **REFERENCES:** D.C. Official Code § 16-916, Maintenance of spouse and minor children; maintenance of former spouse; maintenance of minor children; enforcement; D.C. Official Code § 16-906.01(r), Child Support Guideline; D.C. Official Code § 46-306.11, Modification of child-support order of another state; 42 U.S.C. § 666, Requirement of statutorily prescribed procedures to improve the effectiveness of child support enforcement; D.C. Official Code § 46-204, Amendment of order establishing alimony, child support or maintenance; award as money judgment; 45 C.F.R. § 303.8, Review and adjustment of child support orders; 45 C.F.R. § 302.50, Assignment of rights to support; 42 U.S.C. § 608, Prohibitions; requirements; 42 U.S.C. § 657, Distribution of Collected Support; Deficit Reduction Act of 2005, P.L. 109-171.
- III. **POLICY:** Federal regulations require every IV-D agency to have procedures under which, not less than once every three (3) years, upon the request of either parent, or if there is an assignment of support rights, to review and, if appropriate, adjust the order in accordance with the state's Child Support Guideline. Each parent (CP & NCP) subject to a child support order must be notified no less than every three (3) years of their right to request a review. The notice must include the place and manner in which the request should be made.

If a support order does not have a provision for the payment of medical support for each child subject to the support order, at the request of either party or CSSD, the Court may modify the child support order and order either or both parents to provide health insurance coverage, cash medical support, or both.

CSSD shall conduct a review in all cases where the CP is receiving TANF or at the request of either party in all other cases. For cases where CSSD has established an attorney-client relationship with the CP and the NCP requests a modification, CSSD should refer the NCP to the Family Court Self-Help Center at D.C. Superior Court to seek legal advice. Once CSSD receives notice that the NCP has filed a Petition to Modify, CSSD should consult with the CP to

determine his or her position on the modification and whether he or she consents or objects to the relief sought. In all other cases, at the request of either party, CP or NCP, CSSD shall conduct a review, and if appropriate, petition the Court for a modification.

If CSSD conducts a review, CSSD shall inform both parents if the modification is warranted under the guideline, and if warranted, shall petition the court for a modification of support. The child support order shall be eligible for a modification if the guideline amount results in an amount of child support that changes the existing amount upward or downward by 15% or more.