

REVIEW AND ADJUST: PRE-REVIEW PACKET

The Office of Recovery Services (ORS) is authorized to review and adjust a child support order pursuant to Utah Code 26B-9-206, 26B-9-210, 26B-9-211 and 26B-9-212. In accordance with federal and state law, you have the right to ask ORS to review your child support order for an adjustment. **Please be aware, the review may result in an upward or downward change to the child support amount.**

The laws governing child support can be found in Utah Code Title 81, Chapter 6 and Section 81-7-102. ORS uses Utah's child support provisions found in Utah Code, Title 81, Part 6 to calculate child support. Completing the appropriate worksheets will assist you in estimating the child support for each parent and determining if your order may qualify for a review and adjustment. **ORS is unable to help you complete these pre-review forms.** If you have questions or need help completing the forms, you may wish to contact a private attorney.

This packet includes the Child Support Obligation Worksheet – Sole Physical Custody and the instructions for the worksheet. Child support obligation tables used to calculate child support can be found in Sections 81-6-304 through 305. For examples of the Joint Physical Custody worksheet and instructions or Split Custody worksheet and instructions, refer to the Utah Courts website at www.utcourts.gov/support.

The Request for Review and Adjustment of the Child Support Obligation form has also been included in this packet. If you have an open child support case with ORS and feel that your order may qualify for an adjustment, you may complete this form to begin a review process at ORS.

If a written request for review is received, ORS will review your child support order and determine if the order qualifies for an adjustment. The qualifications vary based on the age of the order. ORS may request that the child support order be adjusted if:

- **Child Support Order is at least 3 years old:**
 1. the new child support obligation is at least 10% higher or lower than the current child support obligation; and,
 2. the difference is not of a temporary nature.
- **Child Support Order is less than 3 years old:**
 1. there has been a substantial change in circumstances and proof has been provided;
 2. there is at least 15% higher or lower difference than the current child support order; and,
 3. the difference is not of a temporary nature.
- **ORS will not adjust your order:**
 1. if the youngest child will be 18 years old or emancipate within a year;
 2. if the non-requesting parent cannot be located; or,
 3. for other issues, such as parent-time or custody.

If your order does not require a parent to have medical and dental insurance for the child(ren), ORS may request that the order be modified to require either or both parents to get insurance, if it is available at a reasonable cost through employment-related or other group health insurance.

Once ORS receives a written request to review your order, a determination will be made, based on the above criteria, whether the case qualifies for a review. If a case does qualify for a review, both parents will be sent a Financial Statement to complete and return to determine if an adjustment of the order will be completed. Along with a completed financial statement, you will also be required to provide verification of your yearly gross income. If required verification is not received, this may stop the review of your child support order.

If you request a review and later want to stop the review, ORS may contact the other parent to find out if the non-requesting parent wants the review to continue or to stop.

If your court order gave custody of the child to one parent and now the child lives with the other parent and you have not gone back to court to change the custody in the order, ORS must use the worksheet showing the child living with the parent stated in the order.

If your court order is for split or joint custody, you may obtain the Split Custody Worksheet or the Joint Physical Custody Worksheet online at www.utcourts.gov/resources/forms/.

The guidelines are based on the “Income Shares” model. This model uses gross and adjusted incomes of **both parents** to determine the child support awards for each parent. Generally, ORS determines income based upon one full-time 40-hour job. However, ORS may also consider income from a variety of other income-generating sources such as wages, commissions, bonuses, rents, gifts, pensions, Social Security benefits, worker compensation benefits, unemployment compensation, disability insurance benefits, or any other income-generating source (refer to Utah Code 81-6-203). Certain sources of income are not included when determining the gross income of a parent. Some of those types of income include cash assistance and Supplement Security Income [refer to Utah Code 81-6-203(7) for a complete list].

Send all documentation and correspondence to the following address:

Office of Recovery Services
PO Box 45033
Salt Lake City, Utah 84145

ORS Phone: (801)536-8500
ORS Website: www.ors.utah.gov

In the District Court of Utah

_____ Judicial District _____ County

(name of Petitioner) and (name of Respondent) Other parties (if any)	Child Support Worksheet – Sole Physical Custody (Utah Code 81-6-304 to 305) Case Number Judge Commissioner (domestic cases)
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(If you need help filling out this form, look at the Instructions for Child Support Worksheet – Sole Physical Custody, available at www.utcourts.gov/support.)



Scan QR code to visit page

	(full name: PARENT 1)	(full name: PARENT 2)	COMBINED
1. Enter the # of natural and adopted children of these parents for whom support is to be awarded.			
2a. Enter the parent's gross monthly income. Refer to Instructions for Child Support Worksheet – Sole Physical Custody for definition of income.	\$	\$	
2b. Enter previously ordered alimony that is actually paid. (Do not enter alimony ordered for this case.)	-	-	
2c. Enter previously ordered child support. (Do not enter obligations ordered for the children in Line 1.)	-	-	
2d. OPTIONAL: Enter the amount from Line 7 of the Other Children Present in the Parent's Home Worksheet for either parent.	-	-	
3. Subtract Lines 2b, 2c, and 2d from 2a for each parent. This is the Adjusted Gross Income for child support purposes. Add the parents' adjusted gross incomes to get the COMBINED amount and enter it in the third column.	\$	\$	\$
4. Take the COMBINED figure in Line 3 and the number of children in Line 1 to the Support Table. Use the table in Utah Code 81-6-304. Find the Base Combined Support Obligation and enter it here. If there is no number enter \$0 here and refer to the Instructions for Child Support Worksheet – Sole Physical Custody for application of the Low Income Table.			\$
5. Divide each parent's adjusted monthly gross income in Line 3 by the COMBINED adjusted monthly gross income in Line 3.	%	%	
6. Multiply Line 4 by Line 5 for each parent to obtain each parent's	\$	\$	

share of the Base Combined Support Obligation.			
7. BASE CHILD SUPPORT AWARD: Bring down the amount(s) from Line 6 or enter the amount(s) from the Low Income table per Utah Code 81-6-205 and 305. Refer to Instructions for when to use the Low Income Table. The parent(s) without physical custody of the children pay(s) the amount(s) all 12 months of the year.	\$	\$	

8. Who must pay child support?

- Parent 1
- Parent 2
- Both

9. Is the support award the same as the guideline amount in Line 7?

- Yes No

If YES, you are done with this section.

If NO, enter the amount ordered and provide the reasons for the different amount.

- Parent 1 \$ _____
- Parent 2 \$ _____

Reasons for difference:

- property settlement
- excessive debts of the marriage
- absence of need of the parent to receive child support
- other: _____

INSTRUCTIONS FOR THE CHILD SUPPORT WORKSHEET – SOLE PHYSICAL CUSTODY

You may use the **ONLINE CALCULATOR** found at <https://ors.utah.gov/> to estimate the child support obligation. Or you may use the worksheet and instructions to **MANUALLY CALCULATE** the child support obligation.

EXCEPTION: If you have a child support order in place already and need to recalculate child support only because a child has emancipated, you must use the same worksheet and tables that were used when the order was entered. Utah Code 81-6-213. In some situations (like orders from before 2023) that may mean you should not use the online calculator, or the tables mentioned in this worksheet.

Write the names of the parents in the spaces above Line 1 of the worksheet.

Line 1. Enter the number of natural and adopted children of the parents for whom support is to be determined. Do not include any children of either parent by another partner on this line. If a child for whom support is to be determined is an unemancipated minor who does not live with their parents, use the total number of children, including the unemancipated minor, by that set of parents for Line 1.

Line 2a. Enter each parent's gross monthly income. Utah Code 81-6-203(2)(a) states: "To calculate gross income of a parent, the court or administrative agency may include: (i) prospective income of the parent, including income from earned and nonearned sources, such as salaries, wages, commissions, royalties, bonuses, rents, gifts from anyone, prizes, dividends, severance pay, pensions, interest, trust income, alimony from previous marriages, annuities, capital gains, Social Security benefits, worker compensation benefits, unemployment compensation, income replacement disability insurance benefits, and payments from nonmeans-tested government programs; and (ii) income imputed to the parent as described in Subsection (6)."

Utah Code 81-6-203(2)(b) states: "Income from earned income sources is limited to the equivalent of one full-time 40-hour job." Refer to Utah Code 81-6-203 for additional information about determining gross income.

Utah Code 81-6-203(7) says: ". . . the court or administrative agency may not include the following sources of income when calculating the gross income of a parent: (a) cash assistance provided under Title 35A, Chapter 3, Part 3, Family Employment Program; (b) benefits received under a housing subsidy program, the Job Training Partnership Act, Supplemental Security Income, Social Security Disability Insurance, Medicaid, SNAP benefits, or General Assistance; (c) other similar means-tested welfare benefits received by a parent; (d) the earned income of a child who is the subject of a child support award; or (e) except as otherwise provided in Subsection (8), the benefits to a child in the child's own right, such as Supplemental Security Income."

All income must be verified. Verification includes: year to date pay stubs; employer statements or records; the last year's tax return; and documentation of non-earned income appropriate to the source.

Line 2b. Enter the amount of alimony either parent is court ordered to pay and actually pays to a former spouse. Utah Code 81-6-204(1)(a). Do not include alimony payments for this case. Alimony payments must be verified. Canceled checks or a statement from the recipient of the alimony may be accepted as verification.

Line 2c. Enter the amount of any child support orders either parent is ordered to pay for children by another partner. Utah Code 81-6-204(1)(a).

A copy of the order is required for verification.

Line 2d. OPTIONAL

Utah Code 81-6-202(7) states: “(a) If there are children of either parent who live in the home of that parent and are not children in common to both parties, the court or administrative agency, at the option of either party, may take into account the children under the child support guidelines in setting a base child support award as described in Subsection (8). (b) Additional worksheets shall be prepared that calculate the base child support award of the respective parents for the additional children. (c) The court or administrative agency shall subtract the base child support award calculated under Subsection (7)(b) from the appropriate parent's income before determining the award in the case described in Subsection (7)(a).”

Utah Code 81-6-202(8) states: “In a proceeding to adjust or modify a child support order, the court or administrative agency may consider children, who are born after the entry of the child support order and are not in common to both parties, to mitigate an increase in the award, but the court or administrative agency may not consider the children: (a) for the benefit of the obligee if the credit would increase the support obligation of the obligor from the most recent child support order; or (b) for the benefit of the obligor if the amount of support received by the obligee would be decreased from the most recent child support order.”

If these provisions apply use the Other Children Present in the Parent’s Home Worksheet. Enter the number from Line 7 of that worksheet on Line 2d of this worksheet.

Line 3. Complete the calculation as directed.

Line 4. Enter the amount from the Base Combined Child Support Obligation Table in [Utah Code 81-6-304](#). The amount on the Base Combined Child Support Obligation Table shows the amount BOTH parents combined should contribute for the support of their children.

If the combined number in Line 3 and the number of children in Line 1 do not correspond to a number on the Base Combined Child Support Obligation Table, enter \$0 and follow the instructions for the Low Income Table below.

Exception: If a worksheet is being used to adjust child support because a child has become emancipated under Utah Code 81-6-213, use the table run based upon a child’s emancipation the guidelines used at the time the order was entered should be used to determine the ongoing amount due to the emancipation of a child. For example, for orders entered for the first time prior to January 1, 2023, use the table in Utah Code 81-6-302.

Line 5. Calculate each parent's share of the amount in Line 4 as a percentage figure. Round to a whole percentage number so there are no decimal points. If Line 4 is \$0, the numbers here will be 0%.

Line 6. Calculate each parent's share of the amount in Line 4 as a dollar amount. If Line 4 is \$0, the numbers here will be \$0.

Line 7. The Base Child Support Award is the amount the parent who must pay child support pays to the parent who receives child support. This is the amount the parent(s) without physical custody of the children pay(s) all 12 months of the year. The amount entered should be rounded to the nearest dollar and may not be less than \$30.

If both parents' individual adjusted gross incomes listed in Line 3 are **higher** than \$2,450 bring down the number listed in Line 6 for both parents and enter those numbers in Line 7. This is the Base Child Support Award for each parent. You may proceed to the Instruction for Line 8.

If a parent's individual adjusted gross income in Line 3 is less than \$2,451 refer to the Low Income Table in Utah Code 81-6-305. For each parent whose adjusted gross monthly income is on the Low Income Table, find the parent's individual gross monthly income (Line 3) and the number of children (Line 1) on the Low Income Table. If there is no number in the Low Income Table, bring down the number listed in Line 6 for the parent. If an individual child support obligation appears on the Low Income Table, determine whether the amount on the Low Income Table or the amount listed in Line 6 is less. Enter the lesser of the two numbers in Line 7. EXCEPTION – If the number in Line 6 is \$0, you **MUST** use the child support obligation in the Low Income Table and enter it on Line 7. The amounts listed in Line 7 are the Base Child Support Award for the parent. Proceed to the Instructions for Line 8.

Line 8. Designate which parent or parents are to pay child support.

Line 9. Complete Line 9 to indicate if the amount ordered is the same as the guideline amount in Line 7. If the ordered amount is different from the guideline amount, put the amount the parent (or both parents) are ordered to pay and the reasons for the different amount.

Request for Review and Adjustment of the Child Support Obligation

YOUR INFORMATION (Please print):

Last Name	First Name	Middle Initial	Social Security Number*
Address			Telephone
City	State	ZIP Code	Other Telephone
ORS Case Number (The case for which you are requesting a review.)		Copy this form and submit a separate request for each case you wish to have reviewed.	
Child(ren)'s Name(s) (Names of all children on the case being reviewed.)			
Other Parent's Name (If applicable)			

REASON FOR REQUESTING REVIEW:

- It has been 3 years since the order was issued or modified. (This does not require proof of a substantial change in circumstances.)

- It has been less than 3 years since the order was issued or modified, but there has been a substantial change in circumstances that is not a temporary change (expected to last less than 12 months).

- There has been a change in custody.
 - Custody of all the children in the order has changed.
 - Custody of some of the children in the order has changed.

NOTE: The Office of Recovery Services is not permitted by federal law to modify a court order for custody, visitation, property division, or other non-child support related provisions.

- A child has emancipated and the order is a deviated order.

- The current order was established before May 3, 2023 and there is no medical language in the order or insurance is available to the other parent and he/she is not ordered to maintain insurance.

- There has been a change in one parent's ability to earn that will last longer than 12 months. Attach supporting documentation (e.g., doctor's note).

COMMENTS/ADDITIONAL INFORMATION:

Signature (required): _____ **Date:** _____

* 42 U.S. Code § 666 allows for a state's child support enforcement program to request social security account numbers in order to locate individuals for purposes of establishing parentage and establishing, modifying, and enforcing support obligations.

Mail completed form to: Office of Recovery Services, PO Box 45033, Salt Lake City, Utah
84145