

To see if you qualify for an Administrative Review and Adjustment please answer the following questions about the child support order you would like reviewed

#	Question	Yes	No
1	Has it been at least 36 months since your child support order was issued or modified?	*	Skip to question 1a
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
1a	Were you determined unemployed or underemployed when your order was issued or most recently modified?	Go to next question	Skip to question 1b
	Are you still unemployed or underemployed?	Skip to question 1b	Go to next question
	Do you have proof that you are not unemployed or underemployed?	*	Skip to question 1b
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
1b	Was the other parent determined unemployed or underemployed when your order was issued or most recently modified?	Go to next question	Skip to question 2a
	Is he/she still unemployed or underemployed?	Skip to question 2a	Go to next question
	Do you have proof that he/she is not unemployed or underemployed?	*	Skip to question 2a
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
2a	Are you unemployed or laid off?	Go to next question	Skip to question 2b
	Have you been unemployment or laid off for at least 30 days in a row?	Go to next question	Skip to question 2b
	Was the unemployment or lay off your fault?	Skip to question 2b	Go to next question
	Are you laid off because your job is seasonal and the work season is over?	Skip to question 2b	Go to next question
	When your child support order was issued or most recently modified, was the amount used for your income based on you working a seasonal job?	Skip to question 2b	Go to next question
	Do you have proof that you are unemployed or laid off and that it isn't your fault?	*	Skip to question 2b
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
2b	Is the other parent unemployed or laid off?	Go to next question	Skip to question 3a
	Has he/she been unemployment or laid off for at least 30 days in a row?	Go to next question	Skip to question 3a
	Was the unemployment or lay off his/her fault?	Go to next question	Skip to question 3a
	Is he/she laid off because his/her job is seasonal and the work season is over?	Skip to question 3a	Go to next question
	When your child support order was issued or most recently modified, was the amount used for his/her income based on him/her working a seasonal job?	Skip to question 3a	Go to next question
	Do you have proof that he/she is unemployed or laid off and that it isn't his/her fault?	*	Skip to question 3a

#	Question	Yes	No
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the, JFS 01849, "Request for an Administrative Review of the Child Support Order" attach any required documentation, and submit it to your county child support enforcement agency.		
3a	Are you unemployed because a plant closed or because of a mass layoff as defined in the "Worker Adjustment and Retraining Notification (WARN) Act"?	Go to next question	Skip to question 3b
	Have you already worked your last day?	Go to next question	Skip to question 3b
	Do you have a copy of the plant closing or mass layoff notice you received? (The notice is provided for WARN Act plant closings and mass layoffs.)	*	Skip to question 3b
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
3b	Is the other parent unemployed because a plant closed or because of a mass layoff as defined in the "Worker Adjustment and Retraining Notification (WARN) Act"?	Go to next question	Skip to question 4a
	Has he/she already worked his/her last day?	Go to next question	Skip to question 4a
	Do you have a copy of the plant closing or mass layoff notice he/she received? (The notice is provided for WARN Act plant closings and mass layoffs.)	*	Skip to question 4a
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
4a	Do you have a permanent disability?	Go to next question	Skip to question 4b
	Does your permanent disability prevent you from earning as much money as you would earn if you did not have the disability?	Go to next question	Skip to question 4b
	Do you have proof that you receive disability benefits from the Social Security Administration or a copy of your physician's complete diagnosis and permanent disability determination?	*	Skip to question 4b
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
4b	Does the other parent have a permanent disability?	Go to next question	Skip to question 5a
	Does his/her permanent disability prevent him/her from earning as much money as he/she would earn if he/she did not have the disability?	Go to next question	Skip to question 5a
	Do you have proof that he/she receives disability benefits from the Social Security Administration or a copy of his/her physician's complete diagnosis and permanent disability determination?	*	Skip to question 5a
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
5a	Are you currently institutionalized or incarcerated?	Go to next question	Skip to question 5b
	Will you still be institutionalized or incarcerated when your child turns 18?	Go to next question	Skip to question 5b

#	Question	Yes	No
	Do you have any income or assets in order to pay child support?	Skip to question 5b	Go to next question
	Do you have proof that you are institutionalized or incarcerated and that you are unable to pay child support?	*	Skip to question 5b
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
5b	Is the other parent currently institutionalized or incarcerated?	Go to next question	Skip to question 6a
	Will he/she still be institutionalized or incarcerated when your child turns 18?	Go to next question	Skip to question 6a
	Does he/she have any income or assets in order to pay child support?	Skip to question 6a	Go to next question
	Do you have proof that he/she is institutionalized or incarcerated and that he/she is unable to pay child support?	*	Skip to question 6a
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
6a	Has your income decreased by at least 30 percent?	Go to next question	Skip to question 6b
	Has your income decreased because of something that was out of your control?	Go to next question	Skip to question 6b
	Has your income decrease been for at least six months?	Go to next question	Skip to question 6b
	Is your income decrease expected to last for an extended period of time?	*	Skip to question 6b
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
6b	Has your income increased by at least 30 percent?	Go to next question	Skip to question 6c
	Has your income increase been for at least six months?	Go to next question	Skip to question 6c
	Is your income increase expected to last for an extended period of time?	*	Skip to question 6c
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
6c	Has the other parent's income decreased by at least 30 percent?	Go to next question	Skip to question 6d
	Has his/her income decreased because of something that was out of his/her control?	Go to next question	Skip to question 6d
	Has his/her income decrease been for at least six months?	Go to next question	Skip to question 6d
	Is his/her income decrease expected to last for an extended period of time?	*	Skip to question 6d
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
6d	Has the other parent's income increased by at least 30 percent?	Go to next question	Skip to question 7

#	Question	Yes	No
	Has his/her income increase been for at least six months?	Go to next question	Skip to question 7
	Is his/her income increase expected to last for an extended period of time?	*	Skip to question 7
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
7	Is your child support order for more than one child?	Go to next question	Skip to question 8
	Was the obligation terminated for at least one child? (For example, the child emancipated or there was a change of custody)	Go to next question	Skip to question 8
	Is the order still active for the remaining child(ren)?	*	Skip to question 8
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
8	Do you have children by the same parent in two or more administrative child support orders?	Go to next question	Skip to question 9
	Do you want to combine the orders into one order?	*	Skip to question 9
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
9	Do you want to access available or improved private health insurance coverage for your child(ren)?	Go to next question	Skip to question 10a
	Do you have proof that new or improved private health insurance coverage for the child(ren) is available?	*	Skip to question 10a
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
10a	Was there a change in the amount you pay for providing health insurance coverage, and the support order requires you to provide the coverage, or in the amount you pay for child care?	Go to next question	Skip to question 10b
	Would the new cost of the health care coverage or child care change the current support obligation by more than ten percent?	Go to next question	Skip to question 10b
	Do you have proof of the change in the cost of health insurance or child care?	*	Skip to question 10b
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
10b	Was there a change in the amount the other parent pays for providing health insurance coverage, and the support order requires him/her to provide the coverage, or in the amount he/she pays for child care?	Go to next question	Skip to question 11
	Would the new cost of the health care coverage or child care change the current support obligation by more than ten percent?	Go to next question	Skip to question 11
	Do you have proof of the change in the cost of health insurance or child care?	*	Skip to question 11

#	Question	Yes	No
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
11	Is the private health insurance coverage that is being provided as ordered still reasonable in cost and accessible?	Skip to question 12 if obligor (paying support) or 15 if obligee (receiving support)	Go to next question
	Do you have proof that the private health insurance is no longer reasonable in cost and/or is no longer accessible?	*	Skip to question 12 if obligor 15 if obligee
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
FOR OBLIGOR ONLY:			
12	Does your order require you to pay cash medical support?	Go to next question	Skip to question 13
	Are you currently ordered to pay a cash medical support amount of \$0?	Skip to question 13	Go to next question
	Is your annual gross income now below 150% of the federal poverty level for an individual?	Go to next question	Skip to question 13
	Do you have proof that your annual gross income is now below one hundred fifty per cent of the federal poverty level for an individual?	*	Skip to question 13
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
13	Are you a member of the uniformed services who has been called to active service for a period of more than 30 days?	*	Skip to question 14
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
14	Did you received a temporary support order adjustment because you were called to active military service for a period of more than 30 days?	Go to next question	Skip to question 15
	Has your term of active military service ended?	Go to next question	Skip to question 15
	Has your employer violated the Uniformed Services Employment and Reemployment Rights Act?	Go to next question	Skip to question 15
	Do you have proof that your employer has violated the Uniformed Services Employment and Reemployment Rights Act?	*	Skip to question 15
	*Based on your responses, you appear to qualify for an administrative review. To request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
15	Based on your responses, you do not appear to qualify for an administrative review at this time. However, if you believe that you are eligible and want to request an administrative review, complete the JFS 01849, "Request for an Administrative Review of the Child Support Order" , attach any required documentation, and submit it to your county child support enforcement agency.		
End of Questionnaire			