



Important Things You Need to Know about Review and Adjustment Services

What you need to know about the Review:

- You have the right to request Support Enforcement Services (SES) to review your child support order to see if it should be increased, decreased or changed in some other way. You have the right to a review at least once every three years. You can ask for an additional review if you can show a substantial change in your or the other parent's circumstances.
- You must complete all forms and paperwork and return it to the Central Processing Unit address listed above. You must also keep us informed of your address, phone number and email. You may be required to provide additional information to complete your request for a review.
- If you are seeking a review because your income has changed, Connecticut law says that there must be at least a 15% difference from the current support order for us to file a motion for modification. If we determine that a motion is not appropriate because it is not at least 15%, we will notify you. You then have the right to request a desk review of our decision.
- If our review determines that the support order should be modified, but in the opposite way than you requested, we will not proceed. We will provide notice to the other parent advising them of the right to request a review.
- If we conduct a review and determine that a modification is appropriate, we will prepare the motion. Your local SES field office will serve the other party. They will also schedule a court hearing and help prepare information to assist you and the court.
- You have the right at any time to cancel the review or to request that we no longer pursue the motion to modify. Any request to cancel must be in writing.

What you need to know about Court:

- **If you are scheduled for a court hearing, your attendance is mandatory.** If you do not appear for the court hearing, the motion will be dismissed by the court. If you cannot come to court, you must contact your local SES field office as soon as possible to discuss what options may be available.
- When your case is called in court, you will be asked to speak and help explain why the support order should be changed. SES staff are not attorneys and cannot represent you or advocate for you or the other party in the courtroom.
- On your court day, please bring updated information about your wages or income. The court will require you to complete certain court forms including a financial affidavit, which must be completed under oath. Depending on your case, the court may require additional information about tax filings or returns, real or personal property, or medical paperwork if you are claiming you cannot work.

What if you need help?

- You may hire an attorney. An attorney can file a motion for you and can assist you during court with any motion we file.
- Please call us with any questions at **1-800-228-KIDS (5437)**.

Please fill out and return both sides of the attached page if you want to request a review of your child support order.

Page left intentionally blank.



Written Request for Review and Adjustment

I request Support Enforcement Services review my child support case and court order for a possible modification. I will appear in court on this case. I believe my child support order should be modified because **(check all that apply)**:

- It has been at least **three (3) years** since my child support order was entered or last modified.
- I believe my support order should be **increased** because there has been a substantial change in circumstances **(check all that apply)**:
- The other parent is earning more money
 - I am earning less money
 - I am no longer receiving state cash or financial assistance
 - The other parent is no longer incarcerated
 - Other: _____
- I believe my support order should be **lowered** because there has been a substantial change in circumstances **(check all that apply)**:
- I am unemployed
 - I am working but am earning less money
 - At least one of the children in my case has emancipated
 - I am disabled or have entered into long-term institutional care
 - I am receiving SSI, SSD, SAGA, or another type of government assistance
 - I am incarcerated or was recently released from incarceration
 - Other: _____
- I believe my support order should be **changed** because there has been a substantial change of circumstances **(check all that apply)**:
- I now have custody of the child(ren) and request support from the other parent
 - I currently have only a medical order and now need a financial support order as well
 - The other parent and I have another child that needs to be added to this support order
 - I am living in the same household as the dependent child(ren) and the other parent
 - A health insurance requirement needs to be added to my order
 - Other: _____

Signature of person requesting the review (required)



As part of the review of your child support order, we need updated information about you and the other parent. Please fill out the following income statement and return it to the address above. All amounts must be listed as **WEEKLY AMOUNTS**. Please provide a copy of your most recent pay stub.

Information about You

Name: _____ Address: _____

Employer Name & Address: _____

Social Security Number: _____ or SES Case Number: _____

Home Phone: _____ Cell Phone: _____

1. I am: (circle one) self-employed / not self-employed
2. My gross weekly income is..... \$ _____
3. Filing Status / Number of Exemptions..... _____ / _____
4. Federal Income Tax deduction..... \$ _____
5. State Income Tax deduction..... \$ _____
6. Medicare Tax deduction..... \$ _____
7. Social Security Tax or Retirement..... \$ _____
8. Other Child Support orders/obligations..... \$ _____
 (You must provide copy and proof of payments)
9. Union dues or fees..... \$ _____
10. Health insurance premiums..... \$ _____
11. Cost of uniforms (if deducted from paycheck)..... \$ _____
12. Cost for tools (if deducted from paycheck)..... \$ _____

Other information: _____

Information about the Other Parent

Name: _____ Address: _____

Employer Name & Address: _____

Social Security Number: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Does the other parent have any other children or support orders? Yes No I don't know

Other information: _____