

## Do You Pay Child Support? Are You Unemployed? Come to a Child Support Modification Workshop!

If your financial situation has changed significantly, you may request a review of your child support order for a possible modification. Either parent may request a support order modification. The documentation must demonstrate that the order would change by fifteen percent 15% or a cash medical order is needed.

### **If ANY of the following apply, you may qualify:**

- ✓ Loss of job OR you have been unemployed for at least 30 days, with the expectation that it will continue another 90 days
- ✓ Change in Employment/Income
- ✓ Incarceration
- ✓ Determination of Disability
- ✓ Continuous change in custody and/or parenting time
- ✓ One or more children have emancipated
- ✓ Birth of additional children to support
- ✓ Change in child-related expenses (e.g. child care)
- ✓ Medical changes
  - Premium cost increase
  - Loss of coverage
  - Change party ordered to provide coverage
  - Cash medical order needed

### **Your case may NOT qualify if:**

- ✓ The youngest child emancipates in less than one year
- ✓ The other parent is not located
- ✓ The current order is zero due to incarceration/disability and the other party is still incarcerated/disabled

**If you do not have a case open** with the Division of Child Support Enforcement (DCSE), you may apply for services at the same time you come in for a modification workshop.

## Child Support Modification Workshops

**When:** The first Thursday of every month 9 a.m. and 1:30 p.m.

<b>Where:</b>	DCSE - North Valley Office 13610 N. Black Canyon Highway, Suite 106 Phoenix, AZ 85029	DCSE - South Valley Office 515 N. 51st Ave., Suite 120 Phoenix, AZ 85043	DCSE - East Valley Office 2290 W. Guadalupe Road, Bldg. 3 Gilbert, AZ 85233
---------------	--	---	--

**Assistance is available as needed at the following DCSE offices:**

Bisbee, Flagstaff, Kingman, Prescott, Safford, Tucson and Yuma. Please use our office locator and enter your zip code to find the address of the office closest to you!

<https://extranet.azdes.gov/dcse/publicApps/do/FindOfficeForm>

**What to Bring:**

We will assist you in completing the paperwork to request a change in the amount of your child support order. Please bring the following documents to the Modification Workshop:

- A valid picture I.D.
- Current pay check stubs, Social Security award letter, or Determination of Unemployment Benefits
- Copies of current tax returns, or W2s
- Proof of medical insurance, if you are providing for the child(ren)
- Current child support order
- Day care receipts or notarized statement from day care provider
- Birth certificate for any children in the non-custodial parent's household not common to the parties
- Any other related information

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact (602) 252-4045; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Disponible en español en línea o en la oficina local.