

**NOTIFICATIONS**  
**Revised 8-30-24**

**IT IS ORDERED** that the Obligor is hereby restrained from making any payments directly to Obligee. All current support payments and arrearage payments shall be made through the Warren County Child Support Enforcement Agency ("CSEA") or the Ohio Child Support Payment Central ("OCSPC"). Any payments not made in this manner shall be deemed a gift.

All child support and spousal support under this order shall be withheld or deducted from the wages or assets of the Obligor pursuant to a withholding or deduction notice or appropriate court order issued in accordance with Chapters 3119, 3121, 3123 and 3125 of the Ohio Revised Code ("ORC") and shall be forwarded to the Obligee in accordance with Chapter 3121 of the ORC.

All child support and spousal support paid under this order shall include a two percent (2%) processing charge.

If child support arrearages are determined by the Court or the CSEA, repayment shall be at the rate of twenty percent (20%) of the current order, plus two percent (2%) processing charge, absent any Court ruling as to a different repayment schedule.

Support payments shall be forwarded to the OCSPC, P.O. Box 182372, Columbus, Ohio 43218. Until such time as the Notice to Income Provider to Withhold Income/Assets becomes effective, the Obligor shall make the payments directly to the OCSPC by certified check, cashier's check, or money order only. Cash payments may be made to the Warren County CSEA, 500 Justice Drive, Lebanon, Ohio 45036.

Child support for each child shall continue until that child reaches the age of eighteen and pursuant to ORC §3103.03 no longer continuously attends on a full-time basis any recognized and accredited high school, is otherwise emancipated, or unless otherwise ordered by the Court. Except in cases in which a child support order requires the duty of support to continue for any period after the child reaches age nineteen, the order shall not remain in effect after the child reaches age nineteen.

The Obligor and Obligee are responsible for monitoring their account balance. Both can participate in the Ohio Office of Child Support Customer Service Portal <https://jfs.ohio.gov/ocs/custservwebportalwelcome2.stm> for 24-hour access to account information. If the account reflects an overpayment in support when the order is terminated, the obligor will be responsible, independent of the CSEA, to attempt to recoup the overpayment.

The Court retains jurisdiction to address the issue of child support and enter an order at any time in the future upon motion of either party based on changed circumstances. The Court also retains jurisdiction to enter a child support order in the future at any time as either party may request and receive any public assistance for a child or children herein.

The Obligee shall notify the Warren County CSEA, 500 Justice Drive, P.O. Box 440, Lebanon, Ohio 45036-0440, in writing, of any change in the status of the minor children of the parties which would terminate the duty of Obligor to pay any portion of the child support order. In the event of a reconciliation or remarriage of the parties, both parties are also required to notify the Warren County CSEA in writing of such a change. The parties are hereby ordered to notify the Warren County CSEA in writing of any change of his or her current mailing or residence address or change of name. Willful failure to provide a change of address to the CSEA is contempt of Court. The Obligor shall notify the Warren County CSEA in writing immediately upon any change of employment. This duty to notify shall continue until further order of the Court.

**EACH PARTY TO THIS SUPPORT ORDER MUST NOTIFY THE CHILD SUPPORT ENFORCEMENT AGENCY IN WRITING OF HIS OR HER CURRENT MAILING ADDRESS, CURRENT RESIDENCE ADDRESS, CURRENT RESIDENCE TELEPHONE NUMBER, CURRENT DRIVER'S LICENSE NUMBER, AND OF ANY CHANGES IN THAT INFORMATION. EACH PARTY MUST NOTIFY THE AGENCY OF ALL CHANGES UNTIL FURTHER NOTICE FROM THE COURT OR AGENCY, WHICHEVER ISSUED THE SUPPORT ORDER.**

**IF YOU ARE THE OBLIGOR UNDER A CHILD SUPPORT ORDER AND YOU FAIL TO MAKE THE REQUIRED NOTIFICATIONS, YOU MAY BE FINED UP TO \$50 FOR A FIRST OFFENSE, \$100 FOR A SECOND OFFENSE, AND \$500 FOR EACH SUBSEQUENT OFFENSE. IF YOU ARE AN OBLIGOR OR OBLIGEE UNDER ANY SUPPORT ORDER ISSUED BY A COURT AND YOU WILLFULLY FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY BE FOUND IN CONTEMPT OF COURT AND BE SUBJECTED TO FINES UP TO \$1,000 AND IMPRISONMENT FOR NOT MORE THAN 90 DAYS.**

**IF YOU ARE AN OBLIGOR OR OBLIGEE AND YOU FAIL TO GIVE THE REQUIRED NOTICES TO THE CHILD SUPPORT ENFORCEMENT AGENCY YOU MAY NOT RECEIVE NOTICE OF THE CHANGES AND REQUESTS TO CHANGE THE CHILD SUPPORT AMOUNT, HEALTH CARE PROVISIONS OR TERMINATION OF THE CHILD SUPPORT ORDER. IF YOU ARE AN OBLIGOR AND YOU FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY NOT RECEIVE NOTICE OF THE FOLLOWING ENFORCEMENT ACTIONS AGAINST YOU: IMPOSITION OF LIENS AGAINST YOUR PROPERTY; LOSS OF YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, DRIVERS LICENSE OR RECREATIONAL LICENSE; WITHHOLDING FROM YOUR INCOME; ACCESS RESTRICTION AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION.**

**EMPLOYER REQUIREMENTS**

Any income provider who receives a Notice to Income Provider to Withhold Obligor/Income/Assets from the CSEA must immediately commence withholding in the amount and manner directed in the notice. Any income provider who fails to comply with the notice is subject to a finding of contempt of Court.

Upon written request, an employer of any person required to obtain health insurance coverage is required to release to the other parent, any person subject to an order issued under §3109.19 of the ORC, or the CSEA, any necessary information on the health insurance coverage, including the name and address of the health plan administrator and any policy, contract, or plan number, and to otherwise comply with §3119.32 of the ORC and any order or notice issued under this section.

**RELOCATION REQUIREMENTS**

If you are a residential parent, or if you participate in a shared parenting plan, and intend to move, you MUST file a "Notice of Intent to Relocate" (DR Form 8) with the Court. DR Form 8 must be filed at least 30 days prior to a move within Warren County and 60 days prior to a move out of Warren County. A copy of this notice shall be mailed to the non-moving party. Any party receiving such a notice may request that a hearing be conducted to readjust the allocation of parental rights and responsibilities.

A residential parent shall not remove the children from the state of Ohio for the purpose of establishing residency for them in another state without either (1) a court order approving such change and establishing a parenting schedule or (2) an agreement signed by the parties.

**HEALTH INSURANCE AND EXPENSES**

The person required to provide health insurance coverage shall designate the parties' minor children as covered dependents under any health insurance policy, contract, or plan for which that party contracts no later than 30 days after issuance of this order. Written verification of compliance with this order must be provided to the Warren County CSEA at P.O. Box 440, 500 Justice Drive, Lebanon OH 45036 immediately, but no later than 30 days after complying with this order.

If health insurance coverage for the parties' minor children is not presently available at a reasonable cost through a group policy, contract, or plan, but becomes available to Obligee at a later date, the Obligee shall obtain private health insurance for the child/ren within 30 days of the insurance becoming available and shall notify the CSEA that private health insurance has been obtained.

If health insurance coverage for the parties' minor child/ren becomes available later at a reasonable cost to Obligor, the Obligor shall inform the CSEA and may seek a modification of health insurance coverage from the Court or from the CSEA.

"Reasonable cost" for these purposes is defined as 5% or less of a parent's annual gross income as identified on the most recently filed child support computation worksheet.

The person required to provide health insurance coverage shall provide the other party with all information regarding the benefits, limitations, and exclusions of the coverage, copies of any insurance forms necessary to receive reimbursement, payment, or other benefits under the coverage, and a copy of any necessary insurance cards no later than 30 days after the issuance of this order. The individual who is to be reimbursed for out-of-pocket medical, optical, hospital, dental, or prescription expenses paid for the parties' minor child/ren is the person who incurred the expense. Absent unusual circumstances, or court order to the contrary, request for reimbursement of health care expenses shall be made within 30 days of the date when payment is made or due. Reimbursement shall be made within 30 days of the request.

Nothing contained in this order prevents the health plan administrator that provides the health insurance coverage for the children from continuing to make payment for medical, optical, hospital, dental, or prescription services directly to any health care provider in accordance with the applicable health insurance policy, contract, or plan.

Pursuant to ORC §3119.56, an Obligor or Obligee who fails to comply with a child support order issued in accordance with §3119.30 of the ORC is liable to the other for any medical expenses incurred as a result of the failure to comply with the order.

If the person required to obtain health insurance coverage for the children subject to this child support order obtains new employment, the agency shall comply with the requirements of §3119.34 of the ORC, which may result in the issuance of a notice requiring the new employer to take whatever action is necessary to enroll the parties' minor children in health insurance coverage provided by the new employer.

**CASH MEDICAL SUPPORT**

Both parents shall contribute to the child's uncovered medical expenses each year. At this time, the State of Ohio recognizes that parents spend an average of \$510.21 per year, per child on uncovered health care expenses. Therefore, cash medical is defined as \$510.21 per child per year and the responsibility for that amount is allocated by income shares. (See Line 23(b) of the child support worksheet). Obligor's portion of the cash medical expense has been included in the calculation of the monthly child support obligation.

**TAX EXEMPTIONS**

If the court determines that the parent who is not the residential parent and legal custodian may claim the children as dependents for federal income tax purposes, the residential parent is ordered to take whatever action is necessary pursuant to §152 of the "Internal Revenue Code of 1986," 100 Stat. 2085, 26 U.S.C. 1, as amended, to enable the parent who is not the residential parent and legal custodian to claim the children as dependents for federal income tax purposes. Any willful failure of the residential parent to comply with the order of the court is contempt of court.

**CHILD CARE EXPENSES**

The person paying for the child/ren's daycare expenses shall provide proof of the annual cost for each child. The State of Ohio has capped allowable expenses by the child's age. Currently the caps are:

- Infant (newborn through 17 months) - \$14,536
- Toddler (18 months through 35 months) - \$13,147
- Pre-School (3 years through 5 years) - \$11,664
- School-age (6 years through 12 years) - \$8,159.