

## Rule Summary and Fiscal Analysis

### Part A - General Questions

**Rule Number:** 5101:12-1-99

**Rule Type:** Amendment

**Rule Title/Tagline:** Chapter 5101:12-1 forms - Ohio support enforcement program.

**Agency Name:** Department of Job and Family Services

**Division:** Child Support

**Address:** 30 E Broad Street Columbus OH 43215

**Contact:** Michael Lynch **Phone:** 614-466-4605

**Email:** Michael.Lynch@jfs.ohio.gov

#### I. Rule Summary

1. Is this a five year rule review? No
  - A. What is the rule's five year review date? 6/1/2028
2. Is this rule the result of recent legislation? No
3. What statute is this rule being promulgated under? 119.03
4. What statute(s) grant rule writing authority? 3125.25
5. What statute(s) does the rule implement or amplify? 3125.03,3125.25
6. Does the rule implement a federal law or rule in a manner that is more stringent or burdensome than the federal law or regulation requires? No
  - A. If so, what is the citation to the federal law or rule? Not Applicable
7. What are the reasons for proposing the rule?

Updating the revision dates for forms contained within the rule.
8. Summarize the rule's content, and if this is an amended rule, also summarize the rule's changes.

This rule contains a compilation of forms with their effective or revised effective date, referenced within various rules contained within division 5101:12 of the Administrative Code, but first cited within Chapter 5101:12-1 of the Administrative Code. Changes to the rule include: adding a new form, JFS 07018-I and updating the revision dates of multiple forms contained within this rule.

9. **Does the rule incorporate material by reference?** Yes
10. **If the rule incorporates material by reference and the agency claims the material is exempt pursuant to R.C. 121.75, please explain the basis for the exemption and how an individual can find the referenced material.**

This rule incorporates one or more dated references to an ODJFS form or forms. Each cited ODJFS form is dated and is generally available to persons affected by this rule via the "Info Center" link on the ODJFS web site (<http://jfs.ohio.gov/>) in accordance with ORC 121.75(E).

11. **If revising or re-filing the rule, please indicate the changes made in the revised or re-filed version of the rule.**

*Not Applicable*

## **II. Fiscal Analysis**

12. **Please estimate the increase / decrease in the agency's revenues or expenditures in the current biennium due to this rule.**

This will have no impact on revenues or expenditures.

\$0.00

Not Applicable.

13. **What are the estimated costs of compliance for all persons and/or organizations directly affected by the rule?**

No New Costs.

14. **Does the rule increase local government costs? (If yes, you must complete an RSFA Part B). No**

15. **Does the rule regulate environmental protection? (If yes, you must complete an RSFA Part C). No**

16. If the rule imposes a regulation fee, explain how the fee directly relates to your agency's cost in regulating the individual or business.

Not Applicable.

### **III. Common Sense Initiative (CSI) Questions**

17. Was this rule filed with the Common Sense Initiative Office? No

18. Does this rule have an adverse impact on business? No

- A. Does this rule require a license, permit, or any other prior authorization to engage in or operate a line of business? No
- B. Does this rule impose a criminal penalty, a civil penalty, or another sanction, or create a cause of action, for failure to comply with its terms? No
- C. Does this rule require specific expenditures or the report of information as a condition of compliance? No
- D. Is it likely that the rule will directly reduce the revenue or increase the expenses of the lines of business of which it will apply or applies? No

### **IV. Regulatory Restriction Requirements under S.B. 9. Note: This section only applies to agencies described in R.C. 121.95(A).**

19. Are you adding a new or removing an existing regulatory restriction as defined in R.C. 121.95? No

- A. How many new regulatory restrictions do you propose adding to this rule?

Not Applicable

- B. How many existing regulatory restrictions do you propose removing from this rule?

Not Applicable

- C. If you are not removing existing regulatory restrictions from this rule, please list the rule number(s) from which you are removing restrictions.**

Not Applicable

- D. Please justify the adoption of the new regulatory restriction(s).**

Not Applicable

&lt;County Name&gt; County CSEA

&lt;CSEA Address 1&gt;

&lt;CSEA Address 2&gt;

&lt;CSEA City, State, ZIP&gt;

&lt;CSEA Local phone #&gt;

Ohio Department of Job and Family Services

**CERTIFICATION OF COMPLIANCE WITH COMPETITIVE SEALED BID REQUIREMENTS**

The Child Support Enforcement Agency (CSEA) certifies that the attached IV-D Contract, signed and dated on <date>, between the <County Name> County CSEA and <name of contractor> is in compliance with applicable state and federal laws regarding competitive sealed bid requirements, in accordance with sections 307.86, 307.86.1, 307.862, 307.87, 307.88, 307.89, 307.90, 307.91, and 307.92 of the Ohio Revised Code, Chapter 5101:9-4 of the Ohio Administrative Code (the Fiscal Administrative Procedure Manual), and 45 C.F.R. 92.36.

☐ The CSEA used the competitive sealed bid process and the IV-D Contract was competitively bid as follows:

1. The Invitation to Bid (ITB) or Request for Proposal (RFP) appeared in the following newspaper of general circulation within the county: <name of newspaper>
2. Dates that the ITB/RFP appeared: <dates>
3. Date that bids or proposals were publicly opened: <date>
4. Number of bids or proposals received: <number>
5. Date IV-D Contract was awarded: <date>

☐ The CSEA is administered by a CDJFS and has elected to use the competitive sealed proposal process.

☐ The competitive sealed bid and competitive sealed proposal processes do not apply to this IV-D Contract due to the following reason: <reason> .

Date: &lt;date&gt;

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Signature of CSEA's Representative

Printed Name of CSEA's Representative: &lt;name&gt;

Job Title: &lt;job title&gt;

Pursuant to Title IV-D of the Social Security Act, Parts 302, 303, and 304 of Title 45 of the Code of Federal Regulations (CFR); sections 3125.13 to 3125.17 of the Ohio Revised Code; and rules 5101:12-1-80 to 5101:12-1-80.4 of the Ohio Administrative Code (hereafter "IV-D Contract rules"), the <county> County Child Support Enforcement Agency (hereafter "CSEA") enters into this IV-D Contract with <contractor> (hereafter "Contractor") to purchase services for the effective administration of the support enforcement program.

The CSEA and the Contractor certify that all IV-D Contract activities shall be performed in compliance with Title IV-D of the Social Security Act, 45 CFR Parts 302, 303, and 304, and the rules in Division 5101:12 of the Administrative Code.

Unless otherwise specified, the terms of this IV-D Contract apply to both governmental contractors and private contractors.

The IV-D Contract consists of this document and all attached forms or documents that are incorporated and deemed to be a part of the IV-D Contract as if fully written herein, and are referred to as ODJFS Contract Number <contract #>. Nothing in this IV-D Contract shall be construed contrary to state or federal laws and regulations.

#### IV-D Contract Terms:

- IV-D Contract Period:** The IV-D Contract is effective from <mm/dd/ccyy> through <mm/dd/ccyy>, unless terminated earlier in accordance with the terms listed in paragraph 23 of this IV-D Contract. The IV-D Contract period shall not exceed twelve (12) months. The CSEA and contractor may agree upon a IV-D Contract period that is less than twelve (12) months.
- Unit of Service:** Subject to the terms and conditions set forth in this IV-D Contract, the CSEA agrees to purchase and the Contractor agrees to provide the following Unit of Service for a IV-D case: <describe the unit of service>.

The CSEA and the Contractor certify that all units of service are eligible for federal financial participation (FFP) reimbursement in accordance with rules 5101:12-1-60 and 5101:12-1-60.1 of the Ohio Administrative Code, the IV-D Contract rules, and 2 CFR, Subtitle A, Chapter II, Part 225 (Circular A-87 of the Federal Office of Management and Budget).

- Optional Purchase of Non-CSEA Initiated Activities:** In a IV-D Contract with a court for magistrate services, the CSEA may elect to purchase non-CSEA initiated activities in addition to CSEA initiated activities. If the CSEA elects to purchase non-CSEA initiated activities in addition to CSEA initiated activities, the CSEA and the court shall signify the decision by placing their initials on the lines below.

Initials of Authorized CSEA Representative	Initials of Authorized Court Representative
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#### 4. IV-D Contract Costs:

**4A. Unit Rate:** The Unit Rate (or Adjusted Unit Rate, if applicable) for this IV-D Contract is \$<dollar amount> per Unit of Service as determined by:

- The calculation listed in the JFS 07020 (Governmental Contractor IV-D Contract Budget) for a IV-D Contract with a governmental entity; or
- The procurement process for a IV-D Contract with a private entity.

**4B. Total IV-D Contract Cost:** The Total IV-D Contract Cost is \$<100% of IV-D contract cost>

- Availability of Funds:** The CSEA certifies that it has adequate funds to meet its obligations under this IV-D Contract, that it intends to maintain this IV-D Contract for the full period set forth herein, that it believes that it will have sufficient funds to enable it to make all payments due hereunder during such period, and that it will use its best effort to obtain the appropriation of any necessary funds during the term of this IV-D Contract.

- 5A. Payments for all services provided in accordance with the provisions of this IV-D Contract are contingent upon the availability of the non-federal share and FFP reimbursement, as follows:**

	Amount	Source
Non-Federal Share	\$<\$ amount>	Local Sources
FFP Reimbursement	\$<\$ amount>	
Total IV-D Contract Cost	\$<\$ amount>	

- 5B. The CSEA certifies that the non-federal share is not provided from any source that is prohibited by state or federal law.**

6. **Performance Standards:** The performance standards shall be based upon the requirements in 45 CFR Part 303. The performance standards are attached to this IV-D Contract in a separate document with a label at the top of the first page that reads, "Performance Standards."
7. **Access to the Public:** The CSEA and the Contractor agree to make all reasonable efforts to allow public access by providing services between the hours of <beginning hour> and <ending hour> on the following days <days> with the exception of the following days: <holidays or other days closed>.
8. **Amendments to and Modifications of the IV-D Contract:** The Office of Child Support (OCS) will review all IV-D Contract amendments or modifications and determine whether the amendments or modifications are acceptable for purposes of FFP reimbursement. Language in this IV-D Contract shall not be modified, deleted, struck out, or added, except for the following:
- **Amendments:** The CSEA or Contractor may amend any information in the insertable fields in the first paragraph of the IV-D Contract or IV-D Contract Terms 1 through 7, provided that both the CSEA and Contractor agree to the amendments, the CSEA submits the amendments to OCS on the JFS 07037 (IV-D Contract Amendment), and OCS accepts the JFS 07037; or
  - **Modifications:** The CSEA or Contractor may modify the language in this IV-D Contract, provided that both the CSEA and the Contractor agree to the modifications, the CSEA submits the proposed modifications to OCS, and OCS accepts the modifications. If the CSEA or Contractor modifies the language in this IV-D Contract without the agreement of both parties to the IV-D Contract and acceptance from OCS, the modified IV-D Contract will have no force or effect of law.
9. **Billing Requirements:** When the Contractor is a private entity, the Contractor shall ensure that the JFS 07035 (IV-D Contract Invoice) is submitted to the CSEA no later than thirty (30) days after the last day of the month in which services were provided.
- When the Contractor is a governmental entity, the Contractor shall ensure that the JFS 07034 (Governmental Contractor Monthly Expense Report) and the JFS 07035 are submitted to the CSEA no later than thirty (30) days after the last day of the month in which services were provided. If the Contractor neglects or refuses to submit the JFS 07034 or JFS 07035 to the CSEA for payment within the appropriate time frame, the CSEA reserves the right to refuse payment.
- If the Contractor neglects or refuses to submit the JFS 07035 to the CSEA for payment within the appropriate time frame, the CSEA reserves the right to refuse payment.
10. **Expensed Equipment:** Equipment that has been included in the unit rate on the JFS 07020 and expensed rather than depreciated during the IV-D Contract period shall be transferred to the CSEA or the appropriate residual value shall be paid to the CSEA when the equipment is no longer needed to carry out the work under this IV-D Contract or a succeeding IV-D contract.
11. **Monitoring and Evaluation:** The CSEA and the Contractor shall monitor and evaluate the extent to which services described in the IV-D Contract are being performed. The CSEA shall evaluate the performance of the Contractor on the JFS 02151 (IV-D Contract Evaluation) and provide a copy of the completed JFS 02151 to the Contractor.
12. **Recordkeeping:** The Contractor shall maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this IV-D Contract. All books, records, payroll, and documents related to this IV-D Contract that are in the possession of the Contractor or of a third party performing work related to this IV-D Contract shall be maintained and preserved by the Contractor for a period of three years after final payment, unless otherwise directed by the CSEA. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and CSEA personnel or their designees. If an audit, litigation, or other action involving the records is started before the end of the three-year period, the records must be retained until all issues arising from the action are resolved or until the end of the three-year period, whichever is later.
13. **Responsibility for Review or Audit Findings and Recommendations:** The Contractor agrees to accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this IV-D Contract.
14. **Indemnity:** When the Contractor is a private entity, the Contractor shall certify that it will at all times during the existence of this IV-D Contract indemnify and hold harmless the CSEA, the Ohio Department of Job and Family Services, and the Board of County Commissioners or county administrator in the same county as the CSEA against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this IV-D Contract.

15. **Insurance:** When the Contractor is a private entity, the Contractor shall contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable, foreseeable torts that could cause injury or death.
16. **Finding for Recovery:** The Contractor certifies that the Contractor is not subject to a finding for recovery or it has taken the appropriate remedial steps required under section 9.24 of the Ohio Revised Code or it otherwise qualifies to contract with the State of Ohio under section 9.24 of the Ohio Revised Code.
17. **Licenses:** The Contractor certifies that all approvals, licenses, or other qualifications necessary to conduct business or, if applicable, practice law in Ohio have been obtained and are operative. If at any time during the IV-D Contract period the Contractor becomes disqualified or suspended from conducting business or, if applicable, practicing law in Ohio, the Contractor must immediately notify the CSEA of the disqualification or suspension and the Contractor will immediately cease performance of any obligations under this IV-D Contract.
18. **Independent Capacity for the Contractor:** The Contractor and its agents, employees, and subcontractors will act in performance of this IV-D Contract in an independent capacity and not as officers or employees or agents of the State of Ohio or the CSEA.
19. **Confidentiality:** The Contractor agrees that information regarding an individual shall only be used for purposes related to the IV-D program, in accordance with rules 5101:12-1-20 to 5101:12-1-20.2 of the Ohio Administrative Code. Disclosure of information for any other purpose is prohibited.
20. **Americans with Disabilities Act (ADA) Compliance:** The Contractor certifies that it is in full compliance with all statutes and regulations pertaining to the ADA of 1990 and with section 504 of the Rehabilitation Act of 1973.
21. **Civil Rights:** The Contractor certifies compliance with rule 5101:9-2-01 of the Ohio Administrative Code.
22. **Equal Employment Opportunity:** In carrying out this IV-D Contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, national origin, ancestry, color, sex, age, disability, or veteran status. The Contractor shall ensure that applicants are hired and that employees are treated during employment without regard to their race, religion, national origin, ancestry, color, sex, age, disability, or veteran status. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.
23. **Termination:** This IV-D Contract may be terminated:
  - 23A. By mutual agreement at any time after the date on which the two parties reach their decision.
  - 23B. If FFP reimbursement or the non-federal share designated for the purchase of services under this IV-D Contract is not available to the CSEA in an amount adequate to support the IV-D Contract as determined by the CSEA. When termination of the IV-D Contract occurs under this paragraph, the termination date is the date upon which the FFP reimbursement or non-federal share is no longer available; however, the CSEA may determine a later termination date. The CSEA shall provide the Contractor written notice of the termination but is not required to provide written notice in advance of the termination. Reimbursement to the Contractor will cease on the date of termination of the IV-D Contract.
  - 23C. If the CSEA has discovered any illegal conduct on the part of the Contractor, immediately upon delivery of written notice to the Contractor by the CSEA.
  - 23D. If the Contractor does not faithfully and promptly perform its responsibilities and obligations under this IV-D Contract as determined by the CSEA. If the CSEA elects to terminate the IV-D Contract, the CSEA shall provide the Contractor with written notice thirty days in advance of the termination date.
  - 23E. If the CSEA does not faithfully and promptly perform its responsibilities and obligations under this IV-D Contract, as determined by the Contractor. If the Contractor elects to terminate the IV-D Contract, the Contractor shall provide the CSEA with written notice thirty days in advance of the termination date.
  - 23F. If the IV-D Contract is for legal services and the Contractor becomes disqualified or suspended from conducting business or practicing law in Ohio, all obligations under this IV-D Contract shall immediately terminate and the Contractor shall immediately notify the CSEA and cease the performance of any obligations under this IV-D Contract.



When the IV-D Contract terminates, the Contractor shall be entitled to compensation upon submission of the appropriate form(s), as described in paragraph 9, for the work performed prior to:

- The date on which the parties reached their decision, in accordance with paragraph 23A;
- The receipt of the written notice of termination, in accordance with paragraphs 23B through 23E; or
- The Contractor being disqualified or suspended from conducting business or practicing law, in accordance with paragraph 23F.

The CSEA shall calculate the compensation based on the Total IV-D Contract Cost less any funds previously paid by or on behalf of the CSEA. The Contractor shall not exceed the Total IV-D Contract Cost. The CSEA shall not be liable for any further claims.

**IV-D Contract Signatures:**

Signature of CSEA's Representative	Printed Name of CSEA's Representative <Name>
Date of Signature	

Signature of Contractor's Representative	Printed Name of Contractor's Representative <Name>
Date of Signature	Printed Street Address of Contractor <Address>
Printed Title of Contractor's Representative <Title>	Printed City, State, and Zip Code of Contractor <City, State & Zip Code>

Signature of County Commissioner or Representative	Date of Signature
Signature of County Commissioner or Representative	Date of Signature
Signature of County Commissioner or Representative	Date of Signature
Signature of Prosecutor, if required by County Commissioners	Date of Signature

**INSTRUCTIONS FOR JFS 07018, IV-D CONTRACT****Purpose:**

The JFS 07018 is the official IV-D Contract that the Child Support Enforcement Agency (CSEA) and governmental or private contractor must complete, sign, and date in order to establish the terms and conditions of a IV-D Contract. Before the IV-D Contract can become effective, the CSEA must submit to the Office of Child Support (OCS) the JFS 07018 along with any other IV-D Contract documents and obtain OCS acceptance of the IV-D Contract.

**Instructions for completing the insertable fields in the first paragraph of the IV-D Contract:**

Enter the name of the county in which the CSEA is located.

Enter the name of the contractor.

**Instructions for completing the insertable fields in IV-D Contract Terms 1-7:****1. IV-D Contract Period**

Enter the effective dates of the IV-D contract.

**2. Unit of Service**

Enter the unit of service. For additional information about completing this section, please see below.

The unit of service represents the product that the CSEA is purchasing from the contractor. The unit of service will vary depending on the type of IV-D contract the CSEA is entering into. The table below lists common types of IV-D contracts and the appropriate unit of service for that type of IV-D contract.

Type of IV-D Contract	Unit of Service
Clerk of Courts	Must be defined as a CSEA initiated filing of a document.
Prosecutor	Must be defined as an hour.
Sheriff	For services other than service of process, must be defined as an hour.
Court for Magistrate Services	Must be defined as an hour, a court order filed with the Clerk of Court, or a hearing.
Private Entity	Must be defined as a standard unit of service for that industry.

The unit of service must be defined with as much detail to clearly identify what the CSEA is purchasing from the contractor.

If the unit of service is an hour, the CSEA must specify the activities that will be performed during that hour. An acceptable example: one hour of magistrate's time working on CSEA initiated IV-D cases. Hours include preparation of hearings, case-specific research, writing decisions, meetings regarding IV-D issues, and preparation of timesheets.

**3. Optional Purchase of Non-CSEA Initiated Court Activities**

This IV-D contract term applies only to a IV-D contract with a court for magistrate services in which the CSEA and the court have mutually agreed that the CSEA will purchase non-CSEA initiated court activities. When the CSEA and the court have mutually agreed to such a purchase, both the Authorized CSEA Representative and the Authorized Court Representative must initial where indicated.

**4. IV-D Contract Costs**

**4A. Unit Rate:** Enter the dollar amount for one unit of service.

For a IV-D contract with a governmental entity, the unit rate is located on the budget computation page of the JFS 07020 (Governmental Contractor IV-D Contract Budget). For a IV-D contract with a IV-D Multiplier, the adjusted unit rate will be listed.

For a IV-D contract with a private entity, the unit rate is determined through the procurement process.

**4B. Total IV-D Contract Cost:** Enter the dollar amount for the total cost of the IV-D contract.

For a IV-D contract with a governmental entity, the total IV-D contract cost is located on the budget computation page of the JFS 07020.

For a IV-D contract with a private entity, the total IV-D contract cost is determined through the procurement process.

## 5. Availability of Funds:

Enter the dollar amount of the non-federal share.

Calculation: total IV-D contract cost from Section 4B multiplied by 34%.

Enter the dollar amount of the Federal Financial Participation (FFP) reimbursement. The current FFP reimbursement rate is 66%.

Calculation: total IV-D contract cost from Section 4B multiplied by 66%.

Add the dollar amount of the non-federal share to the dollar amount of the FFP reimbursement. The sum should be identical to the dollar amount for the total IV-D contract cost entered in Section 4B.

Example calculation:

Total IV-D contract cost = \$50,000.00

To calculate the non-federal share:  $\$50,000.00 \times .34 = \$17,000.00$

To calculate the FFP reimbursement:  $\$50,000.00 \times .66 = \$33,000.00$

## 6. Performance Standards:

The CSEA must attach a separate document to the JFS 07018 with a label at the top of the first page that reads, "Performance Standards." The performance standards describe the expectations that the CSEA has of the contractor's performance, including the contractor's duties, activities, and timeframes for completion.

Performance standards should be detailed descriptions that:

1. Clearly describe the service or services being purchased;
2. Are sufficiently detailed to clearly define the expected performance;
3. Are quantifiable;
4. Are measurable and clearly specify the method and frequency of measurement;
5. Are developed in consultation with the contractor; and
6. Are consistent with and no less stringent than the rules in Division 5101:12 of the Administrative Code.

The table below lists common types of IV-D contracts and examples of acceptable performance standards for that type of IV-D contract.

Type of IV-D Contract	Examples of Performance Standards
Clerk of Courts	<ul style="list-style-type: none"><li>• The contractor shall initiate processing of IV-D cases within three (3) business days after receiving the file. This is the same standard that applies to all cases.</li><li>• Notice of hearing, reports and recommendations, orders, etc. to the parties of a case will be copied and forwarded to the CSEA at the same time that the copies are processed for the parties.</li><li>• Within three (3) business days, the contractor will forward to the CSEA the requested copies of Court entries. For Juvenile Court, this would include copies from the Children Services Board.</li></ul>
Prosecutor	<ul style="list-style-type: none"><li>• Provider will file court actions for a hearing date within fifteen days from the date the referral has been given</li><li>• Upon acceptance of a case for criminal prosecution, the provider shall schedule same for Grand Jury presentation or file a misdemeanor within forty-five (45) days.</li><li>• The contractor will meet with the CSEA each quarter to assess performance and identify issues and best practices.</li></ul>

Type of IV-D Contract	Examples of Performance Standards
Sheriff	<ul style="list-style-type: none"> <li>• Provider shall make a minimum of three (3) attempts to serve paperwork before determining service is failed.</li> <li>• Provider shall complete all location and investigation information as set forth in CSEA training. Failure to do so will result in loss of payment for those services.</li> <li>• The contractor will meet with the CSEA each quarter to assess performance and identify issues and best practices.</li> </ul>
Court for Magistrate Services	<ul style="list-style-type: none"> <li>• Contractor shall complete 90% of all actions to establish parentage and/or establish, enforce, or modify a support order within three (3) months of initial filing, 98% within six (6) months and 100% within twelve (12) months.</li> <li>• Contractor will address medical support in conjunction with child support issues.</li> <li>• The contractor will meet with the CSEA each quarter to assess performance and identify issues and best practices.</li> </ul>
Private Entity	<ul style="list-style-type: none"> <li>• Contractor will provide a written status report to the CSEA every two weeks.</li> <li>• A written hearing decision will be drafted and provided to the CSEA within five (5) days of the administrative hearing.</li> <li>• Contractor will attempt service within three (3) days of receipt of the service packet from the Clerk of Courts.</li> </ul>

#### 7. Access to the Public:

Enter the time of day the contractor will be available to provide services.

Enter the days of the week the contractor will be available to provide services.

Enter any days the contractor will not be available to provide services.

#### Instructions for the IV-D Contract Signatures Section:

The CSEA's representative, contractor's representative, and County Commissioner or Commissioner's Representative must sign and date the JFS 07018.

If appropriate, the Prosecutor must sign and date the JFS 07018.

The names of the CSEA's representative, contractor's representative, and County Commissioner or Commissioner's Representative must be printed where indicated on the JFS 07018.

The street address, city, state, and zip code of the contractor must be printed where indicated on the JFS 07018.

ACTION: Original



**Department of  
Job & Family  
Services**

DATE: 08/05/2024 2:35 PM



# Child Support Guideline Manual

## For Ohio Courts and Agencies



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## Introduction

Welcome to the Child Support Guideline Manual for Ohio. You will need to use this manual to calculate child support using the JFS 07768, "Sole/Shared Child Support Computation Worksheet" (3/2019) and the JFS 07769, "Split Parenting Child Support Computation Worksheet" (3/2019). This manual will provide you with instructions needed to complete a child support worksheet.

There are eight main sections in this manual:

1. *"Calculating Ohio Child Support Guideline Obligations,"* which provides a high-level description of the JFS 07767, "Basic Child Support Schedule" (6/2023) and the child support guideline worksheets;
2. *"Definitions,"* which provides definitions from the Ohio Revised Code that are used in this manual;
3. *"Child Support Worksheet Overview,"* which provides an overview of the sections and components in the worksheets;
4. *"Worksheet Line-by-Line Instructions,"* which provides detailed instructions, including any calculations needed, for each line item to complete the worksheets;  
  
*"General Instructions (Lines 1-17)"* are for both the sole/shared parenting worksheet and the split parenting worksheet;
5. *"Sole/Shared Parenting Worksheet Line-by-Line Instructions (Lines 18-30),"* which provides exclusive instructions for Lines 18 to 30 on the sole/shared parenting worksheet;
6. *"Split Parenting Worksheet Line-by-Line Instructions (Lines 18-34),"* which provides exclusive instructions for Lines 18 to 34 on the split parenting worksheet;
7. *"Tables,"* which contains the tables required to complete certain line items on the worksheets; and
8. *"Appendix,"* which contains the JFS Forms needed to complete a guideline calculation

## Calculating Ohio Child Support Guideline Obligations

Ohio uses an "income shares model" to determine child support obligations. In this model, both parents' income and other information are used to develop support obligations that represent the combined resources available for the support of their children. A guideline worksheet is used to gather information and to derive the obligation of each parent for the support of their child or children.

Child support obligations are calculated using these tools: the JFS 07767, "Basic Child Support Schedule" (schedule) and either the JFS 07768, "Sole/Shared Child Support Computation Worksheet" (sole/shared worksheet) or the JFS 07769, "Split Parenting Child Support Computation Worksheet" (split worksheet). Use of the worksheets is supported by this manual, the JFS 07766, "Child Support Guideline Manual" (manual).

The schedule is a table containing annual income information along the left column, followed by six columns representing the number of children subject to the order. The schedule is required to be used in all courts and child support enforcement agencies in Ohio when calculating child support.

Annual Income in the schedule is listed in \$600 increments. If the income amount is between two amounts set forth in the income column, the court or agency may:

- Use the basic child support obligation that corresponds to the higher of the two amounts in the first column of the schedule,
- Use the basic child support obligation that corresponds to the lower of the two amounts in the first column of the schedule,
- Or calculate a basic child support obligation that is between those two amounts and corresponds proportionally to the parents' actual combined annual income or the individual parent's annual income.<sup>1</sup>

Obligation amounts contained in the six right-side columns are derived using the Betson-Rothbarth child rearing expenditure methodology which bases expenditure data on data from the Consumer Expenditure Survey conducted by the Bureau of Labor Statistics, United States Department of Labor.

The Betson-Rothbarth table is modified by a self-support reserve (SSR) and a Sliding Scale Minimum Order (SSMO). The SSR adjusts obligation amounts for low and low-

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<sup>1</sup> Ohio Revised Code (ORC) 3119.05  
JFS 07766 (Rev.8/2024)

middle income obligors to ensure the payor has sufficient income to pay their obligation on a consistent monthly basis. The SSMO ensures that obligors with income below the SSR minimum are required to pay an obligation based on their ability to pay. All features of the schedule are mandated in Ohio Revised Code §3119.021.

Ohio Revised Code §3119.022 requires the Ohio Department of Job and Family Services to create guideline worksheets and instructions that incorporate the requirements of Chapter 3119 of the Revised Code.

The Sole/Shared Worksheet is a JFS form that, like the schedule, is required to be used in all courts and child support enforcement agencies in Ohio for the calculation of child support awards. The Sole/Shared Worksheet gathers information about the parents and guides them, their attorney(s), the child support enforcement agency, or the court, through the calculation process. Much like a tax form, it establishes the parent's income, credits, and other adjustments. The support calculation will always result in child support and cash medical support obligations for each parent, and indicates which parent is the "obligor" (the person who pays a monthly obligation) and which is the "obligee" (the person who receives a monthly obligation). However, the Sole/Shared Worksheet is designed to provide a calculation of support

for a wide variety of circumstances, including those where both parents are paying support to a third person (e.g., a caretaker relative or agency). This manual provides detailed instructions for completion of the Sole/Shared Worksheet.

There is one alternative version to the Sole/Shared Worksheet. It is called a Split Worksheet and it is used to calculate child support in one specific scenario – in which there is more than one child who is the subject of an allocation of parental rights and responsibilities, and each parent is the residential parent and legal custodian of at least one of those children. This manual also provides instructions for completion of the Split Worksheet.

In addition to line-by-line instructions for each of the worksheets, this manual also contains three tables that contain data that are required to be used to complete certain lines on the worksheet. These tables are available in the description of the line-by-line instructions; they are also available in the section "Tables" near the end of the document.

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## Definitions

The following terms and definitions are used throughout the manual and can be found in the Ohio Revised Code. They are provided to the user for purposes of calculating a support order.

### Gross income

From Ohio Revised Code section 3119.01(C)(13):

"Gross income" means, except as excluded in division (C)(13) of this section, the total of all earned and unearned income from all sources during a calendar year, whether or not the income is taxable, and includes income from salaries, wages, overtime pay, and bonuses to the extent described in division (D) of section [3119.05](#) of the Revised Code; commissions; royalties; tips; rents; dividends; severance pay; pensions; interest; trust income; annuities; social security benefits, including retirement, disability, and survivor benefits that are not means-tested; workers' compensation benefits; unemployment insurance benefits; disability insurance benefits; benefits that are not means-tested and that are received by and in the possession of the veteran who is the beneficiary for any service-connected disability under a program or law administered by the United States department of veterans' affairs or veterans' administration; spousal support actually received; and all other sources of income. "Gross income" includes income of members of any branch of the United States armed services or national guard, including, amounts representing base pay, basic allowance for quarters, basic allowance for subsistence, supplemental subsistence allowance, cost of living adjustment, specialty pay, variable housing allowance, and pay for training or other types of required drills; self-generated income; and potential cash flow from any source.

"Gross income" does not include any of the following:

- (a) Benefits received from means-tested government administered programs, including Ohio works first; prevention, retention, and contingency; means-tested veterans' benefits; supplemental security income; supplemental nutrition assistance program; disability financial assistance; or other assistance for which eligibility is determined based on income or assets;
- (b) Benefits for any service-connected disability under a program or law administered by the United States department of veterans' affairs or veterans' administration that are not means-tested, that have not been distributed to the veteran who is the beneficiary of the benefits, and that are in the possession of the United States department of veterans' affairs or veterans' administration;
- (c) Child support amounts received for children who are not included in the current calculation;
- (d) Amounts paid for mandatory deductions from wages such as union dues but not taxes, social security, or retirement in lieu of social security;
- (e) Nonrecurring or unsustainable income or cash flow items;
- (f) Adoption assistance and foster care maintenance payments made pursuant to Title IV-E of the "Social Security Act," 94 Stat. 501, 42 U.S.C.A. 670(1980), as amended;
- (g) State kinship guardianship assistance described in section 5153.163 of the Revised Code and payment from kinship support program described in section 5101.881 of the Revised Code.

### Potential income

From Ohio Revised Code section 3119.01(C)(18):

"Potential income" means both of the following for a parent who the court pursuant to a court support order, or a child support enforcement agency pursuant to an administrative child support order, determines is voluntarily unemployed or voluntarily underemployed:

- (a) Imputed income that the court or agency determines the parent would have earned if fully employed as determined from the following criteria:
  - (i) The parent's prior employment experience;
  - (ii) The parent's education;
  - (iii) The parent's physical and mental disabilities, if any;

- (iv) The availability of employment in the geographic area in which the parent resides;
- (v) The prevailing wage and salary levels in the geographic area in which the parent resides;
- (vi) The parent's special skills and training;
- (vii) Whether there is evidence that the parent has the ability to earn the imputed income;
- (viii) The age and special needs of the child for whom child support is being calculated under this section;
- (ix) The parent's increased earning capacity because of experience;
- (x) The parent's decreased earning capacity because of a felony conviction;
- (xi) Any other relevant factor.

- (b) Imputed income from any non-income-producing assets of a parent, as determined from the local passbook savings rate or another appropriate rate as determined by the court or agency, not to exceed the rate of interest specified in division (A) of section [1343.03](#) of the Revised Code, if the income is significant.

### **Self-generated income**

From Ohio Revised Code section 3119.01(C)(20):

"Self-generated income" means gross receipts received by a parent from self-employment, proprietorship of a business, joint ownership of a partnership or closely held corporation, and rents minus ordinary and necessary expenses incurred by the parent in generating the gross receipts. "Self-generated income" includes expense reimbursements or in-kind payments received by a parent from self-employment, the operation of a business, or rents, including company cars, free housing, reimbursed meals, and other benefits, if the reimbursements are significant and reduce personal living expenses.

### ***Other information regarding income***

From Ohio Revised Code section 3119.05(L):

A court or agency may disregard a parent's additional income from overtime or additional employment when the court or agency finds that the additional income was generated primarily to support a new or additional family member or members, or under other appropriate circumstances.

From Ohio Revised Code section 3119.05(E):

When the court or agency calculates the annual income of a parent, it shall not include any income earned by the spouse of that parent.

### **Medical Expenses**

From Ohio Revised Code section 3119.01(C)(15):

"Ordinary medical expenses" includes copayments and deductibles, and uninsured medical-related costs for the children of the order.

From Ohio Revised Code section 3119.01(C)(8):

"Extraordinary medical expenses" means any uninsured medical expenses incurred for a child during a calendar year that exceed the total cash medical support amount owed by the parents during that year.

### ***Other information regarding extraordinary medical expenses***

From Ohio Revised Code section 3119.05(F):

The court shall issue a separate medical support order for extraordinary medical expenses, including orthodontia, dental, optical, and psychological services. If the court makes an order for payment of private education, and other appropriate expenses, it shall do so by issuing a separate order. The court may consider these expenses in adjusting a child support order.

### **Self-Sufficiency Reserve (SSR)**

From Ohio Revised Code section 3119.01(C)(21):

"Self-sufficiency reserve" means the minimal amount necessary for an obligor to adequately subsist upon, as determined under section 3119.021 of the Revised Code.

# Child Support Worksheet Overview

The unnumbered section at the top of the worksheet is used to identify information regarding the parties, the case number, the county, etc.

## I. Gross Income

This section is used to gather information regarding both parents' annual gross income. Income most commonly includes gross annual salary and wages but can also include earnings and income from other sources.

This section also includes a calculation to determine the maximum amount a parent would be required to pay for health insurance premiums based on their individual gross income.

## II. Adjustments to Income

This section is used to gather information for each parent that would allow for adjustments to be made to their gross income.

Adjustments in this section include:

- Other minor child(ren) not on this order, including any minor biological or adopted children that a parent has a legal duty of support for, even if the child does not reside in the home
- Total, actual out-of-pocket cost paid, or expected to be paid for health insurance premiums for the person or persons who will be ordered to provide coverage
- Annual court ordered spousal support paid

## III. Income Shares

This section uses the parents' combined total gross income to determine their individual income share percentage.

When determining the child support obligation, the parent's combined obligation amount is used on the Worksheet, to then calculate each parent's income share percentage of the combined obligation. The income share percentage will determine the ordered dollar amount to be paid by each parent.

## IV. Support Calculations

This section is used to calculate the annual support obligation by using the basic child support schedule. Based on the parents' income, the worksheet will determine if the parents' individual income will be used, or their share of the combined income of both parents. When determining the basic child support obligation, the following adjustments will be considered:

- *Parenting Time Order:* A parent who has a court order for parenting time that equals or exceeds ninety overnights per year.
- *Derivative Benefits:* Any non-means tested benefit received by the child(ren) resulting from the claim of either parent.
- *Child Care Costs:* The annual child care expense and each parent's share of the expense. Actual child care costs will be compared to a child care maximum cap to determine each parent's responsibility. The child care maximum is a pre-determined cap on allowable child care costs based on the most recent Child Care Market Rate Survey by the Ohio Office of Children and Families. Child care costs are for work or for activities related to employment training.

## V. Cash Medical

This section is used to calculate the cash medical support order amount that goes towards the ordinary medical expenses incurred during a calendar year.

Cash medical will be a charging support obligation at all times. Extraordinary medical expenses are any uninsured medical expenses incurred in a calendar year for a child(ren), that exceed the total cash medical obligation owed during that year.

## VI. Recommended Monthly Orders for Decree

This section is used to calculate the monthly ordered amounts for the child support and cash medical support obligation for each parent. The total monthly obligation for the parent ordered to pay support will be used in the recommended order for support.

This section also contains deviation information, if applicable. This section should be used by the court when the parents request a deviation of the child support, and the request is granted. The court shall state specifically in the order the facts that are the basis for the deviation.<sup>2</sup>

If the child support enforcement agency can determine the monetary or percentage value of the deviation of the order under review, the agency shall apply the deviation to the revised amount of child support.<sup>3</sup>

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<sup>2</sup> ORC 3119.23

<sup>3</sup> ORC 3119.63

## Worksheet Line-by-Line Instructions

In Ohio when a court or CSEA calculates the amount of child support to be paid, the court or agency is required to use either the JFS 07768 (for sole or shared parenting orders), or the JFS 07769 (for split parenting orders). As stated in the *Introduction* section of this manual, these worksheets share the same instructions for Lines 1 to 17. Starting on Line 18, there is a separate set of instructions for the sole/shared parenting worksheet and the split parenting worksheet.

**Note:** The user should enter annual figures on the worksheet, unless instructed otherwise.

The top of each worksheet has the following case specific information that needs to be completed:

- Parent A's name,
- Parent B's name,
- Date this form is completed,
- County name where the order is from,
- SETS Case number,
- Court or Administrative Order Number, and
- Number of children of the order



### Helpful Hints for Rounding

**For Calculations:** Take any dollar amount or percentage out to two decimal places and round to the second decimal place, unless told otherwise per the worksheet(s) instructions.

**For Rounding:** When the number in the third decimal place is 0 to 4, drop the number in the third decimal place and the number in the second decimal place shall remain the same.

When the number in the third decimal place is 5 to 9, drop the number in the third decimal place and the number in the second decimal place shall be rounded up to the next number.

#### Examples:

##### ***Dollar amounts***

- If a party's income is \$25,000.436, the amount entered should be \$25,000.44

##### ***Percentages***

- If a party's percentage is 37.424%, the amount entered should be 37.42%
- Or, if the decimal amount is .37424, the amount entered should be 37.42%

## General Instructions (Lines 1 – 17)

### I. Gross Income

#### Line 1

**“Annual Gross Income (Figure must represent the sum of gross income inclusions and exclusions as described in ORC 3119.01(C)(13))”**

*Enter the amount of Annual Gross Income for the individual for the year. The figure must represent the sum of gross income inclusions and exclusions as described in Ohio Revised Code 3119.01(C)(13). Inclusions should be added, and exclusions should be subtracted, from the parent’s gross income before entering the amount on Line 1.*

**Note:** See the *Definitions* section in this manual for further income information, including exclusions from “Gross Income,” such as union dues, uniform fees, etc.<sup>4</sup>

- The year can be defined as a calendar year, the twelve months preceding the calculation, or other twelve-month period supported by documentation of income amounts.
- When determined appropriate by the court or agency, the amount entered can be based on average annual gross income from employment over a reasonable period of years (excluding overtime, bonuses, self-employment income, or commissions as documented below).
- Documentation of income may include but is not limited to federal tax returns, W-2 statements, pay stubs, and 1099 forms.

#### Line 2

**“Annual Amount of Overtime, Bonuses, and Commissions”**

*Enter the amount of overtime, bonuses, and commissions for three years on Lines 2a to 2d:*

**Line 2a, “Year 3 (Three years ago)”**

**Line 2b, “Year 2 (Two years ago)”**

**Line 2c, “Year 1 (Last calendar year)”**

**Line 2d, “Income from overtime, bonuses, and commissions (Enter the lower of: the average of Line 2a plus Line 2b plus Line 2c, or the amount on Line 2c)”**

*For Line 2d, enter the average of the three years (Line 2a, 2b, and 2c) or the year one amount (Line 2c), whichever is less.*

- Earnings from overtime, bonuses and commissions are calculated using income information from the preceding three calendar years, excluding the current year. The average of the last three years will be compared with the last year and the lesser amount will be used in the calculation.
- If, however, there exists a reasonable expectation that the total earnings from overtime/bonuses during the current calendar year will be less than the lower of the average of the three years or the last year amount, include only the amount reasonably expected to be earned this year.

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#### Line 3

**“Calculation for Self-Employment Income”**

*Enter the amount of annual self-employment income and expenses for each parent who is self-employed for Lines 3a to 3d.*

**Line 3a, “Gross receipts from business”**

**Line 3b, “Ordinary and necessary business expenses”**

**Line 3c, “6.2% of the adjusted gross income or actual marginal difference between actual rate paid and F.I.C.A. rate”**

**Line 3d, “Adjusted annual gross income from self-employment (Line 3a minus Line 3b minus Line 3c)”**

*For Line 3d, subtract Lines 3b and/or 3c from Line 3a, and enter the amount in Line 3d.*

- Self-employed income is determined by reviewing income and expenses; possible sources of self-employment income used in Lines 3a through 3d include, but are not limited to:
  - Schedule C (Profit or Loss from Business)
  - Schedule C-EZ (must be accompanied with the individual’s tax form 1040)
  - Schedule SE (Self-Employment Tax)
  - Form 8829 (Expenses for Business Use of Your Home)
  - Form 4562 (Depreciation and Amortization)
  - Form 1099 (Miscellaneous Income)
  - Business financial statement

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<sup>4</sup> ORC 3119.01  
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#### Line 4

##### **"Annual income from unemployment compensation"**

*Enter the annual income amount from unemployment compensation.*

- Unemployment compensation is temporary income paid to an individual due to lack of employment. The total amount awarded is based on the qualifying weeks the individual worked for an employer.
- Documentation may include but is not limited to an unemployment compensation benefit award letter or IRS-1099.

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#### Line 5

##### **"Annual income from workers' compensation, disability insurance, or social security disability/retirement benefits"**

*Enter the annual income amount of workers' compensation, disability insurance, or social security disability/retirement benefits.*

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#### Line 6

##### **"Other annual income or potential income"**

*Enter the amount of other annual income or potential income for the parent, if applicable.*

- Sources may include but are not limited to: income from interest and dividends (whether or not taxable); secondary income source from an additional employer; spousal support actually received; potential income.
- Child Support and means tested benefits are not counted as income.
- Refer to "gross income" in the definition section of this manual for further information.
- Additional income from overtime or additional employment may be disregarded when the court or agency finds that it was generated primarily to support a new or additional family member(s), or under other appropriate circumstance.<sup>5</sup>

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#### Line 7

##### **"Total annual gross income (Add Lines 1, 2d, 3d, 4, 5 and 6, if Line 7 results in a negative amount, enter "0")"**

*Enter the amount in Line 7 for the total annual gross income for each parent, by adding together Lines 1, 2d, 3d, 4, 5 and 6. If Line 7 results in a negative amount, enter "0".*

#### Line 8

##### **"Health insurance maximum (Multiply Line 7 by 5% or .05)"**

*Multiply Line 7 by 5% or .05 and enter the amount on Line 8; this will give you the health insurance maximum for each parent.*

## II. Adjustments to Income

#### Line 9

##### **"Adjustment for Other Minor Children Not of This Order" (Note: Line 9 is ONLY completed if either parent has any children outside of this order.) If neither parent has any children outside of this order, enter "0" on Line 9f and proceed to Line 10. For each parent:"**

*Enter the information requested on Lines 9a to 9f. This will determine the amount to be given as an adjustment for other children that each parent has a legal duty of support for, but who are not the children subject to this order.*

- This includes biological or adopted children in the parent's home or outside the home that the parent has a legal duty of support for. This does not include step- children.
- This amount is a credit for minor children not subject to the order and is subtracted from the parent's annual income. It is not intended to produce exact results for support of children outside the order.

##### **Line 9a, "Enter the total number of children, including children of this order and other children"**

*Enter the total number of all biological or adopted minor children for each parent. This includes children of this order and other children.*

##### **Line 9b, "Enter the number of children subject to this order"**

*Enter only the number of children subject to this child support order on Line 9b.*

##### **Line 9c, "Line 9a minus Line 9b"**

*Subtract Line 9b from Line 9a to determine the number of children not subject to this child support order for each parent.*

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<sup>5</sup> ORC 3119.05  
JFS 07766 (Rev.8/2024)

**Line 9d, “Using the Basic Child Support Schedule, enter the amount from the corresponding cell for each parent’s total annual gross income from Line 7 for the number of children on Line 9a”**

*Using each parent’s individual income on Line 7 and the total number of children on Line 9a, determine the child support obligation from the JFS 07767, “Basic Child Support Schedule” for the total number of children each parent has a legal duty to support.*

- If the income amount is between two amounts set forth in the income column of the schedule, the court or agency may: use the basic child support obligation that corresponds to the higher of the two amounts in the first column of the schedule; use the basic child support obligation that corresponds to the lower of

the two amounts in the first column of the schedule; or calculate a basic child support obligation that is between those two amounts and corresponds proportionally to the parents’ actual combined annual income or the individual parent’s annual income.<sup>6</sup>

- If the parent’s income is less than \$8,400, use \$960 for the obligation since the JFS 07767 does not list income below \$8,400.

**Additional Information:**

- For the income row identified in the JFS 07767, find the column reflecting the total number of children for that parent as indicated on Line 9a (including the children who are subject to the order plus other children).

### Obligation Multipliers for Seven or More Children

Most measurements of child-rearing expenditures are for one, two and three children because most families have three or less children. There are families with more than three children in the data sets used to measure child-rearing expenditures. A scale was developed to adjust for larger family sizes. They are called “equivalence scales.”

The JFS 07767 (schedule) only provides obligation amounts for six children. If a parent has more than six children, use the multiplier in Table 1 below, to determine the amount of support on the basic schedule for that number of children. The “3-child amount” can be found in the third column (Three Children) of the JFS 07767.

Table 1. Obligation Multipliers for Seven or More Children	
Number of Children	Multiplier Using 3-Child Amount as Base
7 Children	1.440 X 3-child amount
8 Children	1.540 X 3-child amount
9 Children	1.638 X 3-child amount
10 Children	1.734 X 3-child amount
11 Children	1.827 X 3-child amount
12 Children	1.919 X 3-child amount
13 Children	2.008 X 3-child amount
14 Children	2.096 X 3-child amount
15 or more	2.182 X 3-child amount

<sup>6</sup> ORC 3119.05  
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## Line 9e

**“Divide the amount on Line 9d by the number on Line 9a”**

*Divide the total amount of child support from the JFS 07767 (schedule) entered in Line 9d by the total number of children in Line 9a, and enter the amount on Line 9e. This will calculate the credit amount for each child the parent has a legal duty of support for.*

## Line 9f

**“Multiply the amount from Line 9e by the number on Line 9c. This is the adjustment amount for other minor children for each parent.**

*Multiply the amount for each child from Line 9e by the number of other children on Line 9c, and enter the amount on Line 9f. This is the total amount of credit the parent will receive for all children not subject to this order.*

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## Line 10

**“Adjustment for Out-of-Pocket Health Insurance Premiums”**

*Enter the requested information on Lines 10a and 10b to identify the health insurance obligor(s) and the adjustment amount for total, actual out-of-pocket health insurance premiums paid or expected to be paid, if ordered.*

### Line 10a

**“Identify the health insurance obligor(s)”**

*Check the box in the column for parent A, parent B, or both, to indicate which parent(s) will be the health insurance obligor(s). The health insurance obligor(s) is the parent or parents who are required by the court or the CSEA to provide health insurance coverage.<sup>7</sup>*

#### Additional information:<sup>8</sup>

The child support obligee is presumed to be the appropriate parent to provide health insurance for the children of the order unless rebutted by one of the following:

- The obligor already has health insurance coverage that is reasonable in cost;
- The obligor already has health insurance coverage in place that is not reasonable in cost, but the obligor wishes to be the health insurance obligor and provide coverage;

- The obligor can obtain coverage that is reasonable in cost through an employer or other source. The length in time the obligor has worked for the employer and the stability of the insurance shall be considered by the court or CSEA; or
- The obligee is a non-parent individual or agency that has no duty to provide medical support.

*Both parents may be ordered to provide health insurance coverage if they both wish to be named health insurance obligors and already have health insurance in place or available for the child(ren).*

Unless the obligee is a non-parent individual or agency that has not duty to provide medical support, if private health insurance for the children is not available at a reasonable cost to the obligor or obligee at the time the order is issued, the obligee must obtain private health insurance for the children no later than thirty days after it becomes available to the obligee at a reasonable cost, and must inform the CSEA when it is obtained.

If private health insurance becomes available to the obligor at a reasonable cost, the obligor shall inform the child support enforcement agency and may seek a modification of health insurance coverage from the court with respect to a court child support order, or from the agency with respect to an administrative support order.

**Note:** Health insurance is determined to be reasonable in cost if the total, actual cost of private health insurance does not exceed an amount equal to 5% of the annual income of that person.<sup>9</sup>

### Line 10b

**“Enter the total, actual out-of-pocket costs for health insurance premiums for the parent(s) identified on Line 10a”**

*Enter the total, actual out-of-pocket costs for annual health insurance premiums for the parent(s) identified on Line 10a that are being paid or expected to be paid, if ordered. This line only needs to be completed for the health insurance obligor(s). If a parent is NOT the health insurance obligor, leave Line 10a blank and enter “O” on Line 10b.*

- The cost of health insurance in this section is an amount equal to the total, actual out-of-pocket cost for health insurance premiums for the coverage.<sup>10</sup>
- This information should come from the parent(s) providing the health insurance and be reflected either by a deduction on a pay stub, or other documentation provided by the employer or health

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<sup>7</sup> ORC 3119.29

<sup>8</sup> ORC 3119.30

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<sup>9</sup> 45 CFR 303.31

<sup>10</sup> ORC 3119.30



plan administrator to show they have obtained the health insurance and the amount paid or expected to be paid, if ordered.

- Any credit given will be less any subsidy, including a premium tax credit or cost-sharing reduction received by the parent(s) providing coverage.

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### Line 11

**“Annual court ordered spousal support paid; if no spousal support is paid, enter '0'”**

*Enter the amount of annual court ordered spousal support paid, excluding any ordered payment on arrears. Sources of verification of spousal support paid may include, but is not limited to, pay records from a CSEA or a bank statement.*

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### Line 12

**“Total adjustments to income (Line 9f, plus Line 10b, plus Line 11)”**

*Add Lines 9f, 10b and 11, and enter the amount on Line 12; this is the total of the adjustments to income for each parent. This amount will be deducted from each parent's annual income.*

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### Line 13

**“Adjusted annual gross income (Line 7 minus Line 12; if Line 13 results in a negative amount, enter "0")”**

*Subtract Line 12 from Line 7; if the amount results in a negative amount, enter “0” for Line 13. This is the adjusted annual gross income for each parent.*

## III. Income Shares

### Line 14

**“Enter the amount from Line 13 for each parent (Adjusted annual gross income)”**

*Enter the adjusted annual gross income for both parents from Line 13, on Line 14. This Line is simply to carry the adjusted income amounts to page two of the worksheet.*

### Line 15

**“Using the Basic Child Support Schedule and the parent's individual income on Line 14, determine if the parent's obligation is located in the shaded area of the schedule. If the parent's obligation is in the shaded area of the schedule for the children of this order, check the box for Line 15”**

*If a parent's income is in the shaded area of the JFS 07767 (schedule) for children of this order, check the box for that parent. The schedule is located in the Appendix section of this manual.*

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### Line 16

**“Combined adjusted annual gross income (Add together the amounts on Line 14 for both parents)”**

*Add together the amounts on Line 14 for both parents and enter the amount on Line 16; this will give you the total combined annual income for both parents. This amount will be used to determine the combined child support obligation for both parents.*

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### Line 17

**“Income Share: Enter the percentage of parent's income to combined adjusted annual gross income (Line 14 divided by Line 16 for each parent)”**

*Divide Line 14 by Line 16 for each parent and enter the amount on Line 17, to determine the income share of each parent.*

## Sole/Shared Parenting Worksheet Line-by-Line Instructions (Lines 18 – 30)



**Follow these line-by-line instructions only if using the Sole/Shared Parenting.**

The JFS 07768 will be used for sole/shared parenting. The General Instructions section of this manual has line-by-line instructions for Lines 1-17.

### IV. Support Calculation

#### Line 18

##### **“Basic Child Support Obligation”**

*For Lines 18a to 18d, enter the basic child support obligation amount for each parent by using the JFS 07767 (schedule).*

If the income amount is between two amounts set forth in the income column of the schedule, the court or agency may use the basic child support obligation that corresponds to the higher of the two amounts in the income column of the schedule, use the basic child support obligation that corresponds to the lower of the two amounts in the income column of the schedule, or calculate a basic child support obligation that is between those two amounts and corresponds proportionally to the parents’ actual combined annual income or the individual parent’s annual income.<sup>11</sup>

**Reminder:** When using the basic child support schedule, if there are seven or more children on the order, refer to **Table 1. Obligation Multiplier for Seven or More Children.**

#### Line 18a

**“Using the Basic Child Support Schedule, enter the amount from the corresponding cell for each parent’s adjusted gross income on Line 14 for the number of children of this order. If either parent’s Line 14 amount is less than the lowest income amount on the Basic Schedule, enter '960'”**

*For each parent, use the income amounts on Line 14, and find the corresponding cell on the schedule for the number of children of this order. Enter the amount on Line 18a. If*

*either parent’s Line 14 amount is less than the lowest income amount on the basic schedule, enter “960.” This is the amount of child support based on the parent’s individual income only.*

#### Line 18b

**“Using the Basic Child Support Schedule, enter the amount from the corresponding cell for the parents’ combined adjusted annual gross income on Line 16 for the number of children of this order. If Line 16 amount is less than lowest income amount on the Basic Schedule, enter '960'”**

*Use the combined income amount for both parents on Line 16 and find the corresponding cell on the schedule for the number of children of this order. Enter the amount on Line 18b. This is the amount of child support for both parents based on the parents’ combined income.*

If the parents’ combined income is less than the lowest income amount of \$8,400 on the basic schedule, enter \$960 for the obligation.



### Key Information

**If using the JFS 07768, “Sole/Shared Child Support Computation Worksheet,” proceed to the next page for the Sole/Shared Instructions. If using the JFS 07769, “Split Parenting Child Support Computation Worksheet,” proceed to the Split Parenting Instructions in this manual for line-by-line instructions starting on page 14.**

<sup>11</sup> ORC 3119.05  
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### Line 18c

**"Multiply the amount on Line 18b by Line 17 for each parent. Enter the amount for each parent"**

*For each parent multiply the combined obligation amount listed on Line 18b by the income share percentage from Line 17. This will determine each parent's obligation based on income shares.*

### Line 18d

**"Enter the lower of Line 18a or Line 18c for each parent, if less than '960,' enter '960'"**

*For each parent, enter the lower amount from Line 18a or Line 18c. If the amount is less than "960," enter "960" on Line 18d. This is the basic annual obligation amount for each parent.*

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### Line 19

**"Parenting Time Order"**

*Enter the requested information on Lines 19a and 19b to indicate if a parent has a parenting time order and to allow for an adjustment for a parent or parents when a court has issued or is issuing a court-ordered parenting time order that equals or exceeds ninety overnights per year. The annual individual support obligation for that parent shall be reduced by ten per cent.<sup>12</sup>*

- If the parties desire a different adjustment for extended parenting time, they must request a deviation through court.
- If the child is residing with someone other than the parent, either or both parents may have a parenting time order through the court and both parents could receive this adjustment.

### Line 19a

**"Enter "Yes" for any parent for whom a court has issued or is issuing an order for parenting time that equals or exceeds ninety overnights per year"**

*Mark "Yes" for the parent who has an order through the court for parenting time that equals or exceeds ninety overnights per year.*

### Line 19b

**"If Line 19a is checked, use the amount for that parent from Line 18d and multiply it by 10% or .10, and enter this amount. If Line 19a is blank enter '0'"**

*For any parent for whom a court has issued or is issuing an order for parenting time that equals or exceeds ninety overnights per year, multiply Line 18d by 10% or .10 and enter the amount on Line 19b to determine the adjustment they will receive.*

---

### Line 20

**"Derivative Benefit"**

**"Enter any non-means-tested benefits, received by the child(ren) subject to the order"**

*Enter the amount of the non-means-tested benefits, received by the child(ren) subject to the order; if no benefit amount received, enter "0."*

- For purposes of this Line item, a derivative benefit is any non-means tested benefit received by the child(ren) subject to the order resulting from the claims of either parent.
- This benefit amount shall be subtracted from that parent's annual child support obligation after all other adjustments have been made. If the non-means tested benefit exceeds the child support obligation of the parent claiming the benefit, the child support obligation for that parent shall be zero.<sup>13</sup>
- Non-means-tested benefits may include, but are not limited to, some Social Security or veterans' benefits.

### Line 21

**"Child Care Expenses"**

*If either parent has child care costs, enter the requested information for Lines 21a through 21j for both parents. Use the documentation provided by the parent(s) to determine the amount paid for child care for the child(ren) of this order. If neither parent has out-of-pocket child care costs, enter "0" on Line 21j for each parent and proceed to Line 22.*

- Child care cost is determined necessary to allow a parent to work or for activities related to employment training.<sup>14</sup>

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<sup>12</sup> ORC 3119.051

<sup>13</sup> ORC 3119.05

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<sup>14</sup> ORC 3119.05

- There is a 12-year-old age limit for this credit to be given on the worksheet. This will be rebuttable for circumstances such as disabled children.
- The child care cost used in the calculation for child support purposes shall exclude any reimbursed or subsidized child care cost, including any state or federal tax credit for child care available to the parent or caretaker, whether or not claimed.<sup>15</sup>

## Line 21a

### **“Annual child care expenses for children of this order (Less any subsidies)”**

*Enter the total annual amount of out-of-pocket child care costs for work or for activities related to employment training, for each parent who pays for children of this order only. If a parent does not pay any annual child care expenses, enter “0” for this line.*

Subsidies and reimbursements received by the parent paying for the child care are not to be included.<sup>16</sup> This Line represents total, actual out-of-pocket costs only.

## Line 21b

### **“Child Age”**

*Enter the age of each child of the order for which the parent is paying child care costs.*

*If there are multiple children of the order that child care costs are being paid for, enter the age of each child.*

**Note:** Lines 21b to 21e are completed for each child on the order. There are six columns to allow for up to six children on the order. If *more than six children are on the order, complete this calculation on an additional page.*

## Line 21c

### **“Maximum Allowable Cost”**

*Use the following table (Table 2) to determine the maximum allowable child care costs for the purposes of child support for children of this order and enter the amount on Line 21c for each child. If there are multiple children of the order that child care costs are being paid for, enter the amount for each child.*

<b>Table 2. Maximum Allowable Child Care Costs</b>	
<b>Age</b>	<b>Annual Amount</b>
Infant - New born through 17 months	\$14,536
Toddler -18 months through 35 months	\$13,147
Pre-school - 3 years old through 5 years old	\$11,664
School-age - 6 years old through 12 years old	\$8,159

## Line 21d

### **“Actual Out of Pocket”**

*Enter the out-of-pocket child care costs for work or for activities related to employment training, that each parent pays for each child of this order only. If there are multiple children of the order that child care costs are being paid for, enter the individual amount for each child.*

If both parents are paying child care costs for the same child(ren), add the amounts together and enter the combined amount paid per child.

## Line 21e

### **“Enter lower of Line 21c or Line 21d”**

*Enter the lesser of either the maximum allowable child care cost for each child(ren) of the order from Line 21c, or the actual out-of-pocket cost for each child(ren) of the order from Line 21d. If there are multiple children of the order that child care costs are being paid for, enter the individual amount for each child.*

## Line 21f

### **“Enter total of Line 21e for children of this order”**

*Add together the amounts for each child and enter the total amount on Line 21f.*

## Line 21g

### **“Enter the eligible federal and state tax credits”**

*If Line 21a is “0,” enter “0” on this line as well.*

*If Line 21a is greater than “0,” enter the eligible federal and state tax credits for the parent(s) paying actual child care costs. If both parents are paying child care costs, enter the eligible federal and state tax credits for both parents.*

**Note:** The amount that will be entered on Line 21g is the total of all federal and state tax credits for child care available.<sup>17</sup> They will apply whether or not the parent paying the child care actually claims the tax credit.

<sup>15</sup> ORC 3119.05

<sup>16</sup> ORC 3119.05

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<sup>17</sup> CSPM 5101:12-1-17

**Additional Information:**

Accurately completed state and federal tax forms may be required to arrive at a figure to be entered on Line 21g. For more information see: IRS Publication 503; IRS Form 2441; Instructions for IRS Form 2441; Ohio Instructions for Filing: Individual Income Tax/School District Income Tax.

**Line 21h****"Line 21f minus combined amounts of Line 21g"**

*Subtract the combined amounts of Line 21g from Line 21f (any eligible tax credits from the child care paid) and enter on Line 21h, to determine the adjusted child care expenses.*

**Line 21i**

**"Multiply Line 21h by Line 17 for each parent; (If Line 15 is checked for the parent, use the lower percentage amount of either Line 17 or 50.00% to determine the parent's share). This is the annual child care cost for each parent"**

*Multiply Line 21h by Line 17 for each parent; this will give the annual allowable cost for child care that each parent is responsible for based on the income shares of the parents.*

**Note:** *If a parent has Line 15 checked, use the percentage amount on Line 17, or use 50.00%, whichever is the lower percentage amount, to determine the parent's share of the annual child care costs.*

**Line 21j**

**"Line 21i minus Line 21a. If calculation results in a negative amount, enter '0'"**

*Take the amount in Line 21i and subtract the amount in Line 21a. If this results in a negative amount, enter "0." This removes the actual child care cost that the party is already paying out of pocket for the child(ren) of this order, from their income share on Line 21i.*

**Line 22**

**"Adjusted Child Support Obligation (Line 18d minus Line 19b minus Line 20 plus Line 21j; if calculation results in a negative amount, enter "0"). Annual child support obligation"**

*Take the child support obligation on Line 18d and subtract the amounts for the parenting time order and derivative benefit on Line 19b and Line 20. Then add that amount to the child care costs on Line 21j. Enter the calculated amount on Line 22. If the calculation results in a negative amount, enter "0". This is the adjusted annual child support obligation for each parent.*

**V. Cash Medical****Line 23****"Cash Medical Obligation"**

*Enter the amounts on Lines 23a and 23b to determine the cash medical obligation for children subject to this order. Each parent will be responsible for a cash medical obligation to be applied towards ordinary medical expenses for the child(ren) of the order. The annual cash medical amount is \$510.21 per child for each child of the order. Any medical expenses over \$510.21 per year will be considered extraordinary medical expenses.*

**Line 23a****"Annual combined cash medical support obligation"**

*Enter the annual combined cash medical support obligation for the children subject of this order. The annual cash medical obligation is \$510.21 per child. Use the following table to determine the cash medical obligation for the number of children of the order:*

<b>Table 3. Cash Medical Obligation</b>	
<b>Number of Children</b>	<b>Annual Cash Medical Amount</b>
1 Child	\$510.21
2 Children	\$1,020.42
3 Children	\$1,530.63
4 Children	\$2,040.84
5 Children	\$2,551.05
6 Children	\$3,061.26

**Note:** *If there are more than six children on the order, add an additional \$510.21 for each child thereafter.*

**Line 23b**

**"Multiply Line 23a by Line 17 for each parent. This is the annual cash medical obligation for each parent"**

*Take the amount from Line 23a and multiply it by the percentage of each parent's income found on Line 17. This amount is each parent's responsibility of the annual cash medical order.*

## VI. Recommended Monthly Orders for Decree

### Line 24

**“CHILD SUPPORT AMOUNT (Line 22, divided by 12)”**

*Use the child support obligation for each parent from Line 22, and divide those amounts by 12 to determine the monthly child support amount.*

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### Line 25

**“Line 25 is ONLY completed if the court orders any deviation(s) to child support. (See sections 3119.23, 3119.231 and 3119.24 of the Revised Code)”**

The court may order a deviated amount of child support that would otherwise result from the use of the basic child support schedule and the worksheet.<sup>18</sup> See ORC sections 3119.23, 3119.231 and 3119.24 for factors the court may consider in granting a deviation and other relevant deviation information. If no deviation is ordered, skip Line 25 and Line 26.

**Note:** The court may have granted an upward or downward deviation as a specific dollar amount or a percentage value. If a percentage value was granted, convert the percentage to a dollar amount to enter on the worksheet. A court may also order multiple deviations (e.g., under sections 3119.23 or 3119.231 of the Revised Code) and one may be an upward deviation and the other may be a downward deviation.

### Line 25a

**“For 3119.23 factors (Enter the monthly amount)”**

*Enter the monthly deviation amount, if applicable.*

The CSEA cannot grant a deviation. This can only be done by the court. If the court child support order under review contains a deviation, the CSEA shall apply the deviation from the existing order to the revised amount of child support, as long as the CSEA can determine the monetary or percentage value of the deviation.<sup>19</sup>

### Line 25b

**“For 3119.231 extended parenting time (Enter the monthly amount)”**

*Enter the monthly amount that the courts determine should be deviated from the guidelines on Line 25b.*

### Line 25c

**Total of amounts from Line 25a and Line 25b**

*Combine the amounts from Line 25a and Line 25b, and enter the amount on Line 25c.*

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### Line 26

**“DEVIATED MONTHLY CHILD SUPPORT AMOUNT (Line 24 plus or minus Line 25c)”**

*Enter the deviated monthly child support amount by adding or subtracting Line 25c from Line 24. Line 26 is ONLY completed if there is an amount on Line 25c.*

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### Line 27

**“CASH MEDICAL SUPPORT AMOUNT (Line 23b, divided by 12)”**

*Use the cash medical obligation for each parent from Line 23b, and divide those amounts by 12 to determine the monthly cash medical support amount.*

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### Line 28

**“Line 28 is ONLY completed if the court orders a deviation to cash medical. (See section 3119.303 of the Revised Code)”**

**Note:** The court may have granted an upward or downward deviation as a specific dollar amount or a percentage value. If a percentage value was granted, convert the percentage to a dollar amount to enter on the worksheet. A court may also order multiple deviations (e.g., under sections 3119.23 or 3119.231 of the Revised Code) and one may be an upward deviation and the other may be a downward deviation.

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<sup>18</sup> ORC 3119.22  
JFS 07766 (Rev.8/2024)

<sup>19</sup> ORC 3119.63

## Line 28

**“Cash Medical Deviation amount (Enter the monthly amount)”**

*Enter the monthly deviation amount, if applicable.*

The CSEA cannot grant a deviation. This can only be done by the court. If the court cash medical support order under review contains a deviation, the CSEA shall apply the deviation from the existing order to the revised amount of cash medical, as long as the CSEA can determine the monetary or percentage value of the deviation.

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## Line 29

**“DEVIATED MONTHLY CASH MEDICAL AMOUNT (Line 27 plus or minus Line 28)”**

*Enter the deviated monthly cash medical support amount by adding or subtracting Line 28 from Line 27. Line 29 is ONLY completed if there is an amount on Line 28.*

## Line 30

**“Enter ONLY the total monthly obligation for the parent ordered to pay support (Line 24 or Line 26, plus Line 27 or Line 29)”**

*For the parent ordered to pay support only, add Line 24, or Line 26 (if there is a child support deviation amount on Line 25c), and Line 27, or Line 29 (if there is a cash medical deviation amount on Line 28) to get the total monthly obligation. The support order amount includes both child support and cash medical support.*

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## Split Parenting Worksheet Line-by-Line Instructions (Lines 18 – 34)



**Follow these line-by-line instructions ONLY if using the Split Parenting Computation Worksheet.**

The JFS 07769 will be used for split parenting. Lines 1-17 are completed the same for both, the JFS 07768 and the JFS 07769. The General Instructions section of this manual has line-by-line instructions for Line items 1-17.

- The split parenting worksheet is divided with four enterable columns starting on Line 18. The first two columns will be used to calculate support for the children of this order in parent B's custody; the last two columns will be used to calculate support for the children in parent A's custody.
- The calculations will be completed through Line 23 to determine the child support obligation and cash medical obligation of each parent for the children not in their household.
- These amounts will then be carried to Line 24 and 25, where the determination will be made as to which parent has the higher obligation and should be established as the child support obligor. The same calculation process that was completed to determine the child support amount will be done to determine the cash medical amount. The parent that is established as the child support obligor will also be the cash medical obligor.



### Reminder for Rounding

**For calculations:** take any dollar amount or percentage out to two decimal places and round to the second decimal place, unless told otherwise per the worksheet(s) instructions.

**For Rounding:** When the number in the third decimal place is 0 to 4, drop the number in the third decimal place and the number in the second decimal place shall remain the same.

When the number in the third decimal place is 5 to 9, drop the number in the third decimal place and the number in the second decimal place shall be rounded up to the next number.

#### **Examples:**

##### ***Dollar amounts***

- If a party's income is \$25,000.436, the amount entered should be \$25,000.44

##### ***Percentages***

- If a party's percentage is 37.424%, the amount entered should be 37.42%
- Or, if the decimal amount is .37424, the amount entered should be 37.42%



## IV. Support Calculation

### Line 18

#### **“Basic Child Support Obligation”**

*For Lines 18a to 18d, enter the basic child support obligation amount for each parent by using the JFS 07767 (schedule). This will determine the amount of child support each parent should be responsible for according to the percentage of their income for the children in each parent's household.*

If the income amount is between two amounts set forth in the income column of the schedule, the court or agency may use the basic child support obligation that corresponds to the higher of the two amounts in the income column of the schedule, use the basic child support obligation that corresponds to the lower of the two amounts in the income column of the schedule, or calculate a basic child support obligation that is between those two amounts and corresponds proportionally to the parents' actual combined annual income or the individual parent's annual income.<sup>20</sup>

**Reminder:** When using the basic child support schedule, if there are seven or more children on the order, refer to **Table 1. Obligation Multiplier for Seven or More Children.**

#### **“Number of children with Parent A” and “Number of children with Parent B”**

*Enter the number of children that reside with Parent A and the number of children that reside with Parent B.*

- This section of the split parenting worksheet contains separate columns to perform calculations for children in each household.
- There are four columns to enter calculations; the first two columns are calculations for children that are in parent A's household and the last two columns are for children in parent B's household.

### Line 18a

**“Using the Basic Child Support Schedule, enter the amount from the corresponding cell for each parent's adjusted gross income on Line 14 for the number of children with each parent. If either parent's Line 14 amount is less than the lowest income amount on the Basic Schedule, enter '960'”**

*For each parent use the income amounts on Line 14 and find the corresponding cell on the schedule for the number of children of this order in each household. Enter the*

*amount on Line 18a. If either parent's Line 14 amount is less than the lowest income amount on the basic schedule, enter “960.” Figures will be entered for both parents for both households, depending on the number of children in each household. This is the amount of child support based on the parent's individual income only.*

### Line 18b

**“Using the Basic Child Support Schedule, enter the amount from the corresponding cell for the parents' combined adjusted annual gross income on Line 16 for the number of children with each parent. If Line 16 amount is less than lowest income amount on the Basic Schedule, enter '960'”**

*Use the combined income amount for both parents on Line 16 and find the corresponding cell on the schedule for the number of children on the order in each household. Enter the amount on Line 18b. This is the amount of child support for both parents based on the parents' combined income.*

If the parents' combined income is less than the lowest income amount of \$8,400 on the basic schedule, enter \$960 for the obligation.

### Line 18c

**“Multiply the amount on Line 18b by Line 17 for each parent and enter the amount”**

*For each parent multiply the combined obligation amount listed on Line 18b by the income share percentage from Line 17. This will determine each parent's obligation based on income shares.*

### Line 18d

**“Enter the lower of Line 18a or Line 18c for each parent, if less than '960,' enter '960'”**

*For each parent, enter the lower amount from Line 18a or Line 18c. If the amount is less than “960,” enter “960” on Line 18d. This is the basic annual obligation amount for each parent.*

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<sup>20</sup> ORC 3119.05  
JFS 07766 (Rev.8/2024)

## Line 19

### “Parenting Time Order”

*Enter the requested information on Lines 19a and 19b to indicate if a parent has a parenting time order and to allow for an adjustment for a parent or parents when a court has issued or is issuing a court-ordered parenting time order that equals or exceeds ninety overnights per year. The annual individual support obligation for that parent shall be reduced by ten per cent.<sup>21</sup>*

- If the parties desire a different adjustment for extended parenting time, they must request a deviation through court.

Line 19 only applies to the non-custodial parent for each household.

- When completing the calculation for parent A as the custodial parent, enter only the information for parent B as the non-custodial parent, if a parenting time order has been granted. Parent A’s box will be shaded out so that the only enterable information is for parent B as the non-custodial parent.
- When completing the calculation for parent B as the custodial parent, enter only the information for parent A as the non-custodial parent, if a parenting time order has been granted. Parent B’s box will be shaded out so that the only enterable information is for parent A as the non-custodial parent.

## Line 19a

**“Enter “Yes” for any parent for whom a court has issued or is issuing an order for parenting time that equals or exceeds ninety overnights per year”**

*Mark “Yes” for the parent who has an order through the court for parenting time that equals or exceeds ninety overnights per year.*

## Line 19b

**“If Line 19a is checked, use the amount for that parent from Line 18d and multiply it by 10% or .10, and enter this amount. If Line 19a is blank enter '0'”**

*For any parent for whom a court has issued or is issuing an order for parenting time that equals or exceeds ninety overnights per year, multiply Line 18d by 10% or by .10 and enter the amount on Line 19b to determine the adjustment they will receive.*

## Line 20

### “Derivative Benefit”

**“Enter any non-means-tested benefits, received by the child(ren) subject to the order”**

*Enter the amount of the non-means-tested benefits, received by the child(ren) subject to the order; if no benefit amount received, enter “0.”*

Line 20 only applies to the non-custodial parent for each household.

- When completing the calculation for parent A as the custodial parent, enter only the information for parent B as the non-custodial parent if a derivative benefit is received by the child(ren) subject to the order. Parent A’s box will be shaded out so that the only enterable information is for parent B as the non-custodial parent.
- When completing the calculation for parent B as the custodial parent, enter only the information for parent A as the non-custodial parent if a derivative benefit is received by the child(ren) subject to the order. Parent B’s box will be shaded out so that the only enterable information is for parent A as the non-custodial parent.

### Additional Information:

- For purposes of this Line item, a derivative benefit is any non-means-tested benefit received by the child(ren) subject to the order resulting from the claims of either parent.
- This benefit amount shall be subtracted from that parent’s annual child support obligation after all other adjustments have been made. If the non-means tested benefit exceeds the child support obligation of the parent claiming the benefit, the child support obligation for that parent shall be zero.<sup>22</sup>
- Non-means-tested benefits may include, but are not limited to, some Social Security or veterans’ benefits.

<sup>21</sup> ORC 3119.051  
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<sup>22</sup> ORC 3119.05

## Line 21

### “Child Care Expenses”

*If either parent has child care costs, enter the requested information for Lines 21a through 21r for both parents. Use the documentation provided by the parent(s) to determine the amount paid for child care for the child(ren) of this order. If neither parent has out-of-pocket child care costs, enter “0” on Line 21r for each parent and proceed to Line 22.*

- Child care cost is determined necessary to allow a parent to work or for activities related to employment training.<sup>23</sup>
- There is a 12-year-old age limit for this credit to be given on the worksheet. This will be rebuttable for circumstances such as disabled children.
- The child care cost used in the calculation for child support purposes shall exclude any reimbursed or subsidized child care cost, including any state or federal tax credit for child care available to the parent or caretaker, whether or not claimed.<sup>24</sup>

**In the first set of columns, enter the information based on Parent A as the custodial parent. In the second set of columns, enter the information based on Parent B as the custodial parent. Follow the columns straight down when entering information. Information cannot be entered for a parent when the cell is shaded.**

### Line 21a

#### “Annual child care expenses for children with each parent (Less any subsidies)”

*Enter the total annual amount of out-of-pocket child care costs for work or for activities related to employment training, for each parent who pays for children with each parent. If a parent does not pay any annual child care expenses, enter “0” for this line.*

Subsidies and reimbursements received by the parent paying for the child care are not to be included.<sup>25</sup> This Line represents out-of-pocket costs only.

#### “Children with Parent A”

### Line 21b

#### “Age”

*Enter the age of each child that is in Parent A’s household for which the parent is paying child care costs. If there are multiple children, enter the age of each child.*

**Note:** Lines 21b to 21e are completed for each child on the order based on the number of child(ren) in Parent A’s household. There are six columns to allow for up to six children. If there are more than six children in Parent A’s household, complete this calculation on an additional page.

### Line 21c

#### “Max”

*Use the following table (Table 2) to determine the maximum allowable child care costs for the purposes of child support for children in Parent A’s household, and enter the amount on Line 21c for each child. If there are multiple children in Parent A’s household that child care costs are being paid for, enter the amount for each child.*

Table 2. Maximum Allowable Child Care Costs	
Age	Annual Amount
Infant - New born through 17 months	\$14,536
Toddler -18 months through 35 months	\$13,147
Pre-school - 3 years old through 5 years old	\$11,664
School-age - 6 years old through 12 years old	\$8,159

### Line 21d

#### “Actual”

*Enter the out-of-pocket child care costs for work or for activities related to employment training, that each parent pays for each child in Parent A’s household.*

*If there are multiple children in Parent A’s household that child care costs are being paid for, enter the individual amount for each child.*

### Line 21e

#### “Lowest”

*Enter the lesser of either the maximum allowable child care cost for each child(ren) in Parent A’s household from Line 21c, or the actual out-of-pocket cost for each child(ren) in Parent A’s household from Line 21d.*

<sup>23</sup> ORC 3119.05

<sup>24</sup> ORC 3119.05

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<sup>25</sup> ORC 3119.05

If there are multiple children in Parent A's household that child care costs are being paid for, enter the individual amount for each child.

#### "Children with Parent B"

#### Line 21f

##### "Age"

Enter the age of each child that is in Parent B's household for which the parent is paying child care costs. If there are multiple children, enter the age of each child.

**Note:** Lines 21f to 21i are completed for each child on the order based on the number of child(ren) in Parent B's household. There are six columns to allow for up to six children. If there are more than six children in Parent B's household, complete this calculation on an additional page.

#### Line 21g

##### "Max"

Use the following table (Table 2) to determine the maximum allowable child care costs for the purposes of child support for children in Parent B's household, and enter the amount on Line 21g for each child.

If there are multiple children in Parent B's household that child care costs are being paid for, enter the amount for each child.

Table 2. Maximum Allowable Child Care Costs	
Age	Annual Amount
Infant - New born through 17 months	\$14,536
Toddler -18 months through 35 months	\$13,147
Pre-school - 3 years old through 5 years old	\$11,664
School-age - 6 years old through 12 years old	\$8,159

#### Line 21h

##### "Actual"

Enter the out-of-pocket child care costs for work or for activities related to employment training, that each parent pays for each child in Parent B's household.

If there are multiple children in Parent B's household that child care costs are being paid for, enter the individual amount for each child.

#### Line 21i

##### "Lowest"

Enter the lesser of either the maximum allowable child care cost for each child(ren) of the order from Line 21g, or the actual out-of-pocket cost for each child(ren) of the order from Line 21h.

If there are multiple children of the order that child care costs are being paid for, enter the individual amount for each child.

#### Line 21j

##### "Enter total of Line 21e for the children with Parent A"

Add together the amounts for each child with Parent A on Line 21e and enter the total amount on Line 21j.

#### Line 21k

##### "Enter total of Line 21i for the children with Parent B"

Add together the amounts for each child with Parent B on Line 21i and enter the total amount on Line 21k.

#### Line 21l

##### "Enter the eligible federal and state tax credits"

If Line 21a is "0," enter "0" on this line as well.  
If Line 21a is greater than "0," enter the eligible federal and state tax credits for the parent(s) paying actual child care costs. If both parents are paying child care costs, enter the eligible federal and state tax credits for both parents.

**Note:** The amount that will be entered on Line 21l is the total of all federal and state tax credits for child care available.<sup>26</sup> They will apply whether or not the parent paying the child care actually claims the tax credit.

##### Additional Information:

Accurately completed state and federal tax forms may be required to arrive at a figure to be entered on Line 21l. For more information see: IRS Publication 503; IRS Form 2441; Instructions for IRS Form 2441; Ohio Instructions for Filing: Individual Income Tax/School District Income Tax.

<sup>26</sup> CSPM 5101:12-1-17  
JFS 07766 (Rev.8/2024)

## Line 21m

### **"Line 21j minus combined amounts of Line 21l"**

*Subtract the combined amounts of Line 21l (any eligible tax credits from the child care paid) from the first set of columns where Parent A is the custodial parent, from Line 21j and enter on Line 21m, to determine the adjusted child care expenses.*

*Line 21m is completed for children with Parent A.*

## Line 21n

### **"Line 21k minus combined amounts of Line 21l"**

*Subtract the combined amounts of Line 21l (any eligible tax credits from the child care paid) from the second set of columns where Parent B is the custodial parent) from Line 21k) and enter on Line 21n, to determine the adjusted child care expenses.*

*Line 21n is completed for children with Parent B.*

## Line 21o

**"Multiply Line 21m and Line 21n by Line 17 for each parent; (If Line 15 is checked for the parent, use the lower percentage amount of either Line 17 or 50.00% to determine the parent's share). This is the annual child care cost for each parent"**

*Multiply Line 21m by Line 17 for each parent and enter on the first set of columns where Parent A is the custodial parent. Multiply Line 21n by Line 17 for each parent and enter on the second set of columns where Parent B is the custodial parent; this will give the annual allowable cost for child care that each parent is responsible for based on the income shares of the parents.*

**Note:** *If a parent has Line 15 checked, use the percentage amount on Line 17, or use 50.00%, whichever is the lower percentage amount, to determine the parent's share of the annual child care costs.*

## Line 21p

**"Line 21o minus Line 21a. If calculation results in a negative amount, enter '0'"**

*Take the amount in Line 21o and subtract the amount in Line 21a for each parent. Enter the amounts in the first set*

*of columns for Parent A as the custodial parent. If this results in a negative amount, enter "0."*

*Enter the amounts in the second set of columns for Parent B as the custodial parent. If this results in a negative amount, enter "0."*

*This removes the actual child care cost that the party is already paying out of pocket for the child(ren) of this order, from their income share on Line 21o.*

---

## Line 22

**"Adjusted Child Support Obligation (Line 18d minus Line 19b minus Line 20 plus Line 21p; if calculation results in a negative amount, enter "0"). Annual child support obligation"**

*Take the child support obligation on Line 18d and subtract the amounts for the parenting time order and derivative benefit on Line 19b and Line 20. Then add that amount to the child care costs on Line 21p. Enter the calculated amount on Line 22. If the calculation results in a negative amount, enter "0". This is the adjusted annual child support obligation for each parent.*

Line 22 only applies to the non-custodial parent for each household.

- When completing the calculation for parent A as the custodial parent, enter only the information for parent B's adjusted child support obligation. Parent A's box will be shaded out so that the only enterable information is for parent B as the non-custodial parent.
  - When completing the calculation for parent B as the custodial parent, enter only the information for parent A's adjusted child support obligation. Parent B's box will be shaded out so that the only enterable information is for parent A as the non-custodial parent.
-

## V. Cash Medical

### Line 23

#### “Cash Medical Obligation”

*Enter the amounts on Lines 23a and 23b to determine the cash medical obligation for children subject to this order in each household.*

Each parent will be responsible for a cash medical obligation to be applied towards ordinary medical expenses for the child(ren) of the order in each household. The annual cash medical amount is \$510.21 per child for each child of the order. Any medical expenses over \$510.21 per year will be considered extraordinary medical expenses.

### Line 23a

#### “Annual combined cash medical support obligation”

*Enter the annual combined cash medical support obligation for the children subject to this order in each household. The annual cash medical obligation is \$510.21 per child for the child(ren) with each parent. Use the following table to determine the cash medical obligation for the number of children of the order:*

Table 3. Cash Medical Obligation	
Number of Children	Annual Cash Medical Amount
1 Child	\$510.21
2 Children	\$1,020.42
3 Children	\$1,530.63
4 Children	\$2,040.84
5 Children	\$2,551.05
6 Children	\$3,061.26

**Note:** If there are more than six children on the order, add an additional \$510.21 for each child thereafter.

### Line 23b

#### “Multiply Line 23a by Line 17 for each parent. This is the annual cash medical obligation for each parent”

*Take the amount from Line 23a and multiply it by the percentage of each parent’s income found on Line 17. This amount is each parent’s responsibility of the annual cash medical order.*

Line 23 only applies to the non-custodial parent for each household.

- When completing the calculation for parent A as the custodial parent, enter only the information for parent B’s cash medical support obligation. Parent A’s box will be shaded out so that the only enterable information is for parent B as the non-custodial parent.
- When completing the calculation for parent B as the custodial parent, enter only the information for parent A’s cash medical support obligation. Parent B’s box will be shaded out so that the only enterable information is for parent A as the non-custodial parent.

## VI. Recommended Monthly Orders for Decree

### Line 24

#### “ANNUAL CHILD SUPPORT AMOUNT (Line 22)”

*Enter the child support obligation for each parent from Line 22.*

*In the “NET SUPPORT OBLIGATION” column on Line 24, enter the difference between parent A’s obligation and parent B’s obligation (the higher obligation minus the lower obligation).*

**Note:** The parent with the higher obligation will be the child support obligor for all children subject to this order. (If the calculation is done for Line 32, the child support obligor will not be determined until that line item is completed).

### Line 25

#### “MONTHLY CHILD SUPPORT AMOUNT (Net Support Obligation amount from Line 24, divided by 12)”

*Use the “NET SUPPORT OBLIGATION” from Line 24 and divide that amount by 12. Enter this amount in the column for the child support obligor (the parent with the higher obligation on Line 24).*

**Note:** ONLY one amount will be listed on Line 25, in the column for parent A’s obligation, **OR** parent B’s obligation, **NOT BOTH**.

## Line 26

**“Line 26 is ONLY completed if the court orders any deviation(s) to child support. (See sections 3119.23, 3119.231 and 3119.24 of the Revised Code)”**

The court may order a deviated amount of child support that would otherwise result from the use of the basic child support schedule and the worksheet.<sup>27</sup> See ORC sections 3119.23, 3119.231 and 3119.24 for factors the court may consider in granting a deviation and other relevant deviation information.

**Note:** The court may have granted an upward or downward deviation as a specific dollar amount or a percentage value. If a percentage value was granted, convert the percentage to a dollar amount to enter on the worksheet. A court may also order multiple deviations (e.g., under sections 3119.23 or 3119.231 of the Revised Code) and one may be an upward deviation and the other may be a downward deviation.

## Line 26a

**“For 3119.23 factors (Enter the monthly amount)”**

*Enter the monthly deviation amount, if applicable.*

The CSEA cannot grant a deviation. This can only be done by the court. If the court child support order under review contains a deviation, the CSEA shall apply the deviation from the existing order to the revised amount of child support, as long as the CSEA can determine the monetary or percentage value of the deviation.<sup>28</sup>

## Line 26b

**“For 3119.231 extended parenting time (Enter the monthly amount)”**

*Enter the amount that the courts determine should be deviated from the guidelines on Line 26b.*

## Line 26c

**Total of amounts from Line 26a and Line 26b**

*Combine the amounts from Line 26a and 26b, and enter the amount on Line 26c.*

---

## Line 27

**DEVIATED MONTHLY CHILD SUPPORT AMOUNT (Line 25 plus or minus Line 26c)**

*Enter the deviated monthly child support amount by adding or subtracting Line 26c from Line 25. Line 27 is ONLY completed if there is an amount on Line 26c.*

---

## Line 28

**“ANNUAL CASH MEDICAL AMOUNT (Line 23b)”**

*Enter the cash medical obligation for each parent from Line 23b.*

***In the “NET SUPPORT OBLIGATION” column on Line 28, enter the difference between parent A’s cash medical obligation and parent B’s cash medical obligation (the higher obligation minus the lower obligation).***

## Line 29

**“MONTHLY CASH MEDICAL AMOUNT (Net Support Obligation amount from Line 28, divided by 12)”**

*Use the “NET SUPPORT OBLIGATION” for cash medical from Line 28 and divide that amount by 12. Enter this amount in the column for the parent with the higher obligation on Line 28.*

**Note:** Only one amount will be listed on Line 29, in the column for either parent A’s obligation or parent B’s obligation, NOT BOTH.

---

## Line 30

**“Line 30 is ONLY completed if the court orders a deviation to cash medical (See section 3119.303 of the Revised Code)”**

**Note:** The court may have granted an upward or downward deviation as a specific dollar amount or a percentage value. If a percentage value was granted, convert the percentage to a dollar amount to enter on the worksheet.

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<sup>27</sup> ORC 3119.22  
JFS 07766 (Rev.8/2024)

<sup>28</sup> ORC 3119.63

### Line 30

#### **"Cash Medical Deviation amount (Enter the monthly amount)"**

*Enter the monthly deviation amount, if applicable.*

The CSEA cannot grant a deviation. This can only be done by the court. If the court cash medical support order under review contains a deviation, the CSEA shall apply the deviation from the existing order to the revised amount of cash medical, as long as the CSEA can determine the monetary or percentage value of the deviation.

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### Line 31

#### **"DEVIATED MONTHLY CASH MEDICAL AMOUNT (Line 29, plus or minus Line 30)"**

*Enter the deviated monthly cash medical support amount by adding or subtracting Line 30 from Line 29. Line 31 is ONLY completed if there is an amount on Line 30.*



**"Lines 32 and 33 are ONLY completed if you have one parent with a child support obligation (Line 25 or Line 27) and the other parent with a cash medical obligation (Line 29 or Line 31)."**

### Line 32

#### **"Enter amounts from Line 25 or Line 27 and Line 29 or Line 31"**

*Enter Line 25 or Line 27 in the respective parent column. Enter Line 29 or Line 31 in the respective parent column. In*

*the "NET SUPPORT OBLIGATION" column on Line 32, enter the difference between parent A's obligation and parent B's obligation (the higher obligation minus the lower obligation).*

**Note:** The parent with the higher obligation will be the child support and cash medical support obligor for all children subject to this order.

---

### Line 33

#### **"MONTHLY SUPPORT AMOUNT (Net Support Obligation amount from Line 32)"**

*Use the "NET SUPPORT OBLIGATION" from Line 32 and enter this amount in the column for the child support obligor (the parent with the higher obligation on Line 32).*

**Note:** ONLY one amount will be listed on Line 33, in the column for parent A's obligation, **OR** parent B's obligation, **NOT BOTH**.

---

### Line 34

#### **"Enter ONLY the total monthly obligation for the parent ordered to pay support (Line 25 or Line 27, plus Line 29 or Line 31, or Line 33)"**

*For the parent ordered to pay child support, add Line 25 or Line 27 and Line 29 or Line 31. Enter this amount in Line 34 to get the total monthly obligation. If there is an amount in Line 33, enter only that amount on Line 34. The support order amount includes both child support and cash medical support.*

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## Tables

<b>Table 1. Obligation Multipliers for Seven or More Children<sup>29</sup></b>	
<b>Number of Children</b>	<b>Multiplier Using 3-Child Amount as Base</b>
7 Children	1.440 X 3-child amount
8 Children	1.540 X 3-child amount
9 Children	1.638 X 3-child amount
10 Children	1.734 X 3-child amount
11 Children	1.827 X 3-child amount
12 Children	1.919 X 3-child amount
13 Children	2.008 X 3-child amount
14 Children	2.096 X 3-child amount
15 Children	2.182 X 3-child amount

<b>Table 2. Maximum Allowable Child Care Costs<sup>30</sup></b>	
<b>Age</b>	<b>Annual Amount</b>
Infant - New born through 17 months	\$14,536
Toddler -18 months through 35 months	\$13,147
Pre-school - 3 years old through 5 years old	\$11,664
School-age - 6 years old through 12 years old	\$8,159

<b>Table 3. Cash Medical Obligation<sup>31</sup></b>	
<b>Number of Children</b>	<b>Annual Cash Medical Amount</b>
1 Child	\$510.21
2 Children	\$1,020.42
3 Children	\$1,530.63
4 Children	\$2,040.84
5 Children	\$2,551.05
6 Children	\$3,061.26

<sup>29</sup> ORC 3119.021

<sup>30</sup> 2022 Child Care Market Rate Survey, as required by ORC 3119.05

<sup>31</sup> Medical Expenditure Panel Survey (MEPS), 2021, conducted by the U.S. Health Services for health care research and quality, as required by ORC 3119.302

## Appendix

The Appendix contains the following JFS Forms to complete a guideline calculation. Please see the following pages for the:

- JFS 07767, “Basic Child Support Schedule”
  - JFS 07768, “Sole/Shared Child Support Computation Worksheet”
  - JFS 07769, “Split Parenting Child Support Computation Worksheet”
- 

- The rules and forms in the Child Support Program Manual (CSPM) can be accessed at:

<http://emanuals.jfs.ohio.gov/>

Or on the ODJFS Forms Central Internet page at:

<http://www.odjfs.state.oh.us/forms/inter.asp>

- A web version of the Ohio Child Support Calculator can be found at:

<https://ohiochildsupportcalculator.ohio.gov/home.html>

**Please Note:** The Ohio Child Support Calculator provides an estimate of the support obligation that may or may not be used in a court or administrative support order.



## Department of Job & Family Services

Mike DeWine, Governor, State of Ohio

Matt Damschroder, Director, Ohio Department of Job and Family Services JFS

07766 (Rev. 8/2024)

This institution is an equal opportunity provider and employer.

A proud partner of the American Job Center network.

ACTION: Original

# Ohio Department of Job and Family Services

DATE: 08/05/2024 2:35 PM

## DAILY TIME SHEET FOR NON-DEDICATED PRINCIPAL STAFF

Contract Number: <contract #>

Contractor: <contractor>

Name: <name>

Job Title: <job title>

Date	Time Spent on Reimbursable Activities	Time Spent on Non-Reimbursable Activities	Description of Reimbursable Activity	Case Number	SETS Case Number (if available)
Totals:					

### Certification Statement:

I certify that the above information is correct and in accordance with the terms of the IV-D contract.

I worked <hours> on reimbursable activities and <hours> on non-reimbursable activities, for a total of <total hours> on activities during the month of <month>.

**Signature**

Date \_\_\_\_\_

Ohio Department of Job and Family Services

<County Name> County CSEA  
<CSEA Address 1>  
<CSEA Address 2>  
<CSEA City, State, ZIP>

Ohio Department of Job and Family Services  
Office of Child Support  
Fiscal Administration, Contract Unit  
P.O. Box 183203  
Columbus, Ohio 43218-3203

Date: <Print Date>

Ohio Department of Job and Family Services  
**IV-D CONTRACT COVER LETTER**

The IV-D Contract is between the <County Name> County Child Support Enforcement Agency (CSEA) and the:

- ☐ Clerk of Court
- ☐ County Prosecutor
- ☐ Court of Common Pleas, Juvenile Division
- ☐ Court of Common Pleas, Domestic Relations Division
- ☐ Sheriff
- ☐ Other Legal Services Provider
- ☐ Other: <describe the IV-D contract>

This IV-D Contract is for the following services:

- ☐ Clerk of Court filing services
- ☐ Legal Services
- ☐ Magistrate Services
- ☐ Service of Process
- ☐ Security
- ☐ Other: <describe the IV-D contract>

The unit rate (or justified unit rate) is \$<dollar amount>per <hour, hearing, etc.> (from paragraph 4A of the JFS 07018).

The IV-D Contract effective dates are: <beginning date> to <ending date>. The IV-D Contract Amendment, if applicable, effective dates are: <beginning date> to <ending date>.

A copy of the following forms are being submitted to the Office of Child Support (OCS) in accordance with Ohio Administrative Code (OAC) rule 5101:12-1-80.2 (please check the type of IV-D contract that applies and check each form that you have attached):

- ☐ IV-D Contract with Governmental Entity
  - ☐ JFS 01772 "IV-D Contract Cover Letter"
  - ☐ JFS 07018 "IV-D Contract" and attached document that describes the performance standards
  - ☐ JFS 07020 "Governmental Contractor IV-D Contract Budget"
  - ☐ Commissioners' resolution or minutes
  - ☐ JFS 07016 "IV-D Contract Security Addendum"
  - ☐ Appropriate summary page of the county cost allocation plan, if applicable
  - ☐ Verification from sheriff that the sheriff charges other agencies service of process fees, if applicable and in accordance with OAC rule 5101:12-1-60

- ☐ IV-D Contract Amendment with Governmental Entity
  - ☐ JFS 01772 "IV-D Contract Cover Letter"
  - ☐ JFS 07037 "IV-D Contract Amendment" and attached document that describes the amended performance standards, if applicable
  - ☐ JFS 07020 "Governmental Contractor IV-D Contract Budget"
  - ☐ Commissioners' resolution or minutes

<input type="checkbox"/>	IV-D Contract with Private Entity
<input type="checkbox"/>	JFS 01772 "IV-D Contract Cover Letter"
<input type="checkbox"/>	JFS 07018 "IV-D Contract"
<input type="checkbox"/>	JFS 07015 "Certification of Compliance with Competitive Sealed Bid Requirements"
<input type="checkbox"/>	Commissioners' resolution or minutes
<input type="checkbox"/>	JFS 07016 "IV-D Contract Security Addendum"

<input type="checkbox"/>	IV-D Contract Amendment with Private Entity
<input type="checkbox"/>	JFS 01772 "IV-D Contract Cover Letter"
<input type="checkbox"/>	JFS 07037 "IV-D Contract Amendment"
<input type="checkbox"/>	Commissioners' resolution or minutes

The CSEA hereby certifies that:

- ☐ All required documents have been reviewed
- ☐ All required documents are included
- ☐ All mathematical calculations are correct
- ☐ This submission is timely
- ☐ All required dated signatures have been obtained
- ☐ Other: <describe the additional determinations>

---

Signature

Printed Name: <Name of person attesting to document review>

Telephone Number: <telephone number of the CSEA contact>

<County Name> CSEA  
<CSEA Address line 1>  
<CSEA Address line 2>  
<CSEA city, state, & zip code>

DATE: 08/05/2024 2:35 PM  
Telephone Number: <CSEA Local phone #>  
Toll Free Number: <CSEA 800 #>  
Fax Number: <CSEA Fax #>

Ohio Department of Job and Family Services  
Office of Child Support  
PO Box 183203  
Columbus, Ohio 43218-3203

Contractor: <contractor name>  
<contractor's address>  
<contractor's address>  
<contractor's city, state, & zip code>

Date of Completion: <date completed>  
Date Sent to Contractor: <date sent>  
Date Sent to the Office of Child Support (OCS): <date sent>  
Name of Evaluator: <name>

ODJFS Contract Number: <contract #>

IV-D Contract Period: <mm/dd/ccyy> through <mm/dd/ccyy>

Ohio Department of Job and Family Services  
**IV-D CONTRACT EVALUATION**

This annual IV-D contract evaluation has been completed for the IV-D contract indicated above.

**The following review standards apply to a IV-D contract with either a governmental entity or a private entity.**

The Child Support Enforcement Agency (CSEA) has reviewed the contractor's performance according to the following review standards and has inserted the results of the review below:

- ☐ Contractor compliance with the child support program, as described in the rules in division 5101:12 of the Ohio Administrative Code (OAC).

**Result of review:** <results>

- ☐ Contractor compliance with the IV-D contract performance standards, as described in paragraph 6 of the JFS 07018 (IV-D Contract).

**Result of review:** <results>

- ☐ Deficiencies identified, including concerns of the Office of Child Support (OCS) and the Office of Fiscal and Monitoring Services (OFMS) within the Ohio Department of Job and Family Services (ODJFS).

**Summary of deficiencies:** <summary>



**The following review standards apply ONLY to a IV-D contract with a governmental entity.**

The CSEA has reviewed the contractor's performance according to the following review standards and has inserted the results of the review below:

☐ The expenditure levels of the governmental contractor.

**Result of review:** <results>

☐ The production of units of service from the governmental contractor.

**Result of review:** <results>

☐ The justified unit rate.

**Result of review:** <results>

If a Process Improvement Plan (PIP) is needed, describe the PIP:  
<details of PIP>

#### **Certification Statement**

I certify that the CSEA and contractor have complied with the requirements described in paragraph (C)(2) of OAC rule 5101:12-1-80.3, and the CSEA and contractor have reconciled actual expenses during the IV-D contract period.

---

Signature of CSEA's Representative

---

Printed Name of CSEA's Representative

Ohio Department of Job and Family Services  
**IV-D CONTRACT AMENDMENT**

The <county> County Child Support Enforcement Agency (CSEA) and <contractor> hereby agree to amend the IV-D Contract, as contained in the JFS 07018 (IV-D Contract) and other JFS IV-D contract forms or documents which are incorporated by reference herein, which became effective on <date> and are referred to as ODJFS Contract Number <contract #>.

Nothing in this IV-D Contract Amendment shall be construed contrary to state or federal laws and regulations.

The CSEA or Contractor may modify the language in this IV-D Contract Amendment, provided that both the CSEA and the Contractor agree to the modifications, the CSEA submits the proposed modifications to the Office of Child Support (OCS), and OCS accepts the modifications. If the CSEA or Contractor modifies the language in this IV-D Contract Amendment without the agreement of both parties to the IV-D Contract Amendment and acceptance from OCS, the modified IV-D Contract Amendment will have no force or effect of law.

The following IV-D Contract Terms that are checked will be amended:

☐ **IV-D Contract Period:** The IV-D Contract is effective from <mm/dd/ccyy> through <mm/dd/ccyy>, unless terminated earlier in accordance with the terms listed in paragraph 23 of the JFS 07018. The IV-D Contract period shall not exceed twelve (12) months. The CSEA and contractor may agree upon a IV-D contract period that is less than twelve (12) months.

☐ **Unit of Service:** Subject to the terms and conditions set forth in this IV-D Contract, the CSEA agrees to purchase and the Contractor agrees to provide the following Unit of Service for a IV-D case: <describe the unit of service>.

The CSEA and the Contractor certify that all units of service are eligible for federal financial participation (FFP) reimbursement in accordance with rules 5101:12-1-60 and 5101:12-1-60.1 of the Ohio Administrative Code, the IV-D Contract rules, and 2 CFR, Subtitle A, Chapter II, Part 225 (Circular A-87 of the Federal Office of Management and Budget).

☐ **Optional Purchase of Non-CSEA Initiated Activities:** In a IV-D Contract with a court for magistrate services, the CSEA may elect to purchase non-CSEA initiated activities in addition to CSEA initiated activities. If the CSEA elects to purchase non-CSEA initiated activities in addition to CSEA initiated activities, the CSEA and the court shall signify the decision by placing their initials on the lines below.

\_\_\_\_\_  
Initials of Authorized CSEA Representative

\_\_\_\_\_  
Initials of Authorized Court Representative

☐ **IV-D Contract Costs:**

**A. Unit Rate:** The Unit Rate (or Adjusted Unit Rate, if applicable) for this IV-D Contract is \$<dollar amount> per Unit of Service as determined by:

- The calculation listed in the JFS 07020 (Governmental Contractor IV-D Contract Budget) for a IV-D contract with a governmental entity; or
- The procurement process for a IV-D contract with a private entity.

**B. Total IV-D Contract Cost:** The Total IV-D Contract Cost is \$<100% of IV-D contract cost>.

☐ **Availability of Funds:** The CSEA certifies that it has adequate funds to meet its obligations under this IV-D Contract, that it intends to maintain this IV-D Contract for the full period set forth herein, that it believes that it will have sufficient funds to enable it to make all payments due hereunder during such period, and that it will use its best effort to obtain the appropriation of any necessary funds during the term of this IV-D Contract.

**A.** Payments for all services provided in accordance with the provisions of this IV-D Contract are contingent upon the availability of the non-federal share and FFP reimbursement, as follows:

	Amount	Source
Non-Federal Share	\$<\$ amount>	Local Sources
FFP Reimbursement	\$<\$ amount>	
Total IV-D Contract Cost	\$<\$ amount>	

**B.** The CSEA certifies that the non-federal share is not provided from any source that is prohibited by state or federal law.

☐ **Performance Standards:** The performance standards shall be based upon the requirements in 45 CFR Part 303. The performance standards are attached to this IV-D Contract Amendment in a separate document with a label at the top of the first page that reads, "Performance Standards."

☐ **Access to the Public:** The CSEA and the Contractor agree to make all reasonable efforts to allow public access by providing services between the hours of <beginning hour> and <ending hour> on the following days <days> with the exception of the following days: <holidays or other days closed>.

**IV-D Contract Amendment Signatures:**

Signature of CSEA's Representative	Printed Name of CSEA's Representative <name>
Date of Signature	

Signature of Contractor's Representative	Printed Name of Contractor's Representative
Date of Signature	Printed Street Address of Contractor
Printed Title of Contractor's Representative	Printed City, State, and Zip Code of Contractor

Signature of County Commissioner or Representative	Date of Signature
Signature of County Commissioner or Representative	Date of Signature
Signature of County Commissioner or Representative	Date of Signature
Signature of Prosecutor, if required by County Commissioners	Date of Signature