

## Instructions for Completing this JFS 01849 Request & Information Regarding the Administrative Adjustment Review Process

By submitting this JFS 01849, you are asking Montgomery County Child Support Enforcement Agency (MCCSEA) to conduct an Administrative Adjustment Review of your support order, also known as a “modification.” The information below will explain this process and its requirements.

### Administrative Adjustment Review (AAR) is a two-step process

#### **STEP 1:**

Complete and sign the JFS 01849. Submit pages 1-3 to MCCSEA. This request must include your name, current address, case number (10-digit number starting with 7), order number, and the names of the Obligor (payor) and Obligee (support recipient). **Your request will be denied if the JFS 01849 is not signed.** If your address is different from the address listed on the JFS 01849, provide your new address at the bottom of page 3. Keep this info sheet to guide you through the AAR process.

If your most recent support order was calculated over 36 months ago, your case is timeframe eligible for review. Check the first box on page 1. No evidence is required. You are automatically eligible.

If your last support order was calculated less than 36 months ago, your case is not timeframe eligible. MCCSEA can only modify your order if you qualify for an “early review.” You must provide evidence that you meet at least one of 15 criteria listed on the JFS 01849. Read these criteria carefully. Only check boxes if you have evidence supporting those criteria. **If you fail to attach evidence, your request will likely be denied.** If you request an AAR because the other party’s income has changed, MCCSEA will review its databases for confirmation. You can contact MCCSEA prior to submitting the JFS 01849 and ask us to issue an Employer Verification to the other party’s current employer.

#### **STEP 2:**

If your request is approved, you will receive an Administrative Adjustment Review Notification (JFS 07606) that lists the date of your scheduled AAR. The JFS 07606 includes a 5-page financial “affidavit” (JFS 00593). **You must sign and return this affidavit on or before your review date or your AAR will be dismissed.** To ensure your order is accurately calculated, answer all questions even if the answer is “\$0.00” or “N/A.” Attach supporting documentation. MCCSEA cannot tell you if we have all the evidence we need, as only you will ever know the full extent of your income sources and costs. However, your documentation must be current. At minimum, you must provide the cost of **private** health insurance **available** through your employer or currently in effect through an employer, spouse, union, private policy, Tricare, or exchange. Please attach a copy of your health insurance card if coverage is currently in effect.

Common attachments include: 1) recent pay stubs or an employer statement verifying your gross income, 2) tax returns (with all schedules and attachments), 3) 3<sup>rd</sup> party verification of current childcare costs (listing the names, ages and costs for each child in childcare, the number of weeks you pay for care, and contact info), 4) birth certificates for other natural/adopted minor child/ren, 5) Social Security award letters (including derivative benefits paid to your child/ren), 6) evidence of workers or unemployment compensation, and 7) if you cannot work, a physician statement that you are medically unable to work for twelve months or more, which also indicates when you can return to work 8) evidence of your incarceration and its expected duration.

**Do not attach household, auto, utility, or medical bills. They will not be considered. Also, DO NOT SEND ORIGINAL DOCUMENTS. MCCSEA will not make copies or return any attachments.**