



RAYMOND F. PRZYBELSKI, DIRECTOR  
(715) 345-5350 Or Toll Free (866) 920-2525  
FAX (715) 345-5966  
E-MAIL: pchhsd@co.portage.wi.us

RUTH GILFRY CENTER  
817 WHITING AVENUE  
STEVENS POINT, WI 54481-5246

### **IS IT TIME TO REVISE YOUR CHILD SUPPORT ORDER?**

Under federal regulation 45 CFR 303.8 each state is required to have procedures to review and, if appropriate, adjust the child support order according to the state's guidelines. The review must occur every 3 years if there is TANF (W2 or Kinship Care) assignment, or upon the request of either party every 3 years if there is no TANF assignment.

If a request for review is received outside of the 3-year cycle, the state must review and, if the requesting party demonstrates a substantial change in circumstances, adjust the order according to the state's guidelines.

The State of Wisconsin will auto-generate review documents for all IVD child support cases with a current support order every 33 months.

Wisconsin Bureau of Child Support Policy requires that a review must be concluded within **180 days** from the date the review request was received by the Child Support Agency.

**ALL CHILD SUPPORT AND MEDICAL SUPPORT ORDERS MODIFIED BY THE PORTAGE COUNTY CHILD SUPPORT AGENCY WILL BE MODIFIED TO DCF 150 GUIDELINES WITHOUT EXCEPTION.**

### **HOW TO REQUEST A CHILD SUPPORT REVIEW:**

1. Contact the Child Support Agency at 715-346-1588 to request paperwork to begin the review process.
2. Return Review Request Form and all required supporting documents to the Child Support Agency.  
(This starts the 180 day timeline requirement.)

**IMPORTANT:** If the date of your last review was less than 3 years ago, **YOU MUST** provide proof of a substantial change in circumstances. *The Child Support Agency is only required to review the order if the requesting party can demonstrate a substantial change in circumstances.*

Due to the high volume of review requests received in the Child Support Agency, any request received outside of the 3 year window, without proof of the substantial change, will be denied.

### **What is a substantial change in circumstances?**

- Court ordered change in placement.
- 33 months have elapsed since the date of the last order.
- Child is now receiving benefits from the State of Wisconsin.
- Change in income and/or health insurance which would change the child support order by at least **15% and \$50.00** per month.

### **OTHER OPTIONS:**

- File a pro-se motion for review. Contact the Family Law Information Center at 715-344-3677 for assistance.
- If the parties agree to the modification and it conforms to DCF 150 guidelines, they can file a pro-se stipulation to modify the order. Forms may be obtained at the Family Law Information Center on the 2<sup>nd</sup> floor of the Portage County Courthouse or by calling 715-344-3677.
- Consult with a private attorney.
- Request mediation through the Family Court Commissioner.