

Modification Interview Step 1	Additional Information Version 1: 12/30/2020
<p>Modification request packet is requested/completed by the requesting party, either CP or NCP.</p> <p>The case must be reviewed to determine if the case meets the following modification criteria:</p> <ul style="list-style-type: none"> ❖ The youngest child will not emancipate in less than one year ❖ A current support order exists and if no current support order exists, the children have not emancipated. <ul style="list-style-type: none"> ○ If the \$0 is due to incarceration/disability and circumstances have not changed, the modification will not be processed. ○ Orders that have been terminated must be re-established. Refer case to the appropriate Paternity & Establishment team for processing. ❖ Ensure Arizona has jurisdiction to modify and/or register the order. If neither the order nor the parties are in Arizona, the order cannot be modified unless the parties agree to consent to Arizona jurisdiction. ❖ If CP is requesting modification and current support is accruing but the case is not in current paying status, the case may need to be reviewed for enforcement action. ❖ If the order is not from Arizona but one of the parties resides in Arizona, the modification should be processed in the state of the non-requesting party. 	<ul style="list-style-type: none"> ❖ The requesting party should provide all necessary documents at the time of their request. All new requests must include the following documents, or the modification review will not occur: <ul style="list-style-type: none"> ○ Completed Affidavit of Financial Information (AFI) for Child Support ○ Signed Agreement to Accept Service by Mail with the <i>requesting parties</i> mailing address and dated within the last 30 days. ○ A photocopy of a valid driver's license or other government-issued identification card. ○ Birth certificates for biological or adopted children who are listed on the AFI as living with the client ○ If court order is less than 3 years old, proof of change in circumstances is required ○ If daycare expenses are listed on the AFI, proof of cost is required. ○ If client lists medical/dental premiums on the AFI, proof of cost is required. ❖ The requesting party should be asked to provide the following documents, however, not providing these documents will not prevent the modification review from occurring: <ul style="list-style-type: none"> ○ If employed, 2 most recent paystubs; OR ○ Most recent W-2 or 1099 forms from all sources of income; OR ○ Federal income tax return for the last 3 years (especially if self-employed) ❖ If the non-requesting party is submitting their modification packet, review their packet for necessary documents but do not deny their submission.
<p>Review completed Modification Packet</p>	<ul style="list-style-type: none"> ❖ Complete a Family Safety Questionnaire before the interview begins. ❖ Review the Modification Packet with the customer to ensure all portions of the packet is filled out completely and correctly.
<p>Review Affidavit of Financial Information (Required document for the requesting party)</p> <p>This document gathers the financial information that will be needed to conduct the modification review. The review will determine if there is a 15% change in circumstances based on the information provided by the client.</p> <p>Review Affidavit of Financial Information</p>	<ul style="list-style-type: none"> ❖ 1. General Information <ul style="list-style-type: none"> ○ (C) Date of Marriage/Date of Divorce refers to the marriage/divorce dates of the parties on the case. ○ (F) If additional biological children are living in the household, they should be listed here. Birth certificates will be needed to consider these children during the modification review. ❖ 2. Employment Information <ul style="list-style-type: none"> ○ If client is employed, employment information must be updated; OR ○ If the client is unemployed, information about their last employer should be provided and the reason for leaving the job ○ Asking for copies of federal taxes for the last 3 years is important if the client is self-employed. ❖ 3. Education/Training

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	<ul style="list-style-type: none"> ○ Gathering this information is helpful to the Attorney General’s Office when income is being disputed. ❖ 4. Gross Monthly Income <ul style="list-style-type: none"> ○ Client must list all income sources (including employers, SSI, SSD, VA benefits, unemployment insurance). ❖ 5. Self-Employment Income <ul style="list-style-type: none"> ○ Ask the client for a copy of the Schedule C for their business as it will assist in the modification review. ○ This document can be e-mailed or dropped off before within the next 5 days to be considered in the review. ❖ 6. Self-Employed or Currently Unemployed <ul style="list-style-type: none"> ○ This section is <i>required</i> if the client is self-employed or currently unemployed ❖ 7A,B. Schedule of all Monthly Expenses <ul style="list-style-type: none"> ○ The client will document how much they are paying for health, dental and/or vision insurance for the children on the case. If the insurance premiums are combined as family costs, the breakout for only the children on the case is needed. ○ In order to include these costs during the modification review, proof of cost for the premiums is required. ❖ 7C. Child Care Costs <ul style="list-style-type: none"> ○ The client will document how much they are paying for child care costs for the children on the case/order. ○ In order to include these costs during the modification review, proof of daycare expenses is required ❖ 7D. Extraordinary Expenses ❖ 7E. Court Ordered Child Support <ul style="list-style-type: none"> ○ Client will list court ordered child support ○ Proof of payments will be needed if not on ATLAS ❖ 7F. Court Ordered Spousal Maintenance <ul style="list-style-type: none"> ○ Client will list court ordered spousal support ○ Proof of payments will be needed if not on ATLAS (ie: pay history from another state) ❖ 8. Parenting Time/Visitation <ul style="list-style-type: none"> ○ The parenting time should reflect how much time the non-custodial parent spends with the children on the order per year.
<p>Review Agreement to Accept Service by Mail (Required document for the requesting party) This document allows the client to be served with court information by mail.</p> <p>If a court hearing is scheduled, the court date will be provided to the client by mail.</p>	<ul style="list-style-type: none"> ❖ The name of the client must be listed on the document. ❖ The mailing address of the client must be listed on the document. ❖ The document must be signed, and dated within the last 30 days.

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<p>If a court hearing is not being scheduled but a change in the child support amount is proposed, the client will receive information by mail about the proposed change and how to request a court hearing if they disagree with the new amount.</p>	
<p>Information about the Non-Requesting Party</p>	<ul style="list-style-type: none"> ❖ Ask the client for locate information about the non-requesting party (other party). Advise the client that a modification packet will be mailed to the other party and will be allowed 10 days to return their packet. ❖ Ask the client if they believe the non-requesting party would be interested in agreeing to a modified child support amount (stipulation) ❖ If the non-requesting party is the non-custodial parent, advise the CP that enforcement actions may be pursued before the modification action is taken.
<p>Update ATLAS & route document for imaging</p>	<ul style="list-style-type: none"> ❖ Enter CAAL E8827 MODIFICATION PACKET REC'D and document who is requesting the modification review and identify the documents completed/provided. ❖ Enter Family Safety CAAL narrative as appropriate to indicate if family safety is an issue or not. ❖ Scan the modification packet and the interview worksheet.