

## How to Request a Review

Contact your child support technician for the proper forms that are required. You will be required to provide the following:

- Your full name
- Your Social Security number
- The reason you need your child support order reviewed
- Information which shows why the change is needed such as
  - \* pay stubs
  - \* child care receipts
  - \* proof of health insurance
  - \* Parenting Time Order or Agreement

An online form for requesting a review can be found on the Child Support Enforcement website:

<http://www.childsupport.state.co.us>

## Review and Adjustment Process

- A party requests a review
- Each party provides income information
- A child support guideline calculation is done
- If a change is needed, an agreement can be signed
- The agreement is filed with the court or, if there is no agreement, a Motion to Modify is filed with the court

The Colorado Child Support Guidelines found at C.R.S. §14-10-115 are used to determine if the child support order should change.

When the review is started, both parties will receive a request to provide information by a certain date. The request may also ask the parties to go to the Child Support Enforcement Office on a specific date for a negotiation conference.

The law says that an order may change if there is at least a 10% difference from the current amount of child support ordered.

You will have a specific amount of time to make challenges if there is a mathematical or factual error in the guideline calculation.

If an agreement is not signed, a court hearing will be requested.

## Deadlines Are Important

During the review and adjustment process, there will be deadlines that you must meet. If you are unable to meet a deadline, you must contact your child support technician.

## Child Support Concerns

Please contact:

Mindy Purcell  
Child Support Program Manager  
Phone (719) 583-6160  
Fax (719) 583-6946

[mindy.purcell@dss.co.pueblo.co.us](mailto:mindy.purcell@dss.co.pueblo.co.us)

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## QUICK FACTS ON CHILD SUPPORT PROGRAMS

Welcome to the Pueblo County Department of Social Services. We offer programs to help individuals, including mothers, fathers, grandparents, and other caretakers with child support issues. This brochure contains only brief information about child support services. In many cases, interviews are required and you must complete an application with supporting documents.

For more information on how to apply, call 719-583-6160.



Pueblo County Department of  
Social Services

Main Office  
320 W 10 St.  
Suite 207  
Pueblo, CO 81001  
719-583-6160 TTDY-719-583-6194 Fax-719-583-6748

North Office  
805 Desert Flower Blvd  
Pueblo, CO 81001  
719-253-7800 Fax-719-253-7943

## BUILDING YOUR CHILDS FUTURE

The Mission of the Colorado Child Support Enforcement Program is to ensure that parents support their children. We believe that child support services provide hope as well as support to our children. We want to emphasize that children need the support of both parents.

When providing child support services, Federal and State laws are followed. The Pueblo County Child Support Enforcement Division provides the following services:

- Locating parents
- Establishing paternity
- Establishing support orders
- Modifying support orders
- Enforcing support orders
- Establishing and enforcing medical support orders

### Child Support Establishment

For the Child Support Enforcement Division to establish an order, you will need:

- Valid Colorado ID
- Completed application (a \$20 fee may apply)
- Proof of monthly income
- Birth Certificates
- Social Security Cards for all household members
- Daycare verification

Our office will establish paternity (legally establish the father of the child) if necessary, establish a child support order and a medical support order. Either the custodial or non-custodial party may apply for our services.

During the interview, the child support technician will review the application and decide if any additional information is required.

## Child Support Enforcement

If you already have a child support order you may contact our office to enforce it. You will need:

- Valid Colorado ID
- Completed application (a \$20 fee may apply)
- Copy of your most recent child support order and supporting court documents
- Social Security cards for all members of the household
- Copy of payments made by non-custodial party or received by custodial party

Enforcing the child support order includes:

- Income withholding
- Driver's license suspension for non-payment
- Suspension of professional, occupational and recreational licenses for non-payment
- Garnishment of bank accounts for non-payment
- Interception of tax refunds, Workman's Compensation Benefits, Unemployment Compensation Benefits, gambling and lottery winnings
- Liens on personal and real property
- Credit Bureau reporting for non-payment
- Legal actions

## Child Support Payments

- If you work regularly, a Notice of Income Assignment will be sent to your employer
- Payments are made directly to the Family Support Registry
- Automatic scheduled withdrawals from your bank
- Pay by phone
- Check your payments through the Colorado Child Support website:

<http://www.childsupport.state.co.us>

## Receiving Child Support Payments

- Direct Deposit to bank account
- Check
- FSR Card

Contact The Family Support Registry

1-800-374-6558 or 1-303-299-9123

[fsrcustomerservice@state.co.us](mailto:fsrcustomerservice@state.co.us)

### Is it time for a change?

The Colorado Child Support Program wants to help families by making sure that child support orders fit each family's circumstances. If there have been changes in your life, your child support order may need to change too. Your child support order could change if one or more of the following has happened.

- An increase in either party's income
- A decrease in either party's income
- A party begins covering a child on health insurance
- An increase or decrease in child care or uninsured medical expenses
- A court order or court approved change in the number of overnights either party has with the child.
- A child reaches the legal age of emancipation for payment of child support

### How is a Child Support Order Changed?

The Colorado Child Support Program uses a process called "Review and Adjustment" to modify child support orders. The process usually starts with a written request from either party.