



Child Support can only be changed (“modified”) by an order. This can be a judicial or administrative order.

## Who can request a modification re-view?

Any of the following individuals can request a case be reviewed for Modification:

- The custodial person on the case (parent, grandparent, caregiver, etc.)
- The noncustodial parent on the case (mother or father)
- Child Support agencies



## How do I ask for a modification?

You can request a modification by:

- Contacting your local Child Support office
- Going to court where your order is located and filing the required paperwork
- Hiring a private attorney

## What do I need to provide?

Once you contact your local Child Support office, they will mail you modification paperwork to review. You will need to provide your income information and copies of documents to support your answers. You may be asked to provide some of these documents:

- Income and expense information
- Copies of your other child support orders
- Copies of recent paycheck stubs and income tax returns
- Proof of health insurance costs for your child(ren)
- Proof of child care costs
- Copies of birth certificates of all the children living in your home (that you are legally responsible)
- Proof of disability



## Does it cost anything to request a modification?

There is no cost to you if the Child Support office handles the modification. If you are filing your own Petition, you may have to pay for things such as attorney fees, filing fees, and costs for printing, mailing, and service.

## When can I ask for a modification?

You can request a modification whenever there is a life change that is considered a significant change in material circumstances. This means if any of the following happens:

- You were laid off from your job
- You got a job/ new job/ second job
- Your income or the other parent’s income has changed (increased or decreased)
- Your child’s custody or visitation situation has changed
- The number of children you are legally responsible for has changed (you have a new baby, child ages out or you adopt a child)
- You (or your child) becomes disabled

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*You are not guaranteed a modification upon the request of a review. Your case will be reviewed based upon the Tennessee Child Support Guidelines. Your current Child Support Order could be higher or lower depending on the circumstances or facts of the case.*

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