

Kent County Friend of the Court  
82 Ionia Ave NW  
PO Box 351  
Grand Rapids MI 49501-0351

Dear Parties:

We need your help. The Friend of the Court is reviewing whether your child support order should be changed.

By law, the Friend of the Court must review child support orders every three years if there is public assistance or if a party asks for a review. Also, we must review if there is a change in custody or a significant change to a parent's income.

We will use the information you provide to decide whether to recommend a change of your order using the Michigan Child Support Formula.

If you don't provide information, we may estimate your income or look for information through other sources. **This could mean a change to your order without your input.**

Please give us the following by Month DD, YYYY:

- Four most recent paycheck stubs
- **If you are self-employed**, your last three years of individual and business/partnership tax returns **including all schedules and statements**
- Completed Support/Income Review Questionnaire
- Childcare verification form (if you're paying for childcare)
- Overnight Parenting Time Verification form

**If you are a guardian**, we don't need the tax returns and paycheck stubs. You don't need to fill out income information in the packet.

See the next page of this letter for more information.

We look forward to working with you!

Thank you,

xxxxxxxxxxxxxxxx, Caseworker  
Kent County Friend of the Court

### QUESTIONS?

Call (616) 632-6778 or email  
foc.mail@kentcountymi.gov



Reviewing docket number: XXXXXXXXXX

## Frequently Asked Questions:

Q: What if I need more time?

A: Please call us at XXX-XXX-XXXX.

# FAQ

Q: What if I don't want a review?

A: If **you** requested the review, you can withdraw that request by letting us know in writing. Otherwise, the review is required by law. If you don't provide information, we may have to estimate your income or look for information in other sources.

Q: How can I return the questionnaire, tax returns, and paycheck stubs to your office?

A: You can bring them in person or mail them to us (be sure you use enough postage). If you use the MiChildSupport portal, you can scan or take a picture of the documents and send them to us as an attachment using the "Ask A Question" feature.

Q: Do I have to go to court to change my child support?

A: No. This process of changing your child support will not involve a court hearing unless someone objects to the support proposal.

Q: What if I don't have all the information you're asking for?

A: Provide what you can and let us know what you're having trouble with.

Q: What happens after I submit my information?

A: After FOC completes the review, we will mail a copy of the report and recommendation to both parties and one of the following things will occur:

- A proposed order will be issued (unless your case is still at Temporary status), and each party will have 21 days to object and request a hearing.
- Notice will be sent that there is not enough change recommended to modify child support (the change must meet the larger of 10% of the current obligation or \$50.00 per month).
- Notice will be sent that FOC is terminating the review and the reason for the termination.

Q: How long does this process usually take?

A: Although the statute allows us 180 days to complete a support review, we make every effort to complete the review within 90 days.