

HOW TO: Modify Child Support



People who pay child support can request modifications, changing the amount they are required to pay, in two ways – either through the courts, or through the [Department of Social Services](#) (DSS). This “How To” will discuss the DSS method which can often be faster, cheaper, and easier. All of the online processes will be through the [DSS homepage](#).

Step 1 - Determine if DSS Has a Record of the Case

Depending on how a Child Support Order was created, DSS (Department of Social Services) might or might not be part of the case, which means they may or may not have records of it. If there's any doubt about whether DSS was involved, you can check by calling DSS at 866-313-9960 x2.

Step 2 - Requesting the Modification

Every three years, an individual can request the Family Support Division to review their child support order to explore the possibility of changing the amount owed. If the order has not been reviewed or modified within the last three years, the division will only consider a review under special circumstances.

In cases where the presumed child support amount is deemed unjust or inappropriate, the individual will be asked to complete a form, detailing the changes that have occurred since the original order.

A. If DSS has a record of the case:

An individual can request a modification using their DSS case number:

1. Online
2. By mail:
Family Support Division, P.O. Box 6790
Jefferson City, MO 65102-6790
3. By fax - faxing 573-635-7545

If you do not know what your case number is, you can call 866-313-9960 x2 and it can be provided to them.

If a person decides to send their request by mail or fax, they don't need a specific form. But they do need to include their case number, and it's a good idea to include their name, other important details, and an updated mailing address if necessary.



B. If DSS does NOT have a record of th case:

You will need to “apply” for child support services:

1. Online
2. By mail – mailing the Family Support Division,
P.O. Box 790 Jefferson City, MO 65102-6790
3. By fax – 573-635-7545

At the beginning of the application, an individual should mark the box that says they are the “Person Paying Support/Non-Custodian.” Towards the end of the application, when it asks what type of Child Support Services to choose, the client should select “Review and Modification.”

The paper application asks for a copy of the initial Child Support Order issued by the court. Sharing a copy of the order can make the process faster for both online and paper applications, but it’s not mandatory. If the client doesn’t have a copy, DSS will ask the court for one.

Step 3 - DSS Responds

After DSS receives the request, they will send a “Financial & Informational Statement” form by mail. The client must complete this form and return it to DSS as a requirement.

Step 4 - Decision

DSS will review the information provided in the form to determine whether or not to change the Child Support amount. They will then send this decision by mail to both parents involved in the case.

Step 5 - After the Decision

If either parent disagrees with the modification or lack thereof, they have up to 30 days to object and request an administrative hearing. This hearing is conducted over the phone, and a hearing officer will then decide whether a change to the initial determination is needed. If either parent is still not satisfied with the decision made during the administrative hearing, they can request a trial in family court.

If neither party objects, or if they’ve exhausted their administrative options, DSS will forward the modification request to the Missouri Attorney General’s Office for review to ensure it complies with the law. If it does, the Attorney General’s Office will file a motion with the court for review and approval. The court has the authority to deny the modification request, and if they do, the case will proceed to trial.

If the case goes to trial, it’s a good idea to hire a lawyer. You can hire a lawyer for the specific task of appearing with you at the hearing.

An individual also must file these forms

- Confidential Filing Information Sheet (Form CAFC067)
- Family Court Information Sheet (Rule 55.05 statement of jurisdiction over children)
- Proposed Parenting Plan
- Certificates of Completion of the Litigant Awareness Program and a parent education program
- Form 14 (if child support is changing)
- Proposed Judgment on Stipulation



These forms are available for download from this site. Use the ["Find a Court" search feature](#) to find out if local court requires additional forms.

Ask the court clerk whether it will be necessary to request a hearing date or whether the judge will consider the motion without a hearing.

What will it cost to file?

Filing fee information for your local court may be posted online. Use the ["Find a Court" search feature](#) to search for the local court. Some circuits do not charge a filing fee for stipulations for modification.

How is a hearing scheduled?

In Missouri, the court clerk will schedule hearings. In some circuits, a litigant will not be placed on the docket automatically, but will need to request a hearing to get on the docket. Use the ["Find a Court" search feature](#) to check with the local court for the applicable procedure.

Why does an individual have to go to the parenting education program if there is an agreement with the other parent?

Some local court rules require the parents to complete a parenting education program in modification cases. The program will raise awareness of the benefits of cooperative parenting, the best interest of the child and resolving disputes.

What is required for a hearing?

- A Parenting Plan
- Form 14 (if child support is being changed)
- Proposed Judgment of Modification of Child Custody and/or Support (CAFC170)

Use the ["Find a Court" search feature](#) to find out if the local court requires additional forms and how many copies an individual should provide.

What does a person need to do the day of their hearing?

- Call the court clerk prior to the hearing. The individual must call the court clerk's office to make sure all required forms are on file, the other parent has been served, and the hearing is still set.
- Read and organize all documents. Being familiar with the documents of the case will help a person reach a satisfactory outcome.
- Create an outline/brief summary of the case. This will help in the organization of the case. If someone goes unprepared then they may forget important points of the case.
- Find out in advance where the court house is and the specific courtroom where the case is assigned. When the individual arrives at court, check-in with the division your case is assigned to.
- Wear appropriate attire for the courtroom. Wearing clean, business casual attire (collared shirt, blouse, sweater, khaki/chino style slacks, skirt, dress, appropriate shoes, sandals) is sufficient.



- Arrive at court early. Remember, courts have tight security! It may take a while to get in the building. The judge will not appreciate anyone being late for a hearing, so a person should give themselves plenty of time to get through security and to make their way to the courtroom.
- Make sure the witnesses show up for court. This is important so the individual can get the information onto the record. Be sure that the “return of service” affidavit is on file to show that the witnesses subpoenaed were notified to attend court.
- Before a person goes into court make sure to turn off all electronic items, i.e., cell phone, pagers, etc. Interruptions such as ringing cell phones are not appreciated by the court.
- Dispose of any food or drinks before entering the courtroom. It is common court etiquette to leave all food and drink outside the courtroom.
- Make sure to enter and leave the courtroom quietly, so as not to disturb others. Silence is required of people when they are in a courtroom unless the judge asks them to approach and be heard.

When will the judge decide the case?

After the evidence, the judge or commissioner will make a decision, which may be announced at the time of the hearing. Sometimes the judge or commissioner will take additional time to consider the evidence and the law before deciding a case. Once the judge or commissioner decides your case, the judge or commissioner will issue a written judgment. An individual may be required to prepare the judgment form for the judge’s signature.

It is the individual’s responsibility to review the judgment, make sure it is written correctly and that it includes everything at issue. The individual is usually required to allow the other parties to review the judgment before it is signed by the judge. The case concludes when the judgment is signed by the judge.

What do I have to do after the judge signs the judgment?

First, the person must do all the things that the judge ordered you to do in the judgment. That means they may have to request an assignment of wages for payment of child support, obtain health insurance for the child, or pay money. The person also may need to provide copies of the judgment to others.

Failing to do what the judge ordered may result in additional court proceedings for enforcement of the judgment or for contempt of court.

Video about Steps to Modifying Child Support Process

You can watch this video for a brief overview of the process outlined above:

<https://www.youtube.com/watch?v=uLWPVDfc3jk>



Print List:

1. "How to: Modify Child Support" Guide
2. [Paper Application](#), if needed

Full Links/Reference (in order of appearance):**Page 1**

DSS Homepage:

<https://dss.mo.gov/>

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Find a Court:

<https://www.courts.mo.gov/#findacourt>

Page 4

Missouri Child Support Program: How do I change my child support court order?:

<https://www.youtube.com/watch?v=uLWPVDfc3jk>

