

# BUTLER COUNTY CHILD SUPPORT ENFORCEMENT AGENCY

315 High St. 7th Floor  
Hamilton Ohio 45011  
(513) 887-3362 Fax (513) 887-3699

## NOTICE

Date:	Case No.
Name:	Child's name :
Street address:	Date of Birth:
City, State & Zip:	Custodial Parent:
	Non-Custodial Parent:

Under Ohio law (ORC 3103.03 & 3103.031), parents have a duty to support their child/ren until the age of eighteen. This duty shall continue beyond the age of majority (age 18) as long as the child continuously attends any recognized and accredited high school on a full-time basis. The duty of support shall continue during seasonal vacation periods. However, the duty of support for a child shall terminate once the child attains the age of 18, either graduates or is no longer attending high school on a full-time basis. Reasons for which a child support order may terminate, include the following: the child's death, marriage, enlistment in the armed services, deportation, change of legal custody of the child, the child no longer attends high school, is over the age of 18, is neither mentally or physically disabled, or there is no separation agreement that has been incorporated by reference into a decree which continues beyond the child's 18<sup>th</sup> birthday.

To determine if your child is eligible to continue to receive child support payments, or in the alternative, if there are reasons for the support payments to terminate, it is necessary that you complete this form and return it to 315 High Street, 7<sup>th</sup> Floor, Hamilton, OH 45011.

**If the information you provide indicates that the child has met the statutory requirements for a termination of support, the CSEA will issue a notice to the Court requesting that the Court terminate the child support payments for this child. In the alternative, if the CSEA's investigation indicates that the child is not deemed to emancipate, then the CSEA will issue a recommendation to the Court that the support payments should continue. In the event the non-custodial parent is delinquent, the CSEA will also recommend that the Court continue payments in an appropriate amount to be applied to the support arrearage. Be advised that the CSEA will mail a copy of its recommendation to both parties at their last known address. At that time, either party to this action will have an opportunity to object to the findings and recommendations by requesting a mistake of fact hearing. PLEASE BE ADVISED THAT THE BUTLER COUNTY CSEA MAY HOLD CHILD SUPPORT PAYMENTS, PURSUANT TO OHIO REVISED CODE SECTION 3119.90, IN ORDER TO PREVENT AN OVERPAYMENT OF CHILD SUPPORT.**

Ohio Revised Code Section 3119.89 requires the CSEA to conduct an investigation within 20 days in cases where it has notice of a reason to terminate a child support order. **It is imperative that you complete and return this form within 15 days. Failure to cooperate with this request may result in the court issuing an order to terminate your child support payments.** However, support payments for any remaining minor children and court-ordered arrearage payments will continue without interruption.

### CUSTODIAL PARENT INFORMATION — PLEASE ANSWER ALL QUESTIONS

Child's Last name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

School child attends: \_\_\_\_\_ If home schooled, district in which child is schooled through \_\_\_\_\_

Expected **date** of graduation \_\_\_\_\_ Grade child is in \_\_\_\_\_ Is child taking classes for GED: YES \_\_\_\_\_ NO \_\_\_\_\_

Has child quit school YES \_\_\_\_\_ NO \_\_\_\_\_ If so, exact date child stopped attending school: \_\_\_\_\_

Has child married? YES \_\_\_\_\_ NO \_\_\_\_\_ If so, exact date of marriage: \_\_\_\_\_

Has child enlisted in the military? YES \_\_\_\_\_ NO \_\_\_\_\_ If so, exact date of enlistment: \_\_\_\_\_

Is there any other reason why the child support order should terminate? (please explain): \_\_\_\_\_

Your signature: \_\_\_\_\_ Phone No. \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: IF YOU HAVE QUESTIONS REGARDING THIS MATTER, YOU MAY CONTACT THE CSEA AT (513) 887-3117  
PLEASE FILL OUT AND RETURN TO 315 High Street, 7<sup>th</sup> Floor, Hamilton, OH 45011**

You are required to notify us in writing if circumstances change.