

NYS CHILD SUPPORT PROCESSING CENTER  
PO BOX 15364  
ALBANY NY 12212-5364

**Noncustodial Parent Name:**  
**New York Case Identifier:**  
**Custodial Parent Name:**  
**Local District Name:**  
**Date:**

Questions? Call the *Child Support Helpline* at 888-208-4485.

### **Notice of Your Right to Seek a Modification of Your Child Support Order**

You are receiving this notice because the local child support office handling your case has learned that the noncustodial parent on this case will be incarcerated for more than 180 days. Because of this, you have the right to ask the court to modify your child support order. A copy of this notice has also been sent to the other party to your child support order. Either party may request a modification.

Petition forms and directions for requesting a modification are available on the New York State Unified Court System website, **nycourts.gov**, and in the law libraries of correctional facilities. If a petition to modify your child support order is filed, either by you or the other party, a court hearing will be scheduled. You and the other party will be required to appear (in person or by phone) at the hearing, which will be held in the court that issued the order. Both parties will be required to provide full financial disclosure (information about income, assets, and any other financial resources) and information about available health insurance benefits. The court will then decide if the current child support obligation amount should be changed based on the Child Support Standards Act and the actual income and resources of both parties. **A hearing may result in an INCREASE or a DECREASE in your order, depending on the circumstances of both parties to the child support order.**

The relevant provisions of New York law governing this process are Family Court Act sections 413 and 451; Domestic Relations Law sections 240; and Social Services Law section 111-i.