

## Instructions for Using the Pen and Paper EZ Worksheet:

**Welcome to the Georgia Child Support Pen and Paper EZ Worksheet.** Georgia law (O.C.G.A. § 19-6-15) requires guidelines to be used in establishing new and modified child support obligations in every Georgia court. This pen and paper worksheet provides a manual form with steps to estimate the amount of the child support obligation that a court may order, depending on individual circumstances.

This packet includes the following forms and information in this order:

- a) *Instructions for using the Pen and Paper EZ Worksheet;*
- b) *Guide of Useful Definitions and Information;*
- c) *The Georgia Pen and Paper EZ Child Support Worksheet (2 page form - may be printed 2-sided);*
- d) *How to find the Basic Child Support Obligation (BCSO) using an example of the Table; and*
- e) *The Child Support Obligation Table.*

### **General Information: Complete the worksheet form in black or blue ink only.**

Fill in the blanks at the top of the worksheet page to identify the Court, County and Civil Action Case Number (if already known); the name of the Mother, Father and Nonparent Custodian, if applicable; and the name and birth year of each child included in this action. Also, identify which parent is the Noncustodial Parent in this action for the purpose of paying child support. **Note:** Both parents may be identified as noncustodial parents if a Nonparent Custodian is included in the action.

### **Documents or information you need to begin using this form:**

It is recommended that you prepare a first draft of the worksheet in pencil rather than in ink. The final version must be completed in **blue** or **black** ink for filing with the Clerk of Court. **(Do not use red ink.)** Gather the following information or documents before you begin:

*Monthly* income for *both* parents if possible, and if applicable, the amount of any Social Security benefits (i.e., RSDI/SSD for a noncustodial parent's disability/retirement) paid to a child in this action as a dependent on that parent's account.

**Important:** If this worksheet includes a nonparent custodian, do not include income for that person.

**You may view the actual child support guidelines statute on the Internet at:**

<http://www.georgiacourts.gov/csc/>.

### **Instructions for Calculating Begin Here:**

**Line 1** **Parents' Monthly Gross Income** - Enter each parent's monthly income under appropriate columns (a) and (b). Add (+) incomes together and enter total under column (c).

**Helpful tip:** Countable income includes all income from any source, before deductions for taxes. For more information, see O.C.G.A. § 19-6-15(f)(1)(A) for a list of income sources.

**Example:** (a) Mother's income: \$1017.90 + (b) Father's income: \$1950.00 = (c) Combined income: \$2967.90.

**Line 2** **Parents' Percentage of Total Income** - Divide (÷) Line 1, column (a) by column (c) for mother's percentage of income, and then divide (÷) Line 1, column (b) by column (c) for the father's percentage of income. Enter percentages (%) for each parent under the appropriate column. Combined percentages must total 100%.

**Helpful tip:** If the calculated percentage is, for example, 0.6570%, you may round to a whole percentage, such as 0.66% rather than 0.6570%.

**Example 1 Mother:**      \$1017.90 ÷ \$2967.90 = 0.3430 or 34%.

**Example 2 Father:**      \$1950.00 ÷ \$2967.90 = 0.6570 or 66%.

**Line 3 Basic Child Support Obligation (BCSO) from Child Support Obligation Table -** Find the amount on the table based on the number of children and the parents' combined gross income (income from Line 1, column (c)) that is closest to the combined adjusted gross income amount set out in the first column of the table.  
**Helpful tip:** At the end of this set of forms, you will find the Child Support Obligation Table.

**Line 4 Monthly BCSO Amount for Each Parent -** Multiply each parent's percentage of total income (Line 2) by the amount from the BCSO Table (entered on Line 3). Enter amounts for each parent under the appropriate column.

**Examples:** Amount from BCSO Table is \$868. To find mother's portion of the BCSO, multiply the total BCSO of \$868 X 34% = \$295.12; and to find father's portion of the BCSO, multiply the total BCSO of \$868 X 66% = \$572.88. The two amounts total \$868.

**Note:** Calculations for Lines 5, 6 and 7 may include the nonparent custodian, if that person is a party to the action.

**Line 5 Monthly Work Related Child Care Costs -** Enter total average monthly amount paid, or that will be paid for work related child care, by a parent or nonparent custodian under the appropriate column. Total the amounts in columns (a), (b) and (c) and enter the total in column (d).

**Line 6 Monthly Health Insurance Premium Paid for Children -** Include total average monthly amount of health insurance paid or that will be paid for children included in this action. Enter answers under appropriate columns for each parent and/or nonparent custodian. Total the amounts in columns (a), (b) and (c) and enter the total in column (d).

**Helpful Tip:** Include only the portion of the cost of the premium as it applies to the **children** in the case.

**Note:** The amount one enters is the total amount for all the children in the case. **Option (A):** If the children's portion of cost is known, total the amount for all children in the case and write the answer on the line for the appropriate parent paying the cost. **Option (B):** If the child's portion of the **cost is not known**, divide the total premium cost by the total number of persons in the policy and multiply that answer by the number of children in the case.

**Example:** Total cost of \$150 divided (÷) by 3 (mother and two children) people in the policy = \$50 per person. Two children in the case, multiply 2 X \$50 = \$100.

**Line 7 Total Monthly Work Related Child Care and Health Insurance Costs -** Add (+) Lines 5 and 6 under each column and enter answers on Line 7 under the appropriate column for each parent and/or nonparent custodian. Total the amounts in columns (a), (b) and (c) and enter the total in column (d).

**Example:** Mother's Line 5 monthly amount is \$300.00, and the Line 6 monthly amount is \$100.00, totaling \$400.00 monthly. Enter \$400.00 on Line 7, column (a) for mother. Repeat these steps for father and nonparent custodian, if applicable.

**Line 8 Parents' Percentage (%) of Income from Line 1 -** Enter percentages from Line 2 under the appropriate columns. Amounts must total 100% in column (d).

**Line 9 Parents' Share of Work Related Child Care and Health Insurance Costs -** Multiply the total amount on Line 7, Column (d) by the percentage for each parent on Line 8. Enter amounts under the appropriate column for each parent.

**Example 1:** \$400 (from line 7, column (d)) X 34% (from Line 8, column (a)) = \$136.00 representing Mother's share of Health Insurance/Work Related Child Care costs.

**Example 2:** \$400 (from line 7, column (d)) X 66% (from Line 8, column (b)) = \$264.00 representing Father's share of Health Insurance/Work Related Child Care costs. The two amounts total \$400 (column (d)).

**Line 10** **Parents' Adjusted Child Support Obligation** - *To identify each parent's adjusted child support obligation, meaning each parent's share of the monthly BCSO plus health insurance and work related child care costs, find each parent's BCSO on Line 4 (of this worksheet) and add (+) to those amounts each parent's answer from Line 9. Total the sums for each parent and enter amounts under the appropriate columns.*

**Example 1:** \$295.12 (from Line 4, column (a)) + \$136.00 (from Line 9, column (a)) = \$431.12 representing Mother's BCSO and share of Health Insurance/Work Related Child Care costs.

**Example 2:** \$572.88 (from line 7, column (b)) + \$264.00 (from Line 9, column (b)) = \$836.88 representing Father's BCSO and share of Health Insurance/Work Related Child Care costs.

**Line 11** **Credit for Monthly Amounts Parents Actually Pay or Will Pay for Work Related Child Care and/or Health Insurance Costs** - *Enter mother's amount from Line 7, column (a) on this line. Enter father's amount from Line 7, column (b) on this line.*

**Line 12** **Total Parents' Presumptive Child Support Obligation** - *Subtract (-) amounts on Line 11 from amounts on Line 10 for each parent and enter those amounts on this line under the appropriate column for each parent. After subtracting credit from each parent's adjusted child support obligation, for amounts actually paid or that will be paid for work related child care and health insurance costs, the resulting amount is known as the Presumptive Amount of Child Support.*

**Line 13** **Subtract Social Security** - *Write in only the total monthly amount paid by the Social Security Administration (SSA) and received by a child under the appropriate noncustodial parent (NPC) column. The child must be receiving a check on the parent's disability or retirement account that is a Title II Social Security benefit (RSDI/SSD); otherwise leave this line blank. Do not include payments for Supplement Security Income (SSI), as SSI does not count.*

**Line 14** **Final Monthly Child Support Obligation Amount** - *Subtract (-) amounts on Line 13 from amounts on Line 12 for each parent and enter the amounts on this line under the appropriate column for each parent. This line will show the final monthly child support obligation for the parent or parents designated as the noncustodial parent for the purpose of paying child support.*

**Line 15** **Uninsured Health Expenses** - *Carry down and enter on this line for each parent the percentage from Line 3 or enter a percentage agreed upon by the parties or ordered by the court.*

The child(ren)'s future uninsured health care expenses are the financial responsibility of both parents. The final child support order will include requirements for payment of the future uninsured health care expenses.

You will find electronic versions of the Child Support Calculators in an Excel format at this website:  
<http://www.georgiacourts.gov/csc/>.

## Guide of Useful Definitions

*Below are seven useful definitions that may help you better understand terms used in this form:*

1. **"Basic Child Support Obligation"** means the monthly amount of support displayed on the child support obligation table which corresponds to the combined adjusted income and the number of children for whom child support is being determined.
2. **"Health Insurance"** means the cost of premiums for any general health or medical policy paid by the Mother, Father and/or Nonparent Custodian for children included in this action. Costs for vision, dental or life insurance are not considered a part of Health Insurance. If the child's portion of the health insurance premium is not known, divide the total premium cost by the total number of persons included in the policy. Multiply that answer by the total number of children included in the policy to determine a per child premium cost. (*Example:* Total Monthly Health Insurance Premium of \$200 divided by 4 persons = \$50 per person, multiplied by 2 children covered and included in this action = \$100. Answer - Each child's portion of the health insurance premium is \$50 per month.)

**3. “Imputed Income”** means when establishing the amount of child support, if a parent fails to produce reliable evidence of income such as tax returns for prior years, check stubs, or other information, for determining current ability to pay child support, and the court or the jury has no other evidence of the parent's income or income potential, gross income for the current year will be imputed based on a 40 hour workweek at minimum wage.

**4. “Parents’ Monthly Gross Income”** is found at O.C.G.A. § 19-6-15 (f) of the Child Support Guidelines. The gross income of each parent includes all income from any source, before deductions for taxes and other deductions. Gross income does not include:

- A. Child support payments received by either parent for the benefit of a child of another relationship;
- B. Benefits received from public assistance programs such as PeachCare, TANF, food stamps; Supplemental Security Income (SSI) benefits; benefits under Section 402(d) of the Social Security Act for disabled adult children; low-income heating and energy assistance payments;
- C. Foster Care payments; and
- D. Nonparent custodian’s income.

**5. “Presumptive Child Support Obligation”** means the basic child support obligation including health insurance and work related child care costs.

### **6. “Social Security”**

**Important:** Social Security Benefits as described here only apply to Title II (RSDI/SSD) benefits and not Supplemental Security Income (SSI) benefits received under Title XVI of the federal Social Security Act.

Benefits received by a child on the noncustodial parent’s account shall be counted as child support payments and shall be applied against the noncustodial ‘s final child support amount.

If the noncustodial parent’s child support obligation is greater than the Social Security benefits paid on behalf of the child, then the noncustodial parent is required to pay the amount exceeding the Social Security benefit as part of the final child support amount in the case. If the countable Social Security benefits are more than or equal to the amount of the noncustodial parent’s child support amount, the noncustodial parent’s child support responsibility is met and no further child support shall be paid.

Any Social Security benefit amounts sent to the custodial parent or nonparent custodian by the Social Security Administration for the child's benefit that is greater than the final child support amount shall be retained by the nonparent custodian or custodial parent for the child's benefit and may not be used to decrease the final child support order or reduce arrearages. The court will make a written finding of fact in the final child support order regarding the use of Social Security benefits in the calculation of the child support.

**7. “Work Related Child Care”** means expenses for the care of the child for whom support is being determined that are due to employment of either parent. The court may consider the child care costs associated with a parent's job search, job training, or education of a parent that is necessary to obtain a job or enhance earning potential, not to exceed a reasonable time as determined by the court, if the parent proves by evidence that the job search, job training, or education will benefit the child being supported.

**The Georgia Pen and Paper EZ Child Support Worksheet:  
Simple Calculations with No Adjusted Income or Deviations**

**Read the following to find out if this is the right worksheet for you to use:**

If you want to claim any other circumstances, such as preexisting orders, qualified children, self-employment taxes, deviations, you must **STOP** now as you cannot use this form. Please instead use the Standard Child Support Worksheet and Schedules (paper or electronic – see page iii of the Instructions).

**Advisory:** To complete this form, use the attached instructions to reach the correct calculation amounts. Also see the Reference Guide attached for definitions of terms, information and helpful tips. Enter all amounts as monthly amounts.

Type of Court: \_\_\_\_\_

County: \_\_\_\_\_

Court/Civil Action/OSAH Case Number: \_\_\_\_\_

DHS/IV-D Case Number (if applicable) \_\_\_\_\_

Check box if DHS is Petitioner

Mother's name (please print) \_\_\_\_\_

Father's name (please print) \_\_\_\_\_

Custodial Parent /  Noncustodial Parent (check one)

Custodial Parent /  Noncustodial Parent (check one)

Nonparent Custodian's name, if any (please print) \_\_\_\_\_

Initial Action /  Modification Action (check one)

Date of Initial Child Support Order: \_\_\_\_\_

**List Only Children for Whom Support is Being Determined in This Case**

Child's Name	Year of Birth	Child's Name	Year of Birth
C1.		C4.	
C2.		C5.	
C3.		C6.	

**Parents' Presumptive Amount of Child Support (Do not include Nonparent Custodian's income)**

	(a) Mother	(b) Father	(c) Combined
1. Parents' monthly gross income	\$	\$	\$
2. Parent's percentage of total income (Must total 100%)	%	%	100%
3. Basic Child Support Obligation (BCSO) from attached Child Support Obligation Table			\$
4. Monthly BCSO amount for each parent	\$	\$	

	(a) Mother	(b) Father	(c) Nonparent Custodian	(d) Combined
<b>Additional Expenses</b>				
5. <b>Monthly Work Related Child Care Costs</b> <i>(If none, enter zero)</i>	\$	\$	\$	\$
6. <b>Monthly Health Insurance premium paid for the Children</b> <i>(If none, enter zero)</i>	\$	\$	\$	\$
7. <b>Total Monthly Work Related Child Care and Health Insurance Costs</b> <i>(If none, enter zero)</i>	\$	\$	\$	\$
8. <b>Parents' percentage (%) of Income from Line 2</b>	%	%		<b>100%</b>
9. <b>Parents' share of Work Related Child Care and Health Insurance Costs</b> <i>Multiply % on Line 8 for each parent by total monthly amount on Line 7.</i>	\$	\$		\$
10. <b>Parents' Adjusted Child Support Obligation</b> - <i>Each parent's monthly BCSO from Line 4 plus parent's share of work related child care expenses &amp; health insurance costs.</i>	\$	\$		
11. <b>Credit for Monthly Amounts parents actually pay or will pay for Work-Related Child Care and/or Health Insurance Costs</b>	\$	\$		
12. <b>Total Parents' Presumptive Child Support Obligation</b>	\$	\$		
13. <b>Subtract Social Security offset</b> - <i>If a child receives Title II Social Security benefits (i.e., RSDI/SSD for parent's disability /retirement) as a dependent on noncustodial parent's account, enter monthly amount child receives under that parent's column. If none, enter zero.</i>	\$	\$		
14. <b>Final monthly child support obligation amount for each parent</b> - <i>Only the noncustodial parent(s) will have the duty to pay.</i>	\$	\$		
<b>The amount on Line 14 is the Final Child Support Amount.</b>				
<b>Uninsured Health Expenses</b>				
15. <b>Uninsured Health Expenses</b> - <i>Carry down the percentage from Line 2 or enter a percentage agreed upon by the parties or ordered by the court.</i>		%	%	

## How to find the Basic Child Support Obligation (BCSO) using an example of the Table:

See below an **example** using an excerpt from the Table intended to help one understand how to select the correct BCSO.

The table displays the dollar amount of the BCSO corresponding to various levels of combined adjusted income of the children's parents and the number of children for whom a child support order is being established or modified in the present action. To use the table correctly, one must find the amount of the Combined Adjusted Income on the table that is most closely related to the parents' gross income.

Once you have determined the amount of Total "Combined Adjusted Income" to use, go to the column that represents the number of children included in your worksheet. Follow across the line of income and down the column for the number of children in the action until they intersect. That sum will be used as the Basic Child Support Obligation amount and entered on Line 3 of the worksheet.

<b>Georgia Schedule of Basic Child Support Obligations</b>						
<b>Combined Adjusted Income</b>	<b>One Child</b>	<b>Two Children</b>	<b>Three Children</b>	<b>Four Children</b>	<b>Five Children</b>	<b>Six Children</b>
2,800	583	829	962	1,073	1,180	1,284
2,850	592	842	977	1,089	1,198	1,303
2,900	601	855	992	1,106	1,216	1,323

In this **example**, the parents' Total "Combined Adjusted Income" is \$2867.90 (*found on Line 2*). The amount of income on the table that is closest to the parents' income is \$2,850.00. **Thus, in this example, the correct amount of the Total "Combined Adjusted Income" to use is \$2850.00.**

Why did we choose \$2850.00 and neither of the other two amounts? This can be explained by looking at the difference in the actual gross income of the parents' when compared to the amounts found under the column in the table labeled "Combined Adjusted Income".

The difference between \$2867.90 and \$2800 is \$67.90.

The difference between \$2867.90 and \$2850 is \$17.90. (Most closely related amount.)

The difference between \$2867.90 and \$2900 is \$32.10











## The Georgia Pen and Paper EZ Child Support Worksheet: Simple Calculations with No Adjusted Income or Deviations

**Read the following to find out if this is the right worksheet for you to use:**

If you want to claim any other circumstances, such as preexisting orders, qualified children, self-employment taxes, deviations, you must **STOP** now as you cannot use this form. Please instead use the Standard Child Support Worksheet and Schedules (paper or electronic – see page iii of the Instructions).

**Advisory:** To complete this form, use the attached instructions to reach the correct calculation amounts. Also see the Reference Guide attached for definitions of terms, information and helpful tips. Enter all amounts as monthly amounts.

Type of Court: Superior

County: Liberty

CV-12345

N/A

Court/Civil Action/OSAH Case Number:

DHS/TV-D Case Number (if applicable)

Check box if DHS is Petitioner

Mother's Full Name

Father's Full Name

Mother's name (please print)

Father's name (please print)

Custodial Parent /  Noncustodial Parent (check one)

Custodial Parent /  Noncustodial Parent (check one)

N/A

Initial Action /  Modification Action (check one)

Nonparent Custodian's name, if any (please print)

Date of Initial Child Support Order: \_\_\_\_\_

### List Only Children for Whom Support is Being Determined in This Case

Child's Name	Year of Birth	Child's Name	Year of Birth
C1. <u>Child One</u>	<u>2007</u>	C4.	
C2. <u>Child Two</u>	<u>2010</u>	C5.	
C3.		C6.	

### Parents' Presumptive Amount of Child Support (Do not include Nonparent Custodian's income)

	(a) Mother	(b) Father	(c) Combined
1. Parents' monthly gross income	\$1017.90	\$1950.00	\$2967.90
2. Parent's percentage of total income (Must total 100%)	34%	66%	100%
3. Basic Child Support Obligation (BCSO) from attached Child Support Obligation Table			\$868.00
4. Monthly BCSO amount for each parent	\$295.12	\$572.88	

	(a) Mother	(b) Father	(c) Nonparent Custodian	(d) Combined
<b>Additional Expenses</b>				
5. <b>Monthly Work Related Child Care Costs</b> <i>(If none, enter zero)</i>	\$300.00	\$	\$	\$300.00
6. <b>Monthly Health Insurance premium paid for the Children</b> <i>(If none, enter zero)</i>	\$100.00	\$	\$	\$100.00
7. <b>Total Monthly Work Related Child Care and Health Insurance Costs</b> <i>(If none, enter zero)</i>	\$400.00	\$	\$	\$400.00
8. <b>Parents' percentage (%) of Income from Line 2</b>	34%	66%		100%
9. <b>Parents' share of Work Related Child Care and Health Insurance Costs</b> <i>Multiply % on Line 8 for each parent by total monthly amount on Line 7.</i>	\$136.00	\$264.00		\$400.00
10. <b>Parents' Adjusted Child Support Obligation</b> - <i>Each parent's monthly BCSO from Line 4 plus parent's share of work related child care expenses &amp; health insurance costs.</i>	\$431.12	\$836.88		
11. <b>Credit for Monthly Amounts parents actually pay or will pay for Work-Related Child Care and/or Health Insurance Costs</b>	\$400.00	\$ 0.00		
12. <b>Total Parents' Presumptive Child Support Obligation</b>	\$ 31.12	\$836.88		
13. <b>Subtract Social Security offset</b> - <i>If a child receives Title II Social Security benefits (i.e., RSDI/SSD for parent's disability /retirement) as a dependent on noncustodial parent's account, enter monthly amount child receives under that parent's column. If none, enter zero.</i>	\$	\$ 0.00		
14. <b>Final monthly child support obligation amount for each parent</b> - <i>Only the noncustodial parent(s) will have the duty to pay.</i>	\$ 31.12	\$836.88		
<b>The amount on Line 14 is the Final Child Support Amount.</b>				
<b>Uninsured Health Expenses</b>				
15. <b>Uninsured Health Expenses</b> - <i>Carry down the percentage from Line 2 or enter a percentage agreed upon by the parties or ordered by the court.</i>	50%	50%		