

Effective January 1, 2026

**WOOD COUNTY COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
ADDITIONAL ORDERS AND NOTICE TO PARTIES**
(Attach to all Judgment Entries involving Children and Spousal Support)

The parties shall comply with all applicable provisions of the Order:

All child support and spousal support as directed under this order must be withheld or deducted from Obligor's income or assets pursuant to a withholding or deduction notice of appropriate order in accordance with R.C. Chapters 3119, 3121, 3123 and 3125 or a withdrawal directive issued pursuant to R.C. 3123.24 to 3123.38. The Wood County Child Support Enforcement Agency (WCCSEA) will pay support to Obligee in accordance with R.C. Chapters 3119, 3121, 3123, and 3125.

Until the withholding/deduction order goes into effect, Obligor must pay support through the Ohio Child Support Payment Central (CSPC), as set forth below. If Obligor sends a payment directly to Obligee, that payment is a gift and not in satisfaction of support. Support will continue until further order of the Court unless it terminates earlier by law. Support will terminate when the child reaches age 18 or graduates from high school, whichever occurs second. Support will continue up to age 19 as long as the child attends an accredited high school on a continuous and full-time basis. Support will not continue past age 19 unless specifically provided by Court order.

Payments to CSPC must be sent to the following address: Ohio CSPC, P.O. Box 182372, Columbus, Ohio 43218-2372. Payment may be made by personal check, certified check, cashier's check, or money order. The payment must include the Court case number and the SETS number. If the SETS number is not available, then the payment must include Obligor's Social Security number.

Regardless of the frequency or amount of the support payments, WCCSEA will administer the order on a monthly basis in accordance with R.C. 3121.51 to 3121.54. Payments must be made as ordered by the Court.

Obligee must notify WCCSEA immediately and Obligor may notify WCCSEA of any reason to terminate the support order. A willful failure to notify WCCSEA is contempt of court. Reasons include but are not limited to the following:

- A. The child turns 18 years old and no longer attends an accredited high school on a full-time basis, if the support order does not require support to continue past age 18;
- B. The child's death, marriage, emancipation, deportation, adoption or enlistment in the armed services; or
- C. The change of legal custody of the child.

EACH PARTY TO THIS SUPPORT ORDER MUST NOTIFY THE CHILD SUPPORT ENFORCEMENT AGENCY IN WRITING OF HIS OR HER CURRENT MAILING ADDRESS, CURRENT RESIDENCE ADDRESS, CURRENT RESIDENCE TELEPHONE NUMBER, CURRENT DRIVERS LICENSE NUMBER, AND OF ANY CHANGES IN THAT INFORMATION. EACH PARTY MUST NOTIFY THE AGENCY OF ALL CHANGES UNTIL FURTHER NOTICE FROM THE COURT OR AGENCY, WHICHEVER ISSUED THE SUPPORT ORDER.

IF YOU ARE THE OBLIGOR UNDER A CHILD SUPPORT ORDER AND YOU FAIL TO MAKE THE REQUIRED NOTIFICATIONS, YOU MAY BE FINED UP TO \$50 FOR THE FIRST OFFENSE, \$100 FOR A SECOND OFFENSE, AND \$500 FOR EACH SUBSEQUENT OFFENSE. IF YOU ARE AN OBLIGOR OR OBLIGEE UNDER ANY SUPPORT ORDER ISSUED BY A COURT AND YOU WILLFULLY FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY BE FOUND IN CONTEMPT OF COURT AND BE SUBJECT TO FINES UP TO \$1,000 AND IMPRISONMENT FOR NOT MORE THAN 90 DAYS.

IF YOU ARE AN OBLIGOR OR OBLIGEE AND YOU FAIL TO GIVE THE REQUIRED NOTICES TO THE CHILD SUPPORT ENFORCEMENT AGENCY, YOU MAY NOT RECEIVE NOTICE OF THE CHANGES AND REQUESTS TO CHANGE THE CHILD SUPPORT AMOUNT, HEALTH CARE PROVISIONS, OR TERMINATION OF THE CHILD SUPPORT ORDER.

IF YOU ARE AN OBLIGOR AND YOU FAIL TO GIVE THE REQUIRED NOTICES, YOU MAY NOT RECEIVE NOTICE OF THE FOLLOWING ENFORCEMENT ACTIONS AGAINST YOU: IMPOSITION OF LIENS AGAINST YOUR PROPERTY; LOSS OF YOUR PROFESSIONAL OR OCCUPATIONAL LICENSE, DRIVERS LICENSE OR RECREATIONAL LICENSE; WITHHOLDING FROM YOUR INCOME; ACCESS RESTRICTION AND DEDUCTION FROM YOUR ACCOUNTS IN FINANCIAL INSTITUTIONS; AND ANY OTHER ACTION PERMITTED BY LAW TO OBTAIN MONEY FROM YOU TO SATISFY YOUR SUPPORT OBLIGATION.

The _____ (Obligee or Obligor) shall be named the parent for the receipt of public benefits, if applicable.

All out-of-pocket health care expenses not otherwise paid by insurance, which shall include deductibles attributable to the child, co-pay responsibility and non-insured health care costs shall be paid 100% by the Obligor. For the purposes herein, health care shall include, but not be limited to, medical, hospital, surgical, optical, dental, orthodontic, pharmaceutical, psychological, physical therapy, or such equipment, apparatus or appliance either prescribed or required for health care purposes, except as otherwise delineated herein.

All support under this order shall be withheld from the income or assets of the Obligor pursuant to a withholding or deduction notice or appropriate order issued in accordance with Chapters 3119, 3121, 3123 and 3125 of the Revised Code or a withdrawal directive issued pursuant to Sections 3123.24 to 3123.38 of the Revised Code and shall be forwarded to the Obligee in accordance with Chapter 3121 of the Revised Code.

If the person required to obtain private health insurance coverage for the child(ren) subject to this child support order obtains new employment, the agency shall comply with the requirements of Section 3119.34 of the Revised Code, which may result in the issuance of a notice requiring the new employer to take whatever action is necessary to enroll the child(ren) in private health care insurance coverage provided by the new employer.

Child support shall continue until such time as the child becomes emancipated or until further order of the Court. The duty to support shall continue beyond the age of

majority so long as the child continuously attends a recognized and accredited high school on a full-time basis and after the child's eighteenth birthday. The duty to pay child support shall not continue beyond the date that the child reaches (19) years of age unless there exists a court-ordered duty or provision contained in the agreement providing for the continuation of support. The obligation to pay child support continues during periods of seasonal vacation.

Said child support shall be paid in accordance with this Court's Additional Orders and Notice to the parties, which is incorporated herein and attached hereto.

HEALTH INSURANCE COVERAGE

(A) The Health Insurance Obligor is required to provide private health insurance coverage for the children and designate the children as covered dependents under any private health insurance policy, contract, or plan for which the person contracts. This applies to the children in the Judgment Entry.

The party who has incurred the medical expense for the children shall promptly notify the other party. (S)he shall provide a copy of the statement, the insurance payment and proof of payment.

(B) The party who is required to pay the other party for out-of-pocket expenses shall reimburse, within 30 days of a proper request, the party who paid the bill, at the address in the caption, and with the telephone number _____ for out-of-pocket medical, optical, hospital, dental, orthodontic, psychological, psychiatric or prescription expenses paid for each child pursuant to the appropriate percentage.

(C) The parties shall comply with the local court rules if it is necessary to return to court for reimbursement of unpaid medical bills. A motion can only be brought for medical bills incurred within the last 24 months.

(D) The parties shall divide all copayments and extraordinary medical, dental, orthodontic, optical, hospital, prescription, psychological and psychiatric expenses pursuant to Line 17 of the child support worksheet, unless otherwise specified in the Order.

(E) The Obligor and the Obligee shall comply with any requirement described in section 3119.30 of the Revised Code and in an order issued in compliance with this section no later than thirty days after the issuance of the order.

(F) Both parties are liable for the health care of the child(ren) who are not covered by private health insurance or cash medical support. If insurance becomes available to either party through his or her employment or another plan, (s)he shall immediately notify the Wood County Child Support Enforcement Agency to determine if it is reasonable and accessible.

(G) Upon receipt of notice by the child support enforcement agency that private health insurance coverage is not available at a reasonable cost, cash medical support shall be paid in the amount as determined by the child support computation worksheets in section 3119.022 or 3119.023 of the Revised Code, as applicable. The child support enforcement

agency may change the financial obligations of the parties to pay child support in accordance with the terms of the court or administrative order and cash medical support without a hearing or additional notice to the parties.

If you are ordered to maintain health insurance coverage:

- A. You must submit a copy of the court order to your insurer at the time of your application for coverage, and shall, no less than 10 days after the issuance of the order, provide written proof that coverage is being provided to the Child Support Enforcement Agency.
- B. Your insurer may continue making payment for medical, optical, hospital, dental, or prescription services directly to the provider in accordance with the applicable health insurance or health care policy, contract or plan.
- C. You must provide the other parent information within 30 days regarding the benefits, limitations and exclusions of the health insurance coverage, copies of any insurance forms necessary to receive reimbursement, payment, or other benefits under the health insurance coverage, and a copy of any necessary proof of coverage.
- D. You must designate the children as covered dependents under any health care policy, contract, or plan with which you contract.
- E. If you fail to obtain insurance coverage, the Child Support Enforcement Agency shall obtain a court order requiring the party to obtain coverage. R.C. 3119.30
- F. The employer of the party ordered to maintain health insurance shall, upon written request of the other parent subject to an administrative or court child support order, release any necessary information concerning the health care coverage, including, but not limited to the name and address of the health plan administrator, insurer and any policy, contract, or plan number and to otherwise comply with any court order and R.C. 3119.32.
- G. If you obtain new employment and the health insurance coverage for the children is provided through the previous employer, the agency shall comply with the requirements of R.C. 3119.34 which may result in the issuance of a notice requiring the new employer to take whatever action is necessary to enroll the children in health insurance coverage provided by the new employer.
- H. You must notify the insurer of the name, address, and telephone number of the person designated to be reimbursed for any out-of-pocket expenses.
- I. You will be responsible for any co-payment and unreimbursed expenses as set forth in the court order.
- J. **If you fail to obtain or maintain health insurance, you may be found in contempt, and you will be responsible for all medical expenses incurred on behalf of the minor children.**

All required notices for the Wood County Child Support Enforcement Agency shall be sent to: P.O. Box 1028 Bowling Green, Ohio 43402

THE FAILURE TO COMPLY WITH THE PROVISIONS OF THIS ORDER MAY BE CONSIDERED CONTEMPT OF COURT.

MEDICAL SCHEDULE

1. The parent responsible for the cost of health insurance shall be specifically named in the court order. The responsibility to maintain health insurance coverage shall continue until further order of the court or until the emancipation of the minor child.
2. When a parent obtains health insurance coverage they shall provide to the other parent a copy of the insurance cards, benefits information and a list of health care providers if required under the policy.
3. Definitions:
 - A. "Cash medical support" means an amount ordered to be paid in a child support order toward the ordinary medical expenses incurred during a calendar year.
 - B. "Ordinary medical expenses" are copayments and deductibles, and uninsured medical-related costs for the child of the order.
 - C. "Extraordinary medical expenses" are any uninsured medical expenses incurred for a child during a calendar year that exceeds the total annual cash medical support amount owed by the parents during that year.
4. Each calendar year, it shall be the responsibility of the person receiving cash medical support to pay the annual cash medical amount, for all ordinary medical expenses incurred, for each child. (Child Support Worksheet, Line 23a divided by the number of minor children, if not otherwise stated in a court order or entry.) If there is no child support order, each parent shall pay 50% of all medical expenses per year.
5. The person receiving cash medical support must notify and provide written proof to the other parent when the annual cash medical amount, per child, has been paid. Thereafter, each parent shall be responsible to pay a percentage of extraordinary medical expenses as set forth in their child support obligation, or if not otherwise specified then pursuant to the income shares percentage in the Child Support Worksheet, Line 17. After payment of the annual amount, the person receiving support shall provide to the other parent a copy of the bill within 30 days of the medical service or receipt of the bill for said service. The other parent must pay their percentage within 30 days of receipt and may either pay the provider directly if the bill has not been paid in full or reimburse the person receiving support. All notifications and exchange of medical bills or payment shall be transmitted electronically or by certified mail.

Example: The person receiving cash medical support has paid the annual amount as defined in paragraph 4 above for 1 of their children. Going forward, each parent must pay the percentage amount set forth in their child support obligation for medical expenses for that child. If the person receiving support has an obligation of 60% on Line 17 of their Worksheet, that person is responsible for 60% of the medical expenses and the other parent pays 40%. The person receiving support sends to the other parent a copy of the bill within 30 days of the medical service or receipt of the itemized bill. The other parent pays 40% of the total uninsured amount directly to the provider or by reimbursement within 30 days after receiving said bill.

6. Unless otherwise set forth in another court order, the person receiving cash medical support shall be responsible for scheduling all ordinary, necessary, routine treatment. When it is determined that the child will require extraordinary, non-emergency treatment, they shall notify the other parent in writing of the proposed course of treatment and the cost. The other parent may schedule an independent evaluation within 10 days of the written notice. Failure to promptly notify the other parent of extraordinary treatment may result in the court allocating the total amount of the medical expenses to the person receiving support.
7. The court reserves jurisdiction to apportion all medical expenses as it may determine is in the best interest of the minor child.
8. The parents shall cooperate in the preparation of all insurance forms to obtain reimbursement or payment of expenses. The parents shall comply with the court's Additional Order and Notice to Parties.

Magistrate Jill M. Varnes-Richardson
Magistrate Michelle L. Christie

Judge Matthew L. Reger
Judge Mary "Molly" L. Mack
Judge Joel M. Kuhlman