

## Questions

Please visit the  
BCSE Website:

[dhhr.wv.gov/bcse](http://dhhr.wv.gov/bcse)

Or

Call your [local BCSE  
office:](#)

You may obtain the  
phone number from  
our website listed  
above

Is your child support order  
too low or too high?

## Request a Modification

Job Loss [Change in Income](#) Promotion

Daycare costs [Expenses](#) Healthcare

Moving Child [Change in child possession](#)

Incarceration [Miscellaneous](#)

[Military deployment](#)

[Child graduated](#)



Help  
Line

Child Support  
Hotline

**1-800-249-3778**

OR

**Kanawha County:  
(304) 558-4665**



Bureau for Child Support Enforcement  
350 Capitol Street, Room 147  
Charleston, WV 25301-3703

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West Virginia  
Department of Human Services  
Bureau for  
Child Support Enforcement

Administrative  
Modification  
of  
Child Support  
Orders

Working for  
West Virginia's Families



[www.dhhr.wv.gov/bcse](http://www.dhhr.wv.gov/bcse)

## What is an Administrative Modification of Child Support?

In addition to other existing procedures, any child support obligee or obligor seeking a modification of a child support order due to a substantial change of circumstances may request the help of the BCSE. The BCSE will assess, prepare and present a Petition for Modification and a Proposed Order to the Family Court if the case qualifies for a modification. The filing fee is paid by the BCSE for all Petitions filed pursuant to this process.

### Substantial Change of Circumstances –

An increase or decrease in income due to a loss of job, promotion, raise, or new job; increased expenses for the child; the child no longer lives with the person receiving support payments, etc.

### **Definitions:**

Obligee – The parent to whom child support is paid.

Obligor – The parent who is court-ordered to pay child support.

BCSE – The West Virginia Bureau for Child Support Enforcement

## How Do I File an Administrative Modification for Child Support?

1. Contact your local BCSE office and request an administrative modification of your child support order.
2. You will be given an Administrative Modification packet of forms with instructions.
3. Read the directions and completely fill out the forms.
4. Return the completed packet with any supporting documentation to your [local BCSE office](#).
5. If you are the requesting party and you do not completely fill out and return all the forms, the BCSE may not take action on your request.
6. When the BCSE receives your completed packet, it notifies the opposing party that a request for modification assistance has been received.
7. The BCSE sends the opposing party a copy of your request, long with a Notification Packet of forms for the opposing party to fill out and send back to the BCSE.
8. If the opposing party does not respond, the BCSE will use the requestor's information and any other available information to determine if a substantial change in circumstances has occurred.
9. Either party may request a meeting with the BCSE to discuss the requested modification.
10. This meeting is for informational purposes only; it is **NOT** a hearing.

## Administrative Modification continued

11. Based upon the information given by the parties, the BCSE recalculates the child support obligation based upon the child support guidelines.
12. If no credible information exists to establish a substantial change of circumstances, the BCSE will notify the parties that no action will be taken on the modification request.
13. If the parties disagree with the BCSE's decision, they may file a Petition for Modification with the Family Court on their own.
14. If the BCSE determines that a substantial change in circumstances has occurred, it files a Petition for Modification and a Proposed Order with the Circuit Clerk.
15. The Circuit Clerk serves copies on the parties and notifies them that they have 20 days from receipt of the Petition and Proposed Order to file an objection with the Family Court.
16. If 20 days pass without objection, the Court will either enter the Proposed Order or set the matter for a hearing.
17. If either party objects to the Proposed Order, the Court must set the matter for a hearing.
18. The Court will consider the evidence presented at the hearing and make a decision.
19. That decision will be written down in an Order, and copies will be sent to all parties.