



Administrative Proposed and Final Orders Options List

OPTIONAL SECTIONS FOR USE WITH PROPOSED ADMINISTRATIVE ORDERS CS-OP30, CS-OA20, CS-OX20, AND WITH FINAL ADMINISTRATIVE ORDERS CS-OP50, CS-OA40, and CS-OX40,

Option 1 (When applicable)

- A. **AMENDED (use in heading only)**
- B. Amended

Option 2 (When proceeding determines paternity)

- A. **PATERNITY AND (use in heading only)**
- B. Paternity and

Option 3 - If activity is for paternity and support order paternity and

Option 4 (when proceeding determines paternity) genetic testing results and

Option 5 (When proceeding determines paternity) (the leading 's' makes statute plural in the order s 409.256 and

Option 6

- A. parent
- B. caregiver

Option 6.1 (for each child for whom respondent is excluded by genetic testing,)

Based on the attached genetic test results the Respondent is not the biological father of
<<Child X>>.

Option 7 (A or B)

A. When proceeding determines paternity in non-mixed case

Paternity has not been established previously and the child(ren) was not born or conceived when the mother was married.

B. When proceeding establishes paternity in mixed case (for each child)

Paternity has not been established previously for <<Child Y>> and the child was not born or conceived when the mother was married.



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Option 8 Based on activity status related to service of process for noncustodial parent/alleged father

A. When served in Florida

DOR has personal jurisdiction over the Respondent because he/she was properly served notice in Florida on <<Date Served With Initial Notice>>.

B. When NCP served in another state or country (long-arm); if 8B is selected, select one or more from 8B1-8B6.

The Respondent is subject to DOR's jurisdiction in this proceeding under sections 48.193(1)(e), (h), or 88.2011, Florida Statutes. The Respondent was properly served notice outside the State of Florida, however, he/she

1. resided in this state with the child(ren) and/or the Petitioning parent before this proceeding started.
2. resided in this state and provided prenatal expenses or support for the child(ren) before this proceeding started.
3. maintained a matrimonial domicile in this state before this proceeding started.
4. acknowledged paternity of the child(ren) in this state before this proceeding started.
5. had sexual intercourse in this state, which may have resulted in conception of the child(ren).
6. submitted to the jurisdiction of this state by consent, by entering a general appearance, or by filing a responsive document having the effect of waiving any objection to personal jurisdiction.

Option 9

A. When proceeding determines paternity in non-mixed case (don't use option 10 when 9B is selected).

Based on the attached genetic test results that equal or exceed a 99 percent probability of paternity, which are hereby incorporated by reference and made a part of this Final Order, the Respondent is the legal and biological father of the following child(ren):

B. When Respondent is the Mother.

Paternity is not an issue in this case because the Respondent is the mother of the child(ren).

Option 10 One entry for each child. (A-F Based on paternity codes associated with individual child BP record. G based on existence of ZGT activity involving the child associated with the parent activity)



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- A. Paternity has been legally established for <<Child Z>> by affidavit or voluntary acknowledgment.
- B. Paternity has been established for <<Child Z>> by a stipulation signed by both parents and filed with the court.
- C. Paternity is presumed for <<Child Z>> because the Respondent was married to the mother when the child was born or conceived
- D. Paternity has been established for <<Child Z>> by a court or tribunal of another state or by voluntary acknowledgment.
- E. Paternity is not an issue for <<Child Z>> because the Respondent and the mother married after the child's birth.
- F. Paternity has been established for <<Child Z>> by an administrative order based on a positive genetic test.
- G. Paternity has been established for <<Child Z>> based on the attached genetic test results that equal or exceed a 99 percent probability of paternity, which are hereby incorporated by reference and made a part of this Final Order.

Option 11 (role/relationship of party to child[ren])

- A. father
- B. mother
- C. caregiver

Option 12 (Based on activity status codes)

A. Non-expedited Orders

the Respondent did not file a timely request for an administrative hearing. The time limits are stated in the Proposed Administrative Support Order, which was served on the Respondent. The Respondent is deemed to have waived the right to request a hearing as provided by section 409.2563(7)(b), Florida Statutes.

B. Expedited Order

the Respondent waived his or her right to contest the proposed order at an administrative hearing.

Option 13.1 (for NCP)

- A. imputed
- B. actual

Option 13.1 (for CP)

- A. imputed
- B. actual

Option 14.1 User selects additional findings related to income used for support guidelines for the NCP



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Select only when NCP's income is imputed. Choose either A1, A2, or A3.

- A.** The Respondent is voluntarily underemployed and is capable of earning the imputed net monthly income based upon his or her recent work history, occupational qualifications and prevailing earnings level in the community.
- B.** The Respondent is voluntarily unemployed and is capable of earning the imputed net monthly income based upon his or her recent work history, occupational qualifications and prevailing earnings level in the community.
- C.** There is a lack of sufficient, reliable information concerning the Respondent's actual earnings; therefore an earning capacity equal to full time employment at federal minimum wage is presumed for the purpose of establishing the support obligation.

Option 14.2 User selects additional findings related to income used for support guidelines for the CP

Select only when CP's income is imputed. Choose either B1 or B2

- A.** The Petitioning parent is voluntarily underemployed and is capable of earning the imputed net monthly income based upon his or her recent work history, occupational qualifications and prevailing earnings level in the community.
- B.** The Petitioning parent is voluntarily unemployed and is capable of earning the imputed net monthly income based upon his or her recent work history, occupational qualifications and prevailing earnings level in the community.
- C.** There is a lack of sufficient, reliable information concerning the Petitioning parent's actual earnings; therefore an earning capacity equal to full time employment at federal minimum wage is presumed for the purpose of establishing the support obligation.

Option 15 Based on guideline information (Use only when deviating)

DOR is deviating from the guideline amount, which would be inappropriate for the following reason(s):

[Note: User selects applicable deviation reason(s). System will enumerate alphabetically as a., b., c., etc.]

When options 15A – L are selected, option 20 must also be selected and the user must provide free text explanation.

- A.** The direct and indirect financial expenses for each child due to the percentage of overnight stays each child spends with each parent set forth in sections. 61.30(11)(b)3, Florida Statutes, as explained in the Additional Findings of Fact and Conclusions of Law.



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- B.** The child(ren) spends a significant amount of time with the Respondent due to a shared parental arrangement as explained in the Additional Findings of Fact and Conclusions of Law.
- C.** Extraordinary medical, psychological, educational, or dental expenses as explained in the Additional Findings of Fact and Conclusions of Law.
- D.** Payment of support to a parent that regularly has been paid and for which there is a demonstrated need as explained in the Additional Findings of Fact and Conclusions of Law.
- E.** Seasonal variations in one or both parents' income as explained in the Additional Findings of Fact and Conclusions of Law.
- F.** Age(s) of the child(ren), taking into consideration the greater needs of older child(ren) as explained in the Additional Findings of Fact and Conclusions of Law.
- G.** Special needs that have been met traditionally within the family budget even though the fulfilling of those needs will cause support to exceed the guideline amount as explained in the Additional Findings of Fact and Conclusions of Law.
- H.** Total available assets of mother, father, and child(ren) as explained in the Additional Findings of Fact and Conclusions of Law.
- I.** Application of the child support guidelines requires the Respondent to pay more than 55 percent of gross income for a single support order as explained in the Additional Findings of Fact and Conclusions of Law.
- J.** Independent income of the child(ren), excluding the child(ren)'s SSI income as explained in the Additional Findings of Fact and Conclusions of Law.
- K.** Impact of IRS dependency exemption and waiver of that exemption as explained in the Additional Findings of Fact and Conclusions of Law.
- L.** Adjustments needed to achieve an equitable result as explained in the Additional Findings of Fact and Conclusions of Law.
- M.** The Respondent is entitled to a \$<<Allowable Deduction>> deduction from gross income for the Respondent's child(ren) who resides in his/her household.
- N.** The Respondent receives Social Security Disability (SSD) benefits. The Respondent's guideline share of the total child support need is offset by \$<<ReducedObligAmt>>, which is the amount of Social Security dependent benefits received by the child(ren) due to Respondent's disability.

[The following concludes Option 15 and must print whenever 15 is selected.]



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Therefore, the Respondent's monthly current support payment stated in Paragraph B is \$<<TotalDeviationAmountPOSD>> <<Option 15.1>> per month than the guideline amount.

Option 15.1

- A. more
- B. less

Option 16.1 Select whether health insurance is or is not available at reasonable cost to the NCP

- A. is
- B. is not

Option 16.2 Select whether health insurance is or is not accessible to the child through the NCP

- A. is
- B. is not

Option 16.3 Select whether health insurance is or is not available at reasonable cost to the CP

- A. is
- B. is not

Option 16.4 Select whether health insurance is or is not accessible to the child through the CP

- A. is
- B. is not

Option 17

A. When CP is providing health insurance

The Respondent has the ability to pay all or part of the cost of the child(ren)'s health insurance, which is being provided by the Petitioning parent or caregiver.

B. When either parent is active duty or retired military

The <<Option 27>> is active or retired United States military. As a dependent of the <<Option 27>>, the child(ren) is entitled to health insurance under the military health insurance program.

Option 18 [Select A, B, C or D]

- A. The Respondent has the ability to pay reasonable and necessary noncovered medical, dental, and prescription medication expenses incurred for the minor child(ren).
- B. The Petitioning parent has the ability to pay reasonable and necessary noncovered medical, dental, and prescription medication expenses incurred for the minor child(ren).



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- C. Both parents have the ability to pay reasonable and necessary noncovered medical, dental, and prescription medication expenses incurred for the minor child(ren).

Option 19: Retroactive support

A. System pop when retroactive support is ordered

The total past (retroactive) child support amount in Paragraph B is based on the factors listed in the enclosed child support guideline worksheet(s).

The Respondent shall pay retroactive support for <<Number Months Retro Owed>> months. This is the period(s) of time when the Respondent did not live together with the child(ren), during the 24 months before <<Date Served With Initial Notice>>, the date the Respondent was served with the initial notice in this proceeding. If a Final Order is issued, monthly support that accrues between now and the date the first payment is due will be added to the total retroactive support amount in the Final Order.

The retroactive support amount of \$<<Net Retro Support Owed>> is calculated <<Option 19A1/19A2>>

<<Option 19A3>>

Select either 19A1 or 19A2

19A1. at the same monthly rate as current support.

19A2. based on the monthly amounts as shown in the enclosed Guideline Worksheet(s) for the retroactive period. The retroactive support amount is calculated differently than current support because <<Free Form Text>>.

19A3 - If credit provided for payments made

The Respondent is given \$<<Retro Credit>> credit for support payments actually made or in-kind payments made during the retroactive period.

B. Select one of the following if retroactive support is not ordered

1. Past (retroactive) support is not appropriate because <<Free Form Text>>.
2. Past (retroactive) support is being waived by the custodial parent
3. DOR waives past (retroactive) support.

Option 20 (Must be included if option 15A – L is selected.) Center as header.



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Additional Findings of Fact and Conclusions of Law

Option 20A Must be selected when option 15A or 15B is selected and is listed as unnumbered paragraph under Option 20.

The Respondent's obligation of \$<<DevOblig>> is based on a mutual agreement between the Respondent and the Petitioning parent under which the child spends <<%ofNightsWithNCP>> percent of the overnights with Respondent.

Option 20B <<Free Form Text>>

Option 20C Must be selected when the past due amount owed is positive (for 120, 120R, 140 and 140R)

The Respondent has not made all payments as ordered under the <<Render Date of Order Being Modified>> Final Order and/or has not paid all retroactive support. Total past due support owed on this case, including retroactive support, is \$<<Total Past Due Owed>> as of <<date>>.

Option 21 When proceeding determines paternity (the leading ',' is needed in the order)
, 409.256

Option 22 When proceeding determines paternity
and biological

Option 23

A. When CP is providing health insurance

The Respondent's share of the cost of health insurance provided for the child(ren) by the Petitioning parent/caregiver is \$<<NCP Share of Health Insurance Expense When CP/CTR Provides>>, which is included in the Respondent's share of the total child support need stated in paragraph 9.

B. When either parent is active duty or retired military

The parents shall promptly enroll the child(ren) in the Defense Enrollment Eligibility Reporting System (DEERS). The parents shall cooperate with each other in doing so, which includes but is not limited to signing forms needed to enroll the child(ren) and providing any required documentation. If the child(ren) becomes ineligible for benefits under the military health care program, the parent who enrolls the child(ren) shall notify DOR within 30 days of the change in the child(ren)'s entitlement.

Option 25 (Include if user selects)

Additional Findings of Fact and Conclusions of Law: <<Free Form Text>>



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Option 26:

A. [Default setting]

the Respondent, <<NCPName>>, at the Respondent's address of record

B. [If the Respondent is represented by an attorney]

<<NCP Atty Name>>, attorney for Respondent, <<NCPName>>, at <<NCP Atty Address>>,

Option 27

- A. Respondent
- B. Petitioning parent
- C. Respondent and the Petitioning parent

Option 28

A. When paternity is already established

Any hearing will consider only issues related to child support. Neither DOR nor DOAH has authority in this proceeding to decide issues of divorce, alimony, time-sharing, or contested paternity. Only the circuit court may decide these issues.

B. When proceeding determines paternity

Any hearing will consider only issues related to paternity and/or child support. Neither we nor DOAH may decide issues of time-sharing or name change. Only the circuit court may decide these issues.

Option 29 When proceeding determines paternity

establishes paternity and

Option 30 When proceeding determines paternity

If a Final Order is rendered, it will have the same effect as a judgment of paternity entered by the circuit court under chapter 742, Florida Statutes. You will be the legal father of the above named child(ren), and gain all the rights and responsibilities of a legal parent.

Option 31 (based on the office handling the case)

- A. 1-305-530-2600 (if case is handled in Miami-Dade County)
- B. 1-941-741-4039 (if case is handled in Manatee County)
- C. 1-800-622-KIDS (5437) (if A. or B. Conditions are not met, [all other sites])



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Option 32

- A. mailed
- B. faxed
- C. hand-delivered

Option 33 (Use B if Respondent has an attorney)

- A. <<CP Name>>
<<CP Address>>
- B. <<NCP Attorney Name>>
<<NCP Attorney Address>>

Option 35 (Notice goes to both NCP and CP)

- A. <<NCP Name>>
<<NCP Address1>>
<<NCP Address2>>
- B. <<CP/CTR Name>>
<<CP/CTR Address>>
<<CP/CTR Address2>>

Option 36 Reason for order modification

- A. the needs of the child(ren) and/or financial circumstances of one or both parents have changed.
- B. the existing Final Order does not include support for <<Child(ren) Name(s)>>, born <<Child(ren) DOB(s)>>. <<Option 10>>
- C. the existing Final Order includes support for <<Child(ren) Name(s)>>, born <<Child(ren) DOB(s)>>, and the child(ren) no longer reside with the Petitioning parent/caregiver.
- D. <<Free Form Text>>

Option 37

Also, retroactive support in the amount of <<Net retro support owed>> is owed for <<child(ren) whose needs are being added>>.

Option 38

- A.
Health Insurance is to be provided by <<Option 27>>.
- B.
Neither parent is ordered to provide health insurance for the minor child(ren).



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Option 39

A.

The <<Option 27>> shall obtain and maintain health insurance for the child(ren) by enrolling them in group health insurance available through the <<Option 27>>'s employer, union, or other source. The <<Option 27>> shall send written proof of coverage to the <<CSE Local Office and Address>>. If there is any change in health insurance the <<Option 27>> must notify DOR within 30 days and send written proof of the change. <<Option 23>>

B.

Neither parent is ordered to provide health insurance for the minor child(ren).

Option 40

A. an increase

B. a decrease

Option 41

Use when there is more than one child. If there is only one child the paragraph on the layout is sufficient. The paragraph on the layout is also the paragraph that contains the last child's support information in multi child cases. Example 1: the option below would not appear when there is only one child in the case, the paragraph under section D is sufficient. Example 2: for multi child case with three kids, the option below would populate for kid 1 & 2, kid 3 would be covered by the paragraph on the layout under section D of the final order and proposed final order of the proposed order. The option below must repeat for each child in the case up to the last child.

Current support for <<oldest child's name 1>> is scheduled to end on <<child's estimated emancipation date – 1 day>>, or date of high school graduation according to the conditions above, at which time the Respondent shall pay:

\$<<1st step down support amount>> per month current support.

Current support for <<next oldest child's name 1>> is scheduled to end on <<child's estimated emancipation date – 1 day>>, or date of high school graduation according to the conditions above, at which time the Respondent shall pay:

\$<<2nd step down support amount>> per month current support.