

## CHILD SUPPORT GUIDELINES WORKSHEET INSTRUCTIONS

**General** — Use monthly financial information rounded to the nearest dollar in making these calculations. To convert data to monthly figures,

- multiply weekly financial data by 4.33
- multiply bi-weekly financial data by 2.167
- multiply semi-monthly financial data by 2
- divide annual financial data by 12

Amounts of \$.50 or more should be rounded *up* to the nearest dollar; amounts less than \$.50 should be rounded *down* to the nearest dollar.

**Line 1** — Gross income is defined by Virginia Code § 20-108.2(C).

- Gross income “shall mean all income from all sources, and shall include, but not be limited to, income from salaries, wages, commissions, royalties, bonuses, dividends, severance pay, pensions, interest, trust income, annuities, capital gains, social security benefits, worker’s compensation benefits, disability insurance benefits, veterans’ benefits, spousal support, rental income, gifts, prizes or awards. If a parent’s gross income includes disability insurance benefits, it shall also include any amounts paid to or for the child who is the subject of the order and derived by the child from the parent’s entitlement to disability insurance benefits.”
- Gross income “shall not include benefits from public assistance programs as defined in Virginia Code § 63.1-87 [aid to dependent children, auxiliary grants to the aged, blind and disabled, medical assistance, food stamps, general relief, fuel assistance and social services] or child support received.”

**Line 2** — If spousal support is paid by one parent-party to the other parent-party pursuant to an order or written agreement between the parties, subtract that amount under the payor’s column and add the amount under the payee’s column (use plus and minus signs appropriately). If none, insert “none” under both columns.

**Line 3 (Virginia Code § 20-108.2(C))** — If either parent has income from self-employment, a partnership or a closely-held business, subtract reasonable business expenses under the column of the party with such income. If none, insert “none.”

**Line 4.a.** — As applicable, add to and subtract from line 2 the figures in lines 3 and 4 and enter the total for each column.

**Line 6.a.** — Using § 20-108.2(B) SCHEDULE OF MONTHLY BASE CHILD SUPPORT OBLIGATIONS, use line 4.b. (combined monthly available income) to find the applicable income level under COMBINED GROSS INCOME, then use line 5 (number of children) to determine the base child support obligation under the appropriate column at the applicable income level.

**Line 6.b. (Virginia Code § 20-108.2(D))** — Insert uninsured medical or dental expenses in excess of \$100 for a single illness or condition, which shall include but not be limited to eyeglasses, prescription medication, prostheses, and mental health services whether provided by a social worker, psychologist, psychiatrist or counselor. For past events, allocate an amount to be recouped monthly. For ongoing events, enter the amount to be paid monthly to the health care provider or the amount allocated monthly to be applied toward the bill of the health care provider.

**Line 6.c. (Virginia Code §§ 20-108.2(E) and 63.1-250)** — Insert costs for “health care coverage” when actually being paid by a parent, to the extent such costs are directly allocable to the child or children, and which are the extra costs of covering the child or children beyond whatever coverage the parent providing the coverage would otherwise have. “Health care coverage” means any plan providing hospital, medical or surgical care coverage for dependent children provided such coverage is available and can be obtained by a person obligated under Virginia law for support of a dependent child or the child’s caretaker at a reasonable cost (such as through employers, unions or other groups without regard to service delivery mechanism). This item should also include the cost of any dental care coverage for the child or children paid by a parent.

**Lines 6.d. (Virginia Code § 20-108.2(F))** — Insert actual cost or the amount required to provide quality child care, whichever is less. If applicable, allocate ratably between employment-related child care and other child care based on custodian’s activities while child care is being provided.

**Line 11(a)** — If amounts paid to or for the child who is the subject of the order and derived by the child from the parent’s entitlement to disability insurance benefits have been included in a parent’s gross income, that amount should be subtracted from that parent’s child support obligation.

**Line 11 (b-c) (Virginia Code § 20-108.1(B))** — If applicable, describe adjustment to child support for factors not addressed in guidelines calculation, then show amount to be added to or subtracted from each party-parent’s child support obligation (use plus and minus signs appropriately).

**Line 11 (d)** — If additional items are entered in lines 10 (a-c), add and subtract such items from line 6 and enter the totals on this line. In cases involving split custody, the amount of child support to be calculated using these guidelines shall be the difference between the amounts owed by each parent as a noncustodial parent, computed in accordance with these guidelines, with the noncustodial parent owing the larger amount paying the difference to the other parent.

For the purpose of applying this provisions, split custody shall be limited to those situations where each parent has physical custody of a child or children born of the parents, born of either parent and adopted by the other parent or adopted by both parents. For the purposes of calculating a child support obligation where split custody exists, a separate family unit exists for each parent, and child support for that family unit shall be calculated upon the number of children in that family unit who are born of the parents, born of either parent and adopted by the other parent or adopted by both parents. Where split custody exists, a parent is a custodial parent to the children in that parent’s family unit and is a noncustodial parent to the children in the other parent’s family unit.