

**INSTRUCTIONS FOR  
REQUESTING CHILD CARE REIMBURSEMENT**

The Friend of the Court will calculate and recommend child care contributions in all orders upon receipt of verification of these costs at the time of an initial interview or a review. You must submit the completed "Child Care Verification" form before the Friend of the Court will look at this matter.

You must provide the total child care expenses for the entire year.

Child care costs are determined on an annual basis. Once the amount has been determined there will not be an adjustment unless the change will result in a modification of \$25 or more per month. You should always be prepared to submit receipts of actual expenses, upon request of the Friend of the Court.

In the event that actual child care costs are *significantly less* than provided for in the order, the Friend of the Court *may* adjust the amount retroactively upon verification of actual expenses.