

### Checklist for Multiple Worksheets

Use this checklist when preparing multiple or step-down worksheets in a child support action when a child has aged out pursuant to O.C.G.A. § 19-6-15(b)(12).

|     | <b>Item</b>  | <b>Complete?</b> |
|-----|--|------------------|
| 1.  | You have completed the first worksheet and need to prepare the second worksheet. Go to Search Folder-Worksheets, expand the correct folder, select the correct worksheet and click the COPY button to copy and create a second worksheet. The copy worksheet will open.  |                  |
| 2.  | Comments to the Court, number 10, will be blank allowing you to enter a comment related to the second worksheet. Comments from the first worksheet are not carried to the second worksheet.  |                  |
| 3.  | Exclude the oldest child in the copied worksheet by clicking number 14(b). When the dialog box opens, go to "Child to Edit" and select a child from the drop-down list and that child's information will display. Click the "Excluded" radio button and click Save. When a child is excluded from the worksheet, deviations related to that child are automatically removed by the calculator. |                  |
| 4.  | Are there preexisting orders included in the initial worksheet? Will the preexisting order(s) still be in effect when the subsequent worksheet takes effect? If updates are needed, go to Schedule B, number 43(b).  |                  |
| 5.  | Has either parent claimed an "Other Qualified Child" on the initial worksheet? Will that child have reached age 18 or graduated from high school when the subsequent worksheet takes effect? If updates are needed, go to Schedule B, number 44(b).  |                  |
| 6.  | When the first child ages out of eligibility for child support, will the health insurance amount change? If updates are needed, go to Schedule D, number 46.   |                  |
| 7.  | When the first child ages out of eligibility for child support, will the amount being paid for work related childcare have changed? If updates are needed, go to Schedule D, number 47(b).   |                  |
| 8.  | Are there any deviations in effect in the initial worksheet that will no longer be relevant once a child has aged out of child support? If updates are needed, go to Schedule E. (Remember, certain expenses related to a child are removed by the calculator when the child is excluded on the Worksheet, number 14(b).)  |                  |
| 9.  | If deviations change as a result of "excluding" a child in the copied worksheet, remember to update the answers for the "Findings of Fact" questions on Schedule E, at numbers 56(b), (c), and (d).  |                  |
| 10. | If financial updates were made to Schedule B, the pro rata share for each parent may change. Does an update need to be made to the future "Uninsured Health Care" expenses percentages at number 17 on the worksheet?  |                  |
| 11. | Change the description for the second worksheet by clicking the "Update Worksheet Description" button located at the bottom of the screen and edit as needed.  |                  |
| 12. | If multiple worksheets are used, include each amount in the child support order and when each amount is effective. If an Income Deduction Order (IDO) is being considered in the case, enter a separate IDO for each amount of child support and include the effective date in each IDO.   |                  |