

USER GUIDE

GEORGIA CHILD SUPPORT CALCULATOR

Georgia Child Support Commission

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Welcome

Welcome to the Georgia Child Support Calculator. This User Guide provides all the information necessary to prepare a child support worksheet using the Georgia Child Support Calculator as required by O.C.G.A. § 19-6-15.

Introducing the Georgia Child Support Calculator

The purpose of this User Guide is to instruct users on the creation of child support worksheets via utilization of the Georgia Child Support Calculator (the “Calculator”). The Calculator was created and is maintained by the Georgia Child Support Commission (the “Commission”), which was established by statute in 2005. All members of the Commission are appointed by the Governor, and it is staffed by employees of the Judicial Council/Administrative Office of the Courts (the “JC/AOC”). The JC/AOC hosts the Calculator which is located at <https://csconlinecalc.georgiacourts.gov/>.

The Calculator allows users to create, save, and share child support worksheets. It is easy to use and has a great deal of functionality. Users establish their own secure accounts to utilize the Calculator. They may create worksheets, save worksheets in progress, and share worksheets with others, e.g., attorneys and judges.

Updates to User Guide

Updates are periodically made to this User Guide, and they are reflected in the table below.

Date	Reason for Update
02/28/2016	Initial publication
10/31/2024	Update for modernized Calculator
12/31/2025	Update for legislative changes
02/12/2026	Revisions

Getting Started

Calculator's Home Page

To use the Calculator, open a web browser and navigate to the Calculator's home page at <https://csconlinecalc.georgiacourts.gov>. The home page is where you may create a new account, log in to an existing account, obtain help information, find links to video tutorials, and more. It also includes a link to the Georgia Child Support Guidelines statute, O.C.G.A. § 19-6-15, for those who wish to view the applicable law.

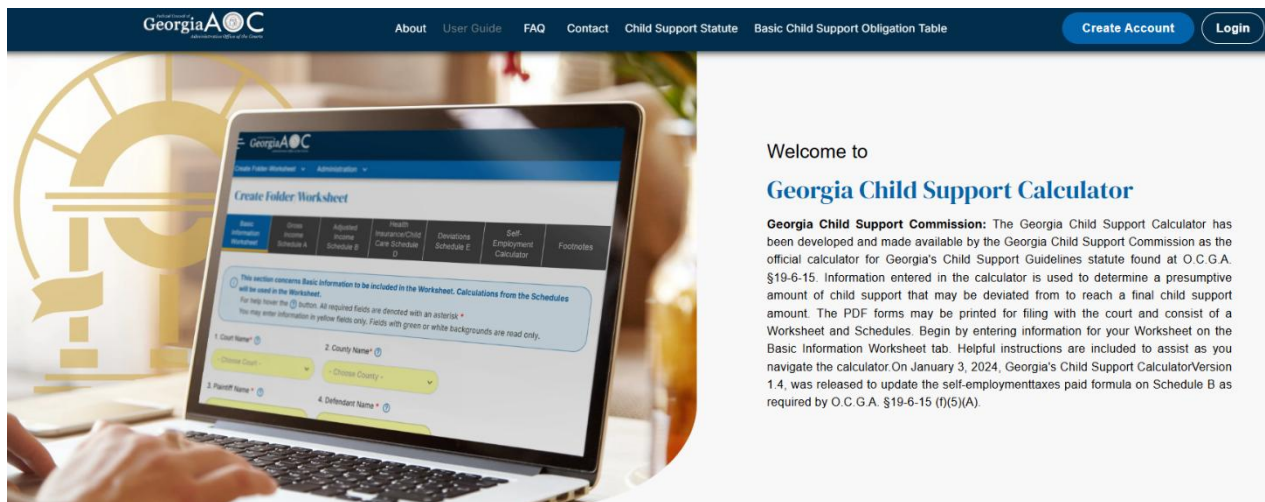


Figure 1 - Home page

User Accounts

Individual Account

A user may be an individual or an organization. There is no requirement that an individual user establish an organization or be a member of an organization. An individual user may also serve as an Administrator of an organization.

Create an Individual Account

Open a web browser and navigate to the Calculator's home page at <https://csconlinecalc.georgiacourts.gov>. To create a new user account, select **Create Account** on the navigation bar as shown below.

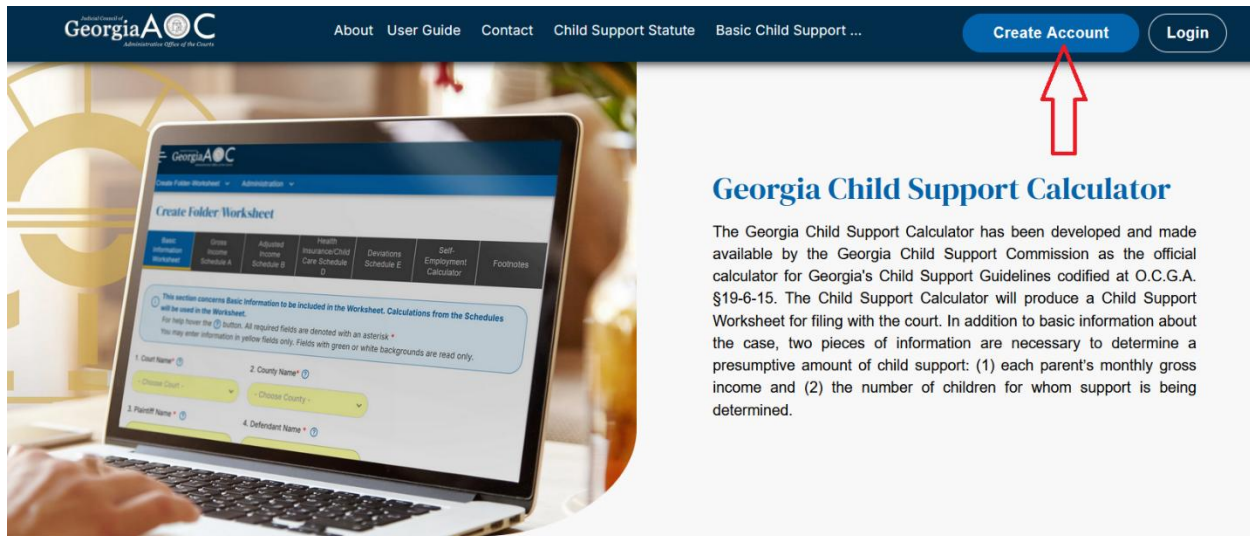


Figure 2 - Create Account button on navigation bar

A **Create Your Account** window will display on the screen. Enter your first and last name and a valid email address. Your email address will serve as your username. (If you do not already have an email address, please create one before attempting to create a user account for the Calculator.) The email address may be changed after account creation if necessary.

Enter a password that contains at least eight characters and meets State of Georgia security standards by including all the following:

- One or more upper-case letters
- One or more lower-case letters
- One or more numerical digits
- One or more special characters, such as @, #, \$

Create Your Account

Enter a valid email address that will serve as your user name. If you do not already have an email address, please create one first. Your password must meet state of Georgia security standards and consist of the following: ⓘ

User Information

First Name*	Last Name*
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Email*	Password*
<input type="text" value="Email"/>	<input type="password" value="Password"/>

Figure 3 - Create Your Account window

The default language is English, but Spanish may be selected if necessary. **Note that all fields denoted with a red asterisk are required and must contain the requested information.**

Next, a default court and county may be selected if the user typically practices in the same court and county and wishes to have this information display automatically upon creation of each new worksheet. These two fields may be left blank if desired. To select a default court or county, click on the drop-down menu and select the desired option. The options for courts are *Juvenile*, *OSAH*, *State*, and *Superior*. The options for counties include all the counties of the State of Georgia.

For users who are attorneys, please enter your Bar number in the designated field which is applicable to attorneys only. If you are not an attorney, please leave this field blank.

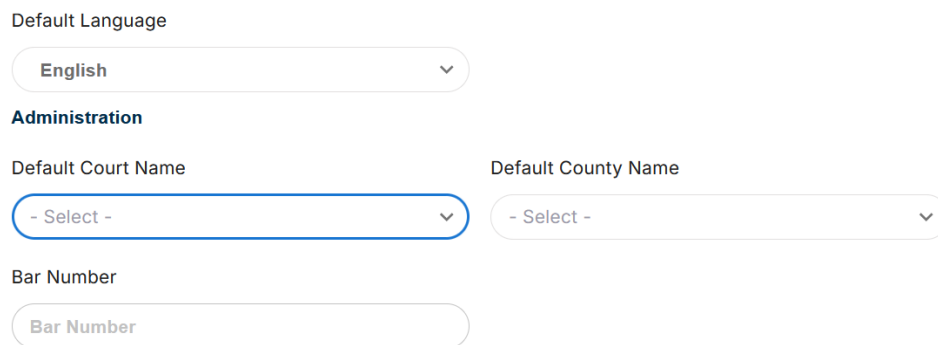


Figure 4 – Continuation of Create Your Account window

Once the above fields have been populated with information, click in the **I'm not a robot** reCaptcha box and select **Create New User** to validate your user credentials. If you wish to create your account later, select **Cancel** to exit out of the new user account creation process.

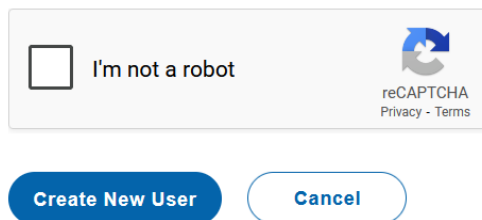


Figure 5 - reCaptcha box

Once the new user account is created, the user is automatically logged in and the username will be reflected at the top right of the page as shown in Figure 6 below.



Figure 6 - Home page reflecting logged-in user

Manage an Individual Account

Login to Account

Open a web browser and navigate to the Calculator's home page at <https://csconlinecalc.georgiacourts.gov>. To log in to your user account, select **Login** on the navigation bar at the top right of the screen.



Figure 7 - Login button on navigation bar

In the Login window that displays, enter the email address and password you entered when you created your user account (or your new password, if it has changed). Then select **Login** to access your account.

Figure 8 - Login window

A Verification window will be displayed, and the Calculator will then send you an email with an OTP code to authenticate your account.

Figure 9 - Verification window

OTP for Login

Figure 10 - Example of email with OTP code

Once you receive an email with the code, enter the code in the Verification screen and select **Verify**.

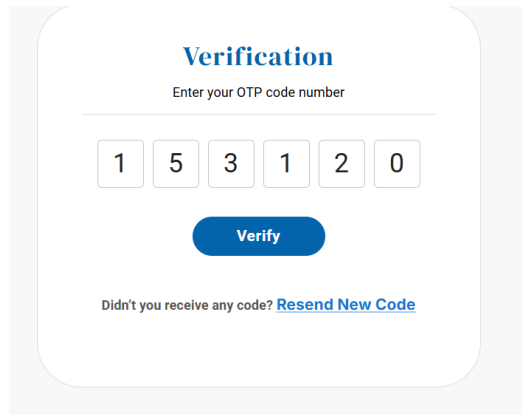


Figure 11 - Verification window with OTP code entered

If the code has expired because too much time has elapsed between the receipt of the code and its entry on the Verification window, select **Resend New Code** to receive a new code and go through the verification process again.

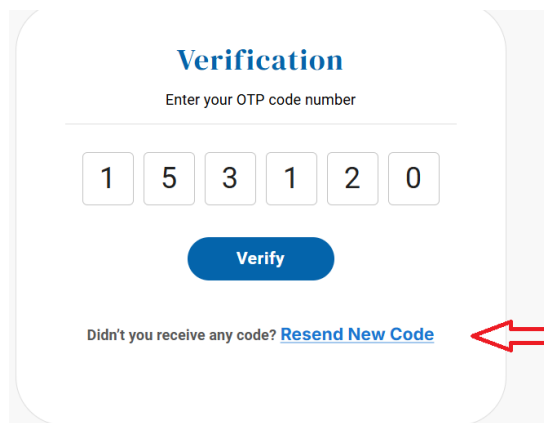


Figure 12 - Resend New Code button

You should now be logged in to your account.

Reset Password

If you need to reset your password, select **Reset** on the login screen described in [Login to Account](#).

Login

If this is your first time using the Calculator on or after 07/21/25, you will need to reset your password in order to access your worksheets. To do this, please click the blue 'Reset' button below.

Email*

Password*

If you forgot your password you can [Reset it](#)

Login

Figure 13 - Reset password button

In the screen that displays, enter your email address, click in the **I'm not a robot** reCaptcha box and select **Send**.

Reset Password

Please enter your email address in the Email field, and then click the Send Email button. The calculator will send an email that includes the password reset instructions.

Email*

I'm not a robot

reCAPTCHA
Privacy - Terms

Send Cancel

Figure 14 - Reset Password window

You will then be sent an email that provides instructions to reset your password so that you may login to your user account.

Update User Information

To update user information, select **Administration** in the secondary navigation bar at the top of the page. Then select **Update User Information** from the drop-down menu. Enter changes and select **Save User Information**.

Organization Account

An organization account may be established for groups of individuals, e.g., law firms, judges and their staff, and government agencies and may consist of one or more individual users.

The individual who establishes an organization automatically becomes that organization's administrator. If there is only one member of the organization, that member is the administrator. The role of administrator can be reassigned to another member at any time if desired.

The administrator manages the organization by inviting members, viewing and updating member information, and removing members.

Create an Organization Account

Creating an organization account requires that an individual with a user account create an organization in the system. To do so, open a web browser and navigate to the Calculator's home page at <https://csconlinecalc.georgiacourts.gov>. Either create a new user account or log in to your existing user account following the instructions in [Create an Individual Account](#) or [Login to Account](#), respectively.

To create an organization, select **Administration** in the secondary navigation bar at the top of the screen.



The screenshot shows the top navigation bar of the Georgia Child Support Calculator website. The primary navigation bar includes links for 'About', 'User Guide', 'Contact', 'Child Support Statute', and 'Basic Child Support ...'. The user 'JoAnna Deering' is logged in. The secondary navigation bar, which is highlighted in blue, contains three dropdown menus: 'Worksheet', 'Administration', and 'System Administration'. A red arrow points to the 'Administration' dropdown menu. Below the navigation bar, the main content area displays the 'Create Folder Worksheet' page, which includes a table of tabs for 'Basic Information Worksheet', 'Child Income Schedule A', 'Adjusted Income Schedule B', 'Health Insurance/Child Care Schedule D', 'Deviations Schedule E', 'Self-Employment Calculator', and 'Footnotes'. A text box explains that the section concerns basic information to be included in the worksheet and provides instructions on how to use the calculator.

Georgia Child Support Calculator

The Georgia Child Support Calculator has been developed and made available by the Georgia Child Support Commission as the official calculator for Georgia's Child Support Guidelines codified at O.C.G.A. §19-6-15. The Child Support Calculator will produce a Child Support Worksheet for filing with the court. In addition to basic information about the case, two pieces of information are necessary to determine a presumptive amount of child support: (1) each parent's monthly gross income and (2) the number of children for whom support is being determined.

Figure 15 - Secondary navigation bar | Administration

Then select **Create Organization** from the drop-down menu.

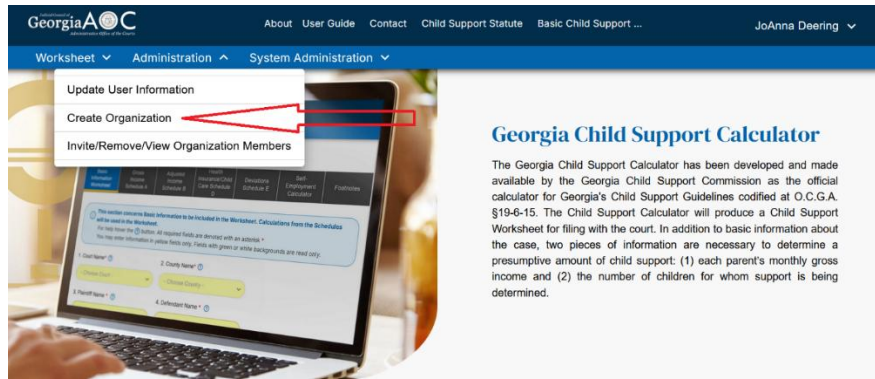


Figure 16 – Administration drop-down menu | Create Organization

A **Create Organization** window will be displayed, Enter the name of the organization in the *Organization Name* field. Select **Save** to create the organization or **Cancel** to close the dialog box without creating an organization. If the organization name already exists, an error message will display. If this happens, enter a different name and continue.

Create Organization

Figure 17 - Create Organization window

The new organization has now been created.

Update/View Organization Name

An organization’s administrator may update or view the organization name when necessary. To do so, select **Administration** in the secondary navigation bar at the top of the page. Then select **Update/View Organization Name** from the drop-down menu.

Figure 18 - Update/View Organization Name window

Enter corrections to the organization name and select **Save**. If the organization name already exists, an error message will display. If simply viewing the organization name, select **Cancel** to close the dialog box without making any changes.

Manage an Organization Account

An organization account is managed via the **Administration** menu in the secondary navigation bar at the top of the page.



Figure 19 - Administration menu

Invite/Remove/View Organization Members

Once an organization is created, the organization's administrator may invite others to join the organization, remove users from the organization, and reassign the role of administrator to another existing user.

Invite/View Organization Members

To invite someone to become a member of an organization, select **Administration** in the secondary navigation bar at the top of the page. Then select **Invite/Remove/View Organization Members** from the drop-down menu.

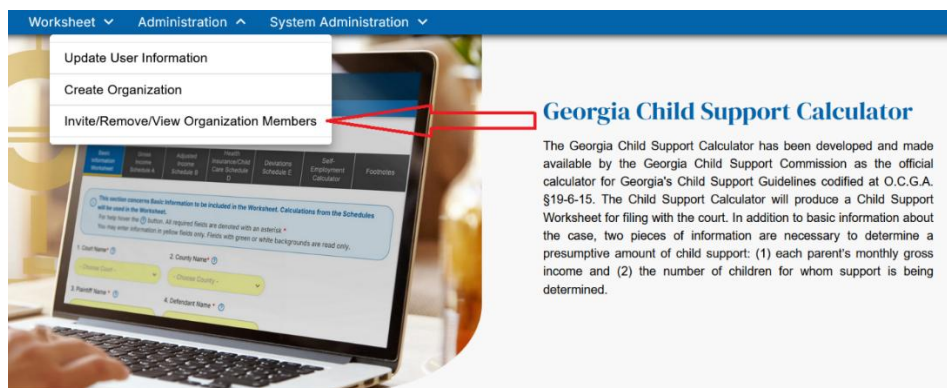


Figure 20 – Administration drop-down menu | Invite/Remove/View Organization Members

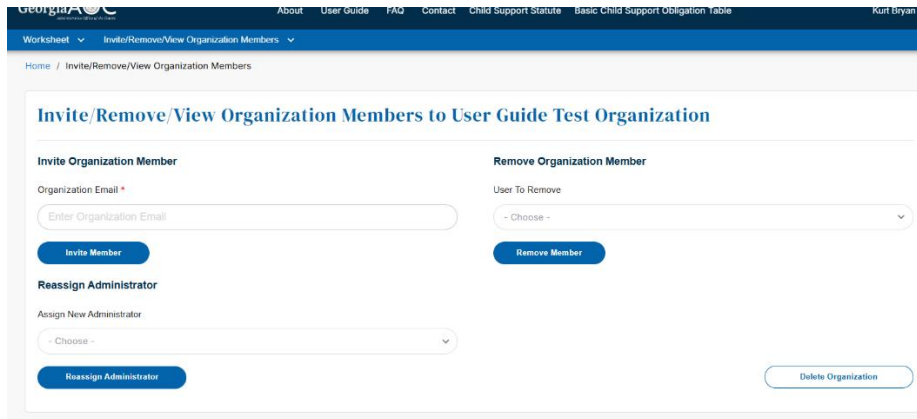


Figure 21 - Invite/Remove/View Organization Members window

A new screen will appear as reflected above. Under **Invite Organization Member**, enter in the *Organization Email* field the email address of the person being invited to join the organization and select **Invite Member**. A message saying that the invitation was sent successfully will briefly appear at the top of the administrator’s screen.

The invited person will subsequently receive an email invitation similar to the one below.

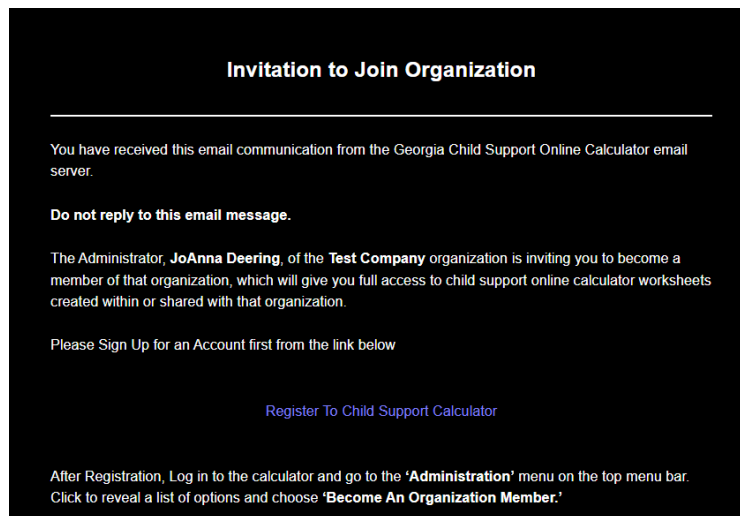


Figure 22- Example of invitation email

To accept or reject the invitation, the invited person should use the link provided in the email to create a new account. Once logged into the account, select **Administration** in the secondary navigation bar at the top of the page, and then select **Become an Organization Member** from the drop-down menu.

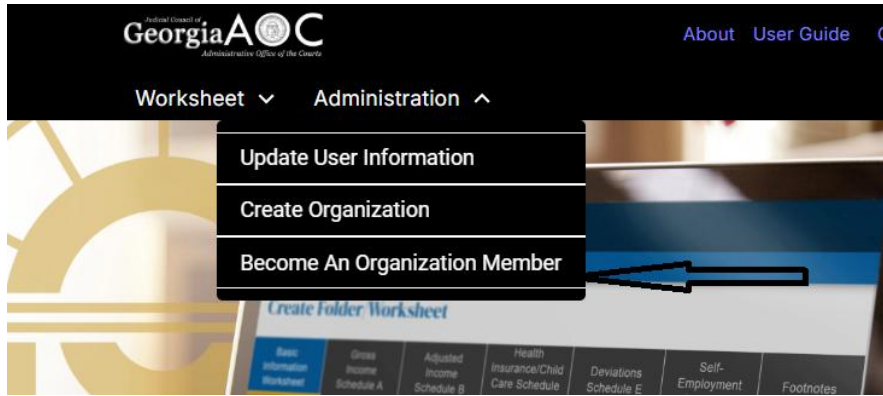


Figure 23 – Administration drop-down menu | Become an Organization Member

A window will display for the individual to choose whether to accept or reject the invitation to become a member of the organization. If the person accepts the invitation, that person will be added to the organization. If the person rejects the invitation, that person will not be added.

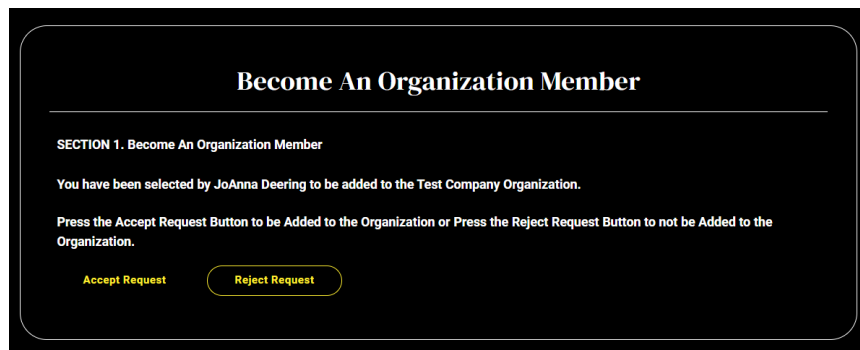


Figure 24 - Acceptance or rejection of invitation to join an organization

Once an invitation is accepted, the table of Organization Members will be updated with the new member’s information and that member will have full access to view child support online calculator worksheets created within or shared with that organization.

Organization Members

Member Name ↑	Member Email ↑	Administrator
Search	Search	
Kurt Bryan	kurt.bryan@georgiacourts.gov	Yes
Members Invited to Join Organization		
latoinna.lawrence@georgiacourts.gov		Pending

[Return To Home Page](#)

Figure 25 - Table of Organization Members

Remove Organization Members

To remove a member of an organization, the organization must be comprised of two or more members. If the organization consists of only one member (who is also the administrator), the **Remove** function is unavailable. One may reassign the role of administrator to a different organization member, and then the account of the previous administrator may be removed, but do not attempt to remove an administrator from an organization prior to reassigning the role of administrator to someone else.

To remove a member, select **Administration** in the secondary navigation bar at the top of the page. Select **Invite/Remove/View Organization Members** from the drop-down menu. Under **Remove Organization Member**, select the member to be removed from the drop-down list of members so the member's information displays in the field, and then select **Remove Member**. From the window that displays, select **Yes** to remove the member or **Cancel** to exit from the window. Note that no email message will be sent to the member removed from the organization.

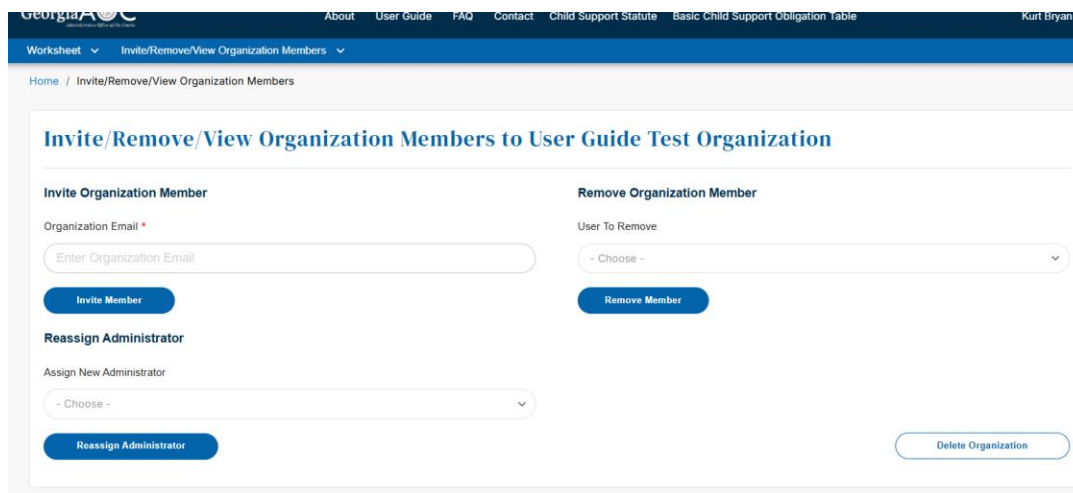


Figure 26 - Invite/Remove/View Organization Members window

Reassign Administrator

Note the following regarding reassignment of the organization's administrator:

- The user who serves as the organization's administrator may reassign the role of administrator to another user **ONLY** if there are two or more users in the organization.
- If there is only one user/administrator in the organization, do not use the **Reassign** function.
- Do not remove the administrator as a user from the organization before reassigning the role of administrator. For example, if an organization member who also serves as

the organization's administrator leaves the organization and needs to be removed from the account entirely, first reassign the role of administrator to a different organization member, and then remove the old administrator (who is now only an organization member) from the organization's account.

To reassign the role of administrator, select **Administration** in the secondary navigation bar at the top of the page. Select **Invite/Remove/View Organization Members** from the drop-down menu. Under **Reassign Administrator**, select the member to be assigned the role of administrator from the drop-down list of members so the member's information displays in the field, and then select **Reassign Member**. From the window that displays, select **Yes** to reassign the role of administrator or **Cancel** to exit from the window.

Worksheet Administration

Helpful to Know

While working in the application, note that an asterisk (*) symbol denotes a required entry field. Whenever an encircled question mark (?) appears on the screen, hovering over it reveals helpful information about the surrounding entry fields. Entries may only be made in yellow-colored fields. Fields with green or white backgrounds are read-only.

Navigation

The application uses different approaches of navigation to make it easy to move from screen to screen of the worksheet and its accompanying schedules.

At the top of each screen, there are tabs named for each section of the application. Select a tab to navigate to its corresponding screen. The currently selected tab is colored blue.

The tabs are:

- Basic Information Worksheet
- Gross Income – Schedule A
- Adjusted Income – Schedule B
- Parenting Time Adjustment – Schedule C
- Health Insurance/Child Care – Schedule D
- Deviations – Schedule E
- Self-Employment Calculator
- Footnotes

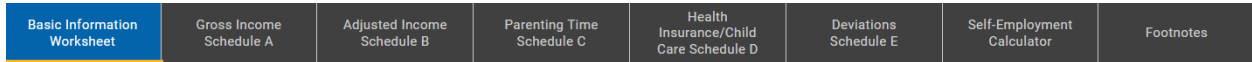


Figure 27 - Top navigation tabs

Navigation may also be accomplished by using the directional buttons at the bottom of each screen. Select one of these buttons to move in the direction indicated by the arrow.



Figure 28 = Bottom navigation buttons

For instructions on entering data in the worksheet and its accompanying schedules, please see [Worksheet Entries](#).

Folders

Worksheets are saved in folders. A child support folder is automatically created when the first worksheet is saved. There is a separate folder for each worksheet and its accompanying schedules in a case.

Folders may be created and viewed by selecting **Worksheet** in the secondary navigation bar at the top of the page.

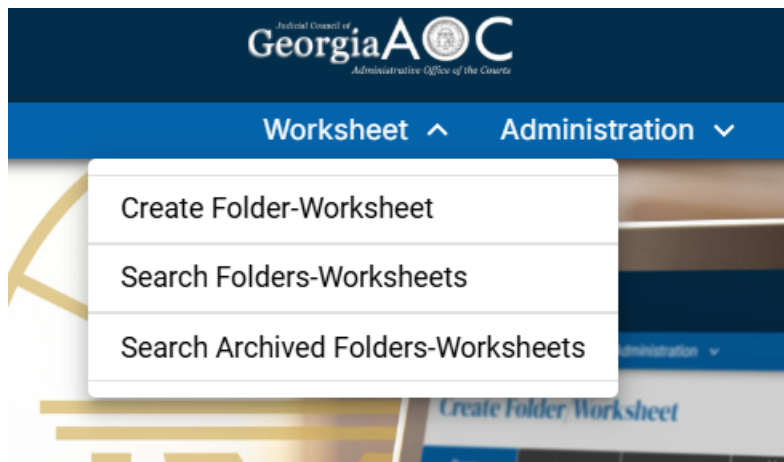


Figure 29 - Worksheet drop-down menu

A user's folders are stored in a table for easy viewing and searching.

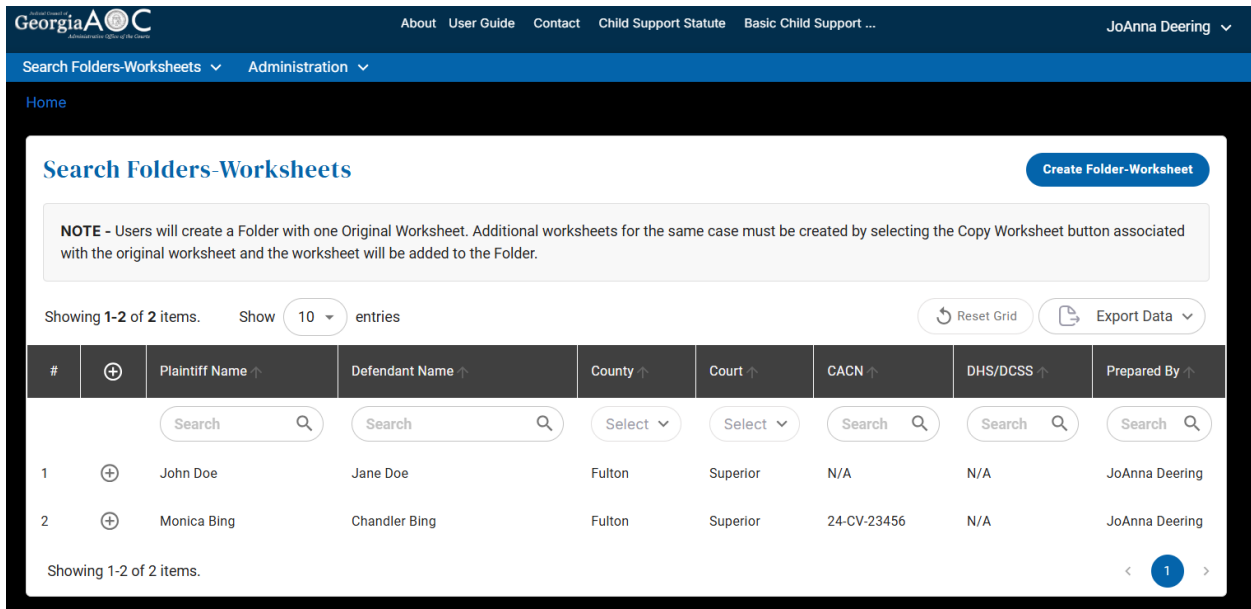


Figure 30 - Search Folders-Worksheets table

Folder Buttons

Buttons are used throughout the application to facilitate the performance of various tasks, such as saving a worksheet. These buttons are located at the bottom of the page. The buttons displayed below appear prior to saving a new worksheet.



Figure 31- Save Worksheet buttons

Once a worksheet has been saved, the **Save Worksheet** button is replaced by the **Update Worksheet** button, and the **Save & Close Worksheet** button is replaced by the **Update & Close Worksheet** button. There is also an **Update Worksheet Description** button that is used to update the description of a saved worksheet.



Figure 32- Update Worksheet buttons

Search Worksheets in Folder

The **Search** function can be used to find and open your own worksheets, worksheets of others in your organization (if you are a member of an organization), and/or worksheets that were shared with you. Seven search filters are available to you:

- Name of Plaintiff
- Name of Defendant
- Name of County
- Class of Court
- CACN (Civil Action Case Number)
- DHS/DCSS (Department of Human Service’s Division of Child Support Services)
- Prepared By

Search criteria may be entered in one or multiple fields.

#	+	Plaintiff Name ↑	Defendant Name ↑	County ↑	Court ↑	CACN ↑	DHS/DCSS ↑	Prepared By ↑
		<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>

Figure 33- Search criteria

- **Plaintiff and Defendant Name Fields** - Enter the name or any portion of the name of the plaintiff and/or defendant. The search will return results containing any plaintiff and/or defendant names that match the search criteria.
 - *Example:* You created a worksheet but can only remember the last name of the parties, e.g., the last name of “Mouse.” In this example, you will enter “Mouse” or “mouse” and the search will return results of all folders that include the name “Mouse.” You may then select the correct worksheet folder from the results.
 - You can also type in a partial name, such as “Mou,” and the search will return results of all folders with those letters in the name.
- **County Field** - The county filter includes a drop-down menu containing an alphabetical list of all of Georgia’s 159 counties. Scroll through the list to find the correct county and select it so the county displays in the field. The county may also be typed in the search box at the top of the drop-down list. The search will return results of all folders containing worksheets in the selected county.
- **Court Field** - The court filter includes a drop-down menu containing a list of the types of courts in Georgia where child support actions may be filed. Scroll through the list to find the correct court and select it so the court displays in the field. The court may also be typed in the search box at the top of the drop-down list. The search will return results of all folders containing worksheets in the selected court. *Note that this search may return many results.*
- **CACN Field** - The Civil Action Case Number (CACN) is assigned by the clerk of court when the action is initially filed and is displayed on all pleadings in the case. This number is entered on the Basic Information Worksheet at line number 6 and should

be entered exactly as it was assigned by the clerk. Enter the number, or any portion of the number, in the CACN field to search for all worksheets containing this number.

- **DCSS Case Number Field** - DHS/DCSS is the Department of Human Service’s Division of Child Support Services, i.e., the state’s child support agency. DCSS assigns its own unique case number to actions it files and may enter the DHS/DCSS number, or any portion of the number, in the CACN field to search for all worksheets containing this number.
- **Prepared By Field** - The prepared by field is auto-populated number on the Basic Information Worksheet with the name of the person logged into the application at the time the worksheet is initially created and is displayed at line number 15(a) of the Basic Information worksheet. Enter this name in the prepared by field to search for all worksheets prepared by this user.

Expand/Collapse Folders

Select the **Expand/Collapse** buttons to open a single folder or all folders and close a folder or worksheets within a folder. The **Expand** button is denoted by an icon of a circle surrounding a plus (+) sign.

The screenshot shows a web interface titled "Search Folders-Worksheets". At the top right is a blue button labeled "Create Folder-Worksheet". Below the title is a note: "NOTE - Users will create a Folder with one Original Worksheet. Additional worksheets for the same case must be created by selecting the Copy Worksheet button associated with the original worksheet and the worksheet will be added to the Folder." Below the note, it says "Showing 1-2 of 2 items." and "Show 10 entries". There are "Reset Grid" and "Export Data" buttons. The main part of the interface is a table with columns: #, Plaintiff Name, Defendant Name, County, Court, CACN, DHS/DCSS, and Prepared By. Each row has a plus sign icon in the first column, which is circled in red in the image. The table contains two rows of data.

#	Plaintiff Name	Defendant Name	County	Court	CACN	DHS/DCSS	Prepared By
1	John Doe	Jane Doe	Fulton	Superior	N/A	N/A	JoAnna Deering
2	Monica Bing	Chandler Bing	Fulton	Superior	24-CV-23456	N/A	JoAnna Deering

Figure 34- Expand buttons

The **Collapse** button is denoted by an icon of a circle surrounding a minus (-) sign.

The screenshot shows a table with columns: #, Plaintiff Name, Defendant Name, County, Court, CACN, DHS/DCSS, and Prepared By. A red circle highlights the minus sign icon in the first row's # column. Below the table is a section titled "Child Support Worksheets For: John Doe Vs Jane Doe" containing a table with columns: Worksheet Description, Date Entered, Version, and Options. The Options column contains buttons: "Make Available To Court", "Share Worksheet", "Copy Worksheet", and "Archive Worksheet". Below this is another row of the main table with columns: #, Plaintiff Name, Defendant Name, County, Court, CACN, DHS/DCSS, and Prepared By.

#	Plaintiff Name ↑	Defendant Name ↑	County ↑	Court ↑	CACN ↑	DHS/DCSS ↑	Prepared By ↑								
1	John Doe	Jane Doe	Fulton	Superior	N/A	N/A	JoAnna Deering								
Child Support Worksheets For: John Doe Vs Jane Doe <table border="1"> <thead> <tr> <th>Worksheet Description</th> <th>Date Entered</th> <th>Version</th> <th>Options</th> </tr> </thead> <tbody> <tr> <td>Open - Doe v. Doe, Case #123, includes Low Income Deviation</td> <td>09-15-2025 15:22:30</td> <td>1</td> <td> Make Available To Court Share Worksheet Copy Worksheet Archive Worksheet </td> </tr> </tbody> </table>								Worksheet Description	Date Entered	Version	Options	Open - Doe v. Doe, Case #123, includes Low Income Deviation	09-15-2025 15:22:30	1	Make Available To Court Share Worksheet Copy Worksheet Archive Worksheet
Worksheet Description	Date Entered	Version	Options												
Open - Doe v. Doe, Case #123, includes Low Income Deviation	09-15-2025 15:22:30	1	Make Available To Court Share Worksheet Copy Worksheet Archive Worksheet												
2	Monica Bing	Chandler Bing	Fulton	Superior	24-CV-23456	N/A	JoAnna Deering								

Figure 35- Collapse buttons

Reset Filter

It is easy to clear the search filters to begin a new search. Select the **Reset Grid** button located at the top right of the screen. All worksheet folders will again display.

The screenshot shows the Georgia Child Support Calculator interface. At the top, there is a navigation bar with the GeorgiaAOC logo and links for About, User Guide, Contact, Child Support Statute, and Basic Child Support. Below this is a search bar and a navigation menu with options: Search Folders-Worksheets, Administration, and System Administration. The main content area is titled "Search Folders-Worksheets" and includes a "Create Folder-Worksheet" button. A note states: "NOTE - Users will create a Folder with one Original Worksheet. Additional worksheets for the same case must be created by selecting the Copy Worksheet button associated with the original worksheet and the worksheet will be added to the Folder." Below the note, it says "Showing 1-2 of 2 items." and "Show 10 entries". A red circle highlights the "Reset Grid" button. To the right of the "Reset Grid" button is an "Export Data" button. Below this is a table with columns: #, Plaintiff Name, Defendant Name, County, Court, CACN, DHS/DCSS, and Prepared By. The table contains two rows of data. Below the table, it says "Showing 1-2 of 2 items." and a pagination control showing "1" of 1 pages.

Figure 36- Reset Grid button

Worksheet Management

Overview

The following functions may be performed with a worksheet and its accompanying schedules:

- [Create and Save/Save & Close New Worksheet](#)

- [Edit and Update/Update & Close Worksheet](#)
- [Update Worksheet Description](#)
- [Cancel Worksheet](#)
- [Open Worksheet](#)
- [Copy Worksheet](#)
- [Share Worksheet](#)
- [Make Worksheet Available To Court](#)
- [Recall Worksheet From Court](#)
- [Archive Worksheet](#)
- [Restore Worksheet From Archive](#)
- [Search Worksheet](#)

Create and Save/Save & Close New Worksheet

To create a new worksheet, select **Worksheet** on the secondary navigation menu at the top of the screen and then select **Create Folder-Worksheet** from the dropdown menu,

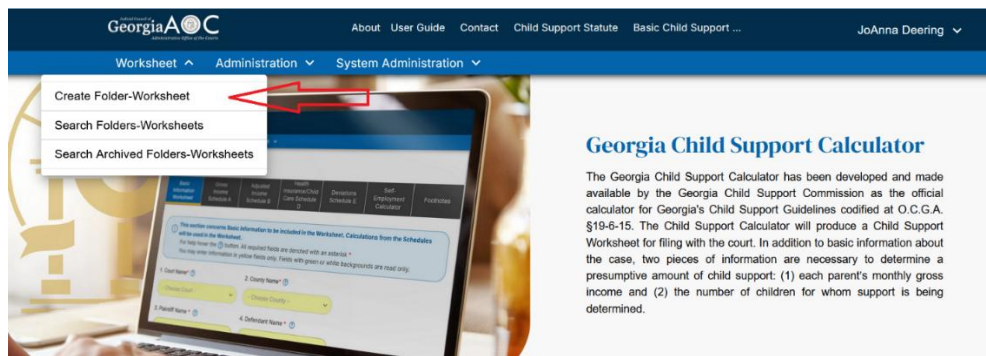


Figure 37- Worksheet drop-down menu | Create Folder-Worksheet

The **Basic Information Worksheet** screen will display.

Update Folder/Worksheet

Basic Information Worksheet	Gross Income Schedule A	Adjusted Income Schedule B	Parenting Time Schedule C	Health Insurance/Child Care Schedule D	Deviations Schedule E	Self-Employment Calculator	Footnotes
------------------------------------	-------------------------	----------------------------	---------------------------	--	-----------------------	----------------------------	-----------

This section concerns Basic Information to be included in the Worksheet. Calculations from the Schedules will be used in the Worksheet.

For help hover the button. All required fields are denoted with an asterisk *
You may enter information in yellow fields only. Fields with green or white backgrounds are read only.

Figure 38- Basic Information Worksheet

For instructions on entering data in the worksheet and its accompanying schedules, please see [Worksheet Entries](#).

Required Fields

A new worksheet may be saved after information is entered in at least the following four (4) required fields, denoted by a red asterisk, on the Basic Information Worksheet screen:

- **Court** – Enter the court in Georgia where the current action has been or will be filed and heard and for which child support worksheet is created
- **County** – Enter the county in Georgia where the current action has been or will be filed and heard and for which child support worksheet is created
- **Plaintiff Name** – Enter the name of the person who files or intends to file current case with court
- **Defendant Name** – Enter the name of the person against whom the current case has been or will be filed with court

If a default court and/or county was chosen when setting up the account, such entry field(s) will be auto-populated but can be edited at this point if necessary. After the required information is entered, scroll to the bottom of the screen and select **Save Worksheet** if you wish to save the current worksheet and continue working on it. If you wish to save the worksheet and close it at the same time, select **Save & Close Worksheet** instead. Note that you can also discard what you have entered by selecting **Cancel Worksheet**.

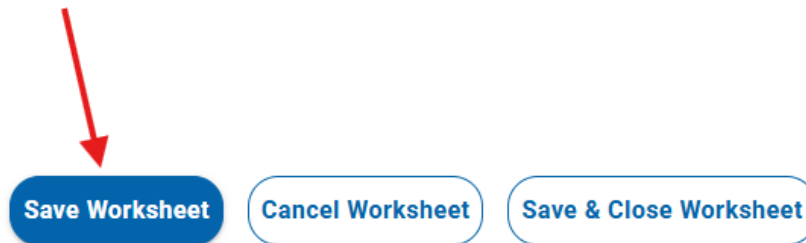


Figure 39- Save Worksheet buttons

After selecting either **Save Worksheet** or **Save & Close Worksheet**, a dialog box will display on the screen for the worksheet description.

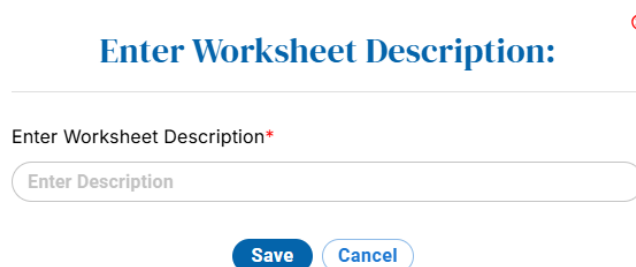
The dialog box has a title "Enter Worksheet Description:" in blue text with a red close button (X) to its right. Below the title is a horizontal line. Underneath the line is the text "Enter Worksheet Description*" in a smaller font. Below that is a text input field with the placeholder text "Enter Description". At the bottom of the dialog box are two buttons: "Save" (dark blue) and "Cancel" (light blue).

Figure 40- Worksheet Description window

Enter a description for the worksheet. Try to use descriptive language that relates to the worksheet content and can easily be remembered. (For example: Doe v. Doe, Case #123, includes child care costs.) After entering a description, select **Save** to continue or **Cancel** if you wish to cancel out of the worksheet.

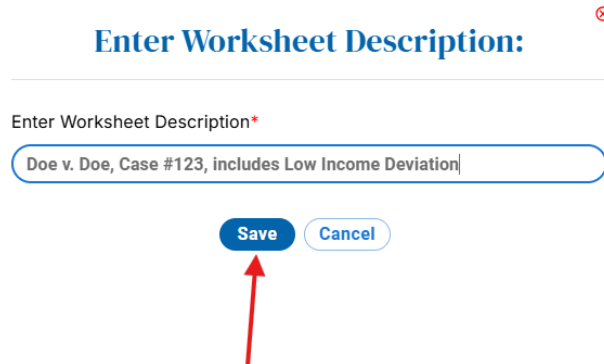


Figure 41- Entering a worksheet description

Note that after saving the worksheet, the Basic Information Worksheet will again be accessible. However, the buttons at the bottom of the screen will have changed as follows:

- **Update Worksheet** – Select to save changes periodically to the current worksheet
- **Cancel Worksheet** – Select to cancel out of the worksheet without saving changes to the current worksheet
- **Update & Close Worksheet** – Select to save changes to the current worksheet and close it at the same time
- **Update Worksheet Description** – Select to edit the worksheet description



Figure 42- Update Worksheet buttons

Update/Update & Close Worksheet

The **Update Worksheet** button replaces the **Save Worksheet** button after initially saving a worksheet. Use this button periodically to save edits made to the worksheet and remain on the worksheet to continue working.

The **Update & Close Worksheet** button replaces the **Save & Close** button after initially saving a worksheet. Use this button when edits are made, and the worksheet should be saved and closed. The **Search Folders-Worksheets** screen will then display.

Update Worksheet Description

During the process of initially saving a worksheet, a description of the worksheet is entered. This description may later be edited. After saving a worksheet, a new **Update Worksheet Description** button will display at the bottom of the screen. Select this button and a window will open displaying the current worksheet description. Edit the description if necessary and select **OK** to save. The worksheet will continue to display.

Cancel Worksheet

Select the **Cancel Worksheet** button to discard a new worksheet that has not been saved or to discard new edits to a previously saved worksheet. A message box will display and ask *Are you sure you want to quit this page without saving changes?* Select **OK**, and the worksheet or new edits will be discarded, and the **Search Folders-Worksheets** screen will display.

Open Worksheet

To open a worksheet, select **Worksheet** in the secondary navigation bar at the top of the page and then select **Search Folders-Worksheets** from the drop-down menu. Expand/collapse the list results to locate a worksheet for viewing or editing. Select the blue **Open** button corresponding to the desired worksheet to open it.

#	⊖	Plaintiff Name ↑	Defendant Name ↑	County ↑	Court ↑	CACN ↑	DHS/DCSS ↓	Prepared By ↑
		Search 🔍	Search 🔍	Select ▾	Select ▾	Search 🔍	Search 🔍	Search 🔍
1	⊖	John Doe	Jane Doe	Fulton	Superior	N/A	N/A	JoAnna Deering
Child Support Worksheets For: John Doe Vs Jane Doe								
Worksheet Description		Date Entered	Version	Options				
Open - Doe v. Doe, Case #123, includes Low Income Deviation		09-15-2025 15:22:30	1	Make Available To Court	Share Worksheet	Copy Worksheet	Archive Worksheet	

Figure 43 - Opening a worksheet

Copy Worksheet

Once an initial worksheet is saved, it becomes the original worksheet in the folder for that case. A user may want to copy the original worksheet to create other versions based on different facts/scenarios in the case. To do so, use the **Copy Worksheet** button located in each folder to create an exact copy of the original saved worksheet and save it with a different name. This feature copies all information from the original to the copied version. The copied version is then ready for updates and becomes a new version of the original.

To copy a worksheet, identify the worksheet to copy and select the **Copy Worksheet** button. Save the copied worksheet with a different name. Make sure to [update the worksheet description](#) of the copied worksheet by entering a new description.

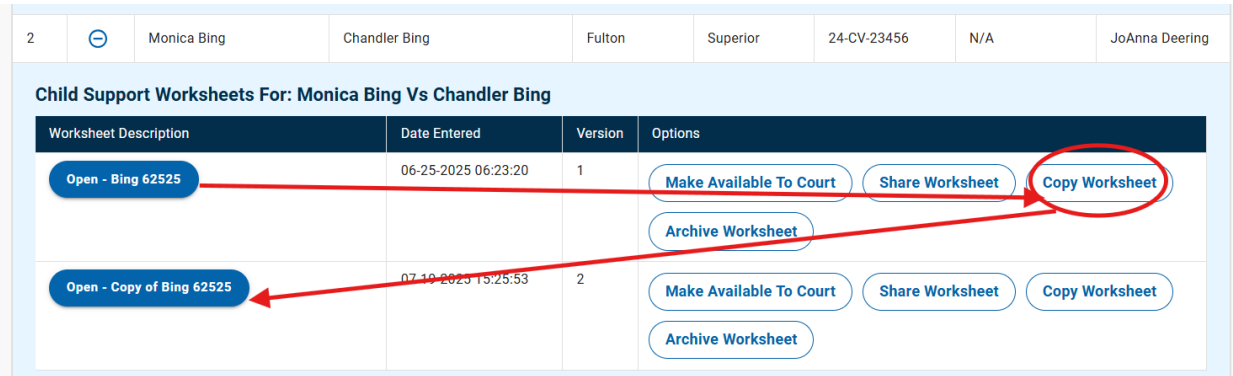


Figure 44 - Copying a worksheet

Share Worksheet

Select the **Share Worksheet** button to share a saved worksheet with another person/entity. The same worksheet may be shared with multiple users. Identify the worksheet in the folder to share and select the **Share Worksheet** button.

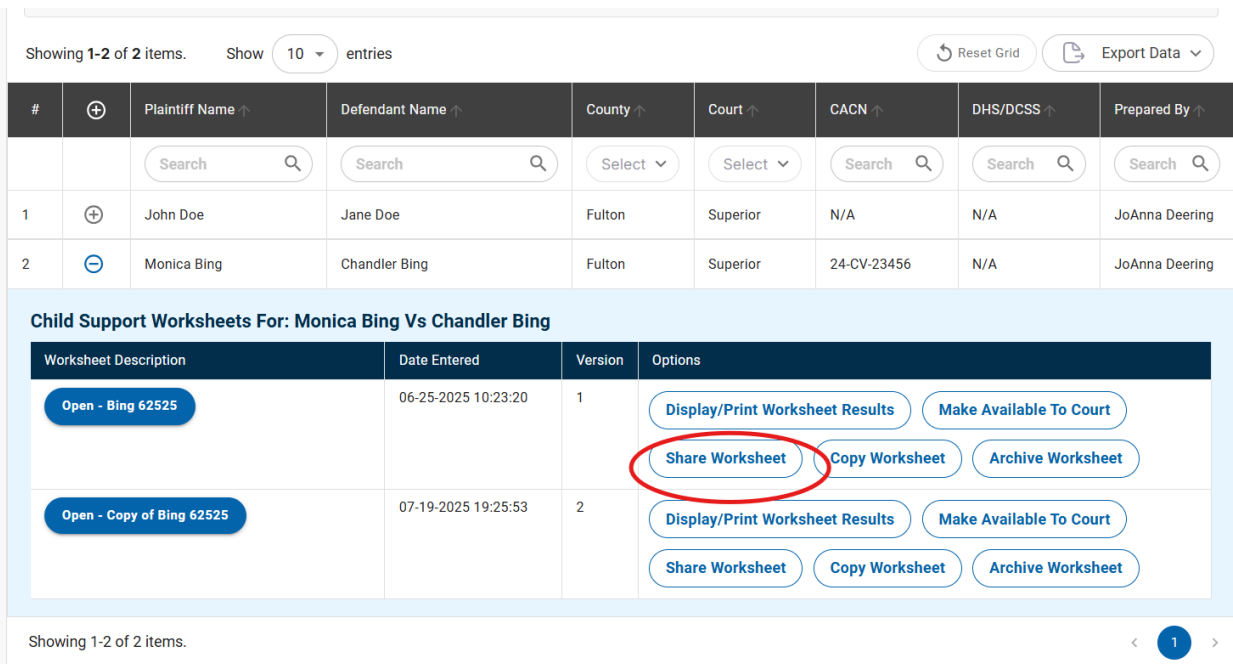


Figure 45 - Sharing a worksheet

A dialog box will open.

Figure 46 - Share Worksheet dialog box

- **Share Email Field** - Enter the email address of the person with whom the worksheet will be shared.
- **Share Type Field** – Select from the drop-down menu whether the sharing option is *Read Only* or *Modify*.
 - *Read Only* - Allows access to view the worksheet
 - *Modify* - Allows access to view and edit the worksheet
- **Share Term Field** – Select from the drop-down menu the amount of time the worksheet will be shared.
 - *One Week*
 - *One Month*
 - *One Year*
 - *Never Expires*

Select the **Save** button to save the entries. Select **Cancel** to cancel out of the share process. The **Search Folders-Worksheets** screen will display.

The application will send an email to the individual with whom the worksheet is shared, and that email will include the name of the case, the share type, and the share term, along with an instruction to click on a link in the email to login to the child support calculator.

Note: If the individual does not have an existing user account, he/she will be prompted to create one.

The user who shared the worksheet will also receive an email either as a reminder that the worksheet was shared with another user or as a notification that the attempt to share the worksheet was incomplete because the individual has not yet created a user account.

Once the existing or new user is logged in to the application, the shared worksheet can be accessed on the **Search Folders-Worksheets** screen.

Make Worksheet Available to Court

A completed worksheet may be submitted directly to the court for consideration. This is optional as judges differ in how they wish to receive child support worksheets. To use this feature, identify the worksheet in its folder and select the **Make Available To Court** button.

#	Plaintiff Name ↑	Defendant Name ↑	County ↑	Court ↑	CACN ↑	DHS/DCSS ↑	Prepared By ↑
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
1	John Doe	Jane Doe	Fulton	Superior	N/A	N/A	JoAnna Deering

Child Support Worksheets For: John Doe Vs Jane Doe			
Worksheet Description	Date Entered	Version	Options
Open - Doe v. Doe, Case #123, includes Low Income Deviation	09-15-2025 15:22:30	1	Make Available To Court Share Worksheet Copy Worksheet Archive Worksheet

Figure 47 = Make Available To Court button

A window will open that contains important information you should review before proceeding, including instructions for the [Certificate of Service](#).

Worksheet Administration System Administration

Make Available To Court

Please read all information in this dialog box before proceeding. A worksheet should only be made available to the court after a hearing date has been scheduled. By selecting "Make Available to Court" you will give the presiding judge in your hearing the ability to review, edit or print this worksheet. A printed copy of this child support worksheet needs to be filed with the court prior to the hearing.

To make this worksheet available for the court, click in the "Submitted By" field and use the drop-down to select the person type/entity making the worksheet available to the court, i.e., plaintiff, defendant, etc.

Click the "Make Available To Court" button and a PDF "Certificate of Service" form will open in a different window. If the form does not display, check your computer for a pop-up blocker that may prevent the PDF form from loading. If a pop-up blocker is found, change the option to allow the pop-up of the PDF form. The PDF "Certificate of Service" form will display.

Instructions for PDF form: The PDF "Certificate of Service" form will auto-populate the court and county, parties' names, case number, if already known, date of the Child Support Worksheet (see bottom margin), today's date, and the name of the party making the worksheet available for the court. Print the form. In the other blank address fields, fill in the name and address of the opposing party in the middle section of the form, and then fill in your address and phone number in the remaining section at the bottom left part of the form. Attach the form to a printed copy of the Child Support Worksheet when you file it with the court and when you mail it to the opposing party.

Submitted By

- Choose Who Submitted

[Make Available To Court](#) [Cancel](#)

Figure 48 - Make Available To Court window

In the *Submitted By* field, select the best identifier from the drop-down menu of the individual/entity who is making the worksheet available to the court from the following options:

- *Plaintiff*
- *Defendant*

- *DHS/DCSS (For use only by employees of the Division of Child Support Services)*
- *Joint*
- *Third Party*

Select the **Make Available To Court** button, and the worksheet will be available for court access. The **Search Folders-Worksheets** screen will display.

The worksheet will be made available to the court via a listing that contains worksheets for cases within a judicial circuit. The court can search for the worksheet using names, county, court, civil action case number, DHS/DCSS number, or prepared by.

Certificate of Service

IMPORTANT NOTE: When a worksheet is made available, i.e., submitted, to the court, Georgia law requires that a copy of the worksheet be sent contemporaneously to the opposing party. A Certificate of Service provides evidence to the court that you have done so. Accordingly, when the **Make Available To Court** button is selected, instructions will appear for you to print a Certificate of Service form that you should fill out and file with the clerk of court with your worksheet. You should also include a copy of the Certificate of Service with the copy of the worksheet you send to the opposing party in the case.

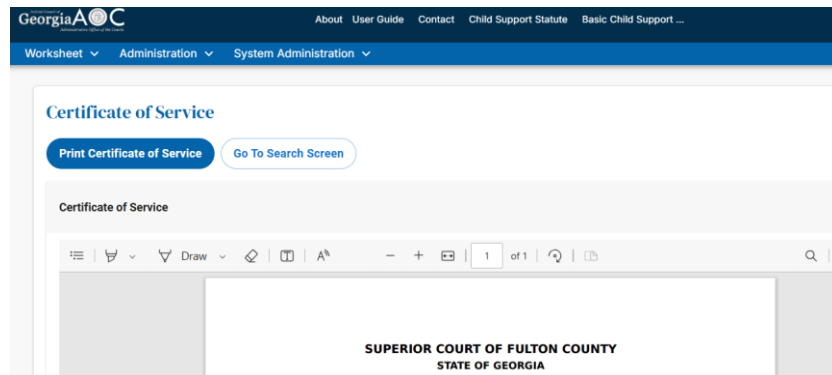


Figure 49 - Print Certificate of Service button

Simply select the **Print Certificate of Service** button to print the PDF form and then fill in all required information that was not auto-populated.

The PDF **Certificate of Service** form will auto-populate the:

- Court and county
- Plaintiff and defendant names
- Civil action case number
- Date of the child support worksheet (displayed on the bottom margin of the worksheet)

- Date the worksheet was mailed to the opposing party
- Signature identifier, i.e., plaintiff, defendant, etc.

In the blank address fields, fill in the name and address of the opposing party in the top middle section of the form, and then fill in your address and telephone number in the remaining section at the bottom left of the form. Sign the form. Attach the form to a printed copy of the child support worksheet when you file it with the court and when you mail it to the opposing party.

**SUPERIOR COURT OF FULTON COUNTY
STATE OF GEORGIA**

Monica Bing PLAINTIFF vs. Chandler Bing DEFENDANT	Civil Action Case No. :24-CV-23456
---	------------------------------------

CERTIFICATE OF SERVICE

I certify that I served a copy of the Child Support Worksheet dated 10/06/2025 on the opposing party by mailing it first class, addressed as follows:

I have also made the Child Support Worksheet available to the Court via the Georgia Online Child Support Calculator.

This 06 day of October, 2025

Printed Name, address and telephone number: JoAnna Deering _____ _____ _____	_____ Plaintiff [Signature]
--	--------------------------------

Monica Bing v. Chandler Bing Certificate of Service 10/06/2025 05:47 pm

Instructions: Complete this information by filling in the court and county, parties' names, case number, date of your Child Support Worksheet (see bottom margin) and the name and address of the opposing party. Fill in the date that you are mailing it and sign the form, then fill in your address and phone number. Attach this form to the Child Support Worksheet when you file it with the court and when you mail it to the opposing party.

Figure 50 - Certificate of Service form

Recall Worksheet from Court

Once a worksheet has been made available to the court, the folder where the user's worksheet is located will no longer display a **Make Available To Court** button. A new button labeled **Recall From Court** will display instead. The user may recall the worksheet from the court up until the worksheet is *Made Final* by the court. If the worksheet is made

available to the court, the worksheet will be in a read-only status to the user. To recall a worksheet from the court, select the **Recall From Court** button.

#	⊕	Plaintiff Name ↑	Defendant Name ↑	County ↑	Court ↑	CACN ↑	DHS/DCSS ↑	Prepared By ↑
		<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
1	⊖	John Doe	Jane Doe	Fulton	Superior	N/A	N/A	JoAnna Deering

Child Support Worksheets For: John Doe Vs Jane Doe			
Worksheet Description	Date Entered	Version	Options
Open - Doe v. Doe, Case #123, includes Low Income Deviation	09-15-2025 15:22:30	1	<input type="button" value="Recall From Court"/> <input type="button" value="Share Worksheet"/> <input type="button" value="Archive Worksheet"/>

Figure 51 - Recall From Court button

A dialog box will open and display information for your review. Select the **Recall From Court** button and the worksheet will display on the **Search Folders-Worksheets** screen. Select the **Cancel** button to cancel.

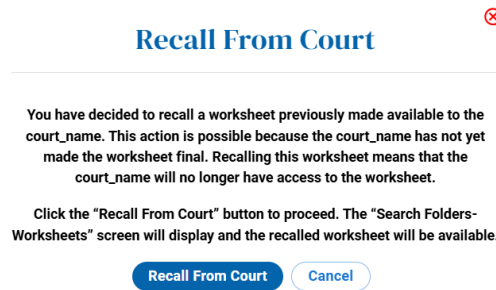


Figure 52 - Recall From Court dialog box

Court Returns Worksheet

The court may need to return a worksheet to the user for various reasons. A dialog box will display, and the court will enter an explanation for returning the worksheet. The explanation will be delivered in an email to the user. Once a worksheet is returned to the user, it cannot be accessed by the court until it is again made available to the court.

Court Makes Worksheet Final

This option is available only to the court once a worksheet is identified as the final worksheet in an action and that worksheet is made available to the court. A worksheet that is marked final by the court will be in a read-only status for the user who submitted the worksheet. If a user needs to make modifications to a final worksheet, the user can copy the read-only worksheet and then make necessary edits. The court can recall a worksheet that was made final if additional edits to the worksheet are needed.

Archive Worksheet

Any worksheet may be archived to remove it from the **Search Folders-Worksheets** screen. To do so, identify a worksheet in the folder and select the **Archive Worksheet** button.

2	⊖	Monica Bing	Chandler Bing	Fulton	Superior	24-CV-23456	N/A	JoAnna Deering
Child Support Worksheets For: Monica Bing Vs Chandler Bing								
Worksheet Description	Date Entered	Version	Options					
Open - Bing 62525	06-25-2025 06:23:20	1	Make Available To Court Share Worksheet Copy Worksheet Archive Worksheet					

Figure 5353 - Archive Worksheet button

A dialog box will open providing a notification to the user. Select the **Archive Worksheet** button, and the worksheet will be moved to an archived status. The worksheet will no longer display on the **Search Folders- Worksheets** screen.

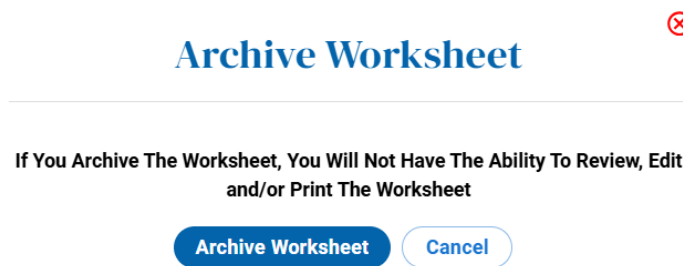


Figure 544- Archive Worksheet dialog box

Restore Worksheet From Archive

An archived worksheet may be restored to the **Search Folders-Worksheets** screen. To restore a worksheet from archive, select **Worksheet** on the secondary navigation menu at the top of the screen and then select **Search Archived Folders-Worksheets** from the dropdown menu. The **Search Archived Folders-Worksheets** screen will display and include all worksheets archived by a user.

Identify the worksheet to restore and select the **Restore Worksheet** button. A dialog box will open. Select its **Restore Worksheet** button. The worksheet will restore to the **Search Folders-Worksheets** screen and be available for immediate access. To locate it, navigate back to the **Search Folders-Worksheets** screen from the **Search Archived Folders-Worksheets** screen.

Worksheet Entries

Enter data into the worksheet and its schedules starting with the Basic Information Worksheet and then move through the subsequent screens in sequential order or in the manner that best suits you. As you progress through the screens, the Calculator will use the entered data to determine an amount of child support.

Low-Income & Parenting Time Adjustments

Low-Income and Parenting Time Adjustments went into effect on January 1, 2026.

The Low-Income Adjustment provides a failsafe for preventing a child support obligation from exceeding 19%, 24%, 25%, 26%, 27% and 28% of a parent's adjusted gross income in cases with 1, 2, 3, 4, 5, or 6 children, respectively. The calculations are performed automatically, and no input is required by the user. The Low-Income Adjustment, if applicable, will appear as line 11 on the display version of the worksheet.

The Parenting Time Adjustment is calculated on Schedule C as explained in [Parenting Time Adjustment – Schedule C](#).

Basic Information Worksheet

The Basic Information Worksheet is where mostly non-financial information is entered for use in the worksheet and its underlying schedules. To begin entering data, select **Worksheet** in the secondary navigation bar at the top of the page. Then select **Create Folder-Worksheet** from the drop-down menu.

Figure 55 - Basic Information Worksheet

The **Basic Information Worksheet** contains the following entry fields:

#1 Court Name: The court in Georgia where the current action has been or will be filed and heard and for which the child support worksheet is created. This field has a dropdown menu containing the following options from which to choose: *Juvenile*, *OSAH*, *State*, and *Superior*. Note that this is a [required field](#).

#2 County Name: The county in Georgia where the current action has been or will be filed and heard and for which the child support worksheet is created. This field has a dropdown menu containing all Georgia counties from which to choose. Note that this is a [required field](#).

#3 Plaintiff Name: Enter the names of the person who filed or intends to file the current case. Note that this is a [required field](#).

#4 Defendant Name: Enter the name of the person against whom the current case is or will be filed. Note that this is a [required field](#).

#5 Nonparent Custodian Name: Enter the name of the individual who has legal custody of the child (or children) or who has the legal right to seek, modify, or enforce child support.

#6 Civil Action Case No.: Enter the Civil Action Case Number (CACN) assigned to the case. The CACN is a unique number assigned by a Clerk of Court to each case filed in that court. All legal pleadings filed in the case will bear this assigned CACN. This number should be entered exactly as it appears on the filed pleadings. If the worksheet is created prior to the filing of pleadings, this field may be left blank until such time as the action is filed and a CACN is assigned. The CACN may also be used on the **Search** screen to search for saved worksheets.

#7 DHS/DCSS IV-D Case No. (Only used for DCSS cases): Enter the nine-digit DHS/DCSS IV-D Case Number in this field, if applicable. The Division of Child Support Services (DCSS) assigns an internal case number to cases maintained on its Support Tracking and Reporting System (STARS) database.

#8 Type of Action: Indicate whether this is an initial action or a modification action.

#9 Initial Child Support Order Date: If this is an initial action, leave this field blank. If this is a modification action, enter the date the first child support order was entered between the parties to the case that will be considered by the court for modification. Subsequent orders resulting from modification are not considered. Enter the date in the format mm/dd/yyyy.

#10 Comments for the Court: This field should be used only to communicate pertinent information about the worksheet to the judge or clerk of court. Appropriate comments may include: 1) the worksheet version, 2) whether the worksheet is for a temporary or final hearing. *Personal comments about a party are inappropriate and not allowed.*

#11 & #12 Names of Parents: Enter the names of the biological or legally adoptive parents of the child (or children). Note that the names of each parent entered in these fields are alphabetized by the application and serve as column headings in the worksheet and its schedules. The names of the parents are not required to save the worksheet; however, both fields are required to perform many of the steps necessary to create a worksheet, such as adding a child.

- **Note:** After the names of both parents are entered, the following notice will display on the screen requesting confirmation that the names were entered correctly as this is the only opportunity to make edits, if necessary. If edits are necessary, select **Cancel** and edit the name(s). If the names are correct, select **OK**.

Please confirm that you entered the Parent Names correctly.
Please review and correct now as there will be no other opportunity to do so.
Select OK to accept Parent Names or Cancel to re-enter Parent Names.

- 11. Parent's Name - John Doe
- 12. Parent's Name - Jane Doe

CANCEL OK

Figure 56 - Confirmation of parents' names

#13 Noncustodial Parent: This field has a dropdown menu listing the name of each parent and both parents together.

The screenshot shows a form with three fields. Field 11, 'Parents Name', has a yellow dropdown menu with 'Jane Doe' selected. Field 12, 'Parents Name', has a yellow dropdown menu with 'John Doe' selected. Field 13, 'Noncustodial Parent', has a yellow dropdown menu with 'Enter Parent's Name' selected. The dropdown menu is open, showing three options: 'Jane Doe', 'John Doe', and 'Jane Doe and John Doe'. To the right of the dropdown menu is a dark grey button labeled 'Year of Birth'.

Figure 57 - Noncustodial Parent drop-down menu

- Select the name of the noncustodial parent. Definitions from O.C.G.A. § 19-6-15 in subsection (a) address how to determine which parent is the noncustodial parent in a case, including when there is 50/50 parenting time. For more information, refer to O.C.G.A. § 19-6-15(a)(14).¹
- Note: Only select both parents as noncustodial parents when a nonparent custodian is included in the case. (A nonparent custodian is an individual, other than a parent, with legal custody of a child, or who has a legal right to seek or modify child support for children in the current case.) If you include deviations in a worksheet, and then change the noncustodial parent at Line 13, the application is programmed to remove those deviations. You may then enter deviations, if there are any, for the new noncustodial parent.

Adding, Editing, and Removing a Child

A child (or children) must be added to the worksheet at line 14(a) for the application to calculate the amount of child support. Select **14(a) Add Child to Worksheet**.

14(a) Add Child to Worksheet

Figure 58 - 14(a) Add Child to Worksheet button

If the names of the parents have not yet been entered and accepted, a message will display instructing the user to enter them. If this occurs, select **Ok** to clear the message, enter the names at line numbers 11 and 12, and then return to line number 14(a).

octestphp.georgiacourts.gov 
says

Please Enter the Names For Both Parents First

Ok

Figure 59 - Message box regarding names of parents

A window will open for entry of the child's data. Enter the full name of the child in the *Child Name* field. Select the birth year of the child from the drop-down menu or enter it in the *Year of Birth* field. Under *Child Status*, the default status is *Included*, which will ensure that the child's related expenses are included in the calculations. (Note that it may be necessary at times to temporarily exclude a child from the calculations. If this is the case and the child's related expenses are to be excluded from the calculations, indicate this status by choosing the radio button next to *Excluded*.) Select **Save**.

Add Child Information

To add a child to the Worksheet, enter the child's name and year of birth. The 'Child Status' radio button will be set to 'Included,' which will ensure the child's related expenses are included in the calculations.

Child Name *



Year Of Birth *

Child Status

Included Excluded

Figure 60 - Add Child Information window

Once saved, you will observe that the child has been added to the worksheet table on the screen as reflected in the example below.



#	Child Full Name	Year of Birth	Child Status	Action
1	Janice Doe	2023	Included	 

Number of Included children: 1

Figure 61 - Basic Information Worksheet | Child table

Repeat these steps for each additional child.

Note that in the *Action* column of the worksheet table there are icons to both edit and delete data.

#	Child Full Name	Year of Birth	Child Status	Action
1	Janice Doe	2023	Included	 

Number of Included children: 1

Figure 62 - Basic Information Worksheet | Edit/Delete icons

Select the blue Edit icon to make changes to the child’s name, year of birth, and/or status. If the child needs to be removed, select the red Delete icon to remove the child’s data, and the worksheet table will be updated accordingly.

Child Status – Inclusion | Exclusion

As previously noted, the default *Child Status* is *Included*, which ensures that calculations include the child’s related expenses. There may be reasons, however, to at times temporarily exclude a child from the calculations. If this is the case and the child’s related expenses are to be excluded from the calculations, the child’s status should be changed to *Excluded* by editing the child’s data as described in [Adding, Editing, and Removing a Child](#). The same process should be followed to again include in the calculations a child who was temporarily excluded from them. After changes made to a child’s data are saved, the worksheet table located below line number 14(a) will update.

#15 Name and Role of Person Preparing and Submitting Worksheet

- **Name of Person Preparing Worksheet:** Enter the name of the person who is preparing the worksheet.
- **Name of Person Making Worksheet Available to the Court:** Enter the role of the person who is submitting the worksheet to the court. This field has a dropdown menu containing the following options from which to choose: *Plaintiff, Defendant, DHS/DCSS, Joint, Third Party, Other*.

#16 Retirement/Disability Benefit Payments

- Social Security Retirement/Disability Payments:** Enter the amount of disability benefits (RSDI or SSD) paid on behalf of each parent to the child in the current case who is either unmarried and not yet age 18, still in secondary (high) school and under age 19, or under a disability that began before age 22. Do not enter SSI payments. The child must be a dependent of the insured parent in the current case. Payments made on behalf of a child are not income for a parent in this action.
- Veterans Affairs Disability Payments to Children:** Enter the amount of Veterans Affairs disability benefits paid on behalf of each parent to the child in the current case who is either unmarried and not yet age 18, still in secondary (high) school and under age 19, or under a disability that began before age 22. Do not enter SSI payments. The child must be a dependent of the insured parent in the current case. Payments made on behalf of a child are not income for a parent in this action.

#17 Uninsured Health Care Expenses: Enter the desired percentage of uninsured health care expenses to be paid by each parent. (Example expenses may include copayments, deductibles, reasonable costs for dental care, medical treatment, physical therapy, vision care, etc., not covered by insurance.)

	Jane Doe	John Doe
16(a). Social Security Retirement/Disability payments ⓘ	\$ <input type="text"/>	\$ 300.00
16(b). Veterans Affairs Disability Payments to Children ⓘ	\$ <input type="text"/>	\$ <input type="text"/>
17. Uninsured Health Care Expenses ⓘ	25.00 %	75.00 %

Figure 63 - Basic Information Worksheet | Uninsured Health Care Expenses

Gross Income - Schedule A

Gross Income - Schedule A is used to enter the gross income of each parent. This monthly gross income data is required to calculate child support, and the information, including the calculations, will display on Schedule A of the worksheet.

Update Folder Worksheet

A. This section concerns Gross Income.
Information entered in this section, including the calculations, will display on Schedule A. Enter below, on lines 19 through 41, the Gross Income as it applies to each Parent. *The monthly Gross Income, which is calculated in this section, is required to generate a Worksheet. Enter the monthly gross income directly in the field OR use the drop-down arrow to convert wages into a monthly amount.

	Chandler Bing	Monica Bing
18. Check box to right, if parent in this action receives Temporary Assistance for Needy Families (TANF) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Gross Salary and Wages (will not include means-tested public assistance, such as TANF or food stamps)	\$ 10.00	\$ 4166.67
20. Commissions, Fees, and Tips	\$	\$
21. Self-Employment Income Go To Self-Employment Calculator	\$	\$
22. Bonuses	\$	\$
23. Overtime Payments	\$	\$
24. Severance Pay	\$	\$
25. Recurring Income from Pensions or Retirement Plans	\$	\$
26. Interest Income	\$	\$
27. Income from Dividends	\$	\$
28. Trust Income	\$	\$
29. Income from Annuities	\$	\$
30. Capital Gains	\$	\$
31. Social Security Disability or Retirement Benefits (excludes SSI or payments to children)	\$	\$
32. Federal Veterans Disability Benefits	\$	\$
33. Workers Compensation Benefits	\$	\$
34. Unemployment Benefits	\$	\$
35. Judgments from Personal Injury or Other Civil Cases	\$	\$
36. Gifts (cash or other gifts that can be converted to cash)	\$	\$
37. Prizes/Lottery Winnings	\$	\$
38. Alimony/Maintenance from persons not in this case	\$	\$
39. Assets which are used for support of family	\$	\$
40. Fringe Benefits (if significantly reduce living expenses)	\$	\$
41. Any Other Income, including Imputed Income (do not include means-tested public assistance) NOTE: View information on determining Imputed Income.	\$	\$
TOTAL GROSS MONTHLY INCOME	\$ 10.00	\$ 4166.67

41(a). Please explain in the box provided here the basis for Other Income or Imputed Income as entered on Line 41 for ParentName
Chandler Bing

41(b). Please explain in the box provided here the basis for Other Income or Imputed Income as entered on Line 41 for ParentName
Monica Bing

[Update Worksheet](#) [Cancel Worksheet](#) [Update & Close Worksheet](#) [Display Worksheet Results](#) [Update Worksheet Description](#)

[Report Technical Issue](#) [Back Step](#) [Next Step](#)

Figure 64 - Gross Income Schedule A

There are two options for entering gross income in the fields provided on Schedule A. These options are:

- Entering the monthly gross income amounts directly into the appropriate fields
 - Used when the monthly amounts are readily available
- Using the income conversion feature available for each field
 - Used when the monthly amounts available are not based on a monthly payment schedule

For parents who are not paid on a monthly basis, the income conversion feature allows for the entry of gross income amounts based on different payment schedules. The income convertor then converts those amounts to their monthly equivalents. This feature can convert amounts based on the following payment schedules:

- Hourly
- Weekly
- Bi-Weekly (26 pay periods)
- Semi-Monthly (24 pay periods)
- Monthly
- Annually

To utilize this feature, enter the amount of gross income in the appropriate field, and use the dropdown menu to select the option that matches the parent’s payment schedule. The monthly equivalent amount will then display in the field. For example, enter a Yearly Gross Income and the Calculator will determine the Monthly equivalent and display that amount in the field.

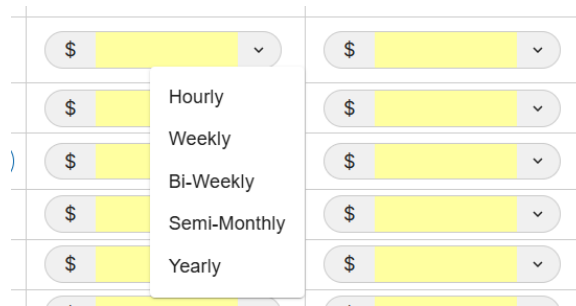


Figure 65 - Gross Income Schedule A | Income conversion feature

Gross Income Schedule A includes line numbers ranging from 18 to 41(b) as follows:

#18 Temporary Assistance for Needy Families (TANF): Check the appropriate box on this line for a parent who receives Temporary Assistance for Needy Families (TANF). Temporary Assistance for Needy Families (TANF) are benefits paid to a person who qualifies through the Division of Family and Children Services (DFCS) or a similar program in other states/territories. It excludes Medicaid and food stamps. Do not include the monthly TANF amount as income in a child support calculation.

#19 Gross Salary and Wages (do not include means-tested public assistance, such as TANF or food stamps): Enter income from any source before deductions for taxes. Exclude any needs-based income such as Supplemental Security income and TANF. Income for each parent should be entered here and/or in other appropriate fields on this schedule.

#20 Commissions, Fees, and Tips: Enter monthly commission, fee, and tip income.

#21 Self-Employment Income: Enter monthly gross income from business endeavors minus ordinary and reasonable expenses necessary to produce such income. If you do not have this figure readily available and need to perform calculations, you may use the Self-Employment Calculator by selecting **Go To Self-Employment Calculator**. For instructions on how to use the Self-Employment Calculator, please see [Self-Employment Calculator](#) in this User Guide.

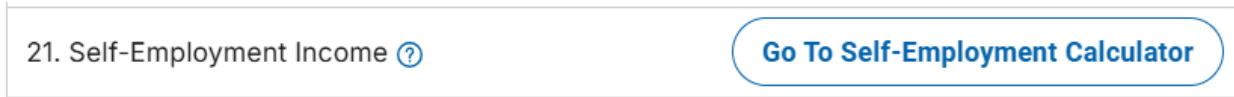


Figure 66 - Gross Income Schedule A | Go To Self-Employment Calculator button

#22 Bonuses: Enter monthly income from bonuses.

#23 Overtime Payments: Enter monthly income from overtime payments.

#24 Severance Pay: Enter monthly income from severance pay.

#25 Recurring Income from Pensions or Retirement Plans: Enter monthly income from recurring income from pensions or retirement plans.

#26 Interest Income: Enter monthly income from interest.

#27 Income from Dividends: Enter monthly income from dividends.

#28 Trust Income: Enter monthly income from trusts.

#29 Income from Annuities: Enter monthly income from annuities.

#30 Capital Gains: Enter monthly income from capital gains.

#31 Social Security Disability or Retirement Benefits (excludes SSI or payments to children): Enter the monthly income from Social Security Disability or Retirement benefits received by a parent in this action. Do not include SSI or payments made for children. This sum does represent income to the parent who receives the check from the Social Security Administration. Enter on this line the monthly amount paid to that parent under that parent's column.

#32 Federal Veterans Disability Payments: Enter the monthly income from federal Veterans Disability payments.

#33 Workers' Compensation Payments: Enter the monthly income from workers' compensation payments.

#34 Unemployment Benefits: Enter the monthly income from unemployment benefits.

#35 Judgments from Personal Injury or other Civil Cases: Enter the monthly income from personal injury judgments and other civil case judgments.

#36 Gifts (cash or other gifts that can be converted to cash): Enter the monthly income from gifts.

#37 Prizes/Lottery Winnings: Enter the monthly income from prizes and lottery winnings.

#38 Alimony/Maintenance from persons not in this case: Enter the monthly income from alimony and maintenance payments.

#39 Assets which are used for support of family: Enter the monthly income from assets used for support of the family.

#40 Fringe Benefits (if significantly reduce living expenses): Enter the monthly income from fringe benefits that significantly reduce living expenses.

#41 Any Other Income, including imputed income (do not include means-tested public assistance): Enter the monthly income from any other source that is not specifically listed in numbers 18-40, including imputed income.ⁱⁱ Enter an Explanation for each parent's Other Income, including Imputed Income, in fields 41(a) and 41(b).



41(a). Please explain in the box provided here the basis for Other Income or Imputed Income as entered on Line 41 for ParentName <input type="text"/>	
41(b). Please explain in the box provided here the basis for Other Income or Imputed Income as entered on Line 41 for ParentName <input type="text"/>	

Figure 67 - Gross Income Schedule A | Explanation of Other Income

Once all income amounts are entered on Schedule A, the total gross monthly income for each parent will display at the bottom of the schedule.

Adjusted Income – Schedule B

Adjusted Income - Schedule B is used to enter adjustments to gross income for each parent.

Georgia AOC | About | User Guide | Contact | Child Support Statute | Basic Child Support | Joanna Deering

Worksheet | Administration | System Administration

Home / Search Folders-Worksheets / Update Folder/Worksheet

Update Child Support Case: Monica Bing v. Chandler Bing

Worksheet Description: Bing 62525
Worksheet ID: 622387

Update Folder Worksheet

Basic Information Worksheet | Gross Income Schedule A | **Adjusted Income Schedule B** | Parenting Time Schedule C | Health Insurance/Child Care Schedule D | Decisions Schedule E | Self-Employment Calculator | Footnotes

B. This section concerns Adjusted Gross Income.
Adjustments may be made in this section for Self-Employment Taxes Paid, Preexisting Child Support Orders Being Paid, and Other Qualified Children Living in a Parent's Home. Enter information that applies to the parents. Follow instructions provided at numbers 42, 43, 44, and 45 below. Information entered in each section, including calculations, will display on Schedule B.

Self-Employment Tax Adjustment

42. Enter monthly Self-Employment Income on which a parent paid Self-Employment Taxes for FICA and Medicare

	Chandler Bing	Monica Bing
\$		

Adjustment for Preexisting Child Support Orders Being Paid for Other Children

Acknowledge that you understand the requirements of a preexisting child support order by reviewing and clicking the checkbox:

- A Preexisting Order is a child support order in a different case that requires a parent to make child support payments.
- The parent must actually be making those child support payments.
- The date of filing of that order must be earlier than the date of filing of the order in this case. See O.C.G.A. § 19-6-15(a)(1)(B).

Enter information on Preexisting Orders, the child(ren) included in those orders, and the average monthly child support actually paid, excluding arrears payments. Select 43 to add a Preexisting Child Support Order.

43. Add A Preexisting Child Support Order

Court Name	Civil Action Case Number	Child Name/Birth Year	Date/Time of Initial Order	Preexisting Child Support Amount Paid by Chandler Bing	Preexisting Child Support Amount Paid by Monica Bing	Action
01. Fulton County		Ursala Bing/2008	11/25/2008	100.00	0.00	
				\$ 100.00	\$ 0.00	

Discretionary Adjustment to Income for Other Qualified Children Living in Parent's Home

The Court has the discretion to consider an Adjustment to Income for Other Qualified Children to reduce a parent's gross income. If failure to consider an adjustment would cause substantial hardship to the parent. If the Court considers this Adjustment to Income, the Court must also consider whether this adjustment is in the best interest of the child(ren) in the case. An adjustment may be considered only for children who meet ALL FIVE of the following requirements:

- The parent is legally responsible for the qualified child (stepchildren do not qualify);
- The qualified child lives in the parent's home;
- The parent is actually supporting the qualified child;
- The qualified child is not subject to a preexisting child support order; and
- The qualified child is not currently before the court to set, modify or enforce child support.

Enter information on Other Qualified Children Living in a Parent's Home. Select 44 to add Other Qualified Children.

44. Add a Proposed Adjustment to Income for Other Qualified Children Living in the Parent's Home

Child Name	Birth Year	Chandler Bing	Monica Bing	Action
01. Phoebe Green	2021		1	
		0	1	

45. Each parent claiming a qualified child must enter a comment in the appropriate box below explaining why the parent has included an Other Qualified Child in the worksheet.

Parent Name: Chandler Bing | Parent Name: Monica Bing

Test

Update Worksheet | Cancel Worksheet | Update & Close Worksheet | Display Worksheet Results | Update Worksheet Description

Report Technical Issue | < Back Step | Next Step >

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Figure 68 - Adjusted Income Schedule B

Adjusted Income - Schedule B includes line numbers ranging from 42 to 45 concerning the following adjustments:

- Adjustment for Self-Employment Tax
- Adjustment for Preexisting Child Support Orders Paid for Other Children
- Discretionary Adjustment for Income for Other Qualified Children Living in Parent's Home

Self-Employment Tax Adjustment

An adjustment may be made on line number 42 to account for self-employment taxes paid for FICA and Medicare by a self-employed parent. Enter the monthly self-employment income on which self-employment taxes were paid for FICA and Medicare in the correct column at line number 42. This amount may be obtained from line 4 of Schedule SE attached to the parent’s federal income tax return for the previous year. If the parent reported less than \$400 self-employment income that tax year, do not enter the amount.

Self-Employment Tax Adjustment		
	ParentName	ParentName
42. Enter monthly Self-Employment Income on which a parent paid Self-Employment Taxes for FICA and Medicare ⓘ	\$	\$

Figure 69 - Adjusted Income Schedule B | Self-Employment Tax Adjustment

Adjustment for Preexisting Child Support Orders Being Paid for Other Children

An adjustment may be made on line number 43 for preexisting child support orders being paid for other children. Note that each preexisting child support order must be entered separately. Before entering data, you must click inside the checkbox to acknowledge that you have reviewed and understand the following requirements of a preexisting child support order:

- A preexisting order is a child support order in a different case that requires a parent to make child support payments.
- The parent must actually be making those child support payments.
- The date of filing of that order must be earlier than the date of filing of the order in this case. See O.C.G.A. § 19-6-15(a)(18).

Acknowledge that you understand the requirements of a preexisting child support order by reviewing and clicking the checkbox:

- A Preexisting Order is a child support order in a different case that requires a parent to make child support payments.
- The parent must actually be making those child support payments.
- The date of filing of that order must be earlier than the date of filing of the order in this case. See O.C.G.A. § 19-6-15(a)(18).

Enter information on Preexisting Orders, the child(ren) included in those orders, and the average monthly child support actually paid, excluding arrears payments. Select 43(a) to add a Preexisting Child Support Order or 43(b) to Edit/Remove a Preexisting Child Support Order. ⓘ

43(a) Add A Preexisting Child Support Order

Figure 70 - Adjusted Income Schedule B | Preexisting child support order acknowledgment

Any order that does not meet these requirements may not be allowed by the court.

Clicking inside the checkbox activates a button that opens a window for entry of data about preexisting child support orders. Select the **43(a). Add A Preexisting Child Support Order** button.

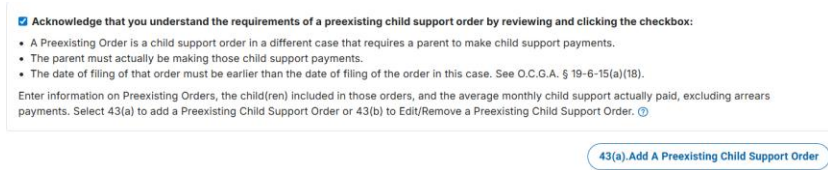


Figure 57 - Adjusted Income Schedule B | 43(a). Add A Preexisting Child Support Order button

A window will open for data entry of information on preexisting orders, the child(ren) included in those orders, and the average monthly child support actually paid, excluding arrears payments.

43(a). Add a Preexisting Order

SECTION 1. Preexisting Child Support Order

A Preexisting Order is a child support order in another case that requires a parent to make child support payments. The parent must actually be making those current support payments. Also, the date of filing of that order, when filed with the clerk of court, must be earlier than the date of filing of the order in the case immediately before the court. See O.C.G.A. § 19-6-15(a)(18). Any order entered here that does not meet this definition may not be allowed by the court.

Court Name Civil Action Case Number

Children's Names/Years of Birth Use name, 2006; name, 2013*

Date of Initial Order Use Date Format mm/dd/yyyy

Time of Initial Order Use Time Format hh:mmam or hh:mmpm

Figure 72 - Adjusted Income Schedule B | Add a Preexisting Order window

Enter the following information in the designated fields:

- **Court Name:** Enter the name of the court that issued the preexisting order, e.g., Cobb County Superior Court.
- **Civil Action Case Number:** Enter the civil action or other type of court case number that appears on the preexisting child support order.
- **Children's Names/Years of Birth:** Enter the name and year of birth of each child listed in the preexisting child support order in the following format - Joseph Doe, 2011; Janet Doe, 2012. Note that this is a required field.
- **Date of Initial Order:** Enter the date that the preexisting child support order was filed in the office of the clerk of court in the format mm/dd/yyyy.
- **Time of Initial Order:** Enter the time that the preexisting child support order was filed in the office of the clerk of court in the format hh:mmam or hh:mmpm.
- **Preexisting Current Child Support Paid Monthly by (name of parent):** Enter in the appropriate field the monthly amount of current child support that is being paid by the parent.

Important: Current support actually paid must be averaged over the time period from the entry of the order, if entered within the last twelve months. If the preexisting order has been in effect for more than twelve months, the amount paid over the past twelve months must be averaged. The averaged sum is entered as the amount paid by a parent.

After entering all data, select **Save**. Note that the preexisting child support order table located below line number 43 has been updated. Follow this process to add any remaining preexisting child support orders.

Court Name	Civil Action Case Number	Child Name/Birth Year	Date/Time of Initial Order	Preexisting Child Support Amount Paid by Jane Doe	Preexisting Child Support Amount Paid by John Doe	Action
Cobb County Superior Court	CV-22-12345	David Doe, 2015; Drake Doe, 2016	02/22/2019		3000.00	 
				\$ 0.00	\$ 3000.00	

Figure 73 - Adjusted Income Schedule B | Preexisting child support order table

Note that in the *Action* column of the preexisting child support order table there are now icons to both edit and delete data. Select the blue Edit icon to make changes to a previously added preexisting child support order. If a preexisting child support order needs to be removed, select the red Delete icon to remove it. After edits/deletions, the worksheet table will update accordingly.

Discretionary Adjustment to Income for Other Qualified Children Living in Parent's Home

The court has the discretion to consider an adjustment to income for other qualified children to reduce a parent's gross income if failure to consider an adjustment would cause substantial hardship to the parent. If the court considers this adjustment to Income, it must also consider whether this adjustment is in the best interest of the child(ren) in the case. An adjustment may be considered only for children who meet ALL FIVE of the following requirements:

- The parent is legally responsible for the qualified child (stepchildren do not qualify);
- The qualified child lives in the parent's home;
- The parent is actually supporting the qualified child;
- The qualified child is not subject to a preexisting child support order; and
- The qualified child is not currently before the court to set, modify, or enforce child support

This discretionary adjustment may be made on line number 44. Note that each qualified child must be added separately. Select the **44. Add A Proposed Adjustment to Income for Other Qualified Children Living in the Parent's Home** button.

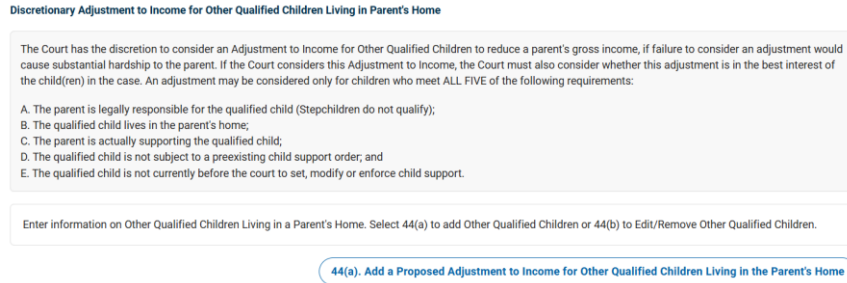


Figure 74 - Adjusted Income Schedule B | Discretionary Adjustment - Qualified Children

A window will open for data entry. This window is separated into two sections. The first section outlines the requirements of the Child Support Guidelines statute to include a child as a qualified child in the calculations. See O.C.G.A. § 19-6-15(a)(20). Review this section before responding to the five required statements using the **Yes** or **No** radio buttons.

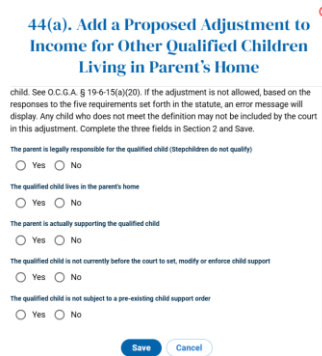


Figure 75 - Adjusted Income Schedule B | Discretionary Adjustment - Qualified Child requirements

Proceed to the second section and enter information in the following required fields:

- **Child Name:** Enter the name of the child for whom the adjustment is being sought.
- **Year of Birth:** Enter the child's year of birth by selecting it from the drop-down menu OR typing it directly in the field.
- **Adjustment Requested By:** Enter the name of the parent who requesting the adjustment by selecting that parent's name from the drop-down menu.

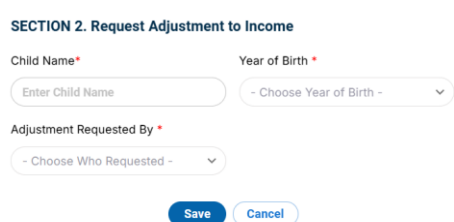


Figure 76 - Adjusted Income Schedule B | Discretionary Adjustment - Qualified Child data

Select **Save**. If the child meets the Child Support Guidelines statutory definition of a qualified child, the qualified child table located below line number 44 will update accordingly.



Child Name	Birth Year	Jane Doe	John Doe	Action
Tiffany Brown	2018	1	0	 

Figure 77 - Adjusted Income Schedule B | Discretionary Adjustment – Qualified Child table

A comment must then be entered in the applicable box at line number 45 under the respective parent requesting the adjustment. This comment must explain why the parent included this other qualified child adjustment in the worksheet. If comments are not entered, a dialog box will open and display a reminder message.

45. Each parent claiming a qualified child must enter a comment in the appropriate box below explaining why the parent has included an Other Qualified Child in the worksheet.

Parent Name: Parent Name:

Figure 78 - Adjusted Income Schedule B | Discretionary Adjustment - Qualified Child comments

Follow the above process to add any remaining qualified children.

Note that in the Action column of the qualified child table there are now icons to both edit and delete data. Select the blue Edit icon to make changes to any previously added qualified children. If a qualified child needs to be removed, select the red Delete icon to remove the child. After edits/deletions, the worksheet table will update accordingly.

Important – When Child Does Not Qualify: If the responses to the five questions indicate that the child does not meet the Child Support Guidelines statutory definition of a qualified child, an error message will display. Select **Ok** to clear the message. In such a case, the child will not be included in the calculations and may not be considered by the court for this adjustment.

Parenting Time Adjustment – Schedule C

Parenting Time – Schedule C is where the court ordered parenting days of the noncustodial parent are entered for purposes of calculating the Parenting Time Adjustment.

Note that users must first have selected which parent is the noncustodial parent within the Basic Information Worksheet.

Georgia Parenting Time Adjustment (2026)

<div style="border: 1px solid #ccc; padding: 5px; background-color: #e8f0fe; text-align: center; font-weight: bold;">Custodial Parent</div> <p>Name: <input type="text" value="Jennifer Miller"/></p> <p>Parenting Days: (Auto-calculated) <input type="text" value="215"/></p> <p>BCSO Share: (Auto-calculated) <input type="text" value="145.43"/></p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e8f0fe; text-align: center; font-weight: bold;">Noncustodial Parent</div> <p>Name: <input type="text" value="Matt Miller"/></p> <p>Parenting Days: <input type="text" value="150"/></p> <p>BCSO Share: (Auto-calculated) <input type="text" value="244.57"/></p>
--	---

Figure 79 - Parenting Time Schedule C

Enter the number of parenting days for the noncustodial parent and the calculator will automatically assign the remaining parenting days to the custodial parent. Note that the total number of parenting days must equal 365, and the noncustodial parent must have 182.5 parenting days or less. The Parenting Time Adjustment amount will display on Schedule C and will update in real-time as the number of parenting days for the noncustodial parent are adjusted. The Parenting Time Adjustment will appear as line 6 on the display version of the worksheet.

Georgia Parenting Time Adjustment (2026)

<div style="border: 1px solid #ccc; padding: 5px; background-color: #e8f0fe; text-align: center; font-weight: bold;">Custodial Parent</div> <p>Name: <input type="text" value="Jennifer Miller"/></p> <p>Parenting Days: (Auto-calculated) <input type="text" value="215"/></p> <p>BCSO Share: (Auto-calculated) <input type="text" value="145.43"/></p>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e8f0fe; text-align: center; font-weight: bold;">Noncustodial Parent</div> <p>Name: <input type="text" value="Matt Miller"/></p> <p>Parenting Days: <input type="text" value="150"/></p> <p>BCSO Share: (Auto-calculated) <input type="text" value="244.57"/></p>
--	---

Parenting Time Adjustment for Noncustodial Parent
\$112.73 / month

This number does not represent the final child support amount. The Parenting Time Adjustment is shown on line 6 of the worksheet.

Figure 80 - Parenting Time Schedule C | Final NCP Adjustment

Health Insurance/Childcare – Schedule D

Health Insurance/Childcare - Schedule D allows for the entry of additional expenses for health insurance and work-related childcare for each parent and nonparent custodian, if a nonparent custodian, e.g., a grandparent, is included in the action and is listed on line number 13 of the Basic Information Worksheet. Health insurance costs are presented first, followed by work-related childcare costs.

Figure 81 - Health Insurance/Childcare Schedule D

Health Insurance for Children

Enter in the correct columns on line number 46 the monthly premium amount that has been or will be paid by each parent or the nonparent custodian for health insurance to cover the child, or children, in the current case. See O.C.G.A. § 19-6-15(h)(2).

Calculation Tip - If you only have an amount for the family as a whole, prorate for children by dividing the total premium by the number of persons covered, then multiply that figure by the number of covered children in the current action.

46. Health Insurance Premiums Paid for the Children	Jane Doe	John Doe	Nonparent Custodian
Monthly Amount:	\$	\$ 100.00	\$

Figure 82 - Health Insurance/Childcare Schedule D | Health Insurance

Note that amounts entered must be manually recalculated if any child is either removed or excluded from the calculations on line 14(b) of the Basic Information Worksheet.

Work-Related Child Care Expenses for Children

Enter the annual average amount paid by each parent or by the nonparent custodian for work-related child care for the child, or children, for whom support is being determined in this case. See O.C.G.A. § 19-6-15(h)(1). These expenses must be entered separately for each child.

Enter costs for work-related childcare by selecting the **47(a). Add Work Related Child Care for the Children in this Case** button.

Child Name	Paid By	During School	During Summer	During School Breaks	Other	Action
Jane Doe Total:		\$ 0				
John Doe Total:		\$ 0				
Nonparent Custodian Total:		\$ 0				

Figure 83 - Health Insurance/Childcare Schedule D | 47(a). Add Work Related Child Care for the Children in this Case button

A window will open which contains fields for data entry.

47(a). Add Work Related Child Care To Worksheet

SECTION 1. Preexisting Child Support Order

Enter separately, for each child, the Work Related Child Care expenses. Children included on the Basic Information Worksheet tab, as children in the current case, will appear in the "Child Name" display list. Select the child by name. Use the "Paid by" drop-down and select the parent or nonparent custodian as the person who pays or will pay the expense. Enter the ANNUAL amount of the expense using the fields provided. Click the Save button.

Child Name * Paid By *

- Choose A Child - - Choose Who Paid -

Child Care During School (Yearly)

\$ 0.00

Child Care During Summer (Yearly)

\$ 0.00

Child Care During Other Breaks (Yearly)

\$ 0.00

Child Care - Pre-school age child or child with disability (Yearly)

\$ 0.00

Save Cancel

Figure 84 - Health Insurance/Childcare Schedule D | 47(a). Add Work Related Child Care To Worksheet window

Enter the following information in the designated fields:

- **Child Name:** All children entered on the Basic Information Worksheet as children in the current case are listed in the dropdown menu. Select the appropriate child.

- **Paid By:** Using the dropdown menu, select the parent or nonparent custodian who pays or will pay the expense.
- **Child Care During School (Yearly):** Enter the ANNUAL amount of the expense.
- **Child Care During Summer (Yearly):** Enter the ANNUAL amount of the expense.
- **Child Care During Other Breaks (Yearly):** Enter the ANNUAL amount of the expense.
- **Child Care for Child in Preschool or Child With Disability (Yearly):** Enter the ANNUAL amount of the expense.

For further information, refer to O.C.G.A. § 19-6-15(h)(1). Select **Save**. Note that the entered expenses are reflected in a work-related child care expenses table located below number 47(a) on the screen.



Child Name	Paid By	During School	During Summer	During School Breaks	Other	Action
Janice Doe	Jane Doe	500.00	100.00	0.00	0.00	 
Jane Doe Total:		\$ 600	John Doe Total:		\$ 0	
Nonparent Custodian Total:		\$ 0				

Figure 85 - Health Insurance/Childcare Schedule D | Work-Related Child Care Expenses table

If work-related child care was paid for other children, add them using the above steps.

Note that expenses entered will be removed from the calculations for any child who is either removed from the worksheet or excluded from the calculations on Line 14 of the Basic Information Worksheet.

As with other tables in the application, note that in the Action column of the work-related child care expenses table there are icons to both Edit and Delete data. Select the blue Edit icon to make changes to any of the data. If an expense needs to be removed entirely, select the red Delete icon to delete it, and the table on the screen will be updated accordingly.

Child Name	Paid By	During School	During Summer	During School Breaks	Other	Action
Janice Doe	Jane Doe	500.00	100.00	0.00	0.00	 
Jane Doe Total:		\$ 600	John Doe Total:		\$ 0	
Nonparent Custodian Total:		\$ 0				

Figure 86 - Health Insurance/Childcare Schedule D | Edit/Delete icons

Deviations – Schedule E

Deviations, which are amounts that increase or decrease the presumptive amount of child support due to special circumstances, are entered on Schedule E and automatically total and display on line 14 of Schedule E and line 12 of the Worksheet.

It is important to note that all deviations are discretionary with the court or jury, which means that the judge or jury decides whether a deviation is included in the child support worksheet calculations and order. The parties may enter into an agreement to include deviations, but such an agreement must be approved by the court. Proposed deviations may be granted, denied, or changed by the court.



Figure 87 - Deviations Schedule E

Please be aware when entering financial data that both MONTHLY and YEARLY amounts are used in different areas of Schedule E. Also, if deviations are proposed, Findings of Fact must be entered where indicated at the bottom of Schedule E. If a required field is left blank, a message will display reminding the user to enter data.

Schedule E is divided into several sections corresponding to the following types of deviations:

- Specific/Nonspecific Deviations
- Extraordinary Educational Expenses
- Extraordinary Medical Expenses
- Special Expenses for Child Rearing

Specific/Nonspecific Deviations - High Income & Other Amounts

Specific/Nonspecific deviations include the following types:

- High Income
- Health-Related Insurance (Dental, Vision)
- Life Insurance
- Child Care Tax Credit
- Visitation Travel Expenses
- Alimony Paid
- Mortgage
- Permanency Plan
- Nonspecific

Specific and Nonspecific Deviations - High Income and Other Amounts

Enter MONTHLY proposed Specific and Nonspecific Deviation amount(s) by selecting the button at 51(a) to 'Add', or 51(b) to 'Edit/Remove'. The judge or jury will access the same buttons to apply judicial discretion. Click the Help question to see a list of these deviations. [?](#)

51(a). Add Specific/Nonspecific Deviations

Deviation Type	Requested By	Proposed Deviation Amount	Judicial Discretion Applied Deviation Amount	Action
ParentName Proposed Deviation Total:		\$ 0.00	ParentName Proposed Deviation Total: \$ 0.00	

Figure 88 - Deviations Schedule E | Specific and Nonspecific Deviations - High Income and Other Amounts

Enter only the amount(s) the court is to consider for the deviation and not the monthly amount of the actual expense as a proposed deviation from the Presumptive Amount of Child Support. (The Specific and Nonspecific Deviation section of Schedule E does not represent a financial affidavit.) Each deviation must be entered separately.

To begin entering a Specific/Nonspecific Deviation, select the **51(a). Add Specific/Nonspecific Deviations** button. *JUDICIAL NOTE* - A judge will select the **51(a). Add Specific/Nonspecific Deviations** button to add Specific/Nonspecific Deviations through the application of judicial discretion. The judge may also direct a party, attorney, or state agency to add an amount in this manner.



Figure 89 - Deviations Schedule E | Add Specific/Nonspecific Deviations button





A window will open for data entry. Enter the following information in the designated fields:

- **Deviation Type:** This field is required and contains all selections for a specific/nonspecific deviation. Using the drop-down menu, select the deviation type from the list of options.
- **Combined Adjusted Income of the parents that is greater than \$40,000/month:** If this field applies, a high income amount will display.
- **Deviation Is For:** This field is required and contains the name(s) of the parent(s) identified as the noncustodial parent(s) in the action. If the name of the noncustodial parent is not already displayed, use the drop-down menu to select from the list of options the name of the parent for whom the deviation applies.
- **Proposed Deviation Amount:** In this field, enter the amount of the specific/nonspecific deviation for the parent claiming the deviation.
 - Enter a positive number (an upward deviation) when the noncustodial parent does not pay the expense.

- Enter a negative number (a downward deviation) when the noncustodial parent does pay the expense. A negative number is entered by placing a minus (-) sign before the amount.
- Enter only the amount(s) the court is to consider for the deviation and not the monthly amount of the actual expense.
- Enter the proposed deviation separately for each noncustodial parent.
- **Judicial Discretion Applied Amount:** This field is for use only by the judge or jury when exercising judicial discretion. The court may also direct a user, attorney, or state agency, to enter an amount in this field.

Figure 90 - Deviations Schedule E | 51(a). Add Specific/Nonspecific Deviations window

After entering deviation data, select **Save**. The deviation table on the screen will update.

Deviation Type	Requested By	Proposed Deviation Amount	Judicial Discretion Applied Deviation Amount	Action
Alimony Paid	Chandler Bing	500.00	0.00	 
Visitation Travel Expenses	Chandler Bing	100.00	0.00	 

Chandler Bing Proposed Deviation Total:	\$ 600.00	Monica Bing Proposed Deviation Total:	\$ 0.00
---	-----------	---------------------------------------	---------

Figure 91 - Deviations Schedule E | Specific/Nonspecific Deviations table

Repeat the above steps for each additional specific/nonspecific deviation requested by each parent.

As with other tables in the application, note that in the Action column of the deviation table there are icons to both Edit and Delete data. Select the blue Edit icon to make changes to any of the data. If a deviation needs to be removed entirely, select the red Delete icon to delete it, and the table on the screen will be updated accordingly.

Extraordinary Educational Expenses

To request a deviation for extraordinary educational expenses, select the **53(a). Add Deviation For Extraordinary Educational Expenses for Children** button. These expense amounts must be added separately for each child.

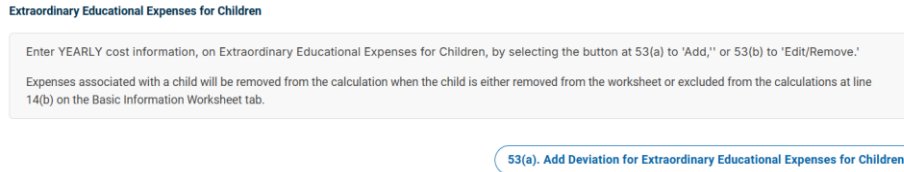


Figure 92 - Deviations Schedule E | Add Deviation for Extraordinary Educational Expenses for Children button

A window will open for data entry. Enter the following information in the designated fields:

- **Child Name:** In this required field, enter the name of the child on whose behalf the expenses were incurred by using the drop-down menu to select the name of the child from the list of options. All children entered on the Basic Information Worksheet as children in the current case are listed in the drop-down menu.
- **Tuition, room & board, fees and books (Yearly):** Enter the annual amount of tuition, room and board, fees, and books paid on the child's behalf.
- **Other extraordinary educational expenses (Yearly):** Enter the annual amount of any other extraordinary educational expenses paid on the child's behalf.
- **Paid By:** In this required field, enter the name of the parent or nonparent custodian who paid the yearly expenses for the selected child by selecting the applicable name from the drop-down menu.

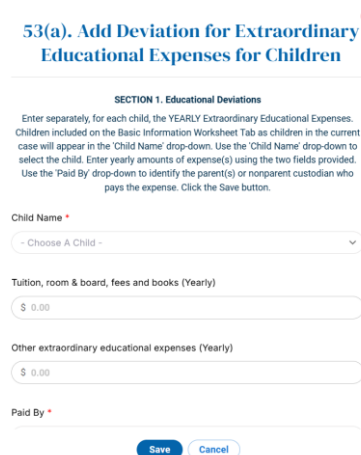




Figure 93 - Deviations Schedule E | Add Deviation for Extraordinary Educational Expenses for Children window

After entering deviation data, select **Save**. The deviation table on the screen will update.

Child Name	Tuition, room & board, fees and books	Other extraordinary educational expenses	Paid By	Action
01. Marcel Bing	10000.00	0.00	Chandler Bing	 

Chandler Bing Total:	\$ 10000.00	Monica Bing Total:	\$ 0.00
Nonparent Custodian Total:	\$ 0.00		

Figure 94 - Deviations Schedule E | Extraordinary Educational Expenses Deviations table

Repeat the above steps for each additional extraordinary educational expenses deviation requested by each parent.

Note that expenses associated with a child will be removed from the calculation when the child is either removed from the worksheet or excluded from the calculations at line 14 on the Basic Information Worksheet.

As with other tables in the application, note that in the Action column of the deviation table there are icons to both Edit and Delete data. Select the blue Edit icon to make changes to any of the data. If a deviation needs to be removed entirely, select the red Delete icon to delete it, and the table on the screen will be updated accordingly.

Extraordinary Medical Expenses

To request a deviation for extraordinary medical expenses, select the **53(a). Add Deviation For Extraordinary Medical Expenses for Children** button. These expense amounts must be added separately for each child.

Extraordinary Medical Expenses for Children

Enter YEARLY cost information, on Extraordinary Medical Expenses for Children, by selecting the button at 54(a) to 'Add,' or 54(b) to 'Edit/Remove.'

Expenses associated with a child will be removed from the calculation when the child is either removed from the worksheet or excluded from the calculations at line 14(b) on the Basic Information Worksheet tab.

[54\(a\). Add Deviation for Extraordinary Medical Expenses for Children](#)

Figure 95 - Deviations Schedule E | Add Deviation for Extraordinary Medical Expenses for Children button

A window will open for data entry. Enter the following information in the designated fields:

- **Child Name:** In this required field, enter the name of the child on whose behalf the expenses were incurred by using the drop-down menu to select the name of the child from the list of options. All children entered on the Basic Information Worksheet as children in the current case are listed in the drop-down menu.
- **Paid By:** In this required field, enter the name of the parent or nonparent custodian who paid the yearly expenses for the selected child by selecting the applicable name from the drop-down menu.
- **Extraordinary Medical Expenses (Yearly):** Enter the annual amount of any extraordinary medical expenses paid on the child's behalf.

54(a). Add Deviation for Extraordinary Medical Expenses for Children

SECTION 1. Medical Deviations

Enter separately, for each child, the YEARLY Extraordinary Medical Expenses. Children included on the Basic Information Worksheet Tab as children in the current case will appear in the 'Child Name' drop-down. Use the 'Child Name' drop-down to select the child. Use the 'Paid By' drop-down to identify the parent(s) or nonparent custodian who pays the expense. Enter the yearly amount of the expense using the field provided. Click the Save button.

Child Name *
- Choose A Child -

Paid By *
- Choose Who Paid -

Extraordinary Medical Expenses (Yearly)*
\$ 0.00

Save Cancel

Figure 96 - Deviations Schedule E | Add Deviation for Extraordinary Medical Expenses for Children window

After entering deviation data, select **Save**. The deviation table on the screen will update.

Child Name	Paid By	Extraordinary Medical Expenses	Action
01. Marcel Bing	Monica Bing	500.00	 

Chandler Bing Total: \$ 0.00 Monica Bing Total: \$ 500.00

Nonparent Custodian Total: \$ 0.00

Figure 97 - Deviations Schedule E | Extraordinary Medical Expenses Deviations table

Repeat the above steps for each additional extraordinary medical expenses deviation requested by each parent.

Note that expenses associated with a child will be removed from the calculation when the child is either removed from the worksheet or excluded from the calculations at line 14 on the Basic Information Worksheet.

As with other tables in the application, note that in the Action column of the deviation table there are icons to both Edit and Delete data. Select the blue Edit icon to make changes to any of the data. If a deviation needs to be removed entirely, select the red Delete icon to delete it, and the table on the screen will be updated accordingly.

Special Expenses for Child Rearing

To request a deviation for special expenses for child rearing, select the **55(a). Add Deviation For Special Expenses for Child Rearing** button. These expense amounts must be added separately for each child.

Special Expenses for Child Rearing

Enter YEARLY cost information, on Special Expenses for Child Rearing, by selecting the button at 55(a) to 'Add,' or 55(b) to 'Edit/Remove.'

Expenses associated with a child will be removed from the calculation when the child is either removed from the worksheet or excluded from the calculations at line 14(b) on the Basic Information Worksheet tab.

55(a). Add Deviation for Special Expenses for Child Rearing

Figure 98 - Deviations Schedule E | Add Deviation for Special Expenses for Child Rearing button

A window will open for data entry. Enter the following information in the designated fields:

- **Child Name:** In this required field, enter the name of the child on whose behalf the expenses were incurred by using the drop-down menu to select the name of the child from the list of options. All children entered on the Basic Information Worksheet as children in the current case are listed in the drop-down menu.
- **Amount Paid (Yearly):** Enter in this required field the annual amount of any special expenses for child rearing paid on the child's behalf.
- **Paid By:** In this required field, enter the name of the parent or nonparent custodian who paid the yearly expenses for the selected child by selecting the applicable name from the drop-down menu.
- **Explanation of Expense:** In this required field, enter a description of the expense, e.g., Cheerleading, Football, Baseball, Gymnastics.

55(a). Add Deviation for Special Expenses for Child Rearing

SECTION 1. Special Expenses Deviations

Enter separately, for each child, the YEARLY Extraordinary Special Expenses. Children included on the Basic Information Worksheet Tab as children in the current case will appear in the 'Child Name' drop-down. Use the 'Child Name' drop-down to select the child. Use the 'Paid By' drop-down to identify the parent(s) or nonparent custodian who pays the expense. Enter the yearly amount of the expense using the field provided. Click the Save button.

Child Name *

- Choose A Child -

Amount Paid (Yearly) *

\$ 0.00

Paid By *



- Choose Who Paid -

Explanation Of Expense *

Save Cancel

Figure 99 - Deviations Schedule E | Add Deviation for Special Expenses for Child Rearing window

After entering deviation data, select **Save**. The deviation table on the screen will update.

Child Name	Amount Paid	Paid By	Explanation of Expense	Action
01. Marcel Bing	1400.00	Monica Bing	Varsity football	 

Chandler Bing Total:	\$ 0.00	Monica Bing Total:	\$ 1400.00
Nonparent Custodian Total:	\$ 0.00		

Figure 100 - Deviations Schedule E | Special Expenses for Child Rearing Deviations table

Repeat the above steps for each additional special expenses for child rearing deviation requested by each parent.

Note that expenses associated with a child will be removed from the calculation when the child is either removed from the worksheet or excluded from the calculations at line 14 on the Basic Information Worksheet.

As with other tables in the application, note that in the Action column of the deviation table there are icons to both Edit and Delete data. Select the blue Edit icon to make changes to any of the data. If a deviation needs to be removed entirely, select the red Delete icon to delete it, and the table on the screen will be updated accordingly.

Findings of Fact

The Child Support Guidelines statute at O.C.G.A. § 19-6-15(c)(2)(E) require the entry of explanations, as Findings of Fact, for each requested or proposed deviation. The Findings of Fact are entered at line number 56 at letters B, C and D. Findings of Fact are always required when Deviations are included on Schedule E.

Findings Of Fact

Important Requirement: No Deviations are permitted under the law unless all three questions below [(B), (C) and (D)] are answered. See O.C.G.A. § 19-6-15(i)(1). Explain why EACH requested deviation should be allowed. It is recommended you begin each explanation by identifying the deviation and parent or nonparent custodian requesting the deviation.

B. Would the presumptive amount be unjust or inappropriate?	<input type="text"/>
C. Would deviation serve the best interests of the children?	<input type="text"/>
D. Would deviation seriously impair the ability of the CUSTODIAL parent or NONPARENT Custodian to maintain minimally adequate housing, food, and clothing for the children being supported by the order and to provide other basic necessities?	<input type="text"/>

Figure 101 - Deviations Schedule E | Findings of Fact

Important Requirement: No deviations are permitted under the law unless all three of the following questions on the screen are answered. See O.C.G.A. § 19-6-15(i)(1). Explain why EACH requested deviation should be allowed. It is recommended you begin each

explanation by identifying the deviation and parent or nonparent custodian requesting the deviation.

- Would the presumptive amount be unjust or inappropriate?
- Would deviation serve the best interests of the children?
- Would deviation seriously impair the ability of the CUSTODIAL parent or NONPARENT Custodian to maintain minimally adequate housing, food, and clothing for the children being supported by the order and to provide other basic necessities?

If an attempt is made to save the worksheet without first entering the Findings of Fact, a message box identifying the error will display. Select **OK** to clear the message. Enter the Findings of Fact in order to proceed.

Self-Employment Calculator

The Self-Employment Calculator is used for the easy entry of self-employment income. O.C.G.A. § 19-6-15(f)(1)(B) states that "[i]ncome from self-employment includes income from, but not limited to, business operations, work as an independent contractor or consultant, sales of goods or services, and rental properties, less ordinary and reasonable expenses necessary to produce such income. Income from self-employment, rent, royalties, proprietorship of a business, or joint ownership of a partnership, limited liability company, or closely held corporation is defined as gross receipts minus ordinary and reasonable expenses required for self-employment or business operations."

Figure 102 - Self-Employment Calculator

Self-employment income may be entered directly on line number 21 of Schedule A Gross Income or the user may utilize the Self-Employment Income Calculator to arrive at an amount.

There are two ways to access the Self-Employment Calculator:

- While working in Schedule A, select the **Go to Self-Employment Calculator** button at line number 21 to display the **Self-Employment Calculator** screen.
- You may alternatively select the **Self-Employment Calculator** tab located at the top of the screen to navigate to the **Self-Employment Calculator** screen.

Enter amounts in yellow-colored fields only. Enter monthly self-employment income and business expenses directly in each field OR use the drop-down menu to convert hourly, weekly, bi-weekly, semi-monthly or yearly self-employment income and business expenses to monthly amounts. If there is more than one owner of a business, ONLY include the self-employment income attributable to the parent associated with this child support calculation.

After entering Gross Receipts, Cost of Sales, and Business Expenses in the column for the parent who earned the self-employment income, select the **Transfer Self-Employment Income to Gross Income – Schedule A - Line 21** button at the bottom of the screen to transfer the self-employment income directly to **Gross Income – Schedule A**. Amounts from the Self-Employment Calculator will display on Schedule A, Line 21 as a positive number for a profit or as zero for a loss.

Updates must be made on the Self-employment Calculator and transferred again to Schedule A.

Footnotes

The Footnotes tab is where important notes about the worksheet may be entered. They are for your information only and can be used as reminders to yourself. The footnotes page should not be printed and filed with the court. To add a Footnote, select **Add Footnote**.

Basic Information Worksheet | Gross Income Schedule A | Adjusted Income Schedule B | Parenting Time Schedule C | Health Insurance/Child Care Schedule D | Deviations Schedule E | Self-Employment Calculator | **Footnotes**

Information entered in this section will display as Footnotes. The Footnotes page is not filed with the court and is provided as a means to record useful details on the facts and documents utilized to prepare the child support worksheet.

Schedule	Line Number	Footnotes	Action
			Add Footnote

[Report Technical Issue](#)

Update Worksheet | **Cancel Worksheet** | **Update & Close Worksheet** | **Display Worksheet Results** | **Update Worksheet Description** | **< Back Step**

Figure 103 - Footnotes | Add Footnote button

A window will open for data entry.

Add Footnote ⊗

SECTION 1. Add Footnote

Enter each Footnote separately. Click in the 'Schedule' field and select the Worksheet or Schedule name from the drop-down list. Click in the 'Line No.' field and select the number from the drop-down list representing the line on the Worksheet or Schedule pertaining to the Footnote. Click in the 'Footnote' field and enter notes and facts related to the worksheet. Click the 'Save' button to save the entry, or the 'Cancel' button to cancel the entry.

Schedule *

- Choose Schedule -

Line No. *

- Choose Line No -

Footnote*

Write Issue

Save

Cancel

Figure 104 - Footnotes | Add Footnote window

Under the *Schedule* field, select the Basic Information Worksheet or one of the underlying schedules pertaining to the Footnote from the drop-down menu. Under the *Line No.* field, select the line number pertaining to the Footnote from the drop-down menu. In the *Footnote* field, enter any notes and facts related to the worksheet. Select **Save** to save the entry or **Cancel** to cancel the entry.

Once a footnote is added, it is reflected in the Footnote table on the screen. Each Footnote must be added separately.

Schedule	Line Number	Footnotes	Action
Schedule D	46	Add figures once provided by client.	✎ ✖

Figure 105 - Footnotes | Footnotes table

Note that in the Action column of the Footnote table there are icons to both Edit and Delete data. Select the blue Edit icon to make changes to any Footnote. If a Footnote needs to be removed entirely, select the red Delete icon to delete it, and the Footnote table on the screen will be updated accordingly.

User Help and Support

You may contact the Georgia Child Support Commission staff by filling out the contact form at <https://csc.georgiacourts.gov/contact-us/>. There is also a Contact Form that can be accessed while using the online child support calculator. The Child Support Commission staff cannot provide legal advice. If you have specific questions about your own case that do not involve where to enter information in the Child Support Worksheet, please do not contact the Child Support Commission, but instead consult with an attorney or your local Legal Aid or Georgia Legal Services office.

If you have a case with the Georgia Division of Child Support Services (DCSS), contact that agency directly at (877) 423-4746. or visit it online at <https://childsupport.georgia.gov/>. The Georgia Child Support Commission has no authority over the DCSS or involvement with any case managed by that agency and cannot assist you.

Glossary

A

[Account](#)

Definition: Individual and Organization accounts for accessing and managing the Calculator.

Page(s): pp. 5–17

[Adjusted Income – Schedule B](#)

Definition: Adjustments to gross income for self-employment tax, preexisting child support orders, and qualified children.

Page(s): pp. 45–49

B

[Basic Information Worksheet](#)

Definition: Primary screen for entering case details such as court, county, parties, CACN, etc.

Page(s): pp. 35–40

[Buttons](#)

Definition: Includes Save, Update, Cancel, Share, Archive, Restore, and navigation buttons.

Page(s): pp. 20, 24–27, 28–37

C

[Calculator’s Home Page](#)

Definition: Landing page for login, account creation, and help resources.

Page(s): p. 5

[Certificate of Service](#)

Definition: Required form to confirm service of worksheet to opposing party when submitting to court.

Page(s): pp. 31–33

[Child Status – Inclusion/Exclusion](#)

Definition: Indicates whether a child’s expenses are included in calculations.

Page(s): p. 40

[Copy Worksheet](#)

Definition: Creates a duplicate of an existing worksheet for scenario variations.

Page(s): p. 27

[Court Actions](#)

Definition: Includes making worksheet available to court, recalling, and court marking as final.

Page(s): pp. 30–36

D

[Deviations – Schedule E](#)

Definition: Adjustments to presumptive child support for special circumstances such as high income or extraordinary expenses.

Page(s): pp. 55–61

F

[Folders](#)

Definition: Storage structure for worksheets; includes search and expand/collapse functions.

Page(s): pp. 19–23

[Footnotes](#)

Definition: Notes added for internal reference, not filed with court.

Page(s): pp. 66–67

G

[Gross Income – Schedule A](#)

Definition: Entry of income sources and conversion to monthly amounts.

Page(s): pp. 41–45

H

[Health Insurance/Childcare – Schedule D](#)

Definition: Entry of health insurance premiums and work-related childcare expenses.

Page(s): pp. 53–55

I

[Invite/Remove/View Organization Members](#)

Definition: Functions for managing organization membership.

Page(s): pp. 14–17

L

[Login to Account](#)

Definition: Process for accessing user account with OTP verification.

Page(s): p. 8

[Low-Income Adjustment](#)

Definition: Automatic failsafe to prevent excessive child support obligations.

Page(s): p. 35

M

[Manage Account](#)

Definition: Includes updating user info, resetting password, and organization management.

Page(s): pp. 8–14

[Make Worksheet Available to Court](#)

Definition: Submits worksheet for judicial access.

Page(s): pp. 30–31

N

[Navigation](#)

Definition: Tabs and directional buttons for moving between screens.

Page(s): p. 18

P

[Parenting Time Adjustment – Schedule C](#)

Definition: Calculates adjustment based on noncustodial parent’s parenting days.

Page(s): pp. 51–53

[Preexisting Child Support Orders](#)

Definition: Adjustments for existing obligations under Schedule B.

Page(s): pp. 47–49

R

[Recall Worksheet from Court](#)

Definition: Retrieves worksheet before court marks it final.

Page(s): pp. 32

[Reset Password](#)

Definition: Process for updating login credentials.

Page(s): p. 10

S

[Search Worksheets in Folder](#)

Definition: Filters by party names, county, court, CACN, DCSS number, and preparer.

Page(s): pp. 20–23

[Self-Employment Calculator](#)

Definition: Tool for calculating income from business operations.

Page(s): pp. 64–66

[Share Worksheet](#)

Definition: Grants access to other users with read-only or modify permissions.

Page(s): pp. 28

U

[Update Worksheet](#)

Definition: Saves edits to an existing worksheet.

Page(s): pp. 26

[User Help and Support](#)

Definition: Contact information for technical assistance.

Page(s): p. 67

V

No terms currently available

Definition: Reserved for future updates.

Page(s): -

W

No terms currently available

Definition: Reserved for future updates.

Page(s): -

X

No terms currently available

Definition: Reserved for future updates.

Page(s): -

Y

No terms currently available

Definition: Reserved for future updates.

Page(s): -

Z

No terms currently available

Definition: Reserved for future updates.

Page(s): -

ⁱ O.C.G.A. § 19-6-15(a)(14): “Noncustodial parent” means the parent with whom the child resides less than 50 percent of the time or the parent who has the greater payment obligation for child support. When the child resides equally with both parents and neither parent can be determined as owing a lesser amount than the other, the court shall determine which parent to designate as the noncustodial parent for the purpose of this Code section. O.C.G.A. § 19-6-15(a)(9): “Custodial parent” means the parent with whom the child resides more than 50 percent of the time. When a custodial parent has not been designated or when a child resides with both parents an equal amount of time, the court shall designate the custodial parent as the parent with the lesser support obligation and the other parent as the noncustodial parent. When the child resides equally with both parents and neither parent can be determined as owing a greater amount than the other, the court shall determine which parent to designate as the custodial parent for the purpose of this Code section.

ⁱⁱ Imputed Income: When establishing the amount of child support, if a parent fails to produce reliable evidence of income, such as tax returns for prior years, check stubs, or other information for determining current ability to pay child support or ability to pay child support in prior years, and the court or the jury has no other reliable evidence of the parent’s income or income potential, gross income for the current year may be imputed. When imputing income, the court shall take into account the specific circumstances of the parent to the extent known, including such factors as the parent’s assets, residence, employment and earnings history, job skills, educational attainment, literacy, age, health, criminal record and other employment barriers, and record of seeking work, as well as the local job market, the availability of employers willing to hire the parent, prevailing earnings level in the local community, and other relevant background factors in the case. If a parent is incarcerated, the court shall not assume an ability for earning capacity based upon pre-incarceration wages or other employment related income, but income may be imputed based upon the actual income and assets available to such incarcerated parent.