

UNINSURED MEDICAL EXPENSES

The following are suggested procedures to be followed by the Custodial Party (CP) when seeking reimbursement for uninsured medical expenses. The request for reimbursement should be done in a timely manner. The accepted procedure is to remit the bills to the non-custodial party (NCP) monthly or quarterly depending on the amount owed to the custodial party (CP).

The failure of the CP to follow these guidelines may affect remedies available to the CP should the NCP fail to provide timely payment.

1. Prepare the documents to be provided to NCP as proof of an uninsured medical expense, including: your paid bills, proof of payment (receipt) and a summary sheet. The summary sheet should itemize each bill and specify dates of service, cost of service, amounts covered by insurance, and the balance due after insurance. You should also indicate the NCP's pro rata share (the percentage the NCP owes) and calculate the amount due by the NCP. Be sure to keep a copy of all bills, receipts and the summary sheet for yourself.
2. Mail (regular and/or certified) or email the bill(s), proof(s) of payment and summary sheet to the NCP.
3. Keep a record of the date of the mail/email/certified mail as well as a list of the documents sent.

Unless otherwise stated in the support order, the NCP must send reimbursement via electronic payment (PayPal, Venmo, Cash App, Zelle etc.), check or money order within 30 days of the mailing/emailing to the NCP of the bill. Both parties are to track payments made and received.

If the NCP fails to reimburse the CP within 30 days, the CP may file a petition with the Family Court to have the NCP held in violation/willful violation of the Order of Support. The Support Collection Unit may be able to assist in filing a petition.



See reverse side for Childcare expenses

CHILDCARE EXPENSES

The following are suggested procedures to be followed by the Custodial Party (CP) when seeking reimbursement for employment related childcare expenses. The request for reimbursement should be done in a timely manner. The accepted procedure is to remit the bills to the non-custodial party (NCP) monthly or quarterly depending on the amount owed to the custodial party (CP).

The failure of the CP to follow these guidelines may affect remedies available to the CP should the NCP fail to provide timely payment.

1. Prepare the documents to be provided to NCP as proof of an employment related childcare expense. Include a written statement from your childcare provider that includes the total daycare cost, what period of time this covers, and proof of payment (receipt). Include a summary sheet that includes the NCP's pro rata share (the percentage the NCP owes) and calculate the amount due by the NCP. Be sure to keep a copy of the childcare statement, proof of payment and the summary sheet for yourself.
2. Mail (regular and/or certified) or email the bill(s), proof(s) of payment and summary sheet to the NCP.
3. Keep a record of the date of the mail/email/certified mail as well as a list of the documents sent.

Unless otherwise stated in the order of support, the NCP must send reimbursement via electronic payment (PayPal, Venmo, Cash App, Zelle etc.), check or money order within 30 days of the mailing/emailing to the NCP of the childcare bill. Both parties are to track payments made and received.

If the NCP fails to reimburse the CP within 30 days, the CP may file a petition with the Family Court to have the NCP held in violation/willful violation of the Order of Support. The Support Collection Unit may be able to assist in filing a petition.



See reverse side for Uninsured Medical expenses