



**Administrative Office of the Courts
Judicial Branch of Georgia**



*State of Georgia
Commission on Child Support
Excel™ Child Support Calculator
With Data Entry Form
User Guide*

*Last Update – July 1, 2014
Version 2.0*

State of Georgia – Commission on Child Support
Excel Child Support Calculator - Data Entry Form
User Guide

Table of Contents

Section I	1
1. General Information	1
2. Contents of the Child Support Calculator	1
3. Helpful hints for entering information into the Excel Data Entry Form.....	2
3.1 Sizing Worksheet on Monitor	2
3.2 Reducing or magnifying the calculator workbook.....	2
3.3 Data Entry Fields	2
3.4 Drop Down List Box.....	3
3.5 Bubble Boxes	3
3.6 Check Boxes	3
3.7 Command Buttons	4
3.8 Text Box Size Limits	4
3.9 Explanation of Terms.....	4
3.10 Saving the Worksheet	4
Section II.....	5
4. Guidance for Entering Information in the Data Entry Form.....	5
5. Start at the beginning	5
5.1 Answering Questions	5
5.2 Type of Action	6
5.3 Selecting the Noncustodial Parent	6
5.4 Nonparent Custodian	7
5.5 Adding Children.....	7
6. Social Security Payments to a Child.....	8
7. Future Uninsured	8
8. Section A – Gross Income	8
8.1 Self-Employment Income	9
8.2 Income from Social Security Disability (RSDI/SSD)	10
8.3 Imputed Income	10
9. Section B - Adjusted Income	11
9.1 Self-Employment Tax Adjustment	11
9.2 Preexisting Order	12
9.3 Other Qualified Children living in the Parent's Home.....	12
10. Section D - Health Insurance and Work Related Child Care.....	14
10.1 Health Insurance	14
10.2 Work Related Child Care.....	14
11. Section E – Deviations (Special Circumstances).....	16
11.1 Low Income Deviation	16
11.2 Judicial Discretion for the Low Income Deviation.....	17
11.3 High Income.....	18
11.4 Specific and Non-Specific Deviations	18
11.5 Specific and Non-Specific Deviations – Judicial Discretion.....	20
11.6 Parenting Time Deviation	20

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

11.7	Deviation for Extraordinary Educational Expenses.....	21
11.8	Deviation for Extraordinary Medical Expenses.....	21
11.9	Deviation for Special Expenses for Child Rearing.....	21
11.10	Display of Extraordinary and Special Expenses Totals.....	22
11.11	Total Allowable Deviations	23
11.12	Required Findings.....	23
12.	Footnotes.....	25
13.	Viewing the Data Entry Form Worksheet and Schedules	25
14.	Printing Assistance.....	25

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

Section I

1. General Information

Welcome to the Georgia Commission on Child Support’s User Guide for the Microsoft Excel™ Child Support Electronic Calculator with Data Entry Form. This Excel child support calculator will allow you to answer questions on a Data Entry Form in a guided fashion. The information entered in the Data Entry Form will automatically display on the worksheet and schedules in the appropriate fields and will be used to calculate child support. Data can only be entered in the yellow fields on the Data Entry Form and cannot be entered directly on the worksheet and schedules. The instructions, information and tips provided in this document will outline steps for entering information to create a child support worksheet with calculations. The Data Entry Form will always open first at the “Start Here” page.

2. Contents of the Child Support Calculator

Georgia’s Child Support Calculator with Data Entry Form consists of fourteen worksheet tabs labeled as indicated below (**Figure 1**).

Tab Name	Description
Start Here	Start Here (Read Only)
Data Entry	Guided Data Entry Form
CS Worksheet	Child Support Worksheet (Read Only)
Schedule A	Gross Income (Read Only)
Self Employment Calculator	Self Employment Calculator (Read Only)
Schedule B	Adjusted Income (Read Only)
Schedule C	RESERVED FOR FUTURE USE
Schedule D	Additional Expenses (Read Only)
Schedule D Supplemental Tables	Additional Expenses - Additional Supplemental Tables 2, 3 & 4 (Read Only)
Schedule E	Deviation Special Circumstances (Read Only)
Schedule E Supplemental Tables	Deviation - Additional Supplemental Tables 2, 3 & 4 (Read Only)
Footnotes	Footnotes (Read Only)
Explanation of Terms	Explanation of Terms (Read Only)
BCSO	Basic Child Support Obligation Table (Read Only)

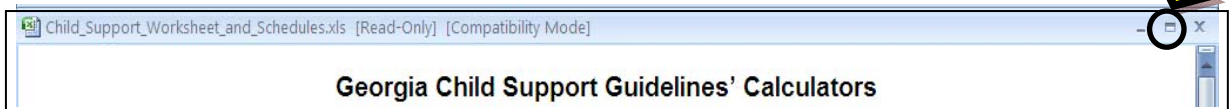
Figure 1

3. Helpful hints for entering information into the Excel Data Entry Form

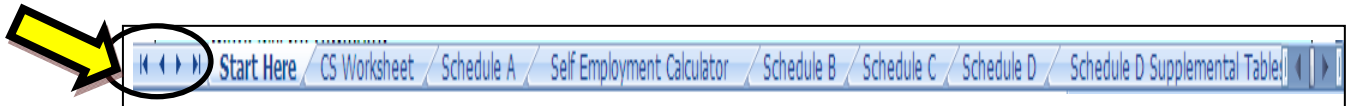
Several features of Excel used in this calculator are outlined in this section as helpful hints.

3.1 Sizing Worksheet on Monitor - Upon opening the Excel calculator, if you cannot see the tabs at the bottom of the page, left click the restore button found at the top right of the application and screen. The screen will enlarge to normal size and the tabs at the bottom will display.

Example 1: Sizing page at top right of application and computer screen

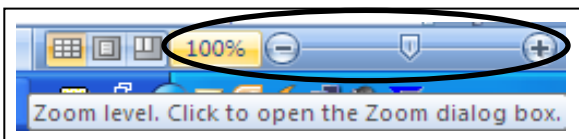


Example 2: Tabs that will appear at the bottom of the Excel application/workbook. Use the arrows as indicated here to access all tabs by clicking the arrows to move to the far left or right of the screen.



3.2 Reducing or magnifying the calculator workbook – The Excel calculator forms may appear too large for the computer screen once opened. One way to decrease the size of the document on the computer screen from 100% (or another percentage size) to a percentage size that allows you to display the width of the document on the screen is to drag or left click a bar similar to the one in Example 3 below.

Example 3: Zoom level bar found at the bottom right of the computer screen (Excel 2007).



3.3 Data Entry Fields – You can only enter information in the **yellow fields**. The non-yellow or white fields contain formulas used for calculations, instructions, and headings that are protected. If you attempt to enter data in a white or green field, you will receive an error message indicating you need a password to unprotect the workbook. A password is not needed; all you have to do is close the error message box and move to a yellow field and enter the data.

Note: You must click or tab out of a field before the information you have entered is accepted and used in the child support calculation.

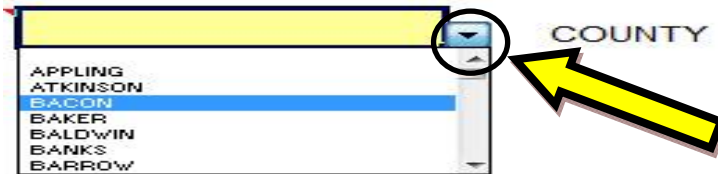
State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

Example 4: Field used for entry of information:



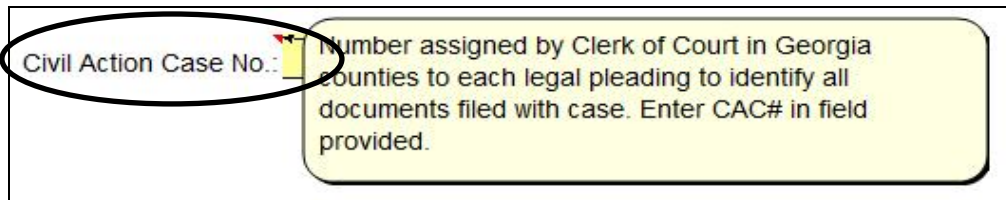
3.4 Drop Down List Box – The drop down list box feature will simplify the entry of standard information such as a county name. To use this feature, select the data entry field by tabbing or clicking on the field. An arrow will display to the right side of the field. Click the arrow and a box will open to display a list of valid options. Place your cursor over the word you want to select and left click with your mouse. Your selection will display in the field. You may also type in the name of the county.

Example 5: Drop Down Box used for selecting answers:



3.5 Bubble Boxes – Comments, definitions and instructions are represented with a red triangle in the upper right-hand corner of a field. Position your cursor over the field and the Bubble Box will display information. Move your cursor away from the field, and the Bubble Box will disappear.

Example 6: Bubble Box:



3.6 Check Boxes - Check boxes are used in the calculators for a quick and easy way to indicate a specific action such as including a child in the current case. Left click on the check box to activate and place a check mark in the box. To deactivate and remove the check mark from the box, left click the check box again and the check mark will be removed.

Example 7: Check Box



State of Georgia – Child Support Commission
 Excel Child Support Calculator - Data Entry Form
 User Guide

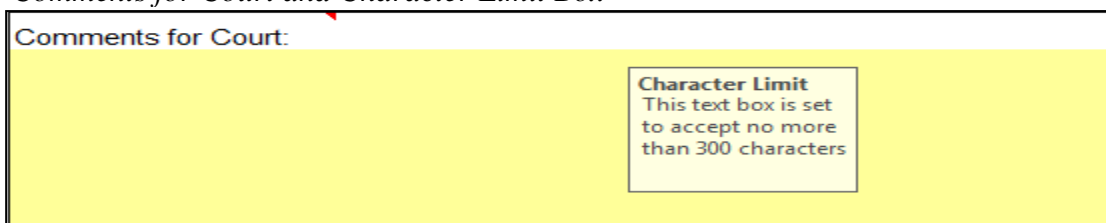
3.7 Command Buttons - Command buttons are used in the calculators to perform functions, such as applying the calculated Self Employment Income amount from the Self Employment Calculator to Line 3 of Schedule A. Left click on the command button to perform the function.

Example 8: Command Button



3.8 Text Box Size Limits – The entry of text in boxes is limited to a maximum number of characters, such as in the Comments for Court box that is limited to 300 characters. When you access certain fields a “Character Limit Box” will display letting you know the maximum number of characters that will be accepted. The Character Limit box will continue to display as long as you remain in that same field. Move to another field to release the Character Limit box; otherwise, the box will follow you up and down the page. If this happens, simply click into another field.

Example 9: Comments for Court and Character Limit Box



3.9 Explanation of Terms – The “Explanation of Terms” tab will display paraphrased definitions from the Child Support Guidelines statute.

Example 10: Explanation of Terms

Terms	Explanation
Actual amount paid monthly	The amount of current child support being paid and averaged over a 12 month period as a result of a Preexisting Child Support Order that is supported by documentation including, but not limited to, a payment history from a court clerk, a IV-D agency, the Child Support Services Agency computer date base, canceled checks or other written proof of payments paid directly to the other Parent. Amounts paid on arrears are not included.

3.10 Saving the Worksheet – It is recommended that you save your worksheet downloaded from the website as your original worksheet. Using that original worksheet, select “Save As” and rename the worksheet using a naming standard such as the name of a party, civil action case number or other type of file number (i.e., Child Support Data Entry Form for Smith 1234.xls.) Following this recommendation allows you to maintain an original worksheet that is not used over and over again, other than for “Save As” purposes. It is also recommended that as you enter information into a worksheet that you periodically “Save” that worksheet to ensure that you do not lose data entered in the event of a power outage, interruption, etc.

Section II

4. Guidance for Entering Information in the Data Entry Form

The Data Entry Form will open to the “Start Here” page each time it is opened. Please read that page before you proceed further. To start entering information on the Child Support Data Entry Form, click the “DataEntry” tab. This will give you access to the Data Entry Form where you will enter all information into the designated yellow fields (**Figure 2**).

NOTE: Data can only be entered in the **yellow** fields in the Data Entry Form. All information entered will automatically display in the worksheet and schedules in the appropriate fields and will be used to calculate child support. You can view the Child Support Worksheet and Schedules, but you cannot enter data on those pages. Always make changes in the Data Entry Form, and the changes will display in the Child Support Worksheet and Schedules.

5. Start at the beginning

The cursor will already be positioned on the answer field for the first question on this page, “What is the type of Court where your case will be heard?” This field uses the Drop Down box feature described in section 3-**Helpful hints for entering information into the Excel Worksheets** (above). Click on the arrow, and the box will open to display a list of valid options. Place your cursor over the word you want to select, and left click with your mouse. Your selection will be displayed in the yellow field.

IMPORTANT: *Save your worksheet.*

Welcome to the Georgia Child Support Excel Data Entry Form

The Georgia Child Support Excel Data Entry Form allows one to enter all child support calculation data on one continuous page rather than entering data on the Worksheet and individual Schedules. The form uses one continuous page as provided below. Begin by entering information for your Worksheet on Line 1. All information entered will display on the worksheet and schedules. Line by line instructions are included to help you understand the type of information that may be entered in the various fields. For further assistance you may want to view the Information Boxes that are identified by a red triangle. Simply use your mouse to hover over the red triangle and a box will appear containing useful information. You will also find helpful information at the "Start Here" tab. The page below is broken down into sections to help you identify where you are in the data entry process.

This section concerns Basic Information to be included on the Worksheet

Information entered in this section, including the calculations, will display on the Worksheet.
Enter income as it applies to the parents in this case. Begin Here at Number 1. Use the TAB key on your keyboard to move to the next yellow field:

1. What is the type of Court where your case will be heard? Use the Drop Down box to make a selection.

Figure 2

Begin Here

5.1 Answering Questions

Continue answering the questions in the order in which they appear, moving from field to field using the tab key (**Figure 3**). Not all questions will require an answer, as not all questions will

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

relate to your case. Answer as completely as possible all questions that do relate to your case, and leave those blank that do not. Below is an example of *questions 1 through 6*.

1. What is the type of Court where your case will be heard? Use the Drop Down box to make a selection.	<input type="text"/>
2. What is the County where your case will be filed? Use the Drop Down box to make a select	<input type="text"/>
3. Who is the person bringing this action? Enter the name here:	<input type="text"/>
4. Who is the opposing party? Enter the name here:	<input type="text"/>
5. What is the Civil Action Case No. issued by the Clerk of Court? Enter number here.	<input type="text"/>
6. Enter here the IV-D Case No., if your case is filed with OCSS:	<input type="text"/>

Figure 3

5.2 Type of Action

Your child support filing can either be an Initial Action or a Modification Action (**Figure 4**). Use the drop down box to make your selection for *questions 7(a) and 7(b)*.

- a) **Initial Action** means an action being brought for the first time to establish a child support order. In this situation, answer *Yes* to question 7(a) “Initial Action,” and answer *No* to question 7(b) “Modification Action,” and leave 7(c) “Date of the Initial Child Support Order” blank.
- b) **Modification Action** means an action brought before the court to modify the terms of an already established child support order. In this situation, answer *No* to question 7(a) “Initial Action,” and answer *Yes* to question 7(b) “Modification Action,” and enter the date of the Initial child support order in 7(c) “Date of the Initial Child Support Order.”

7(a). Is your case an Initial Action? Use the Drop Down box to select an answer.	<input type="text"/>
7(b). Is your case a Modification Action? Use the Drop Down box to select an answer.	<input type="text"/>
7(c). If you answered "Yes" to "Modification", provide the date of the Initial Child Support Order in this field:	<input type="text"/>

Figure 4

5.3 Selecting the Noncustodial Parent

Selecting the noncustodial parent is a **very, very important** part of creating a worksheet for a child support calculation (**Figure 5**). The calculators use this one piece of information to know when to allow certain fields for calculations to be active or inactive. Until the noncustodial parent is selected (Question 11), the Low Income and Parenting Time Deviations cannot calculate. Tab to the noncustodial parent field (a highlight box will appear around the check box selection area) and click to select the radio button that identifies the noncustodial parent for the current case. If the current case involves a Nonparent Custodian (exp.: grandparent, other relative, guardian, etc.), you may need to select “Both (Mother and Father)” as noncustodial parents.

11. For the purpose of paying child support, who is the Noncustodial Parent(s) in this action? Click the appropriate button to select Mother, Father, Both (Mother & Father). Only select "Both (Mother and Father)", as the Noncustodial Parent, when a Nonparent Custodian is included in the case.	<input type="radio"/> Mother <input checked="" type="radio"/> Father <input type="radio"/> Both (Mother and Father) <input type="radio"/> No Selection
12. Is a Nonparent Custodian involved in this action? If so, enter the name here:	<input type="text"/>

Figure 5

State of Georgia – Child Support Commission
 Excel Child Support Calculator - Data Entry Form
 User Guide

5.4 Nonparent Custodian

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 a nonparent custodian is included in the current case, enter the name of that person (**Figure 5**) in the field provided for **question 12**.

5.5 Adding Children

The children associated with the current case are added at **question 14**. To correctly activate the check boxes to add children to your worksheet, make certain your cursor is in the field for the check box. With the cursor in the correct position and the field active, left mouse click to check the box under the **“Include”** column showing that the child is associated with the current case. Only children with a check mark next to their name will be included in the calculations. Tab to the next field to enter the first child’s full name and year of birth information under the appropriate columns. Repeat this process until all children (numbered 1-12), who are the children of the parents in the current case, have been added. See the example below in (**Figure 6**). The worksheet will not calculate until at least one child has been included.

If a check mark is removed excluding a child, all expenses on Schedules D and E *associated with that child* will remain in those data fields, but will be excluded from the calculations. (See NOTE below.) Excluding one child will not impact amounts entered for other *included* children.

NOTE: When excluding children from the calculations, if more than one child is included in the current case, one must manually adjust the cost of health insurance coverage as it applies to each child on Schedule D, Line 2.

14. * Enter here the Name and Year of Birth of each child involved in this action. Begin with Child 1 and list children down through Child 12 as needed. Place a check mark by each child's name to include the child in this case.

	Include	* Child's Name	Birth Year
1	<input checked="" type="checkbox"/>	Child's full name	2000
2	<input checked="" type="checkbox"/>	Child's full name	2003
3	<input checked="" type="checkbox"/>	Child's full name	2007
4	<input type="checkbox"/>		
5	<input type="checkbox"/>		
6	<input type="checkbox"/>		
7	<input type="checkbox"/>		
8	<input type="checkbox"/>		
9	<input type="checkbox"/>		
10	<input type="checkbox"/>		
11	<input type="checkbox"/>		
12	<input type="checkbox"/>		

3 Total number of children will display here.

Figure 6

6. Social Security Payments to a Child

Question 16 concerns Social Security Payments (excludes Supplemental Security Income (SSI)) made for a child from a parent’s account who receives Title II Social Security benefits (SSD or RSDI – disability or retirement), and is a noncustodial parent in your case. Enter on this line the monthly amount of the check paid to a child in the current case, under the column of the noncustodial parent who is PAID Social Security benefits by the Social Security Administration for retirement or disability (**Figure 7**). Do not enter an amount under the column of a parent who receives a check on behalf of a child in the current case. A child must be unmarried and not yet age 18, or still in secondary (high) school and under age 19, or under disability that began before age 22. A child must also be a dependent of an insured parent in the current case. Payments made on behalf of a child are not considered income for either parent.

16. What is the amount, if any, of Social Security <u>payments</u> received on a parent's account, Mother/Father, and PAID to a child in this action because a parent currently receives Social Security Retirement or Disability payments (excludes Supplemental Security Income (SSI) payments)? (See User Guide for more information.)	(a) Mother	(b) Father
	\$ -	\$ -

Figure 7

7. Future Uninsured

Enter a percentage (%) amount for each parent for future Uninsured Health Care Expenses at **question 17**. It is recommended you enter a whole percentage amount, for example, 50%, rather than 49.66%. The percentage (**Figure 8**) can be based on each parents pro rata share of the income, or as agreed upon by the parties, or as ordered by the court.

17. What is the desired percentage for future Uninsured Health Expenses to be paid by each parent? Enter percentage amounts here, making sure they total 100%:	(a) Mother	(b) Father
	0%	0%

Figure 8

IMPORTANT: Save your worksheet.

Continue now to Section A of the Data Entry Form for entry of Gross Income of the parents.

8. Section A – Gross Income

Gross Income is the **monthly** gross income (before deduction of taxes) of each parent. **Do not include the income of a nonparent custodian.** All sources of gross income are entered in this section, **questions 19 through 41 (Figure 9)**. If there are multiple sources of income, enter each in the field that best matches that income source. Only complete fields that apply to each parent. Use the tab key to move from field to field. The amounts and calculations will display on Schedule A, and can only be edited on the Data Entry Form.

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

NOTE: See 8.1 below for information on the entry of Self-employment income for question 21.

If either parent is currently receiving Temporary Assistance for Needy Families (TANF), click in the appropriate box or boxes at **question 18** below “Mother” and/or “Father,” and a check mark will display to reflect an active TANF status with the Division of Family and Children Services (DFCS). Click in the box again to remove the check mark. Leave these boxes blank, if the parents do not receive TANF and continue to **question 19**. DO NOT include the monthly TANF grant amount or Medicaid as income.

* A. This section concerns "Gross Income"						
Information entered in this section, including the calculations, will display on Schedule A. Click a box on Line 18, a check mark will display to show that a parent is currently receiving Temporary Assistance for Needy Families (TANF). Enter below, on Lines 19 through 40, the MONTHLY Gross Income as it applies to each Parent. * The entry of <u>Income</u> in this section is required to generate a Worksheet.						
18. Does a parent in this action receive Temporary Assistance for Needy Families (TANF)? If yes, click to add a check mark in the appropriate box. Do not include the monthly TANF check amount as income in a child support calculation. (Also see Bubble Box.)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d32f2f; color: white;"> <th style="padding: 2px;">Mother</th> <th style="padding: 2px;">Father</th> </tr> </thead> <tbody> <tr style="background-color: #fff9c4;"> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </tbody> </table>	Mother	Father	<input type="checkbox"/>	<input type="checkbox"/>	
Mother	Father					
<input type="checkbox"/>	<input type="checkbox"/>					
19. Enter here the Monthly gross Salary and Wages received by each parent:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr style="background-color: #fff9c4;"> <td style="width: 50%; padding: 2px;">\$ -</td> <td style="width: 50%; padding: 2px;">\$ -</td> </tr> </tbody> </table>	\$ -	\$ -			
\$ -	\$ -					
20. Enter here the Monthly Commissions, Fees, and Tips received by each parent:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr style="background-color: #fff9c4;"> <td style="width: 50%; padding: 2px;">\$ -</td> <td style="width: 50%; padding: 2px;">\$ -</td> </tr> </tbody> </table>	\$ -	\$ -			
\$ -	\$ -					

Figure 9

8.1 Self-Employment Income

Self-Employment Income of a parent may be entered directly in Line 21 or may be calculated by using the Self-Employment Calculator (**Figure 10**). If you use the Self-Employment Calculator, you will need to review federal tax return documents and use information from those documents to complete fields in this calculator.

21. Enter the Self-Employee Income received by each parent or click on the "Use Self-Employment Calculator" button to compute the Self-Employment Income.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr style="background-color: #ccc;"> <td style="padding: 2px; text-align: center;">Use Self-Employment Calculator</td> </tr> </tbody> </table>	Use Self-Employment Calculator	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr style="background-color: #fff9c4;"> <td style="width: 50%; padding: 2px;">\$ -</td> <td style="width: 50%; padding: 2px;">\$ -</td> </tr> </tbody> </table>	\$ -	\$ -
Use Self-Employment Calculator					
\$ -	\$ -				

Figure 10

There are two methods of accessing the Self-Employment Calculator in the Data Entry Form.

- The first is to click the “Self-Employment Calculator” tab located at the bottom of the computer screen; or
- The second is to use the Self-Employment Calculator *button* located at Line 21 (**Figure 10 above**). [Use Self-Employment Calculator](#)

If you choose to use the Self-Employment Calculator, follow the instructions provided on the calculator page to complete the necessary fields (**Figure 11**). Do not include the Self-Employment Income of other partners who may also be in business with a parent in the current case.

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

Self-Employment Calculator - O.C.G.A. 19-6-15(f)(1)(B) states, "Income 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."		
Guidance: >To calculate Self-Employment Income, you may use this Self-Employment Calculator OR you may enter Self-Employment income on the Data Entry Form, Line 21. If you use this Self-Employment Calculator, enter amounts below in yellow fields only. Calculations will automatically display in the appropriate fields here, on Line 21 of the Data Entry form, and on Line 3 of Schedule A. <i>If there is more than one owner in a business, ONLY include the self-employment income for a parent associated with this child support calculation.</i>		
	Mother	Father
1) Description of Business		
2) Name of Business		
3) Type of Business (Sole Proprietorship, LLC, Partnership, S Corp., Rental Income)		

Figure 11

Once all Self-Employment Income amounts have been entered in this calculator and an answer appears in Line 13, click the button "[Apply Self-Employment Calculation](#)" (**Figure 12**). The amount(s) on this line will transfer to **question 21** of the Data Entry Form and will be included with all other income that will display for you to view on Schedule A.

13) Amount included on Schedule A, Line 3	Apply Self-Employment Calculation	0.00	0.00
If "Total Self-Employment Income" is a positive number (profit), that amount will appear on Schedule A, Line 3. If "Total Self-Employment Income" is a negative number (loss), zero will appear on Schedule A, Line 3.			

Figure 12

8.2 Income from Social Security Disability (RSDI/SSD)

A Social Security payment is money received by a parent in the current case as income from the Social Security Administration (SSA) for a disability or retirement. The monthly amount PAID to the parent is entered in Line 31 under the column of the parent receiving the income (**Figure 13**). Do not enter payments received by a parent or child for Supplemental Security Income (SSI).

31. Enter here the Monthly Social Security Disability or Retirement Benefits payments received by each parent (Do not include SSI payments); (See User Guide for more info.)	\$	-	\$	-
--	----	---	----	---

Figure 13

8.3 Imputed Income

Imputed income is entered at **question 41** (**Figure 14**). When establishing an amount of child support, if a parent fails to produce reliable evidence of *income*, such as prior year's tax returns, check stubs, or other information to determine current ability to pay child support or ability to pay child support in prior years, and the court or jury has no other reliable evidence of a parent's income or income potential, gross income for the current year will be determined based on a 40

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

hour workweek at current minimum wage. If imputed income is entered at question 41, an explanation of how that income was determine must also be written in box 41a) for Mother and/or box 41(b) for Father.

41. Enter here the Monthly amount of any other income, including imputed income, received by each parent:	<table border="1" style="margin: auto;"> <tr> <td style="width: 50px;">\$</td> <td style="width: 100px; text-align: center;">-</td> <td style="width: 50px;">\$</td> <td style="width: 100px; text-align: center;">-</td> </tr> </table>	\$	-	\$	-
\$	-	\$	-		
41(a) Please explain in the box provided below the basis for Other Income or Imputed Income for Mother as entered above on Line 41.					
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Character Limit This textbox is set to accept only 500 characters. </div>					
41(b) Please explain in the box provided below the basis for Other Income or Imputed Income for Father as entered above on Line 41.					

Figure 14

IMPORTANT: Save your worksheet.

Continue now to Section B of the Data Entry Form for entry of Adjusted Income.

9. Section B - Adjusted Income

The income of each parent may be adjusted when claiming "Adjusted Income for Self Employment Tax Paid," "Preexisting Child Support Orders Being Paid," and/or "Other Qualified Children living in the Parent's Home." Information entered in this section does not apply to the nonparent custodian. Answers for each section will be entered at **questions 42 through 45**, and will appear on the Schedule B form, Line 6 for Self-Employment Tax paid, Line 9 for Preexisting Orders Paid, and Line 14 for Other Qualified Children. Only one of the answers in Lines 9 or 14 (on Schedule B) will be used in the calculations for Line 2 of the Child Support Worksheet. Enter information in the yellow fields.

9.1 Self-Employment Tax Adjustment

Enter at question 42 each parent's monthly self-employment income subject to FICA and Medicare tax paid by the parent (**Figure 15**). Find the amount of the tax paid in the parent's previous year Federal Tax Form 1040, Schedule SE, Line 4. If a parent reported less than \$400 self-employment income that tax year, no amount need be entered for question 42. Refer to Schedule B, Lines 1 – 6, to view the calculations.

B. This section concerns "Adjusted Income for Self Employment Taxes Paid", "Preexisting Child Support Orders Being Paid", and "Other Qualified Children living in Parent's Home"										
Information entered in this section, including the calculations, will display on Schedule B. Enter information that applies to the parents in this case. Follow instructions provided at numbers 42, 43, 44, and 45 below.										
42. Has either parent paid taxes on self employment income, including amounts paid for FICA and Medicare, this year? If so, enter amount of the taxable self-employment income in that parent's field here:	<table border="1" style="margin: auto;"> <tr> <th style="width: 50px;">(a) Mother</th> <th style="width: 50px;">(b) Father</th> </tr> <tr> <td style="height: 30px;"> </td> <td style="height: 30px;"> </td> </tr> </table>	(a) Mother	(b) Father			<table border="1" style="margin: auto;"> <tr> <td style="width: 50px;">\$</td> <td style="width: 100px; text-align: center;">-</td> <td style="width: 50px;">\$</td> <td style="width: 100px; text-align: center;">-</td> </tr> </table>	\$	-	\$	-
(a) Mother	(b) Father									
\$	-	\$	-							

Figure 15

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

9.2 Preexisting Order

A Preexisting Order is an order in another case (not for the children in the current case) requiring a parent to pay child support for another child, and where that child support is *actually being paid*. Proof that the child support is being paid must be produced in the form of valid payment records. The date and time (time stamp from the clerk’s office) of the initial order for the preexisting order in each case must be earlier than the date and time of the initial order in the case immediately before the court. At least one child in each order must still be a minor child. Child Support arrears repayment amounts cannot be included here. Enter Preexisting Order(s) for question 43 in Lines 43(a) – 43(d) (**Figure 16**). Enter the Court Name, Court Case Number, Child’s Name, Child’s Birth Year, Date of Initial Order, and the monthly amount of child support actually being paid by the parent. Repeat these steps for each order.

43. Does either parent want an Adjustment for a Preexisting Child Support Order being Paid for Other Children not in this case? For each preexisting order, list the required information below and the average of the monthly amount actually paid for child support. Do not include arrears payments.							
	Court Name	Court Case #	Child Name	Birth Year	Date of Initial Order	Preexisting Child Support Amount Paid by Mother	Preexisting Child Support Amount Paid by Father
43(a)				2008		\$ -	\$ -
43(b)						\$ -	\$ -
43(c)						\$ -	\$ -
43(d)						\$ -	\$ -

Figure 16

9.3 Other Qualified Children living in the Parent's Home

A Court adjustment for Other Qualified Children may be considered only for children who are not in the current case and who meet **ALL FIVE** of the following requirements:

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

Enter Other Qualified Children for question 44 in Lines 44(a) – 44(f) (**Figure 17**), along with the Child’s Name and Birth Year. Repeat this step for each child up to a maximum of six children. For each child listed in Lines 44(a)-(f), check the box for each line under column (a) Mother or (b) Father to indicate which parent is claiming the qualified child. To complete the calculation process, you must also check the box that appears at Line 44(g). The calculation for this adjustment will not occur until this box is checked.

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

NOTE: The Court has discretion to consider an adjustment to income for qualified children for the purpose of reducing a parent's gross income.

44 Does either parent want to request a discretionary Adjustment to Income for Other Children Living in the Parent's Home?
 Note: The Court has discretion to consider an Adjustment to Income for qualified children under this section for the purpose of reducing a parent's gross income, if failure to consider an adjustment would cause substantial hardship to that parent.
 >An adjustment may be considered only for children who meet ALL FIVE of the following requirements:
 A) The parent is legally responsible for the qualified child (stepchildren stepchildren do not qualify);
 B) The qualified child lives in the parent's home;
 C) The parent is actually supporting the qualified child;
 D) The qualified child is not subject to a preexisting order; and
 E) The qualified child is not currently before the court to set, modify or enforce child support."
 >For each child listed on Lines 44(a)-(f), check the box under column (a) Mother or (b) Father to indicate which parent is claiming the qualified child. To complete the process you must also check the box that appears on Line 44(g).

	Child's name	Child's Birth Year	Indicate Parent Claiming Child by placing an "X" in the parent's column for that child:		(a) Mother	(b) Father
44(a)		2012			<input type="checkbox"/>	<input type="checkbox"/>
44(b)					<input type="checkbox"/>	<input type="checkbox"/>
44(c)					<input type="checkbox"/>	<input type="checkbox"/>
44(d)					<input type="checkbox"/>	<input type="checkbox"/>
44(e)					<input type="checkbox"/>	<input type="checkbox"/>
44(f)					<input type="checkbox"/>	<input type="checkbox"/>
44(g)	Click the checkbox until a check mark appears to include QUALIFIED children for whom adjustment is claimed, and automatic calculation will display.			<input type="checkbox"/>		

Figure 17

If Other Qualified Children are entered for **question 44**, an explanation (**Figure 18**) of why the court should grant this discretionary request for adjustment of income must also be written in box 45(a) for Mother and/or box 45(b) for Father.

44. 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 current case.

44a. Mother

44b. Father

Figure 18

Section C is reserved and intentionally left blank.

IMPORTANT: Save your worksheet.

Continue now to Section D of the Data Entry Form for entry of Additional Expenses.

10. Section D - Health Insurance and Work Related Child Care

This section concerns "Health Insurance" and "Work Related Child Care" as additional expenses. Amounts for each additional expense will be entered at **questions 46 and 47** (for 1 to 12 children). Information can only be entered in the yellow fields. You may view the information entered in this section of the Data Entry Form and the calculations on Schedule D.

10.1 Health Insurance

Question 46 is where you will enter the monthly amount paid or that will be paid by each parent, or by the nonparent custodian, for the *children's portion* of the health insurance premiums (**Figure 19**).

When child(ren) for whom support is being determined are covered by a family policy, only the health insurance premium actually attributable to the child(ren) can be included in the calculation.

Example: The father currently pays \$264 per month for family health insurance coverage for himself, his new wife and the two children in the current case. Of this premium, the amount attributable to father and current spouse is \$192. Father is only entitled to claim \$72, which is the family coverage of \$264 minus \$192 as father and current spouse's portion of the premium. The \$72 difference is attributable to the cost of health insurance for the children in the current case. The answer of \$72 is entered as the monthly premium paid by father.

When the child(ren)'s portion of the **cost is unknown**, determine the amount by dividing the total of the health insurance premium by the total number of persons covered in the policy, and then by multiplying that amount by the number of covered children included in the current case.

Example: The mother currently pays \$200 per month for health insurance that covers the mother, the two children in the current case, and the mother's new husband. The sum of \$200 is divided by four persons, equaling \$50 per person. The amount of \$50 is multiplied by the two children in the current case. The answer of \$100 is entered as the monthly premium paid by mother.

46. What is the amount of Health Insurance Premiums Paid for the Children? Enter the total MONTHLY amount paid or that will be paid by each parent or the nonparent custodian in the appropriate column.			
	(a) Mother	(b) Father	(c) Nonparent Custodian
Monthly Amount:	\$ -	\$ -	\$ -

Figure 19

10.2 Work Related Child Care

Work Related Child Care costs means expenses for the care of the child(ren) for whom support is being determined in the current case, which are due to the employment of either parent. The court may also consider the child care costs associated with a parent's job search, training or education

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

necessary to obtain a job or enhance earning potential; but this must not exceed a reasonable time as determined by the court. These same expenses may be included for the nonparent custodian.

Enter at question 47 the **annual** average amount of Work Related Child Care costs paid or that will be paid by each parent, and/or by the nonparent custodian, for the child(ren) for whom support is being determined in the current case (**Figure 20**). The annual amounts entered are then prorated between the parents only and converted to a monthly amount.

Question 47 is broken into three sections for Mother, Father and Nonparent Custodian. Make certain to enter information in the correct section and under the correct column for each child.

47. What is the Work-Related Child Care for the children in this case? Enter the **ANNUAL** amount paid or that will be paid by each Parent or the Nonparent Custodian in the appropriate section below and on the line that best represents the type of child care for each child identified in this case.

(Note: additional boxes will appear if more than 3 children are included.)			
	Child 1	Child 2	Child 3
	Child's full name	Child's full name	Child's full name
Child Care Paid by Mother:			
a. Yearly during School	\$ -	\$ -	\$ -
b. Yearly during summer break	\$ -	\$ -	\$ -
c. Yearly during other school breaks	\$ -	\$ -	\$ -
d. Yearly - other child care for pre-school age child or child with disability	\$ -	\$ -	\$ -
	Child 1	Child 2	Child 3
	Child's full name	Child's full name	Child's full name
Child Care Paid by Father:			
a. Yearly during School	\$ -	\$ -	\$ -
b. Yearly during summer break	\$ -	\$ -	\$ -
c. Yearly during other school breaks	\$ -	\$ -	\$ -
d. Yearly - other child care for pre-school age child or child with disability	\$ -	\$ -	\$ -
	Child 1	Child 2	Child 3
	Child's full name	Child's full name	Child's full name
Child Care Paid by Nonparent Custodian:			
a. Yearly during School	\$ -	\$ -	\$ -
b. Yearly during summer break	\$ -	\$ -	\$ -
c. Yearly during other school breaks	\$ -	\$ -	\$ -
d. Yearly - other child care for pre-school age child or child with disability	\$ -	\$ -	\$ -

Figure 20

Look at Schedule D to view the information and resulting calculations that were entered in the Data Entry Form. (Amounts gathered from all Supplemental Table(s), 1, 2, 3 and 4 (tables 2, 3 and 4 are used only if needed for more than three children) and specifically Lines 7, 13 and 19 of those tables, are used in the calculations for Lines 1 – 5 on Schedule D.)

NOTE: The names of the children will automatically display in the column headings.

Additional boxes for children 4 through 12 will open to allow the entry of Work Related Child Care expenses related for those children (**Figure 21**). Repeat the process described above for the entry of the expenses until all have been entered for the children included in the current case.

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

Information entered below will display on Schedule D Supplemental Tables.			
Annual Child Care amounts paid during school year, during school breaks, during summer breaks, and other, by child, for children 4, 5, and 6.			
47. Supplemental Table. What is the Work-Related Child Care for the children in this case? Enter the ANNUAL amount paid or that will be paid by each Parent or the Nonparent Custodian in the appropriate section below and on the line that best represents the type of child care for each child identified in this case.			
	Child 4	Child 5	Child 6
Child Care Paid by Mother:			
a. Yearly during School	\$ -	\$ -	\$ -
b. Yearly during summer break	\$ -	\$ -	\$ -
c. Yearly during other school breaks	\$ -	\$ -	\$ -
d. Yearly - other child care for pre-school age child or child with disability	\$ -	\$ -	\$ -

Figure 21

IMPORTANT: Save your worksheet.

Continue now to Section E of the Data Entry Form for entry of Deviations.

11. Section E – Deviations (Special Circumstances)

Deviations are allowed at the discretion of the court or jury. If a deviation is requested and allowed, it is subtracted from or increased to the presumptive amount of child support. The amount of child support established by the guidelines and the presumptive amount of child support are rebuttable. The expenses of a nonparent custodian may also be the basis for a deviation. When ordering a deviation, the court or jury must consider the best interest of the child, all available income of the parents, and must make written findings that an amount of child support, other than the presumptive amount calculated, is reasonably necessary to provide for the needs of the child for whom child support is being determined. Deviations are entered at **questions 48 through 55** on the Data Entry Form.

11.1 Low Income Deviation

If the noncustodial parent wants a Low Income Deviation, or upon request of the other party, or upon the court’s initiative, the request must be made by checking the box at *question 49* (**Figure 22**). (Before proceeding further, it is recommended that you read the instructions found at questions 48, 49, the Explanation Box and the bubble boxes.)

Please read the statute at O.C.G.A. §19-6-15(i)(2)(B) when considering a Low Income Deviation. In weighing the income sources and expenses of both parents and taking into account each parent's basic child support obligation as adjusted by health insurance and work related child care costs, these questions must be considered:

- Can the noncustodial parent provide evidence sufficient to demonstrate earning capacity? Or, does his/her pro rata share of the presumptive amount of child support create an extreme economic hardship for such parent?
- What will be the relative hardship that a reduction in the amount of child support would have on the custodial parent's household? The needs of each parent? The needs of the child(ren) for whom child support is being determined? The ability of the noncustodial parent to pay child support?

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

If a party requests or the court initiates this deviation by checking the box, the data entry fields for Mother and/or Father in Line 49a will change from white to a yellow to allow data entry (**Figure 22**). Continue to Line 49a and enter in the appropriate field(s) a requested amount for the Low Income Deviation. There is no formula or set amount one should request and enter here. Enter an amount that you believe is appropriate. This amount will be considered in the Low Income Deviation calculation process, but it may not be the deviation amount allowed based on the minimum order requirement. Refer to the form for Schedule E to view the calculations in Lines 1(a) and 1(b).

The Low Income Deviation amount that is used will be included with all other deviations on Line 14, Schedule E. To remove the request and deviation, uncheck the box at *question 49* and this calculation will be excluded from the deviation totals.

The application of the minimum order requirement, when the Low Income Deviation is requested, may result in a final child support amount on Line 13 of the worksheet that may not be the result you expected or that is most appropriate. In this situation, you may want to consider using a different deviation.

If a low income deviation is granted, such deviation will not prohibit the court or jury from granting any other deviation on Schedule E. The final order amount on line 13 of the worksheet may be higher or lower than the minimum order amount when a Low Income Deviation is applied.

48. To request the Low Income Deviation, click in the box at the left and a check mark will display. The white fields in Line 48a for the Noncustodial Parent will become yellow in color and allow data entry. Uncheck the box to remove the request. Continue to Line 48a.

NOTE: The Low Income Deviation is entered as a positive number but treated as a subtraction when included with all other deviations. By use of this deviation, the court or jury is not prohibited from granting an increase or decrease to the presumptive amount of child support by use of another deviation.

		<u>Court or Jury Allowable Deviations</u> Only the Court or Jury may enter an amount under column (c) or (d).	
		*(c) Mother	*(d) Father
48a. Enter "proposed Low Income Deviation amount" AS A POSITIVE NUMBER under noncustodial parent's column.			

Figure 22

11.2 Judicial Discretion for the Low Income Deviation

The Court or Jury may apply discretion to the Low Income Deviation and modify the amount or not allow the deviation at all.

Instructions for Court or Jury: To apply judicial discretion to the Low Income Deviation, check the “Discretionary Check Box for Court or Jury” at *question 50* (**Figure 23**). When the box is checked, the data entry fields for Mother (column c) and/or Father (column d) in Line 49a will change from white to a yellow to allow data entry (**Figure 22**.) Continue to Line 49a and enter in the appropriate field(s) a court or jury deviation amount. There is no formula or set amount to enter here. Enter an amount that is appropriate. This amount will be considered in the Low

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

Income Deviation calculation process, but it may not be the deviation amount allowed based on the minimum order requirement. Refer to the form for Schedule E to view the calculations in Lines 1(a) and 1(b). The Low Income Deviation amount that is used will be included with all other deviations in Line 14 of the Schedule E form. Uncheck the “Discretionary Check Box for Court or Jury” at *question 50*, if you want to allow the deviation as requested by a party or the court to apply. The Non-specific Deviation at *question 51(i)* may be used to modify the Low Income Deviation. This may include allowing a deviation when not otherwise calculated, or by increasing or decreasing the deviation amount.

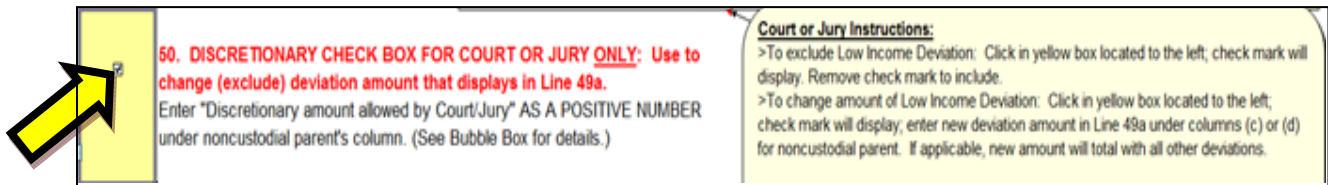


Figure 23

11.3 High Income

If the parent’s combined adjusted income of the parents is greater than \$30,000.00 per month, the amount of that income that is greater than \$30,000.00 per month (**Figure 24**) will automatically display on the Schedule E form in Line 2(a). This “High Income” amount is displayed on the form as information for the Court or Jury. Look at Schedule E to see this amount, if applicable.

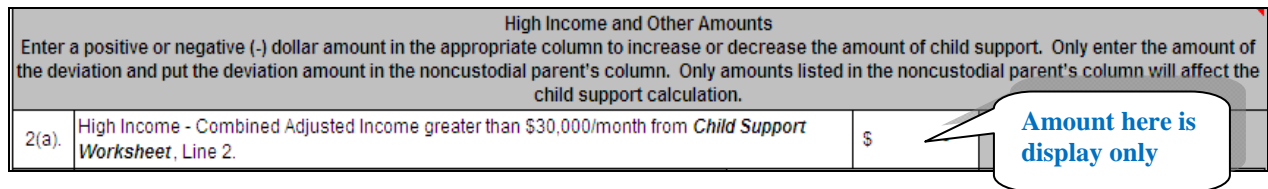


Figure 24

11.4 Specific and Non-Specific Deviations

Specific and Non-Specific Deviations entered on behalf of or by the parents can only be entered under columns (a) and/or (b) at *questions 51(a)-51(i)* (**Figure 25**). Enter in these lines a deviation amount and not the actual expense amount. This section of the Data Entry Form is not considered a financial affidavit and should not be treated as one. Only deviation amounts entered in the noncustodial parent’s column will impact (increase/decrease) the final monthly child support obligation. Do not enter a deviation amount in the custodial parent’s column.

Specific and Nonspecific Deviations entered as a positive (+) amount will increase the noncustodial parent's child support obligation, while Specific and Nonspecific Deviations entered as a negative (-) amount will decrease the noncustodial parent's child support obligation. The amounts entered at *questions 51(a)-51(i)* will total together and display on the Schedule E form, Line 11.

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

51. Does either parent want to claim "Specific and/or Non-Specific Deviations", for any of the items listed below?				
Instructions for this section: Do not enter the monthly amount of the expense in Lines 51a-51i; enter only the amount(s) you want the court to consider as a requested deviation from the Presumptive Amount of Child Support. (The Specific and Non-specific Deviation section of Schedule E does not represent a financial affidavit.) Requested deviation amounts are entered under the noncustodial parent's column as a "positive (+)" number for an upward deviation or as a "negative (-)" number for a downward deviation. Only amounts entered under the column of the parent who is designated as the noncustodial parent (column (a) or (b)) will impact that parent's final child support obligation.				
	Amounts entered by Parents only		Court or Jury Allowable Deviations	
	(a) Mother	(b) Father	(c) Mother	(d) Father
51a. Deviation Based on High Income	\$ -	\$ -	\$ -	\$ -
51b. Other Health Related Insurance (dental, vision)	\$ -	\$ -	\$ -	\$ -
51c. Life Insurance	\$ -	\$ -	\$ -	\$ -
51d. Child and Dependent Care Tax Credit	\$ -	\$ -	\$ -	\$ -
51e. Visitation Related Travel Expenses	\$ -	\$ -	\$ -	\$ -
51f. Alimony PAID	\$ -	\$ -	\$ -	\$ -
51g. Mortgage (if Noncustodial Parent is providing cost of home where child resides)	\$ -	\$ -	\$ -	\$ -
51h. Permanency Plan or Foster Care Plan	\$ -	\$ -	\$ -	\$ -
51i. Other - Non-specific Deviations	\$ -	\$ -	\$ -	\$ -

Figure 25

Below are scenarios that demonstrate the correct way to enter a specific or non-specific deviation pursuant to O.C.G.A. § 19-6-15(i)(2) and (3). To begin, determine first which parent is the noncustodial parent in the current case, and determine which parent pays the expense.

Scenario A: Mother is custodial parent and father is noncustodial parent. *Custodial parent pays the expense.* Enter the deviation amount as a positive (+) number in father's column.

Scenario B: Mother is custodial parent and father is noncustodial parent. *Noncustodial parent pays the expense.* Enter the deviation amount as a negative (-) number in father's column.

Scenario C: Father is custodial parent and mother is noncustodial parent. *Custodial parent pays the expense.* Enter the deviation amount as a positive (+) number in mother's column.

Scenario D: Father is custodial parent and mother is noncustodial parent. *Noncustodial parent pays the expense.* Enter the deviation amount as a negative (-) number in mother's column.

Scenario E: Nonparent custodian (third party) – both parents are noncustodial parents for the purpose of paying child support. *Mother pays the expense.* Enter the deviation amount as a negative (-) number in mother's column. Enter the deviation amount as a positive (+) number in father's column.

Scenario F: Nonparent custodian (third party) – both parents are noncustodial parents for the purpose of paying child support. *Father pays the expense.* Enter the deviation amount as a positive (+) number in mother's column. Enter the deviation amount as a negative (-) number in father's column.

Scenario G: Nonparent custodian (third party) – both parents are noncustodial parents for the purpose of paying child support. *Nonparent custodian pays the expense.* Enter deviation amount as a positive (+) number in mother's column. Enter the deviation amount as a positive (+) number in father's column.

11.5 Specific and Non-Specific Deviations – Judicial Discretion

Only the Court or Jury may use the fields at *questions 51(a) - 51(i), columns (c) and/or (d)* to enter discretionary amount changes to the Specific and Non-specific deviations. The Court or Jury will enter amounts in the appropriate fields under columns (c) (Mother) and/or (d) (Father), along with other amounts entered under the parents’ columns (a) and (b) that will be allowed. The court or jury will then check the box located below *question 51(i)* to complete the discretionary override (Figure 26). The amounts previously entered by or on behalf of the parents will no longer be included in the totals, but will be preserved and unchanged under columns (a) and (b). If the Court or Jury decides to remove the deviations they entered; click in the box below *question 51(i)* again to remove the check mark. The Court or Jury Allowable Deviations will continue to display but will be removed from the totals and the amount(s) entered by or on behalf of the parents will be included in the calculations.

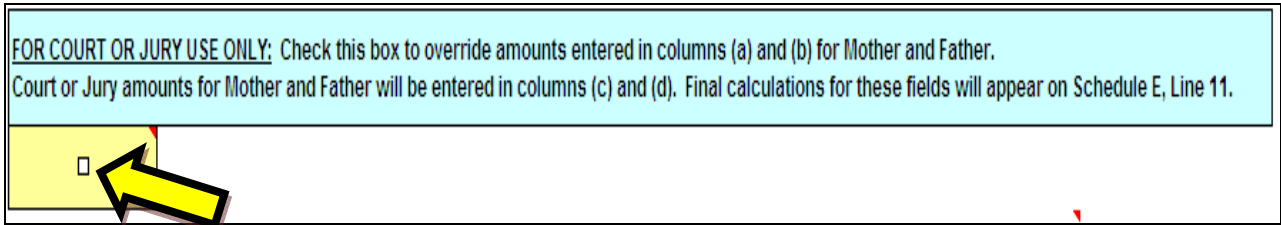


Figure 26

11.6 Parenting Time Deviation

Only the parent identified as the noncustodial parent can request a Parenting Time Deviation at *question 52* that is based upon court ordered visitation for a child included in the current case. There is no formula or guidance in the statute or in the calculators for determining what amount to enter for this deviation. Only the field(s) for the noncustodial parent will be active (yellow in color) and allow for the entry of this deviation (Figure 27). Decide upon an amount and enter that sum as a positive number in the yellow field. The amount entered will be treated as a deduction from the Presumptive Amount of Child Support, and will be included with all other deviations.

52. Does the Noncustodial Parent want to request a Parenting Time Deviation? If so, enter a positive monthly amount of money here for the parent who is the noncustodial parent in this action. The monthly amount entered will be treated as a deduction from the Presumptive Amount of Child Support along with all other Deviations on Line 14 of Schedule E.	(a) Mother	(b) Father

Figure 27

IMPORTANT: Save your worksheet.

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

11.7 Deviation for Extraordinary Educational Expenses

The parents and/or nonparent custodian may request a deviation for Extraordinary Educational Expenses for children included in the current case at *question 53*. Enter in the appropriate fields for Mother, Father and/or Nonparent Custodian the **ANNUAL** amount **paid** for the expense for each named child (**Figure 28**). The calculator will convert the annual amounts to monthly amounts that are then prorated between the parents only. On the Schedule E form, see the Supplemental Tables and Lines 12(a)-12(g) for these calculations.

(Note: additional boxes will appear if more than 3 children are included.)			
53. Does either Parent or the Nonparent Custodian want to request a Deviation for Extraordinary Educational Expenses for children? If so, enter the ANNUAL amount paid by each Parent or the Nonparent Custodian in the appropriate section below and on the line that best represents the type of Extraordinary Educational Expense for each child identified in this case.			
	Child 1	Child 2	Child 3
Paid by Mother:			
a. Yearly amount paid for tuition, room & board, fees and books.	\$ -	\$ -	\$ -
b. Yearly amount paid for other extraordinary educational expenses	\$ -	\$ -	\$ -
Paid by Father:			
a. Yearly amount paid for tuition, room & board, fees and books.	\$ -	\$ -	\$ -
b. Yearly amount paid for other extraordinary educational expenses	\$ -	\$ -	\$ -
Paid by Nonparent Custodian:			
a. Yearly amount paid for tuition, room & board, fees and books.	\$ -	\$ -	\$ -
b. Yearly amount paid for other extraordinary educational expenses	\$ -	\$ -	\$ -

Figure 28

11.8 Deviation for Extraordinary Medical Expenses

The parents or nonparent custodian may request a deviation for Extraordinary Medical Expenses for children included in the current case at *question 54*. Enter in the appropriate fields for Mother, Father and/or Nonparent Custodian the **ANNUAL** amount **paid** for the expense for each named child (**Figure 29**). The calculator will convert the annual amounts to monthly amounts that are then prorated between the parents only. On the Schedule E form, see the Supplemental Tables and Lines 12(a)-12(g) for these calculations.

54. Does either Parent or the Nonparent Custodian want to request a Deviation for Extraordinary Medical Expenses for children included in this case? If so, enter the ANNUAL amount paid by each Parent or the Nonparent Custodian in the appropriate section under the column(s) for each child identified in this case. (If either parent wants to claim a deviation for Extraordinary Medical Expenses pertaining to either parent, please enter the amount of the deviation above under "non-specific deviation.")			
	Child 1	Child 2	Child 3
Paid by Mother:			
a. Yearly amount paid for extraordinary medical expenses	\$ -	\$ -	\$ -
Paid by Father:			
a. Yearly amount paid for extraordinary medical expenses	\$ -	\$ -	\$ -
Paid by Nonparent Custodian:			
a. Yearly amount paid for extraordinary medical expenses	\$ -	\$ -	\$ -

Figure 29

11.9 Deviation for Special Expenses for Child Rearing

The parents and/or nonparent custodian may request a deviation for Special Expenses for Child Rearing for children included in the current case at *question 55*. Enter in the appropriate fields for Mother, Father and/or Nonparent Custodian the **ANNUAL** amount **paid** for the expense for each

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

named child (**Figure 30**). Briefly describe the Special Expense for each child in the field labeled “Total yearly amount paid for:” (See the example provided at the Note in the blue section of the Data Entry Form at *question 55*.) The calculator will convert the annual amounts to monthly amounts that are then prorated between the parents only. On the Schedule E form, see the Supplemental Tables and Lines 12(a)-12(g) for these calculations.

<p>55. Does either Parent or the Nonparent Custodian want to request a Deviation for Special Expenses for Child Rearing for children included in this case? If so, enter the ANNUAL amount paid by each Parent or the Nonparent Custodian in the appropriate section under the column(s) for each child identified in this case. In the box below these amounts, write a brief description of the Special Expense. See the note below for more information.</p>			
<p>Note: Expenses may include, but are not limited to summer camp, music or art lessons, travel, band, clubs, athletics, etc., that are extraordinary in cost for the children included in this action. Example of how to write a brief description: Lauren-Gymnastics; Allison-Piano lessons; Heather-Cheerleading</p>			
	Child 1	Child 2	Child 3
Paid by Mother:			
Yearly amount paid for:	\$ -	\$ -	\$ -
Briefly describe Special Expense(s) for each child:			
Paid by Father:			
Yearly amount paid for:	\$ -	\$ -	\$ -
Briefly describe Special Expense(s) for each child:			
Paid by Nonparent Custodian:			
Yearly amount paid for:	\$ -	\$ -	\$ -
Briefly describe Special Expense(s) for each child:			

Figure 30

A portion of the basic child support obligation (BCSO) covers average amounts of special expenses incurred in child rearing. To determine if this deviation is appropriate, the court or jury will consider the full amount of the special expenses. When these expenses exceed 7 percent of the BCSO in your worksheet (Line 4), the additional amount may be considered a deviation. The 7% answer is an automatic calculation in the worksheet. On the Schedule E form, see the Supplemental Tables, Lines 20-30, and Lines 12(a)-12(g) for these calculations.

11.10 Display of Extraordinary and Special Expenses Totals

The Extraordinary Educational, Extraordinary Medical, and Special Expenses for Child Rearing for each child display on Schedule E on Supplemental Tables 1, 2, 3 and 4. Supplemental Table 1 is the last page of Schedule E, and Supplemental Tables 2, 3 and 4 appear in one continuous page and may be accessed by selecting the tab for Schedule E Supplemental Tables. These additional Supplemental Tables are used for children 4 – 12, when included in the current case. While these three types of expenses for the children display in the Supplemental Tables, the final calculations that are used in Schedule E, Line 14, appear in Lines 12(a) - 12(g) for Mother and Father (**Figure 31**). Amounts appearing in these lines cannot be changed here, but can be changed in the Data Entry Form.

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

Final Calculations of all Extraordinary and Special Expenses					
Extraordinary and Special Expenses will display here and on appropriate Supplemental Tables in the appropriate fields. Deviations in this section were entered on the Data Entry Form; to make changes to these amounts, return to that form.					
12(a).	Extraordinary Educational Expenses >Total amounts from Line 9(a) of each Supplemental Table for Mother. >Total amounts from Line 9(b) of each Supplemental Table for Father. >Total amounts from Line 9(c) of each Supplemental Table for Nonparent Custodian.	\$ -	\$ -	\$ -	\$ -
12(b).	Extraordinary Medical Expenses >Total amounts from Line 14(a) of each Supplemental Table for Mother. >Total amounts from Line 14(b) of each Supplemental Table for Father. >Total amounts from Line 14(c) of each Supplemental Table for Nonparent Custodian.	\$ -	\$ -	\$ -	\$ -
12(c).	Allowable Special Expenses >Amount from Line 28 of each Supplemental Table for Mother. >Amount from Line 29 of each Supplemental Table for Father. >Amount from Line 30 of each Supplemental Table for Nonparent Custodian.	-	\$ -	\$ -	\$ -
12(d).	Total Extraordinary and Allowable Special Expenses. Lines 12(a), 12(b) and 12(c) added.	\$ -	\$ -	\$ -	\$ -
12(e).	Parent's Pro Rata Share of Income from Child Support Worksheet , Line 3.	%	%		%
12(f).	Parent's share of extraordinary/special expenses. Line 12(d) multiplied by percentages for each Parent on Line 12(e).	\$ -	\$ -		\$ -
12(g).	Deviation for extraordinary/special expenses. Line 12(d) minus 12(f).	\$ -	\$ -		

Figure 31

11.11 Total Allowable Deviations

All deviations that display on Schedule E, including amounts on the Supplemental Tables, total individually at Lines 1(a or b), 11, 12(g) and 13, when any apply, and automatically display on Line 14 of Schedule E (**Figure 32**). The amount(s) that appear on Line 14 can be positive or negative numbers. These amounts appear in white protected fields and cannot be changed here. Changes can only be made in the Data Entry Form. The final amounts that appear on Line 14 are carried over to the worksheet and are entered automatically for display on Line 10.

Total Allowable Deviation			
14.	Total Allowable Deviations on Lines 1(a) or 1(b), 11, 12(g), and 13, if any apply, automatically display here and on Line 10 of the Child Support Worksheet Line 10. (The total can be a negative number.)	\$ -	\$ -

Figure 32

11.12 Required Findings

The statute requires that the “Required Findings” be completed to explain why *each* of the requested deviations should be allowed (*question 56*). The three questions must be answered ***for each deviation requested*** using the boxes provided (**Figure 33**). Answers provided here will be used in the court’s final order for child support.

NOTE: [Important Requirement about Deviations](#) – No deviations are permitted under the law unless all three questions - (B), (C), and (D) - have been answered for each deviation requested.

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

<p>56. The statute requires that you explain why each of the requested deviations should be allowed. Use the boxes provided below and answer each question as it applies to the deviations you have requested the court consider in this action.</p>
<p>Question B - Would the presumptive amount be unjust or inappropriate? Explain.</p>
<div style="background-color: yellow; height: 50px;"></div>
<p>Question C - Would deviation serve the best interests of the children for whom support is being determined? Explain.</p>
<div style="background-color: yellow; height: 50px;"></div>
<p>Question 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? Explain.</p>
<div style="background-color: yellow; height: 50px;"></div>

Figure 33

IMPORTANT: Save your worksheet.

12. Footnotes

The section at **question 57** allows space for the entry of Footnotes that relate to the current case. Use footnotes as reminders of information or documents used to prepare this worksheet. These are notes for your use only and are not to be printed and filed with the court. Follow these steps to enter a footnote: **a)** use the drop down box under "Schedule" to select the worksheet or schedule type that relates to your footnote; **b)** enter the line number from the worksheet or schedules under the "Line No." column that relates to your footnote; and **c)** use the "Notes" box to type your footnote (**Figure 34**). Footnotes entered here must relate to the current case and each note cannot exceed 200 characters.

Example: Select "Schedule E" from the drop down box, type in Line number 13, and enter a Footnote explaining how the Parenting Time Deviation was determined.

This section concerns "Footnotes"		
Information entered below will display on the Footnotes tab.		
<p>57. Do you have any footnotes to enter? If so, follow these steps: i) use the drop down box under "Schedule" to select the Worksheet and/or Schedules that relate to your Footnotes; ii) Enter the line number that relates to your Footnote under the "Line No." column; iii) Finally, use the "Notes" column to type your Footnotes. Footnotes entered here must relate to the current case.</p>		
Schedule	Line No.	Footnotes
57a.		
57b.		
57c.		

Figure 34

13. Viewing the Data Entry Form Worksheet and Schedules

Periodically as you enter information in the Data Entry Form, and once you have completed the entry of information, you will want to view the worksheet and schedules. In the Data Entry Form, you may view the worksheet and schedules by clicking the tabs, (i.e., CS Worksheet, Schedule A, Schedule B, Schedule D, Schedule D Supplemental Tables, Schedule E and/or Schedule E Supplemental Tables).

The final child support amount will appear on Line 13 of the Worksheet form. Review the entire worksheet and make all necessary corrections on the Data Entry Form, and save the form. The worksheet and schedules associated with the Data Entry Form display on the computer screen in white and light green colors.

IMPORTANT: Save your worksheet one last time before printing.

14. Printing Assistance

The information provided below is intended to assist one with printing the worksheet and schedules.

State of Georgia – Child Support Commission
Excel Child Support Calculator - Data Entry Form
User Guide

a) Go to the “CSWorksheet” tab and to the bottom of the Worksheet page (**Figure 35**) to see which schedules contain data and should be printed along with the Worksheet.

Schedules		Attached	Not Applicable
A	Gross Income	<input checked="" type="checkbox"/>	
B	Adjusted Income	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C	Schedule C is not in use and is intentionally left blank		
D	Additional Expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E	Deviations from Presumptive Amount	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 35

b) Print the worksheet and schedules indentified using print processes available on the computer you are using (**Figure 36**). Recommendation: if Supplemental Tables for Schedules D and E are used, print only the pages that contain information on the additional children in the current case.

You have completed entry of information for your worksheet. You may view your worksheet and all schedules by clicking any of the tabs labeled CS Worksheet, Schedule A, Schedule B, Schedule D, or Schedule E. Return to this page to make corrections as corrections cannot be made from the worksheet or schedules.

Print Instructions for the Child Support Worksheet and Schedules

Printing Instructions – 1) Go to the “CSWorksheet” tab, and then to the bottom of the Worksheet page to see which schedules contain data and should be printed with the Worksheet. 2) Print the Worksheet and those schedules indicated by step 1 using print processes available in the version of Excel you are using.

Figure 36

Congratulations! You have now completed the Data Entry Form Excel Child Support Calculator. It is recommended that you:

- Review the worksheet forms for accuracy (Re-save if you make changes);
- Check Line 13 of the Worksheet form to find the amount of the child support obligation; and
- Print the Worksheet and Schedules that apply and retain a copy for your file.