

# Revised Ohio Child Support Guidelines

Version 10



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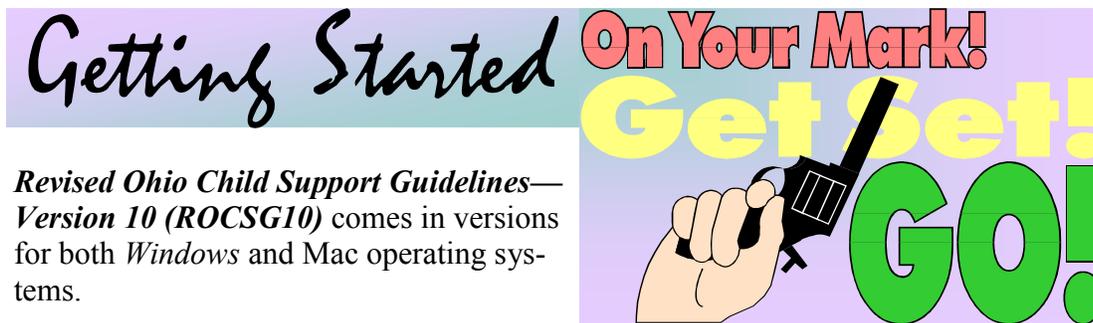
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*Revised Ohio Child Support Guidelines—Version 10 (ROCSG10)* comes in versions for both *Windows* and *Mac* operating systems.

**Windows.** Compatible with *Windows 10*, *Windows 8*, *Windows 7*, *Windows Vista* and *Windows XP*.

**Mac.** Compatible with *OSX* Versions 10.8 and higher. Note that the *Mac* version requires *Microsoft Word* in order to be able to preview and print worksheets.

### Downloading

**Step 1 – Visit [www.puritas-springs.com](http://www.puritas-springs.com).** Although it may not be your default or favorite browser, we recommend *Windows* users use *Internet Explorer* to download the installation executable. *Mac* users should fare well using *Safari*.

**Step 2 – Click the Password Search button.** On our *Home* page you'll see a *Password Search* button on the right. Click on the button to display a page containing a search text box and associated button.

**Step 3 – Enter Your Password.** Place the password that was assigned to you in the email you received when you purchased the application in the search text box, and click on the *Search Password* button just below. You may need to contact us for a refreshed password.

**Step 4 – Click the Download Button.** The search will return a link to an entry page with a large button labeled *Click Here To Download Update*. Click the button.

**Step 5 – Run the File.** Click on the link at the bottom of the page. The link will typically say something like: *Click here to download the installation setup file*. If you're using *Internet Explorer*, at some point a prompt will appear asking whether you wish to *Run* or *Save* the file. Choose *Run* and begin installation. *Mac* users will need to go to the *Downloads* folder, open or mount the *dmg* file, and double-click on the *Mac* installation package file: *rocs10.dmg*.

**Additional Windows Instructions:** *Puritas Springs Software* is certified as an authentic *Windows* publisher and therefore installation problems are rare, but depending on your security software and configuration, you may be asked to verify your intention to install *ROCSG10*. Of course you'll need to give the necessary permissions. Unfortunately, due to the diversity of security software and personalized configuration options, it is impossible to give you more precise instructions in this regard. It should suffice to say that users rarely have problems with downloading and installation, but give us a call if you do.

**Example.** Note that certain security software, including old versions of *Internet Explorer*, may not give you the option to **Run**. You should always be able to run the download, but you may need to do a bit of detective work to do so. For example, in some instances you may receive the message: **setup... is not a commonly downloaded program and could harm your computer**. In this case you'll need to click on **Actions** before you see a link labeled **Run anyway**. Click **Run anyway**. In another instance, you still may not get the **Run** option, in which case you'll typically see a **More info** link (which is easy to miss, so look over any dialogs carefully). Click on the **More info** link and you'll be presented with the option to **Run**.

**Additional Mac Instructions.** Mac users will find the downloaded **dmg** file in their **Downloads** folder. Double-clicking the **dmg** file will “mount” the disk image. In *Finder*, click the **dmg** file (in the **Devices** section depending on your selected **View**) and you'll see the file's contents – a **pkg** file. Double-click the **pkg** file and Mac application installer will take you through the customary installation steps. All newer programs/downloads are *GateKeeper* compliant, so you should not receive any download warnings.

# Installing *ROCSG10*



## In General

Install *Revised Ohio Child Support Guidelines—Version 10 (ROCSG)* to your hard drive by following the steps outlined below.

**Network Computers.** You must have a network or multi-user license to use *ROCSG10* on more than one computer. We are unable to provide technical support to users that have purchased a single-user license and wish to “network” multiple installations or save files to server.

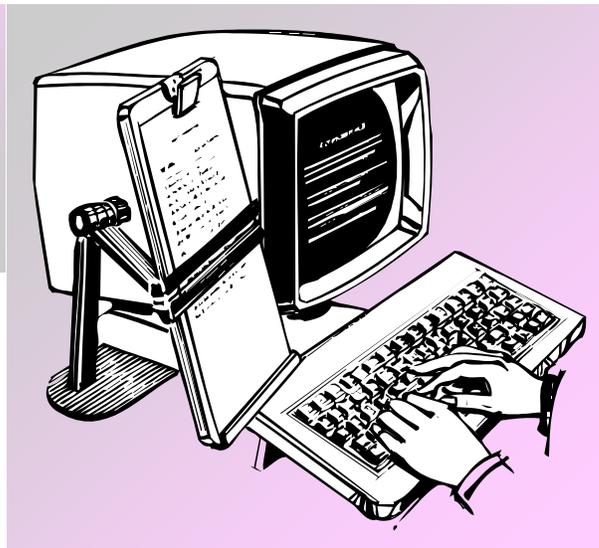
## Installation Steps—*Windows*

- A. Complete the download instructions contained on the previous pages of this manual.
- B. The **Preparing to Install** progress meter will appear until the **Welcome** dialog displays. Click the **Next** button to proceed with installation. Click **Cancel** if you want to abort installation.
- C. The **Puritas Springs Software Licensing Agreement** appears in the next dialog. Check the radio button labeled **I accept the terms in the license agreement** and continue with the installation by clicking on the **Next** button. If you do not agree to the terms of the Licensing Agreement, you will not be able to continue installing the program.
- D. Verify your user identification information and click the **Next** button. On some systems a checkbox will appear: **Install this application for:**. Select **Anyone who uses this computer (all users)**.
- E. Verify the destination folder. We strongly recommend the default: on 64 bit systems—**C:\Program Files (x86)\Puritas\ROCSG10**; on 32 bit systems—**C:\Program Files\Puritas\ROCSG10**. We do not support installation to alternate locations. Click the **Next** button to continue.
- F. The next dialog asks you to select the location where the database files will be stored. Again, *even if you have a network version*, we strongly recommend the default: **C:\Puritas\ROCSG10\Files**
- G. The **Setup Complete** dialog advises you that the installation process was successfully completed.

## Updating & Reinstallation

Because laws and relevant data change periodically, **ROCSG10** automatically checks for updates each time you start it. If you are connected to the Internet *and* an update is available, you will be notified and given the option of choosing to download and install it at that time. If you select **No**, **ROCSG10** will open as usual and you will receive the same notification the next time you start the program. If you select **Yes**, the update will begin to download and should see a bar meter that shows you the progress of the transmission. When the installation file is completely downloaded, installation of the new version will begin and proceed automatically. When the process is complete, you may restart **ROCSG10** using any of the methods described in the following section.

## Entering Information — A Tutorial



When you start *Revised Ohio Child Support Guidelines—Version 10*, it displays a main window that is divided vertically. The left side is the tree view that provides access to all the available worksheets, support scheduler and preview and printing functions; and a right side that shows the worksheet that was selected in the tree view to the left. The Sole Residential/Shared Parenting worksheet is displayed by default on when you start *ROCSG10*. The worksheet you see when you start *ROCSG10* and when you select the **New** command provides access to a blank set of child support worksheets (blank except for any information that may be present in the DEFAULT file). The cursor is blinking inside a text box that is located in the caption section of the worksheet. The text box will move around on the form as you enter information. Use the <TAB>  key to move from field to field.

**The Video.** Don't overlook the utility of the instructional video that is part of *ROCSG10*. You can view relevant excerpts of the video by using the context or popup menu that appears when you right-click your mouse.

**Data Source.** *ROCSG10* has a Data Source command for every overrideable and read only field. That means if you want to know how a calculation is being made or where certain information is coming from, you may use the Data Source command by selecting it from the menu that appears when you right-click your mouse.

**TIP.** Most users know that you advance from field to field on a form by using the  (tab) key; however many do not know that   can be used to cycle backwards through fields. Of course, you can also point to different areas of the form with your mouse to jump to remote spots of the form without needing to press  repeatedly.

### Step 1. Completing the Sole/Shared Parenting Worksheet.

When you start *Revised Ohio Child Support Guidelines* the cursor is blinking in the Father's Name field in the caption section of the worksheet.

You can follow along with the data entry process by opening the SAMPLE file that is part of the *ROCSG10* installation. We're using the annotated, long form worksheet.

- In the Father's Name field type James Sample, then press 

Revised Ohio Child Support Guidelines

- In the Mother’s Name field type: Mary Martin and press .
- The text box moves to Case No.; type “17 DR 123456” and press .
- For the remaining entries, press  after each of the following:
  - Number of Minor Children - “2”.
  - Sole Residential checkboxes - Leave this section of 3 checkboxes blank. Press  to get to the Shared Parenting checkbox.
  - Shared Parenting checkbox - Check if it’s not checked already as the default. Then press  to get to the Father is obligor checkbox and make sure it’s checked. It probably is by default.
  - Tab to line 1a.
  - Father’s annual gross income - 55000.
  - Mother’s annual gross income - 25900.

With respect to the last two entries, note that you cannot enter dollar signs (\$) or commas (,) in currency entries. When you’re finished making these entries, your screen should look like the one below.

Figure 1. Top portion of sample file

\* Note that the annual summary amounts at the top (the black boxes containing red numbers), will not agree with what you see because the illustrated file was completed beyond the point we’ve completed in this tutorial. Open the Sample.R10 file for additional information.

It hardly seems worth going through every entry in the worksheet. The pattern is obvious—make your entry and press .

Here are some important and handy tips for using **ROCSG10**:

- **TAB & SHIFT TAB.** If you're following through this example, you'll note we told you to use  after each entry. Note also, however, that **if you hold the  key down when you press , you can move the focus backwards.**
- **Check.** If there are any errors in the worksheet, use the **Check** button (the red checkmark) on the tool ribbon at the top of the screen to disclose them. In this context, be aware that **ROCSG10** will always notify you if you attempt to print a support worksheet that has errors in it.
- **Data Source.** You can right-click your mouse on all overrideable and read only fields to learn how they are completed. This is handy when you're wondering how **ROCSG10** automatically completed a particular field.
- **Help.** Certain fields have a **Help** command that is available from the menu that appears when you right-click your mouse. The help topics are a valuable resource that should not be overlooked.
- **Video.** For a more in-depth treatment of the various sections of the worksheet, the **Video** command in the right-click menu provides access to all the various *YouTube* instructional videos.

## Step 2. Give the File a Name

Look at the title bar on your display and you'll notice that you haven't named the file yet (assuming that you haven't simply opened the **Sample.r10** file). You are reminded of that fact on the title bar where it says **Untitled.r10**. Don't work in your file too long without giving it a name. After you enter a few bits of information on the worksheet, you'll want to use the **File|Save As** command to give your file a name. You may use any valid file name, but use the **r10** extension, or better yet, leave it off and let **ROCSG10** add it automatically. **Once the file has a name, you'll see it on the window's title bar. You can see the **Sample** file name on the title bar in Figure 1. Avoid using the **File|Save As** command once you've given your file a name. Use the **Save** button on the button bar to save file changes **AFTER** you've used the **Save As** command to name the file.**

**Where are My Files?** By default your client files are stored at:

C:\Puritas\ROCSG10\Files\.

### Step 3. Completing the Worksheet.

At this point the worksheet is completed up to line 1a and the file is named. You can display the remainder of the worksheet by simply scrolling down. You can scroll or tab your way through the rest of the worksheet completing the remaining fields. Remember to press  after each entry to record that entry and advance to the next field. Occasionally you'll encounter a boxed area with a button where you can enter additional information that supports the calculation of a particular line. If you have a question about the dialogs, you can consult the **Special Input Considerations** topic of the help file by clicking on the **Help** button in the dialog. You can get to the help file by clicking the **Help on Specific Lines** item on the **Help** menu.

As a further explanation, look at the fields that are contained in the **Calc Line 8 Adj** button. It is the adjustment for minor children born to either parent and another parent which children live with the party parent. This additional information, the fields in the dialog, is necessary because line 8 contains the result of a calculation. The **Line 8 Other Resident Children** dialog permits you to enter the raw data without performing the mathematics necessary to arrive at the line 8 figure manually.

Any instance where additional information is required, you'll find dialogs accessible via the associated buttons. You'll find a box for line 11 (local tax adjustment), line 19 (child care expenses) and a few other places. Each box provides a dialog for you to enter collateral information necessary to complete that part of the child support calculation.

The process of completing a worksheet doesn't involve much more than what's already been explained. Obviously, you can complete a split parental worksheet by clicking on the **Split Parental** item in the main window's tree view or on the **Display** menu. You can view and enter information on the full length worksheets, but you can also do so in the abbreviated (short form) worksheets.

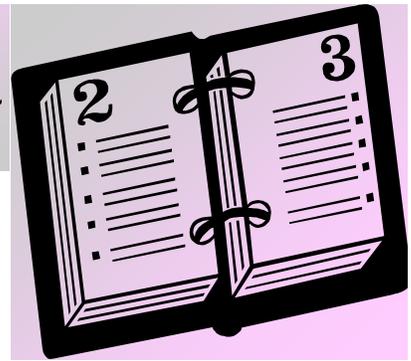
### Step 4. Previewing & Printing Forms

You can print any one or combination of forms by selecting **Preview/Print** on the **ROCSG10 File** menu. There is a hot key combination for printing any worksheet or combination of pages: <CTRL><P>. In addition, you can use the **Print** button on the tool ribbon at the top of the screen.

In the Mac version, you must have Microsoft *Word* installed and all previewing and printing is done via *Word*. In the *Windows* version, Microsoft *Word* is recommended but not required. Preview via *Word* permits the following functionality:

- Faxing worksheets
- Emailing worksheets
- Spell checking worksheets
- Interlineating or creating marginals or footnotes on the to-be-printed worksheet
- Utilize advanced printer functions such as duplex printing, printing non-contiguous sets of pages, *etc.*

# Support Scheduler



The Support Scheduler is able to provide a more detailed computation of the arrearage and interest by maintaining an exact accounting of payments due and made as well as the accrual of interest. It does this by maintaining a transaction-by-transaction account instead of doing the same thing by formula (as did the old arrearage calculator). This method makes the Support Scheduler capable of handling much more complex support histories because, for one thing, it is not limited by the number of support order modifications.

## The Worksheet

**In General.** For offices that use any of our other programs, *i.e.*, the probate or Ohio estate tax programs, the Support Scheduler worksheet should look familiar. It bears a strong resemblance to a spreadsheet. However, we've automated the Scheduler so that you can enter child support due in one basic procedure rather than having to make hundreds of individual entries to compute an arrearage over a period of years.

A component you need to be familiar with is the Navigator bar. The Navigator bar is located just below the normal, global tool bar that you probably use for opening and saving files. It is at the leftmost edge of the tool bar and looks like a group of cassette deck-like buttons. It is used to move around in the grid (in a more limited way, *i.e.*, to the beginning or end, or up or down one transaction) and it is also used to add new entries (using the + button) and delete entries (the - button).

**Entering Information.** When the Support Scheduler first appears, the "spreadsheet" is empty. When you're entering a transaction (usually a payment due or a payment made), **you must make an entry in the Date, Support Due, Support Paid and Rate fields.** It is not necessary to make an entry in the Description field, although its utility should be obvious. As usual, use the  TAB key to move from field to field.

**IMPORTANT NOTE.** As far as formatting is concerned, when you're entering an interest rate to be used for arrearages, enter the percentage as follows: 10% would be entered as "10".

**Saving Transactions.** Information you type at the top of the screen is "saved" and calculated when you press the  key or you move to a different field by clicking the mouse button. When you do "save" an entry, it will jump into chronological order automatically. It is not necessary to enter your transactions in any particular order.

**Adding More Transactions.** To add another transaction, you can either click on the Navigator bar's + button, press **CTRL** **A**, or use the **Add** command on the **Display** or right-click pop-up menus. A new blank transaction record is appended to the table and is ready to be completed. You needn't worry about entering transactions in a particular order. Remember, when you save your entry, your transaction will automatically jump into chronological order, so don't be surprised if it jumps off the screen to a new location.

### Series Buttons

There are many occasions when you'll want to avoid entering transactions individually and want to enter a series of transactions all at once. This is not only a giant time saver but also reduces the likelihood of making mistakes. We've included a few paragraphs below explaining the functions of the three utility buttons.

**Support Orders.** The first is the **Support Order** button. As you can imagine, if you were attempting to compute the amount of child support payments that should have been made over a ten-year period, you wouldn't want to be entering each of the required 120 payments one by one. The **Support Order** button permits you to define the terms of a support order or modification so that the required number of payments will be entered automatically.

To take a simple example, let's use a support order wherein the obligor must pay \$200 per month commencing 8/15/89. Obviously, entering each payment due in the table would be a time-consuming task. Using the **Support Order** button, we can simply enter six items: a description such as "Support Payment Due Date"; the amount - \$200.00; starting and ending dates - 8/15/89 and today's date respectively; a frequency of either monthly or weekly payments; and the statutory interest rate - 10% or 0.10. When you click the **Ok** button, the table will be populated with the 130 or so entries that make up the exact number of payments that should have been paid over the designated period of time.

**Payment Series.** The second utility button is the **Payment Series** button. To continue with the previous example, let's assume the obligor made regular monthly payments starting 8/15/89 but stopped on 7/4/96. Rather than entering each payment individually, we could use the **Payment Series** button to enter essentially the same information that is required via the **Support Order** button. The only difference is that we would not typically enter an interest rate and, **contrary to what we said earlier, the amount of the child support payment is entered as a positive number when using the Payment Series utility.**

**Clear Table.** The third and last utility button is the **Clear Schedule** button. It does what its name implies. When you press/click it, it clears the schedule. Be careful here, there's no undo.

## Interest Threshold

The Interest Threshold command can be found on the Options menu. The purpose of this command is to set a threshold below which interest amounts will not be added to the Interest column of the schedule. A good example would be a situation in which a support order calls for payments to be made on the first of every month, but perhaps, for employer payroll reasons, the payment is not made until the first Friday of every month and therefore most payments are a few days to a week late. If no threshold were set for the computation of interest, the table would calculate a few pennies of interest due on every payment. In order to make the computation more realistic and avoid working with insignificant amounts of interest, you can set a threshold below which interest will not be added. The default is \$1.00.



# Don't Neglect Our Help Files

This paper manual is merely an outline of the basics of installation, getting started and data entry. From there, you can get help via the program's Help|Table of Contents menu. This program has context-sensitive help. That means that you get help on a specific topic without searching for that topic. It's worth commenting that **ROCSG10** has the best help files of any application we're familiar with.

For example, every dialog (*ie.*, the line 8 dialog) has a help button. Clicking on the help button brings up an associated help topic that should clear up any questions you have about the entries you would make in that dialog. Menu items have context sensitive help too. You can access help on menu items by *navigating to the menu item in question using the keyboard* and, while the subject menu item is highlighted, pressing your  key. **Another useful feature of ROCSG10 is that when an error message or warning is displayed, in many instances the notice has a Help button that will take you to a related help topic explaining the error or warning.**

If you're like us, you might be doubtful as to whether help files can be truly helpful. Regardless of any drawbacks, we found them to have significant benefits over their paper counterpart.

## Help Is Always There

When we were at the office, the manual was at home. When we were on the computer at home, the manual was at the office. On unfortunate occasions, that alone can make you lose a day. It never happens with help files. They're always there. A copy for your home computer, and a separate one for the office. Ditto for your laptop! When you're desperate for information, you can always count on its accessibility.

## Help Is Hyperlinked, Searchable & Better Indexed.

We took extra time to develop a logical system of indexing. You should find that a help file's searchability can be a time-saver when you're looking for a snatch of text. The point and click links between key words provide instant information without fumbling through page after page looking for something. This **non-linear** characteristic is part of what makes help files so uniquely useful.

## Help Is Up To Date

Because they are printed in larger quantities, paper manuals fall out of synch with last-minute or late-minor programming changes during the duration of the "printing." Help files, on the other hand, are easier to keep current with programming changes because their modification involves no additional processing steps to implement (*ie.*, physical transportation, printing, binding, *etc.*).

## Paper Fix

Don't forget that any help topic can be printed simply by pressing the help window's Print button, or using the menu's Print Topic command.

# The Best of Help



Checking out the following help topics before working with **ROCSG10** will help reduce the learning curve, although you should find **ROCSG10** relatively straightforward to use.

## 1. Support Scheduler

The Scheduler does a lot more than compute the interest on arrearages. It compiles a complete record of payments due and made. In other words, you can keep and print a complete transcript of an obligor's account. Yes, it still can calculate interest on arrearages giving you more options than ever before.

## 2. What is the DEFAULT.R10 file?

This topic explains how to customize the blank, start-up worksheet so that common, usually unchanging information is set up to appear automatically when you select **New** from the File menu.

## 3. Using The Keyboard

This is a good topic to print because it summarizes all the key commands that are available in the program.

## 4. Child Care Expenses

This may be the most controversial area of the worksheets. You can read all sides of the issue in this help topic.

## 5. Special Input Considerations

A table of contents for all the gray box areas of the worksheets that require or benefit by additional instructions.

## 6. Income Annualizer

The potential is there to use this section of the worksheet every time you do a calculation, so you'll want to be acquainted with the annualizer's strengths and *weaknesses*.

## 7. Shared Parenting Dialog

This topic explains one of the biggest changes in **ROCSG10**. As shared parenting orders become more and more the norm, you'll definitely want to review this topic. You'll find this section of the form at Line 24b. Also note that the shared parenting help topic contains much useful information.

## 8. Minimum Orders

Eventually you'll get an error message related to minimum orders and may wonder what it's all about. This topic explains it.