

Response to application to change your assessment Special circumstances (CS1971)

A person who **knowingly** or **recklessly** omits anything which makes a statement misleading, or makes a statement that is false or misleading, is guilty of a criminal offence. This carries a maximum penalty of 12 months imprisonment (*Criminal Code Act 1995*).



Before you complete this form, call Services Australia on **131 272**.

We can discuss if this form is the right choice for you – there may be a quicker and simpler option.

When to use this form



Use this form to respond to the other party's application requesting a change to the child support assessment. As part of your response you can use this form to make a cross application if you, as a parent or non-parent carer, have special circumstances to take into account for your child support assessment. If you have more than one child support case, you must lodge a **separate** cross application for each case you want to change.

There are 10 reasons you can apply under to change your assessment.

For more information, see **Part C** at the end of this form.

We may share this information

We are legally required to provide a copy of your response to the other party. This does not require your consent. Call us or provide details on a separate page if you have any concerns that your health or safety, or the health or safety of another person, may be at risk if personal information is exchanged.

To protect the privacy of yourself and others, make sure that the evidence you provide is related to your objection. Consider if you need to include personal information about yourself or third parties, such as:

- address details
- email addresses
- telephone numbers
- details (for example, registration numbers) that identify any vehicles
- the name, ABN and street address of employers
- any other information regarding a residence, business, place or locality that could be used to identify the whereabouts of yourself or a third party.

If you include any of the above information in your response, it may be exchanged with the other party.

Online account



You can access your Child Support online account through myGov. myGov is a secure way to access a range of government services online with one username and password. You can create a myGov account at **my.gov.au** and link Child Support to it.

Evidence

You may provide appropriate evidence that supports your response or cross application. Providing a response to the application with missing information or incomplete answers could result in delays. If your response contains obscene or offensive material, we **will not** proceed with the response or cross application.

Evidence we will not accept

We will not accept:

- anything offensive, abusive or derogatory or that is intended to abuse or degrade the other parent or children
- statements from children including voice recordings, text messages and social media posts
- information that might contribute to family and domestic violence
- anything obtained illegally.

Filling in this form

You can complete this form on your computer using Adobe Acrobat Reader, or you can print it.

For help on how to fill in our forms, go to servicesaustralia.gov.au/formhelp

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this **Go to 1** skip to the question number shown.

For more information



Go to servicesaustralia.gov.au/childsupport or call us on 131 272.

Information in your language

We can translate documents you need for your response for free.

To speak to us in your language, call **131 272**.

Hearing and speech assistance

If you have a hearing or speech impairment, you can use:

- the National Relay Service **1800 555 660**, or
- our TTY service on **1800 810 586**. You need a TTY phone to use this service.

For more information about help with communication, go to servicesaustralia.gov.au and search 'other support and advice'.

Returning this form

Return **Part A** and **Part B** and a copy of all supporting documents:

- **online**, sign in to your Child Support online account through myGov or the myGov app and upload by selecting Upload documents. Select document type 'Change of assessment form/evidence'.
- by post to
Services Australia
Child Support
GPO Box 9815
CANBERRA ACT 2610
- by fax to 1300 309 949

You should keep a copy of this form for your records.

The information on this page is confidential and will not be given to the other party **at this stage** of the process. If our decision is appealed to the Administrative Review Tribunal, a copy of this page **will** be given to the other party at that time. Call us or provide details on a separate page if you have any concerns that your health or safety, or the health or safety of another person, may be at risk if personal information is exchanged.

10 Do you own, or are you involved in a business, partnership, company or trust?

No **Go to Part B**

Yes Give details below

Business, partnership, company or trust name

Name of directors, partners or owners

Australian Business Number (ABN)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you need more space, provide a separate sheet with details.

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Your income details

Your income and financial resources must be reviewed to work out whether a change to your assessment is fair.

15 Give details of any **income** you receive.

Complete the gross income amount (income you earned before tax) **or** the net income amount (income you earned after tax) for each item that applies to you. Show the total amount per week, fortnight, month or year, including any one-off or irregular payments.

Income type	Gross (before tax)	or Net (after tax)
Salary or wage (including allowances)	\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>
Business income (including personal income derived from self-employment)	\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>
Termination payments (including payments made into superannuation on termination)	\$ <input type="text"/>	\$ <input type="text"/>
Government payments (including Centrelink and Department of Veterans' Affairs income support payments. Do not include Family Tax Benefit and any payments from the National Disability Insurance Scheme.)	\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>
Interest and dividends (including any income you receive from cash deposits, shares, managed investments)	\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>
Rental property income	\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>
Sale of property	\$ <input type="text"/>	\$ <input type="text"/>
Compensation or rehabilitation payments (including lump sum payments)	\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>
Superannuation payments (do not include amounts released as part of the first home super saver scheme)	\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>
Periodical payments by way of gift or allowances	\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>
Reportable fringe benefits Salary sacrifice or salary packaging includes any benefit received as part of earned income but not as a wage or salary (for example novated lease, use of a car as part of a salary package).	\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>
Target foreign income (including any income you receive from outside Australia)	\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>
Partnership distribution	\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>
Trust distribution – Give the name of trust <input type="text"/>	\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>
Other income – Give details of this income (including royalties and any other income not listed above) <input type="text"/>	\$ <input type="text"/> per <input type="text"/>	\$ <input type="text"/> per <input type="text"/>



Provide copies of documents including recent payslip(s) to verify your income. If you are self-employed, provide your most recent business financial statements.

Remove **all** personal details you do not want the other party to see.

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Your expenses and debts

16 Give details of your current **personal expenses** – we may ask you to provide evidence.

If your expenses are shared, only provide the amount of those expenses that are incurred by you. For example, you contribute 50% towards the cost of electricity. The electricity bill averages \$100 per month, so your share will be \$50.

Do not include expenses that are related to the operation of a business, company or trust.

	How often each expense is paid (for example per fortnight, month or year)	Amount owing Current balance	Limit
Debts – give the minimum payment required			
Credit card(s)	\$ per	\$	\$
Overdraft(s)	\$ per	\$	\$
Mortgage repayment	\$ per	\$	
Personal loan(s)	\$ per	\$	
Investment loan(s)	\$ per	\$	
Other – Give details below (for example, Centrelink, taxation)			
	\$ per	\$	
Living costs			
Rent or board	\$ per		
Rates (for example, council, water)	\$ per		
Food	\$ per		
Clothing	\$ per		
Personal	\$ per		
Medical insurance and bills	\$ per		
Education expenses	\$ per		
Utilities			
Electricity and gas	\$ per		
Phone	\$ per		
Internet	\$ per		
Transport costs			
Fares	\$ per		
Fuel	\$ per		
Vehicle registration	\$ per		
Insurance	\$ per		
Other running expenses	\$ per		
Other personal expenses – Give details below			
	\$ per		

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Your assets (what you own)

17 Give details of **all accounts** held by you in banks, building societies or credit unions.

Include savings accounts, cheque accounts, term deposits, joint accounts, accounts you hold in trust or under any other name, or money held in church or charitable development funds.

Do not include an account used exclusively for funding from the National Disability Insurance Scheme.

Type of account (for example, savings account)	Name of bank, building society or credit union	Balance	Your share
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

If you need more space, provide a separate sheet with details.

18 Do you own or partly own any shares, bonds or other investments?

No Go to next question

Yes Give details below

Type of investment	Name of company	Current amount invested	Your share
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

If you need more space, provide a separate sheet with details.

19 Do you have a life insurance policy that includes a savings or investment component?

No Go to next question

Yes Give details below

Name of insurance company	Policy number	Surrender value
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

If you need more space, provide a separate sheet with details.

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20 Do you own or partly own any real estate?

No Go to next question

Yes Give details below

Type of property (for example, family home, investment property)	Address of property	Current market value	Your share
<input type="text"/>	<input type="text"/> Postcode	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/> Postcode	\$ <input type="text"/>	<input type="text"/> %

If you need more space, provide a separate sheet with details.

21 Do you own or partly own any motor vehicles, motor cycles, trailers, boats, caravans or motor homes?

No Go to next question

Yes Give details below

Type of asset (for example, car)	Make or model (for example, Ford Focus)	Current market value	Your share
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

If you need more space, provide a separate sheet with details.

22 Do you have any **other** assets you have not already advised us about in this form?

No Go to next question

Yes Give details below

Type of asset	Description	Current market value	Your share
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %

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23 Do you have any superannuation?

No Go to next question

Yes Give details below

Name of institution or company	Policy number	Non-preserved amount
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

If you need more space, provide a separate sheet with details.

24 In the last 12 months have you given away, sold for less than their market value or surrendered a right to any cash, assets, property or income?
Include forgiven loans and shares in private companies.

No Go to next question

Yes Give details below

If you need more space, provide a separate sheet with details.

25 Have you received a lump sum payment in the last 18 months or do you expect to receive a lump sum payment in the next 12 months?

Include:

- termination or redundancy payments
- separation certificates from an employer
- compensation
- insurance
- superannuation fund payments.

(Do not include amounts released as part of the first home super saver scheme.)

No Go to next question

Yes Give details below

Lump sum details	Date expected or date of payment (DD MM YYYY)			Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

If you need more space, provide a separate sheet with details.

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We **will not** accept responses that contain information which might contribute to family and domestic violence. This includes documents or images which offend, degrade or abuse the other parent or child.

Checklist

26 Which of the following documents are you providing with this form?

Where you are asked to supply documents, provide **copies** of the original documents.

If you are not sure, check the question to see if you should provide the documents.

	Tick all that apply
A copy of supporting evidence for this cross application (for all reasons ticked at question 9)	<input type="checkbox"/>
A copy of supporting documents including recent payslip(s) to verify your income. If you are self-employed, provide your most recent business financial statements (for all income listed at question 15)	<input type="checkbox"/>

Privacy notice

27 You need to read this

Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to servicesaustralia.gov.au/privacypolicy

Declaration

28 I declare that:

- any personal information about a third party is provided with the knowledge of that third party
- I have explained to the third party that:
 - Services Australia collects and may use their personal information for the purposes of my child support assessment
 - the personal information contained in this form or supporting documents will be sent to both Services Australia and the other party (parent or non-parent carer) to my child support case
- I have removed all personal details that I do not want the other party to see, including addresses, emails, telephone numbers, or any other information that could be used to identify my whereabouts
- the information I have provided in this form is complete and correct.

I understand that:

- additional consent is not required to exchange this response with supporting evidence
- Part A **will** be given to the other party if the decision is appealed to the Administrative Review Tribunal
- I should notify as soon as possible if I have concerns that my health or safety, or the health or safety of another person, may be at risk if personal information is exchanged
- Services Australia can make relevant enquiries to make sure I receive the correct entitlement
- giving false or misleading information is a serious offence.

I have read, understood and agree to the above.

Your signature



Date (DD MM YYYY)

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Next steps

To submit a complete cross application, you must make sure:

- 1 All parts of this form are complete.
- 2 You have selected one of the 10 Reasons **at question 9 on page 6** and provided more information for consideration.
- 3 You have completed separate forms if you are applying for more than one case.
- 4 You have provided income and expense information relating to yourself.
- 5 You have signed and dated this form.

If you do not provide **all of the above** it may result in your application being incomplete. We will still use the information as your response to the initial application.

This page has been left blank intentionally.

Applying for a change of assessment

- **You cannot be represented by a solicitor or another person for the change of assessment process.** While an authorised representative may make simple enquiries on your behalf or explain certain limited information, they cannot act on your behalf during this process.
- A copy of **Part B** and **all** supporting documents **will** be sent to the other party. The term 'other party' includes non-parent carers, where applicable.
- **Before** submitting your response, make sure you have removed **any** personal details you do not want the other party to see. This may include addresses, email, telephone numbers, or any other information that could be used to identify your whereabouts.
- **Part A** will not be given to the other party **at this stage** of the process. If our decision is appealed to the Administrative Review Tribunal, a copy of Part A **will** be given to the other party at that time. We will remove your Child Support Reference number, address, phone number, email address, employment details, and confidential information about third parties.
- In some cases, confidential information may be relevant to your application. Call us or provide details on a separate page if you have any concerns that your health or safety, or the health or safety of another person, may be at risk if personal information is exchanged.
- The other party can consent to receive correspondence electronically.
- The other party has the opportunity to respond and comment on this information before it is used by the decision maker.
- An open exchange of information means all parties have the opportunity to respond and comment on the information used by the decision maker.
- We will attempt to contact both parties about the response and cross application (if applicable). Be ready to discuss the other party's application, your response and your financial details when we call.
- Any change to the assessment will be applicable from the date that your cross application is received. In exceptional circumstances we are able to review a period up to 18 months before receiving your application. We can also review periods of up to 7 years from the lodgement of your cross application, but only if there is a court order instructing us to do so.
- Documents cannot be exchanged after a change of assessment decision has been made. If you require copies of documents after this time, you must make a request under the Freedom of Information Act.
- A written copy of this decision will be sent to both parties.
- For more information about the change of assessment in special circumstances, go to servicesaustralia.gov.au/cschangeofassessment

Evidence we will not accept

We will not accept:

- anything offensive, abusive or derogatory or is intended to abuse or degrade the other parent or children
- statements from children including voice recordings, text messages and social media posts
- information that might contribute to family and domestic violence
- anything obtained illegally.

Reason 1

The costs of spending time with or communicating with the child(ren) is more than 5% of your adjusted taxable income amount.

These costs might include transport, accommodation and phone calls but do not include things such as food, clothing or entertainment. If you care for the child(ren) at least 52 nights a year, travel is the only cost that we can consider under reason 1. This is because we already include the costs in the formula we used to work out your assessment.

Example 1: You have the child for four weeks at Christmas and you have to pay the cost of travelling to visit and for accommodation for both of you. You also ring and email regularly. You may be able to claim costs for travel, accommodation, phone and internet.

Example 2: You have the children two nights a week but you have to travel a long distance to spend this time with them. You may be able to claim travel costs.

Evidence you can show us:

- a court order or parenting plan
- receipts for expenses such as airfares, accommodation or petrol
- an estimate of future costs.

Reason 2

The child(ren) has special needs.

If the child(ren) has special needs, you might incur out of the ordinary costs in meeting those needs. Special needs could include physical or mental health issues, learning difficulty or disability, impairment, unusual condition, or special talents, which are out of the ordinary. Only claim actual costs after deducting rebates, refunds, allowances and any payments you receive from Medicare, your insurer or the National Disability Insurance Scheme.

You cannot claim normal day to day expenses like food, clothing or medical care.

Example 1: The child needs orthodontic work and this means you have additional expenses.

Example 2: The child has a disability and there are high costs associated with this.

Evidence you can show us:

- medical evidence about the child's condition, treatment and what it costs
- receipts, for example, Medicare or pharmacy summary and rebate details
- an estimate of future costs.

Reason 3

There are extra costs in caring for, educating or training the child(ren) in the way both parents intended.

Both parents must have intended for the child(ren) to be cared for, educated or trained in a particular way.

Example: Both parents planned for the child to attend a private school.

Evidence you can show us:

- school application or enrolment forms signed by both parents
- school fee statement or invoice and receipts
- a parenting plan, court order or other evidence of what you both planned.

Reason 4

The child(ren) has income, an earning capacity, property or financial resources.

The financial resource(s) of a child must be sufficient to reduce the need for parental support. This cannot include any Centrelink income support payments.

Example 1: The child is working and earning a full-time income.

Example 2: The child is working and earning a full-time income or an income that exceeds the maximum rate of Youth Allowance.

Evidence you can show us:

- a payslip or the name of the employer for the child
- other evidence showing the income of the child.

If you do not have evidence, you can tell us how you know the child is earning an income or has other financial resources.

Reason 5

You have provided money, goods or property for the benefit of the child(ren).

You can only claim payments that have been made for the benefit of the child(ren) in addition to the child support assessment.

Example: You are paying the whole of the mortgage on the house where the child(ren) live until property settlement has occurred.

Evidence you can show us:

- court orders or agreements showing a transfer of money, goods or property specifically for the benefit of the child(ren)
- receipts showing payments you have made to third parties specifically for the benefit of the child(ren).

Call us on **131 272** to discuss any payments you have made directly to the other party or to a third party for the benefit of the child(ren). You may be eligible for immediate recognition of these payments.

Reason 6

The costs of child care for child(ren) younger than 12.

This applies to children of the assessment only. The costs must be:

- more than 5% of your adjusted taxable income if you are a parent, or
- at least 25% of the costs of the child(ren) if you are a non-parent carer.

Both these amounts are on your assessment notice.

You can only claim actual costs after getting any rebates, refunds or other assistance.

Example: You have high child care expenses.

Evidence you can show us:

- receipts for child care payments
- statements of rebates, benefits and government support
- enrolment forms.

Reason 7

You have out of the ordinary necessary expenses to support yourself.

You must tell us:

- why the costs are necessary, and
- what makes them special.

Example: You have high personal medical expenses.

Evidence you can show us:

- documents confirming your income such as payslips
- receipts for out of ordinary medical costs
- medical report or certificate from a medical practitioner to confirm the existence of a condition
- proposed treatment plan, costs, payment plan and applicable health rebates, including evidence of any payments you receive under the National Disability Insurance Scheme.

Reason 8

You may apply under either A or B or both

A – The assessment does not correctly reflect one or both parent’s income, property or financial resources.

Example 1: The income of one parent is significantly higher or lower than that used in the child support assessment.

Example 2: The other parent has significant financial resources which are not taken into account in the child support assessment.

Example 3: The other parent works for themselves and the adjusted taxable income does not reflect their actual financial resources.

Evidence you can show us:

- payslips
- profit and loss statements, balance sheets, depreciation schedule.

If your income has **dropped by 15% or more**, you may be able to give us an income estimate instead. Call us on **131 272** to discuss.

B – The assessment does not correctly reflect one or both parent’s capacity to earn an income.

You can apply if the child support assessment is adversely affected because the income amount used for the other parent does not reflect their greater earning capacity. The other parent may be deliberately not earning income despite ample opportunity to do so, or may have significantly reduced their income, and this is not justified by their caring responsibilities, state of health or another reason unrelated to child support.

Example 1: The other parent has reduced their working hours from full-time to part-time to minimise the amount of child support they pay.

Example 2: The other parent has ceased employment because they do not want to pay child support.

Evidence you can show us:

- documents showing that a party has demonstrated experience, skills or qualifications in a trade, profession or field of expertise
- documents showing job opportunities in the party’s trade, profession or field of expertise
- documents showing that a party’s decisions regarding employment do not relate to their caring responsibilities or state of health.

Reason 9

You have a duty to support another person.

Your capacity to support a child(ren) of the assessment is significantly reduced because of:

- your duty to support another person or a child(ren) not of the assessment
- the special needs of that person or child(ren).

You may be supporting another child, paying spousal maintenance or supporting a partner living with you who cannot support themselves.

If the child is already included in your assessment as a relevant dependent child, this reason cannot apply unless they have special needs.

Example: Your current partner is financially dependent on you because they are unable to support themselves due to a medical condition.

Evidence you can show us:

- court orders
- proof of payments made to support that person
- information on why they cannot support themselves.

Reason 10

You have a responsibility to support a resident child(ren).

You may have re-partnered and have a step child(ren) who you are supporting. This can only be considered where your step child(ren)’s parents are unable to financially support them.

A child is a **resident child** if they:

- are younger than 18
- are not a member of a couple
- are not legally your child
- live with you most of the time
- are the child of your partner who has been living with you for 2 years in a row, and the child’s legal parents are unable to support the child.

Example: You have a responsibility to support your step child(ren) because your partner is unwell and unable to work and the child(ren)’s other parent has passed away.

Evidence you can show us:

- that the legal parents cannot support the child
- information about the child’s need for financial help.