

The party seeking reimbursement must provide the necessary documentation to the other party no later than **March 31st** of the year following the calendar year in which the expense was incurred. Expense Verification Forms must then be submitted to the Domestic Relations by **July 1st** of the same year or no enforcement action will be taken. If the party responsible for reimbursement has failed to pay, this matter will be schedule for a contempt conference and you will receive Notice of the date and time in the mail. At the time of the conference, you **must** be able to provide proof of having complied with the instructions cited on the back of this brochure.

All miscellaneous unreimbursed expenses covered under your current support order must be submitted to the responsible party by certified mail. The responsible party must be given thirty (30) days to reimburse the party that submitted the expense.

Miscellaneous Expense Verification Form

DOCKET NUMBER: _____

PACSES NUMBER: _____

PLAINTIFF: _____

DEFENDANT: _____

NAME OF DEPENDENT: _____ (You must complete a separate form for each defendant – child/spouse)

AMOUNT ASSIGNED TO PLAINTIFF/DEFENDANT PER THE CURRENT SUPPORT ORDER:

PLAINTIFF: _____

DEFENDANT: _____

ANY ADDITIONAL PROVISIONS OF THE COURT ORDER: _____

Date(s) of Service	Description of Expense	Total Amount Due	Amount of Subsidy Received by Plaintiff/Defendant**	Total Amount Paid by Plaintiff/Defendant*	Amount Owed by Plaintiff/Defendant*

*Write down which party this column pertains to (i.e. If Plaintiff is the requesting party, write Plaintiff in the "Amount paid by" column, and Defendant in the "Amount Owed" column.

¹ Any aid received from an outside agency to help cover the cost of an expense is considered a subsidy.

Reimbursement Procedures

Before submitting any type of miscellaneous unreimbursed expenses to the Domestic Relations Office for enforcement, you **must** abide by the following instructions:

STEP 1:

- This form must be completed for **each dependent** that has miscellaneous unreimbursed expenses. Miscellaneous expenses could include child care, school tuition, summer camp, extracurricular activities, etc. Please refer to the most current Court Order to determine whether the expense qualifies.
- This completed form and copies of the expense(s) invoice and receipts must be sent to the other party by Certified Mail.
- The party must be given thirty (30) days to pay the bills in full before this office will review for enforcement.
- Should either party not abide by the above procedures, please follow the instructions in Step 2.

Step 2:

- It is the responsibility of the person submitting this form to have all information correct, and all amounts totaled. If it is not presented in this format, it will be returned.
- Provide copies of invoices, correspondence and return receipts from the certified mail that was sent. This will verify for the Court that you have notified the other party of the expenses incurred.
- Refer to your Court Order to determine any special provisions. For instance, if the Plaintiff is required to pay the first \$500 of the expense, then the Plaintiff must have proof of having paid this amount prior to submitting the expense to the Domestic Relations Office.

This form is NOT for unreimbursed MEDICAL EXPENSES. Contact the Domestic Relations Office for unreimbursed medical expenses.

Butler County Domestic Relations

www.butlercountypa.gov/drs

Miscellaneous Unreimbursed Expenses Procedure and Verification Form



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