



THE NC Child Support Job-Loss & Worksheet Checklist

What to Gather, In Order, Before Your Next Payment Is Due

A confidential checklist of the digital footprints, apps, accounts, and records that prove affairs — even when they think they've covered everything. From your phone to their doorbell.

PREPARED BY

Janet L. Gemmell

Board-Certified Family Law Specialist
Cape Fear Family Law • Wilmington, NC

Lost your job? Worried your child support number isn't right? This checklist walks you through what to gather — and in what order — so your next conversation with an attorney is short, useful, and on the record. Tear out, fill in, bring it with you.

WHY TIMING MATTERS

In North Carolina, child support modifications are NOT retroactive. The new amount starts the day you FILE — not the day you lost your job. Every week you wait is money you cannot recover, and missed payments turn into 'arrearages' that vest as a judgment against you. Start gathering today. File as soon as you can.

SECTION 1 · IMMEDIATE JOB-LOSS STEPS

Right now — gather these the same week your work ends.

- Date your job ended
- Reason employment ended (layoff, fired, reduction in force, position eliminated)
- Termination or layoff letter from your employer
- Final pay stub
- Severance details (amount, payment schedule, any conditions)
- Unemployment application — date filed and confirmation number
- Date your motion to modify child support was filed
- Date the other parent was served or notified of the motion

SECTION 2 · CHILD SUPPORT CALCULATION DOCUMENTS

To check whether your current number is correct.

- Your current child support order (most recent signed version)
- The worksheet attached to your current order
- Last two years of tax returns (full returns, not just W-2s)
- Pay stubs covering the last 90 days (yours and, if you have them, the other parent's)
- Health insurance premium breakdown — how much is for the child specifically
- Childcare bills — daycare, after-school care, summer care
- Receipts for extraordinary expenses (special school, ongoing medical, special needs)
- Proof of any other child support you pay (court order plus payment records)

SECTION 3 · CUSTODY WORKSHEET REVIEW

Whether Worksheet A, B, or B1 applies — driven entirely by overnight count.

- Overnight calendar for the last 12 months
- School-year custody schedule from your order
- Summer custody schedule from your order
- Holiday schedule from your order
- Actual overnights exercised vs. what the order says
- Missed or swapped overnights — with dates and reasons
- Whether the count favors Worksheet A (primary), B (shared, 123+ overnights each), or B1 (split — kids in different primary homes)
- Any pending or contemplated change in the overnight schedule

SECTION 4 · RE-EMPLOYMENT AND RE-EDUCATION PROOF

What you've been doing to find work or train. Bring this whether you have a hearing or not.

- NCWorks registration confirmation
- Job applications submitted (employer, date, position)
- Interview dates and outcomes
- Rejection emails or notices
- Updated resume
- Training program applications
- GTCC, community college, or trade school enrollment paperwork
- Certification or credential plans (AI, data, healthcare, skilled trades, technical, CDL, etc.)

SECTION 5 · CONTEMPT HEARING PREPARATION

If you've already been served with a contempt motion for missed payments.

- Full payment history — what you've paid and when
- Proof of any partial payments made
- Bank statements covering the period in question
- Current monthly budget — rent/mortgage, utilities, food, transportation
- Transportation expenses (gas, repairs, car payment, insurance)
- Medical limitations or conditions affecting work — with documentation
- Written communications with the other parent about payment status
- A proposed payment plan you can realistically commit to
- Filed motion to modify child support (if one has been filed)

BRING THIS TO YOUR CONSULTATION

Once it's filled in, schedule a confidential consultation. The more boxes you've checked, the shorter and more focused our first conversation can be — and the faster we can move your case forward.

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