

**INSTRUCTIONS REGARDING DEFINING
AND PAYMENT OF VARIABLE EXPENSES**

As of July 1, 2018, a statute was enacted requiring variable expenses to be specifically defined in shared placement matters. Agreement to the definition of variable expenses is required. Attached is a list of possible variable expenses. Please check those expenses which are agreed upon to be included in your “definition” of variable expenses for purposes of the court order.

Responsibility for payment of variable expenses must match the placement ratio. (For example: If Petitioner has 60% placement and Respondent has 40% placement, then the Petitioner is responsible for 60% of the variable expenses and Respondent is responsible for 40% of the variable expenses).

The final two paragraphs address how reimbursement of variable expenses is to be handled. Make sure to list the dates for exchanging information (For example: February 1, April 1, June 1, August 1, October 1 and December 1). Also include how many days within which to reconcile the expenses, how quickly reimbursement is to occur, and limit the time to request reimbursement before waiver of the ability to request reimbursement.

VARIABLE EXPENSES

The Petitioner shall be responsible for _____% of all variable expenses and the Respondent shall be responsible for _____% of all variable expenses incurred on behalf of the minor child(ren). Variable expenses shall be defined as follows:

Child Care

_____ Employed related daycare/babysitter

_____ Surround care

School Expenses

_____ Private school tuition, including Preschool tuition

_____ School hot lunch

_____ Class pictures

_____ Standardized testing fees

_____ Textbooks and other school required fees

_____ School supplies

_____ School field trips

_____ Summer school fees (agreed upon)

_____ Yearbooks

_____ Class ring

_____ Graduation fees, including cap/gown fee (does not include graduation party)

_____ Announcements

_____ SAT/ACT test fees

_____ College application fee

Special Needs

- _____ Tutors
- _____ Therapy

Activities

- _____ Athletic fees (agreed upon activity)
- _____ Athletic equipment (agreed upon activity, including uniforms, recital outfits, etc)
- _____ Extra-curricular fees
- _____ Music lessons (agreed upon)
- _____ Instrument rental/purchase
- _____ Dance lessons/team costs/competition costs/out-of-town travel expenses, including hotel
- _____ Activity trip expenses (not school field trips)
- _____ School dance costs (prom/homecoming)
 - _____ Clothing, including shoes
 - _____ Flowers
 - _____ Transportation
 - _____ Salon appointments
 - _____ Ticket or entrance fee
 - _____ Dinner
- _____ YMCA classes
- _____ Summer camp
- _____ Summer recreation fees
- _____ Driver's education
- _____ Driver's license fees

_____ Automobile insurance (as secondary driver/secondary vehicle and not primary unless agreed)

_____ Automobile

_____ Automobile repairs

Miscellaneous Expenses

_____ Gifts for other children

_____ One-of-a-kind clothing items

_____ Winter coats, gloves, boots, etc.

_____ Cellphone (as agreed upon)

_____ Phone cost

_____ Phone plan cost

_____ Other expenses which are agreed upon: _____

Each party shall consult with the other before paying or incurring a shared expense of \$ _____ or over for any child. If the other parent does not approve of the expense, then \$ _____ shall be equally split and the remainder shall be the responsibility of the parent who proposed or incurred the expense. The parents shall agree to handle these expenses in good faith, taking into consideration the activities and interests of the children as well as balancing financial needs.

The parties shall exchange documentation of variable costs incurred, including receipts or paid invoices on _____. The parties shall reconcile the expenses within _____ days, and any payment owed from one party to the other shall be made within _____ days of the completion of the reconciliation. Any parent failing to submit a variable cost to the other parent within _____ months of incurring that cost will be deemed to have waived his or her right to reimbursement.

Dated:

Dated: