

## ADMINISTRATIVE SUSPENSION OF ENFORCEMENT INFORMATION SHEET

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Under *The Family Support Enforcement Act*, a support payor is required to request an administrative suspension with the Maintenance Enforcement Program (MEP) prior to making a court application for a suspension order. MEP has the authority to administratively suspend enforcement if the support payor's circumstances warrant a suspension. An administrative suspension provides a support payor with enforcement relief and time to make a court application to have their order changed or resolve their short term change in circumstances.

### Support payor responsibilities and involvement

If a support payor feels that a support order administered by MEP no longer reflects their current circumstances or the circumstances set out in the support order, they can make a request for an administrative suspension and provide the necessary information to support that request. This request can be made in writing using the Request for Administrative Suspension form along with any corresponding documentation that supports the request.

### General circumstances for MEP to consider an administrative suspension review

- Support payor change in financial circumstances
  - Long term
    - A support payor's financial circumstances have been permanently reduced and they need to vary their order.
  - Short term
    - A support payor is experiencing a significant change in their financial circumstances as a result of an illness, medical issue or temporary loss of income.
  - Support Order change of circumstances
    - The support order contains support terms that may no longer be applicable.  
Examples:
      - Support term for payment of daycare and child is 16 and not in daycare
      - Child no longer in support recipient's care

### Support recipient involvement and responsibilities

A support recipient will be notified in writing of an administrative suspension including the reasons for the suspension. Information can be provided by the support recipient to support a review to cancel or modify an administrative suspension. The support recipient will be notified in writing of any resulting changes to the administrative suspension or to confirm that it remains unchanged.

### How it affects the MEP file

Once the request has been received, MEP will make a determination of whether the information provided is satisfactory to warrant an administrative suspension. This may include further follow up with a support payor to obtain additional information.

If an administrative suspension is granted the effects of the suspension are limited to a maximum duration of 6 months and can include but is not limited to the following enforcement modification:

- A complete cessation of enforcement
- Enforcement of just the ongoing support or just the outstanding arrears
- Enforcement of a reduced payment amount
- Suspending specific enforcement activities – examples: a driver’s licence where it is required by the support payor for work or medical care; a passport when a support payor is scheduled for medical care outside of Canada.