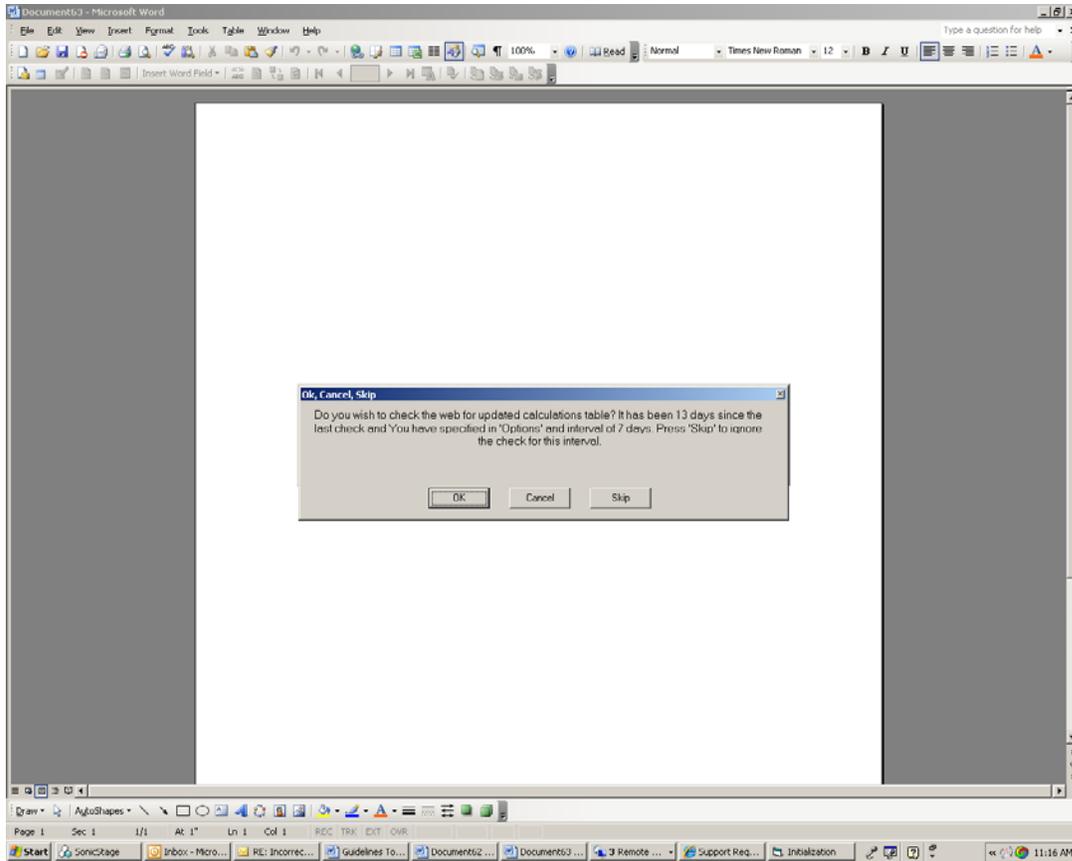


Updating OCS Guideline Calculation Tables

To ensure that you have the most current tables, please read the following:

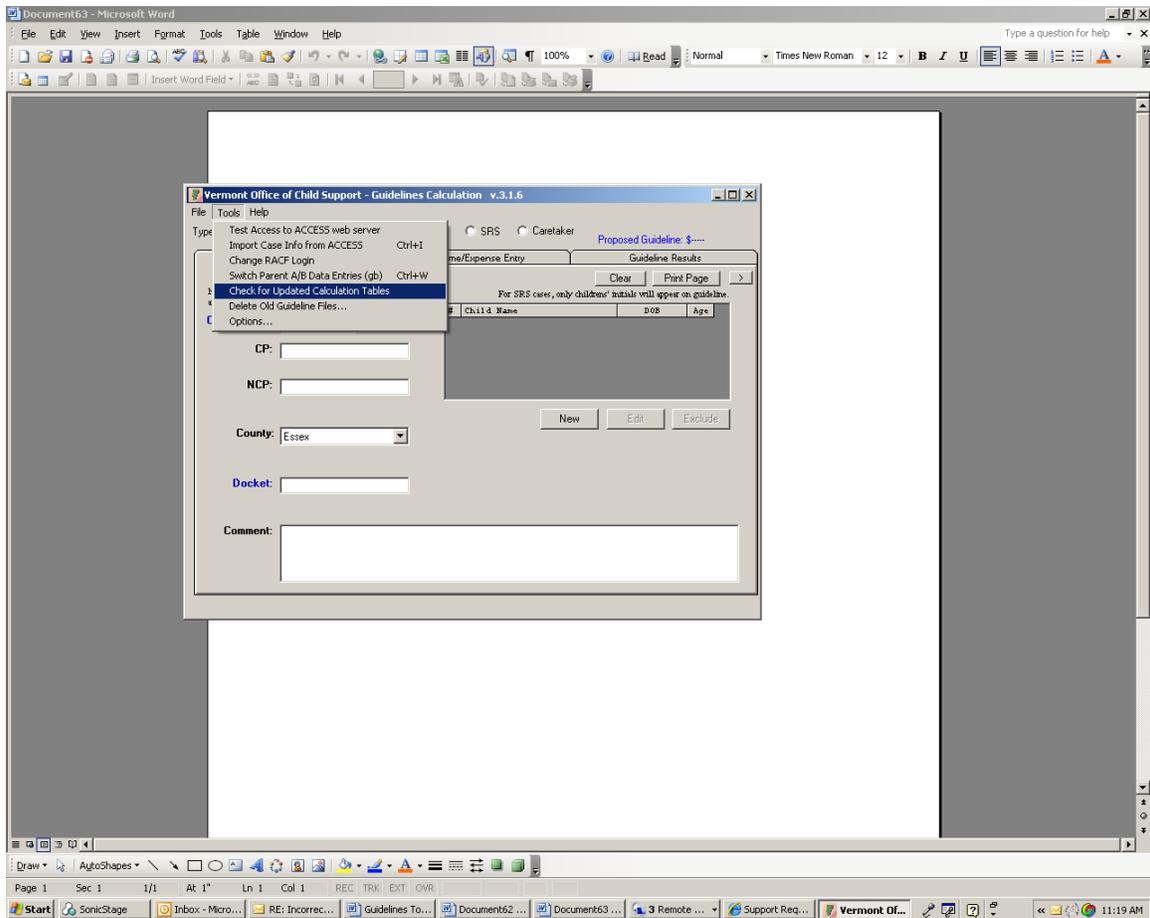
- 1) Open the Guidelines application on your computer. You should receive the following prompt:



- 2) Select OK. This will then update your guideline tables. You will receive confirmation that the tables have been successfully updated.

If you did not get prompted to update the tables, please do the following.

- 1) Open the Guideline application from your computer.
- 2) Select **Tools** from the menu bar and then select **Check for Updated Calculation tables**. This will also update your tables.



If you are a new user and do not have the Guidelines application installed on your machine, you will need to install this guidelines application, version 3.1.8. This installation is available at the top of the Child Support Guidelines Download Page on the OCS Internet web site (http://dcf.vermont.gov/ocs/guidelines_calculator).

The new tables are packaged with this installation, so you will not need to check for the updated calculation tables.

In order to install Guidelines, you will need to have Windows XP, Service Pack 2. Any lower versions of Windows Operation System (2000, 98, 95) will not be supported by Office of Child Support.