

SASE-O-MATIC

Self-Assessment Skill Enhancer

Child Support Deduction

Answers are provided on page 2 and will be supplied upon completion of this exercise. Give yourself 5 points for each question you correctly answered.

Score:

Question:

- _____
1. When is a child support expense deduction allowed? How would you verify the expense?

 2. What CBMS windows must be complete and how are they coded to allow the child support expense as a deduction?

 3. When the child is living with the parent paying the child support on their behalf, is a deduction allowed, and if so, what CBMS windows are completed for the deduction and how are they coded?

 4. When the child is living with the parent paying the child support on their behalf, is the child support income counted, and if so, what CBMS windows are completed for the income and how are they coded?

 5. In CBMS Wrap-up, what Tab(s) and command button(s) must be reviewed to ensure the child support deduction has been applied correctly?

ANSWERS

1. When is a child support expense deduction allowed? How would you verify the expense?
(B.4223.6) A deduction is allowed for both current child support and payment on arrears that is court-ordered (legally obligated) AND being paid. If the amount varies, an average of the last 3 months may be used. If the parent has not paid the support, a deduction is not given.

Frequently, child support payments are listed on check stubs as a withholding – this verifies the amount and that it is court ordered. The DOLE Unemployment window 01 and 10 (Payment Deduction History) lists the child support being deducted as does the Social Security Interface windows (both verify the amount and that it is court ordered). The ACSES, Child Support Web, or any other document that the parent can produce that verifies actual payment and amount may be used. Be sure and document what was viewed as verification and the amount in CBMS Case Comments.
2. What CBMS windows must be complete and how are they coded to allow the child support expense as a deduction?

There are 3 windows: 1) “Collect Child/Spousal Expense” window – code the type of support, for whom support is paid, the frequency (**error prone area, be sure and double check**), verification and source. Click the “Billing and Payment” button. 2) “Collect Billing and Payment Detail” window – code the amount (be sure amount is equal to the frequency chosen on the first window) and the correct dates. Click on the “Payment Details” button. 3) “Collect Payment Details” window – code the dates, the amount (this should be the same amount as the prior window), verification and source.
3. When the child is living with the parent paying the child support on their behalf, is a deduction allowed, and if so, what CBMS windows are completed for the deduction and how are they coded?

Yes the deduction is allowed (B.4223.6).
Complete the same child support windows as listed in answer #2 and be sure and follow answer #3.
4. When the child is living with the parent paying the child support on their behalf, is the child support income counted, and if so, what CBMS windows are completed for the income and how are they coded?

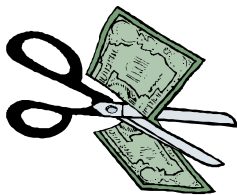
It is very likely that the ACSES Interface will post the child support under the child’s name in CBMS. There are 2 windows that must be completed either by the worker or the interface: 1) “Collect Child/Spousal Income Detail” window – if child support is not interfaced, code as direct, the source, frequency, verification and source of verification. Click on the “Income Received” button – if the interface has not populated the window and you have entered “direct payment,” enter the actual dates and child support amounts.
5. In CBMS Wrap-up, what Tab(s) and command button(s) must be reviewed to ensure the child support deduction has been applied correctly?

Display FS Financial Eligibility Window: “Adjusted Income” Tab – Court Ordered Child Support field. Does this match the expenses amount entered?

If the child for whom child support is paid by a household member is in the home, review the “Gross Income” tab and click the “Individual Details” button, then review the “Detail” Tab for the correct child support income. The deduction and the income should both appear and be factored correctly into the allotment amount. An FS 3C Eligibility Standards worksheet may be completed as needed to verify the allotment was calculated correctly.

How Sharp are You?

Points



- | | |
|---------|--------------------------|
| 20 – 25 | You shredded the income! |
| 10 – 15 | You cut the income. |
| 0 – 5 | You may need some help. |

