



**FAMILY
INVESTMENT
ADMINISTRATION**

INFORMATION MEMO

Issuance Date: April 9, 2002

Effective Date: UPON RECEIPT

Control Number: #02-63

**TO: DIRECTORS, LOCAL DEPARTMENT OF SOCIAL SERVICES
DEPUTY/ ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND CASE MANAGERS**

FROM: CHARLES E. HENRY, FIA EXECUTIVE DIRECTOR

RE: CHILD SUPPORT COLLECTIONS

PROGRAM AFFECTED: ALL PROGRAMS

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

When entering child support collections **remember** to enter the full amount collected on the **UINC** screen of the child for whom the payment was intended. Do not enter this information on the **UINC** screen of the head of household because CARES will not calculate the correct deductions associated with these payments. Also remember to narrate all actions taken on the case.

Please direct any questions regarding this memo to Gina Roberts at (410) 238-1297.

cc: FIA Management Staff
Constituent Services
DHR Help Desk
RESI