TO:    DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES  
       DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT  
       FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF  
       PURCHASE OF CHILD CARE PROGRAM ADMINISTRATORS  

FROM:    KEVIN MCGUIRE, EXECUTIVE DIRECTOR, FIA  
         LINDA HEISNER, EXECUTIVE DIRECTOR, CCA  

RE:     POC CHILD SUPPORT TAX INTERCEPTS  

PROGRAM AFFECTED:    PURCHASE OF CHILD CARE  

ORIGINATING OFFICE:    CHILD CARE ADMINISTRATION  

SUMMARY:    This action transmittal outlines Purchase of Child Care policy on  
            counting child support tax intercepts.  

BACKGROUND:    Purchase of Child Care currently counts all of the child support  
               monies a customer receives during the six months prior to an application,  
               reconsideration or interim change. The monies are totaled, divided by six and  
               the monthly average is entered into CCAMIS.  

ACTION REQUIRED:    When counting state and federal tax intercepts for child  
                     support, exclude up to $2000. If the amount received exceeds $2000, only the  
                     excess will be counted as annual/yearly income.  

EXAMPLE:    Customer received the following amounts during the past six  
            months:  

            December   $150  
            January    $50  
            February   $125  
            March      $2500 (tax intercept) $2500-$2000=$500  
            April      $50  
            May        $125  
            Total      $1000/6 months=$166.67
Enter $166 into CCAMIS (drop cents).

**CCAMIS PROCEDURES:** Enter only the excess dollar amount on CCAMIS if the child support tax intercept exceeds $2000.

**ACTION DUE:** Immediately upon receipt

**INQUIRIES:** Direct policy or procedures inquiries to Betsy Blair at 410-767-7845 or bblair@dhr.state.md.us. Direct CCAMIS inquiries to Dwight Carter at 410-767-7850 or dcarter@dhr.state.md.us.

cc: DHR Executive Staff
    CCA Management Staff
    CCA Program Management Staff
    CCA Program Standards Staff
    FIA Management Staff
    Constituent Services
    OIM Help Desk