



Department of Human Resources  
311 West Saratoga Street  
Baltimore MD 21201

## FIA ACTION TRANSMITTAL

Control Number: #05-24

Effective Date: Immediately

Issuance Date: February 1, 2005

**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:** JUDITH L. ROZIE-BATTLE, EXECUTIVE DIRECTOR, CCA  
KEVIN MCGUIRE, EXECUTIVE DIRECTOR, FIA

**RE:** CHILD SUPPORT CALCULATIONS

**PROGRAM AFFECTED:** PURCHASE OF CHILD CARE

**ORIGINATING OFFICE:** CHILD CARE ADMINISTRATION

**SUMMARY:** This action transmittal provides instructions for calculating the last 3 months of Child Support payments instead of the last 6 months in order to get a more accurate average.

**ACTION REQUIRED:** Case managers no longer average the last 6 months of child support. Case managers add the last 3 months of child support and divide by 3 to get the average monthly amount. If a court order is less than 3 months, average by the number of months it has been effective. Apply a value to any in-kind child support the customer receives and count it as monthly income. Please update this information in your desk guide.

**SYSTEM PROCEDURES:** Enter the monthly child support average on the income screen.

**ACTION DUE:** Immediately.

**INQUIRIES:** Direct policy or procedures inquiries to Betsy Blair at 410-767-7845 or [bblair@dhr.state.md.us](mailto:bblair@dhr.state.md.us). Direct system inquiries to Aasim Nour at 410-767-7816 or [anour@dhr.state.md.us](mailto:anour@dhr.state.md.us).

cc: DHR Executive Staff  
CCA Management Staff  
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