



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. Direct system inquiries to Aasim Nour at 410-767-7816 or anour@dhr.state.md.us.

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