Rosemary Malone

DEPARTMENT OF HUMAN RESOURCES INCOME MAINTENANCE ADMINISTRATION 311 W. Saratoga Street b... more, Maryland 21201	IMA ACTION TRANSMITTAL
	EFFECTIVE DATE: Upon Receipt
ISSUANCE DATE: October 26, 1995	CONTROL NUMBER: IMA OPA #96-13

TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
           DEPUTY/ASSISTANT DIRECTORS FOR INCOME MAINTENANCE
           INCOME MAINTENANCE SUPERVISORS

FROM: KATHERINE L. COOK, ACTING EXECUTIVE DIRECTOR, IMA

RE: CHILD SUPPORT DEDUCTION

PROGRAMS AFFECTED: FOOD STAMP PROGRAM

ORIGINATING OFFICE: OFFICE OF POLICY ADMINISTRATION

SUMMARY

This provides a corrected page to Action Transmittal IMA OPA #96-09 issued September 25, 1995.

BACKGROUND

Action Transmittal #96-09 provided policy to implement the child support deduction established by the 1993 Mickey Leland Childhood Hunger Relief Act. On page 4 of this transmittal the deduction code to be entered on the AIMS 3 was incorrectly given as "53". **The correct code is "54".**

ACTION DUE

Replace page 3 and 4 of IMA OPA #96-09 with the attached corrected pages.

This transmittal also included CARES workarounds to be used pending reprogramming of the system. They may not work for cases with associated assistance units (AU). A CARES Alert will be issued in the near future. Until the CARES Alert is issued, contact Kay Finegan, at (410) 767-7939, or the Help Desk, at 1-800-347-1350, if the workarounds do not allow correct calculation of benefits for a particular case.

DHR Executive Staff
IMA Management Staff
Arnold Dixon

6.   If information provided by the household is different than that provided by IVD, give the household an opportunity to resolve the discrepancy.

7.   When a household fails or refuses to provide the necessary verification of the legal obligation or of the actual child support payments, calculate eligibility and benefit level without the deduction.

Verification at recertification

1.   Households are required to verify the amount of legally obligated support actually paid.

2.   When payments are paid through IV-D, match the records for recipients receiving the deduction against IV-D files at least once prior to the recertification using, at least, the three most recent months. Use this information to assist in determining the allowable deduction in the new certification period.

Reporting Changes

1.   Households are required to report within 10 days:

   ●   Changes in the legal obligation to pay child support. This includes the termination of the obligation when a child reaches an age at which the support is no longer legally obligated.

   ●   A household with less than a 3-month record of child support payments is also required to report changes greater than $50 from the amount used.

   ●   Other changes are not required to be reported.

Calculating the Deduction

1.   For households with a history of 3 or more months of paying child support:

   ●   Average at least 3 months of child support.
   ●   Take into account any anticipated changes in the legal obligation.
   ●   Use the average as the household's child support deduction.

2.   For households with no child support payment record or less than 3-month record:

   ●   Estimate the anticipated payments using available verification. Do not include payments toward arrearages.
   ●   Use the estimate as the child support deduction.

AIMS

Enter the child support deduction amount on the AIMS 3 using deduction code "54". The system will subtract the deduction from income.

CARES

When an individual paying child support is known to CARES, complete inquiries to determine the support obligated amount (SOA) and amount paid as follows:
1. From the Assistant Unit\Client Submenu (AMEN) select either A, or U if the client ID is known.
2. From the CDB Participation History Screen select each child support case shown for the person claiming the child support deduction and PF 15 for PAY1. This screen gives information about the support order and the amount.
3. From the PAY1 screen select each court order and PF 14 for PAY2. The PAY2 screen shows actual payments for each court order. Payments for the most recent three months are needed to calculate the amount of the deduction.
Do not require further proof of the SOA and payments when the information is available on CARES.

Workaround

CARES programming to allow this deduction has not yet been completed. The following workaround must be used until the system is changed.

● **Households with children**
  Enter the amount of the child support payment on the **CARE** screen of the youngest child. Identify the payment as <u>SUP</u> in the ID field. If the payment exceeds $175, enter the excess amount as <u>SUP</u> on the line below.

● **Adult Only Households With Unearned Income**
  Subtract the child support payment from the unearned income of the person making the payment. Enter the result on the **UINC** screen as food stamp only income.

● **Adult only With Earned Income**
  Enter the amount of the allowable child support payment on the **CARE** screen of the adult making the payment. Identify the payment as <u>SUP</u> in the ID field and proceed as in households with children.

In all cases it is necessary to enter narrative to document the case record thoroughly.

QUALITY CONTROL

When the policy is correctly followed, errors will not be charged if the amount of child support that a household pays increases or