

.06 Keying Dependent Care Expenses

REVISION 16
(04/01/11 - 06/30/11)

Determine and verify the anticipated expense as follows:

- Allow the billed expense for the months the participant expects to be billed.
- When the billed amount is for more than one participant and individual amounts are not specified, complete the following:
Divide the total billed amount by the number of participants receiving care.
Round up the amount for one participant when the billed amount cannot be divided evenly.
(See Example [Dependent Expense](#))

DO NOT convert the dependent care expense when the expense is less than a full month's expense. This could be due to the expense starting or stopping.

Key dependent care expenses for the CA program as follows:

- Key CA in the TY field on EXNS for each participant with a dependent care expense.
- In the SUB field key the AZTECS position number for the participant who is responsible for the expense.
- Key the allowable amount of dependent care charges in the AMT field.

Key dependent care expenses for the NA program as follows:

- Key CF in the TY field on EXNS for the participant when a transportation expense is incurred to take the participant to or from the provider.
- Key CN in the TY field on EXNS for the participant when there is no transportation expense
- In the SUB field key the AZTECS position number for the participant who is responsible for the expense.
- Key the allowable amount of dependent care charges in the AMT field.