

## D Budgeting Child Support Expenses

**REVISION 38**  
(10/01/15 – 11/30/15)

Determine the child support expense deduction using the prior 30 days paid or by averaging when the payment fluctuates.

The pay history may indicate a normal monthly amount of support income paid. The pay history may include but is not limited to the following:

- Court records
- Pay records or histories from the Clerk of the Court in Arizona or another state
- Division of Child Support Services (DCSS) documents showing the amount of support paid
- Copies of cancelled checks made out to the custodial parent or money order receipts indicating that the payment is for support
- Receipts and pay histories from any state's child support centralized payment processing center

For more information see [Child Support Expense Verification](#).

When the pay history indicates a normal ongoing monthly support expense amount and BOTH of the following apply, budget that amount:

- The amount is expected to continue
- The amount is not over the court ordered amount

### **EXCEPTION**

DCSS has the legal authority to add an arrears payment to a court order. When additional child support arrearages are added to the support order and are recurring, budget the recurring arrearage amount of support that is being paid.

**NOTE** The average monthly child support payment deduction must not exceed the monthly amount of the court order unless extra payments are for arrearages. When the court ordered amount includes spousal maintenance, allow only the portion identified as court ordered child support, or any arrearages, as an expense.

When monthly payments are made and the NA budgetary unit provides a pay history of more than one month of paid child support that fluctuates, complete the following:

- Average the legally obligated child support. (See Example [Budget Child Support](#))
- Budget the average monthly amount paid as the court-ordered child support deduction. Take into account any anticipated changes in the court order.
- Allow the average monthly child support arrearage payment paid.
- Adjust the deduction during the approval period based on reported or discovered changes.
- When there is no history of child support payments, anticipate the verified monthly child support for the NA approval period.
- When child support payments have been made during the income period used, [average the payments](#) to project the amount of the deduction.