

C Turning In Support Payments

The participant must turn in ALL support money received after the case has been approved for benefits. The payments must be turned in to DCSE within five days of receipt of the support payment.

Inform the participant to contact [DCSE customer service](#) within five calendar days, when support payments that must be turned in are placed on their [Electronic Pay Card\(g\)](#). DCSE reverses the payment within three work days and notifies FAA via e-mail to the [PST](#).

The CA participant is required to turn in support money when they receive [Child Support](#), [Alimony](#), or [Spousal Maintenance](#).

(See [Passing Through Child Support](#))

WARNING

CA participants must turn in child support intended for a child coded BC in the CA PT field on SEPA, only when both of the following apply:

- The child support is received directly from the absent parent of the Benefit Capped child.
- The absent parent of the Benefit Capped child is also the absent parent of a child coded IN in the CA PT field on SEPA in the same budgetary unit.

DCSE determines the amount of child support to be retained by the state or passed through to the CA budgetary unit.

EXCEPTION

When the only child in the CA case is receiving SSI, or is a Benefit Capped child, this is an [adult only case](#). The child support for the child is not required to be turned in to DCSE because the child is not receiving CA benefits. (See [Passing Through Child Support](#))

The MA participant must turn in any payments received as a result of medical support ordered.

Give the Child Support/Alimony Money Re-Payment (FAA-1242A) envelope to the PI to turn in the support payments.

The FAA-1242A MUST be given to the PI at the following:

- Each new CA and MA interview
- The renewal CA and MA interview when the PI reports receipt of child support income from the absent parent.

NOTE Document CADO every time the FA-1242A is given to the PI.

The FAA-1242A includes the following:

- A perforated attachment
- A mailing envelope pre-addressed to DCSE (See [DCSE Clearing House](#))

DO NOT accept the FAA-1242A or any support payments from the participant. Instruct the PI to complete the following for each absent parent (assist the participant when needed):

- Complete all applicable areas on the perforated attachment
- Place the support payment into the envelope

NOTE Advise the PI NOT to mail cash payments, but purchase a money order or cashier's check.

- Tear off the perforated attachment and place it into the envelope
- Seal the envelope and attach a postage stamp