

D Budgeting Child Support Expense

REVISION 46
(01/01/18 - 12/31/18)

Determine the child or cash medical support expense paid by the participant using the last 30 days or longer.

Verification of the pay history may include but is not limited to the following:

- Pay records 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](#).

Convert the child or cash medical support expense when the expense is verified as paid more often than monthly. Use the appropriate frequency code to convert the expense regardless of the amount being paid. (See [Converting Expenses](#).)

Budget the expense as follows:

- The converted amount when it is less than the court ordered amount
- The court ordered amount when the converted amount is more than the court has ordered unless the excess is due to arrearages or clearinghouse fees

Document how the amount budgeted was determined.

EXCEPTION

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

DCSS is also required to charge a clearinghouse fee. When clearinghouse fees are recurring, budget the recurring amount that is being paid.

NOTE When the court ordered amount includes spousal maintenance, allow as an expense only the portion identified as court ordered child support, cash medical support, arrearages, or clearinghouse fees.

Average the expense when one or more of the following occurs:

- Paid less often than monthly
- Paid with no established frequency
- Unpredictable
- Zero paid month

To manually average the expense, complete the following:

- Use the most recent prior three consecutive months. (See Example [Budget Child Support](#))
- Add all payments paid in the prior three consecutive month that were used
- Divide the total payments by three. This amount is the average monthly expense deduction. Key one of the following on EXNS using the MO frequency code:

The average amount when it is less than the court ordered amount.

The court ordered amount when the average amount is more than the court ordered amount unless the excess is due to arrearage or clearinghouse fees.

Document how the amount budgeted was determined.