

**06 Budgeting Child, Medical, and Spousal Support**

**REVISION 01**  
(07/01/07 - 09/30/07)

[Child and medical support payments](#) are considered income of the child. Key the support income next to the child for whom it is intended.

NOTE Key spousal support payments next to the adult participant for whom the payment is intended.

**EXCEPTION**

Do NOT key child support income next to a child when ALL of the following are in the same budgetary unit:

- The parent paying the child support income.
- The child for whom the child support income is being paid.
- The parent receiving the child support income.

Review **CHSP** to view support income history for support payments issued through **DCSE**. The following support income is issued through DCSE and displays on CHSP:

- Current Child Support (CS RE or CS BC)
- Alimony or Spousal Maintenance Support (included in CS RE)
- Support Arrearages (LS or LS BC)

NOTE For a listing of state websites that provide child support income information on-line, see [Child Support On-line Information](#).

A discrepancy may occur between CHSP and the participant's statement or the participant's verification. When this occurs, elevate the case situation to the [Policy Support Team](#) (PST) via e-mail for resolution.

**WARNING**

CHSP screens can be printed for the [case file\(g\)](#) ONLY. Per FAA's Data Sharing Agreement (DSA) with DCSE, DO NOT PRINT CHSP screens to give to a participant. (See [Release of Confidential Information](#))

To budget support income, complete the following:

- Discuss with the participant the amount USUALLY received.
- Review up to three prior months to obtain an accurate child support income amount.
- When the participant indicates that support income is received on a regular basis, establish the frequency support income is received.
- [Convert](#) the support income when received with established frequency.

Payments issued manually by DCSE are reported to the PST who reports this information to the local offices. Budget the amount reported giving consideration to the amount the participant expects to receive.

**NA EXCEPTION**

When support income is assigned to DCSE, do NOT budget the support income during the following times:

- Beginning the month after the month CA is approved.
- While CA remains in OPEN status.

When support income is received directly from a private collection agency, count the gross amount received. Do not deduct fees retained by the collection agency.

Budgetary units that receive support income on a regular basis may, at times, receive an extra support payment for reasons including any of the following:

- A change in issue dates.
- Weekends or holidays cause an interruption in issuing schedules.
- Payment was not received in the month for which it was intended. (See Example [Budgeting Support 2](#))

When the participant indicates an amount they usually receive every month, complete the following:

- Have the participant write a statement.
- Review CHSP for up to three prior calendar months.
- Budget a true picture of the amount the participant expects to receive.
- At new application, a reported change, or when a participant is added to the case, the prior month may not be an accurate indicator of what is anticipated to be received.

When this occurs, average up to three prior calendar months from the date of application or reported change to anticipate ongoing support income.

Average the support income by completing the following:

- Review the support income received for the income period.
- Add the support income amounts in the months support was received.
- Divide the total support income received by the number of prior calendar months support income was received. (See Example [Budgeting Support 3](#))

When the participant indicates that support income is sporadic, key the resulting figure as follows:

- Key MO in the FREQ field on UNIC.
- Key the resulting support income amount in the GROSS AMOUNT field on UNIC. This is the amount of support income ANTICIPATED to be received.

Key the CS RE Unearned Income Code in the INC TYP field on UNIC.

Follow the same budgeting procedure when the participant does not surrender a support payment assigned to DCSE.

Key the CS NS Unearned Income Code in the INC TYP field on UNIC.

Effective 07/01/03, DCSE began passing through support income for [Benefit Capped children](#).

CHSP is updated on the fourth work day of each month. Support income for Benefit Capped children displays as CS BC and LS BC in the INCOME TYPE field. Budget the support income for a Benefit Capped child as follows:

Key the CS BC Unearned Income Code in the INC TYP field on UNIC.

For MA, lump sum support income is countable in the month received. Key the LS BC Unearned Income Code in the INC TYP field on UNIC.