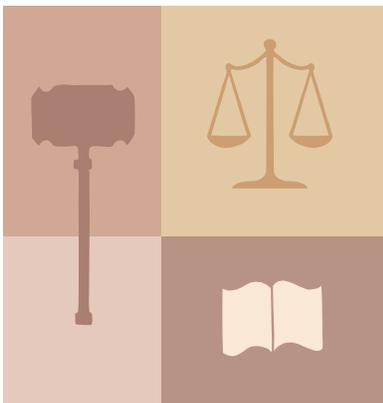


# Guidebook about Child Support and Supplemental Nutrition Assistance Program (SNAP) for County Eligibility Workers



**The following information was compiled to give guidance for how Child Support income is calculated for SNAP cases that are NOT Uncle Harry SNAP cases.**

## Guidebook about Child Support and SNAP for County Eligibility Workers

**Myth:** The pop-up window does not need to be completed for Child Support income.

**Fact:** The Food Support Prospective Income Calculation pop-up window in MAXIS is a tool that you **must** use to calculate the prospective income for **all** SNAP units that receive Child Support income, **except** for Uncle Harry cases.

For SNAP units, information is retained on the pop-up window and carried forward through future benefit months until new data is entered on the pop-up window. Inhibiting edits will be issued to alert you when the SNAP Prospective Income Calculation pop-up window has not been completed and the STAT/UNEA panel has been modified.

The following fields must be completed **on the pop-up window**:

- √ **Date of Calculation** – This field must be completed so that whoever looks at this pop-up will know what date the child support income calculation was done.
- √ **Pay Frequency** - The choices in this field are, one time per month, two times per month, every other week, or every week.  
DHS recommends in most cases using the payment frequency of “one time per month” for Child Support income on the pop-up window.
- √ The **Income Received** field or the **Anticipated Income** – Completion of these fields is dependent upon the type of verification provided by the client. From the verification used, DHS recommends using a monthly amount for Child Support on the pop-up window.

Below is a snapshot of a blank SNAP Prospective Income Calculation pop-up window:

|   |   |                           |
|---|---|---------------------------|
| ◆ | <b>Date Of Calculation:</b> ___ ___ ___ | <b>Pay Frequency:</b>     |
| ◆ | <b>Income Received</b>                  | <b>Anticipated Income</b> |
| ◆ | Pay Date    Gross Amt                   | Amount/Pay Date: \$ _____ |
| ◆ | ___ ___ ___ \$    ___.                  |                           |
| ◆ | ___ ___ ___    ___.                     |                           |
| ◆ | ___ ___ ___    ___.                     | Regular Non-Monthly       |
| ◆ | ___ ___ ___    ___.                     | Amount: \$ _____          |
| ◆ | ___ ___ ___    _____                    | Number Of Months: ___     |
| ◆ | Total: \$    _____.                     |                           |
| ◆ | Shift PF7/PF8 To Scroll                 |                           |
| ◆ | Average Income/Pay Date: \$             | ___.                      |
| ◆ | Prospective Monthly Income: \$          | ___.                      |

## **Guidebook about Child Support and SNAP for County Eligibility Workers**

Complete the “Income Received” fields on the pop-up window if using the CSES DAIL messages or PRISM information of the child support income received in the last 30 days or more as verification. Do not enter an amount in the “Anticipated Income” fields. Remember that the CSES DAIL messages do not include child care or medical support disbursements. The messages only include child and spousal support disbursements made by the Child Support Payment Center.

Complete the “Anticipated Income” fields on the pop-up window if using a statement from the unit’s Child Support Officer as verification of the child support anticipated to be received in the six-month period. Do not enter information in the “Income Received” fields.

When child support income (current and/or arrears) received in the past 30 days is not an accurate indicator of anticipated income, use a longer period of time, such as 3 to 6 months.

**Myth:** Only child support maintenance (current and/or arrears) payments received by the unit are budgeted as available income.

**Fact:** Child support maintenance (current and/or arrears), child care support and medical support payments that are not reimbursements are budgeted as available income for SNAP.

Child care support and medical support is available unearned income, unless it is a reimbursement for a child’s dependent care or medical expenses. When a non-custodial parent (NCP) is to pay an amount to a custodial parent (CP) specifically as a reimbursement for a child’s dependent care or medical costs exclude the reimbursed amount as income. To confirm the amount an NCP is to pay the CP for medical or dependent care obligations contact your county’s Child Support Unit. For any questionable dependent care or medical reimbursement, request verification of the identified expense. The reimbursement cannot exceed the actual expense.

The CSES DAIL messages do not include child care or medical support disbursements. The messages only include child and spousal support disbursements made by the Child Support Payment Center.

While CSES messages are accurate, discrepancies may exist. Resolve discrepancies by viewing PRISM information or by contacting your county’s child support unit.

## Guidebook about Child Support and SNAP for County Eligibility Workers

**Myth:** Only one STAT/UNEA panel is needed to record child support received by the unit.

**Fact:** Separate STAT/UNEA panels are needed for each child receiving Child Support income. Look at the payment history of the case and when both current and arrears Child Support is received, two STAT/UNEAs for each child must exist.

**Myth:** When Child Support income is received on an irregular basis, this income is recorded on the pop-up window in the Regular Non-Monthly field.

**Fact:** DO NOT use the Regular Non-Monthly field to record irregular Child Support income.

Child Support received on an irregular basis is not regular recurring income therefore, is not included when determining the unit's prospectively monthly income. The "Regular Non-Monthly" field is used for regular recurring income received less often than monthly, such as scheduled annuity payment or tribal per capita payments received annually, semi-annually, or quarterly.

**Myth:** To document child support income for SNAP, I have to copy **only** the pop-up window into the MAXIS CASE/NOTES.

**Fact:** An explanation of how the dollar amount of child support income was arrived at to determine the SNAP allotment is needed. A copy of the pop-up window is not required. You may copy the pop-up window into MAXIS CASE/NOTES, but you **must** also include an explanation of how the Child Support Income was calculated. Copying the pop-up window into MAXIS CASE/NOTES does not explain how the Child Support income was calculated.

Without explaining how the Child Support income was calculated there is no documentation supporting why child support income was budgeted when determining the unit's eligibility and benefit level.

**Myth:** Each time a Child Support DAIL message is received the pop-up window on the STAT/UNEA panel must be updated and a new version of SNAP eligibility approved.

**Fact:** Each time a Child Support DAIL message is received, consider the following factors:

- ◆ Is the child support an amount that is within the realm of past history/information used in projecting income for the current six-month period?

## Guidebook about Child Support and SNAP for County Eligibility Workers

- ◆ Does the county have information that this child support payment was a one-time occurrence during the budget period?
- ◆ Verify with the Child Support Officer or the client if there is child care support or medical support.

If the answer to either of these questions is yes, CASE/NOTE that the DAIL was reviewed but no action taken.

If the child support income amounts displayed in the DAIL message is expected to continue and is an amount NOT within the realm of past history/information used in projecting income for the current six-month period, adjust the SNAP budget for the next month allowing for proper notice.

To adjust the budget, update the STAT/UNEA pop-up window with the new information to project a new monthly income amount for the remainder of the six-month period and approve the new FS ELIG results. Document this action in CASE/NOTES.

If the child support income amount is reasonably certain to continue **and** this income when combined with the SNAP unit's other income is over 130% of FPG for the unit size, then action must be taken to close the case.

**Within the realm guidance:** When a change in the child support income is reported or becomes known to the agency, compare the change in child support income amount to the previous child support income amounts used in projecting the income. When the change in the income falls within or close to the previous amounts previously used, it is **within the realm**. When the change in income is expected to continue and does not fall within or close to the previous amount used, the change is not within the realm. For example, a change in the ongoing child support income amount received due to a court ordered increase in the NCP's monthly obligation is a change that is expected to continue and does not fall within the realm of the previous child support amounts used in projecting the income.

## **Guidebook about Child Support and SNAP for County Eligibility Workers**

**Definitions - The following terms listed below are being defined to develop a common understanding of the terms used with Child Support income.**

**Child Support:** A direct, voluntary or court-ordered payment by the Non-Custodial Parent(s) (obligor[s]) for the support of their child (ren).

Child Support includes a monthly court-ordered maintenance amount, and may include medical, dental, and child care support.

**Child Support Arrears:**

The terms arrears, and arrearage mean that the support obligation amounts are overdue.

**Current Support**

Current support is an ongoing court-ordered amount for support due each month.

**Custodial Parent (CP):** A parent or caregiver who has physical custody of a child.

**Irregular Child Support payments:** No pattern exists to when or the amount of child support received.

**Non-Custodial Parent (NCP):** A natural or adoptive mother or father who is not living in the child's home.

**Obligor:** A non-custodial parent obligated to pay child support.

## Guidebook about Child Support and SNAP for County Eligibility Workers

Below are Child Support case examples and information about how to complete the pop-up window on the STAT/UNEA panel

### Example - Child Support irregularly received – New SNAP application

You are processing an August 15 SNAP application on August 30. The child received a \$400 current child support payment on July 3. Prior to July 3, a child support payment was received in December of the previous year. Through discussion with the unit and the unit's child support officer, no child support income can be anticipated for the current six-month period. The child support received is on an irregular basis because no pattern exists to when or the amount received. Document in CASE/NOTEs the determination of the anticipated child support income for the current six-month period.

Complete STAT/UNEA Code 36 (current). Below is what the pop-up window will look like:

Date of Calculation = 08/30/\_\_\_

Pay frequency = monthly

On the "Anticipated Income" side (right side), enter \$0 in the "Amount/Pay Date" field.

|   |                                |                               |
|---|--------------------------------|-------------------------------|
| ◆ | Date Of Calculation: 08 30 ___ | Pay Frequency: 1              |
| ◆ | Income Received                | Anticipated Income            |
| ◆ | Pay Date Gross Amt             | Amount/Pay Date: \$ __0.00___ |
| ◆ | ___ ___ \$ ___.                |                               |
| ◆ | ___ ___                        |                               |
| ◆ | ___ ___                        | Regular Non-Monthly           |
| ◆ | ___ ___                        | Amount: \$ _____              |
| ◆ | ___ ___                        | Number Of Months: ___         |
| ◆ | Total: \$ _____                |                               |
| ◆ | Shift PF7/PF8 To Scroll        |                               |
| ◆ |                                |                               |
| ◆ | Average Income/Pay Date: \$    | ___0.00                       |
| ◆ | Prospective Monthly Income: \$ | ___0.00                       |

**Note:** Even when \$ 0 income is anticipated, you need to complete a pop-up window. Also document in MAXIS CASE/NOTEs why \$ 0 Child Support is anticipated.

## Guidebook about Child Support and SNAP for County Eligibility Workers

### Example -- Direct Support received Regularly – New SNAP application:

You are processing a SNAP application on 8/7. The unit reports and verifies receipt of direct child support of \$400 monthly from the obligor. The Child Support is sent directly to the child and does not go through the MN Child Support Payment Center. The unit anticipates the receipt of \$400 direct support to continue for all months of the six-month period. The unit provides copies of the \$400 direct child support payments received the last 3 months (May, June and July).

Use Code 08 Direct Child Support on the STAT/UNEA panel.

The pop-up window is completed as follows:

Date of Calculation = 8/7/\_\_\_

Pay frequency = 1

On the "Income Received" side (left side) enter:

05/15/\_\_\_ \$ 400

06/20/\_\_\_ \$ 400

07/18/\_\_\_ \$ 400

Total \$1200

Below is what the pop-up window on the STAT/UNEA panel will look like:

Date Of Calculation: 08 07 \_\_\_(Enter current year) Pay Frequency: 1

| ◆ Income Received                       | Anticipated Income       |
|---|--------------------------|
| ◆ Pay Date Gross Amt                    | Amount/Pay Date: \$ ___. |
| ◆ 05 15 ___ \$ 400.00                   |                          |
| ◆ 06 20 ___ 400.00                      |                          |
| ◆ 07 18 ___ 400.00                      | Regular Non-Monthly      |
| ◆ ___ ___ ___ ___.                      | Amount: \$ _____         |
| ◆ _____                                 | Number Of Months: ___    |
| ◆ Total: \$ 1200.00                     |                          |
| ◆ Shift PF7/PF8 To Scroll               |                          |
| ◆ Average Income/Pay Date: \$ 400.00    |                          |
| ◆ Prospective Monthly Income: \$ 400.00 |                          |

The MAXIS system determines \$400 (\$1200 / 3) for the Prospective Monthly income.

Document in CASE/NOTEs the determination of the anticipated child support income for the current six-month period.

## Guidebook about Child Support and SNAP for County Eligibility Workers

### Example -- Direct Support received irregularly – Six-Month review:

You are processing a February six-month review on January 7. The unit reports and verifies receipt of a direct child support of \$400 received in December. Unit anticipates receiving no other child support payments. The unit provides a copy of the December child support payment and statement from the non-custodial parent that this was a one-time only payment. The obligor has lost his job and is not eligible for Unemployment Compensation (UC). No child support income can be anticipated for the next six-month period. The child support received is on an irregular basis because no future pattern exists to anticipate this Child Support income. Document in CASE/NOTEs the determination of the anticipated child support income for the current six-month period.

Complete STAT/UNEA Code 08 Direct Child Support.

The pop-up window is completed as follows:

Date of Calculation = 01/07/\_\_\_

Pay frequency = 1

On the “Anticipated Income” side (right side), enter \$0 in the “Amount/Pay Date” field.

Below is what the pop-up window on the STAT/UNEA panel will look like:

|   |                                |                              |
|---|--------------------------------|------------------------------|
| ◆ | Date Of Calculation: 01 07 ___ | Pay Frequency: 1             |
| ◆ | Income Received                | Anticipated Income           |
| ◆ | Pay Date Gross Amt             | Amount/Pay Date: \$ _0.00___ |
| ◆ | ___ ___ \$ ___.                |                              |
| ◆ | ___ ___                        |                              |
| ◆ | ___ ___                        | Regular Non-Monthly          |
| ◆ | ___ ___                        | Amount: \$ _____             |
| ◆ | ___ ___                        | Number Of Months: ___        |
| ◆ | Total: \$ ___.                 |                              |
| ◆ | Shift PF7/PF8 To Scroll        |                              |
| ◆ |                                |                              |
| ◆ | Average Income/Pay Date: \$    | 0.00                         |
|   | Prospective Monthly Income: \$ | 0.00                         |

The MAXIS system determines \$0 for the Prospective Monthly income.

## Guidebook about Child Support and SNAP for County Eligibility Workers

### Example -- Current and Arrears regularly received - Recertification:

You are processing the October recertification on September 15. Based on case history two children receive current and arrears child support. The child support current and arrears payments amounts fluctuate each month. Due to fluctuating amounts, the amount received in the previous 30 days is not an accurate indicator of anticipated income. You determine the amount received in the previous 3 months is an accurate indicator of the anticipated child support current and arrears income.

Based on the CSES DAIL messages, the child support was disbursed for the two children as follows:

#### Current

06/17/\_\_\_ \$ 268.80  
07/15/\_\_\_ \$ 268.80  
07/29/\_\_\_ \$ 207.20  
08/12/\_\_\_ \$ 268.80  
08/26/\_\_\_ \$ 207.20

#### Arrears

06/03/\_\_\_ \$ 268.72  
07/02/\_\_\_ \$ 268.80  
07/29/\_\_\_ \$ 61.60  
08/26/\_\_\_ \$ 61.60

Two STAT/UNEA panels exist for each child. One panel is for each child's current child support income; the other two panels are for the child support arrears.

Complete STAT/UNEA Code 36 (current) and the pop-up window for each child as follows:

Date of Calculation = 09/15/\_\_\_

Pay frequency = 1

On the "Income Received" side (left side) enter

06/30/\_\_\_ \$ 134.40  
07/31/\_\_\_ \$ 238.00  
08/31/\_\_\_ \$ 238.00  
Total \$ 610.40

## Guidebook about Child Support and SNAP for County Eligibility Workers

The pop-up window on the STAT/UNEA panel will look like this:

```

◆      Date Of Calculation: 09 15 ___   Pay Frequency: 1
◆
◆      Income Received                Anticipated Income
◆      Pay Date  Gross Amt            Amount/Pay Date: $ __.____
◆      06 30 ___ $   134.40
◆      07 31 ___ $   238.00
◆      08 31 ___ $   238.00
◆
◆      ___ ___ ___   ___.___
◆
◆      ___ ___ ___   ___.___
◆      Total: $     610.40
◆      Shift PF7/PF8 To Scroll
◆
◆
◆
◆      Average Income/Pay Date: $    203.46
◆      Prospective Monthly Income: $  203.46

```

The MAXIS system determines \$ 203.46 ( $\$ 610.40 / 3$ ) for the Prospective Monthly income.

Complete STAT/UNEA Code 39 (arrears) and the pop-up window for each child as follows:

Date of Calculation = 09/15/09

Pay frequency = 1

On the "Income Received" side (left side) enter

```

06/30/___ $ 134.36
07/31/___ $ 165.20
08/31/___ $  30.80
Total     $ 330.36

```

Below is what the pop-up window on the STAT/UNEA panel will look like:

```

◆      Date Of Calculation: 09 15 ___   Pay Frequency: 1
◆
◆      Income Received                Anticipated Income
◆      Pay Date  Gross Amt            Amount/Pay Date: $ __.____
◆      06 30 ___ $   134.36
◆      07 31 ___   165.20
◆      08 31 ___   30.80
◆
◆      ___ ___ ___   ___.___
◆
◆      ___ ___ ___   ___.___
◆      Total: $     330.36
◆      Shift PF7/PF8 To Scroll
◆
◆
◆
◆

```

## **Guidebook about Child Support and SNAP for County Eligibility Workers**

- ◆
- ◆           Average Income/Pay Date: \$    110.12  
              Prospective Monthly Income: \$   110.12

The MAXIS system determines \$ 110.12 (\$ 330.36 /3) for the Prospective Monthly income.

Document in CASE/NOTEs how the anticipated current and arrears child support income is calculated for the current six-month period.

## Guidebook about Child Support and SNAP for County Eligibility Workers

### Example -- Current Child Support regularly received, Child Support arrears irregular – SNAP Recertification:

You are processing the August recertification on July 7. Based on case history, the child regularly receives current child support; however the amounts and when received fluctuate. Since the child support current payments fluctuate, the amount received in the previous 30 days is not an accurate indicator of anticipated income, use a longer period. In this case, the previous 4 months is an accurate indicator of anticipated current child support income. Based on the CSES DAIL messages from the previous 4 months, the child received child support income as follows:

#### Current

03/10/\_\_\_ \$ 109.56  
03/24/\_\_\_ \$ 109.56  
04/10/\_\_\_ \$ 109.56  
04/21/\_\_\_ \$ 109.56  
05/11/\_\_\_ \$ 118.06  
05/19/\_\_\_ \$ 93.78  
05/29/\_\_\_ \$ 59.39  
06/09/\_\_\_ \$ 92.03  
06/23/\_\_\_ \$ 211.04

#### Arrears

07/03/\_\_\_ \$ 400.00

This unit received a \$ 400 arrears child support payment on 7/3. The child last received a child support arrears payment the previous December of \$ 100.00. Through discussion with the unit and the unit's child support officer, no child support arrears income can be anticipated for the current six-month period.

Two STAT/UNEA panels exist for the child. One panel for the current child support income; the other panel for the arrears child support income.

Complete STAT/UNEA Code 36 (current) and the pop-up window as follows:

Date of Calculation = 07/07/\_\_\_

Pay frequency = 1

On the "Income Received" side (left side) enter:

3/31/\_\_\_ \$ 219.12

4/30/\_\_\_ \$ 219.12

5/31/\_\_\_ \$ 271.23

6/30/\_\_\_ \$ 303.07

Total \$1012.54

## Guidebook about Child Support and SNAP for County Eligibility Workers

Below is what the pop-up window on the STAT/UNEA panel will look like:

```

◆   Date Of Calculation: 07 07 ___   Pay Frequency: 1
◆   Income Received                    Anticipated Income
◆   Pay Date  Gross Amt                Amount/Pay Date: $ __.____
◆   03 31 ___ $   219.12
◆   04 30 ___ $   219.12
◆   05 31 ___ $   271.23                Regular Non-Monthly
◆   06 30 ___ $   303.07                Amount: $ _____
◆   ___ ___ ___                       Number Of Months: ___
◆   Total: $   1012.54
◆   Shift PF7/PF8 To Scroll
◆
◆   Average Income/Pay Date: $   253.14
◆   Prospective Monthly Income: $   253.14

```

The MAXIS system determines \$253.14 (\$1012.54 /4) for the Prospective Monthly income.

Complete STAT/UNEA Code 39 (arrears) and the pop-up window as follows:

Date of Calculation = 07/07/\_\_\_

Pay frequency = 1

On the "Anticipated Income" side (right side) enter \$0 in the "Amount/Pay Date" field.

Below is what the pop-up window on the STAT/UNEA panel will look like:

```

◆   Date Of Calculation: 07 07 ___   Pay Frequency: 1
◆
◆   Income Received                    Anticipated Income
◆   Pay Date  Gross Amt                Amount/Pay Date: $ _0.00___
◆   ___ ___ ___ $   _____.___
◆   ___ ___ ___   _____.___
◆   ___ ___ ___   _____.___                Regular Non-Monthly
◆   ___ ___ ___   _____.___                Amount: $ _____
◆   ___ ___ ___                       Number Of Months: ___
◆   Total: $   _____.___
◆   Shift PF7/PF8 To Scroll
◆
◆   Average Income/Pay Date: $   __0.00
◆   Prospective Monthly Income: $   __0.00

```

The MAXIS system determines \$0 for the Prospective Monthly income.

Document in CASE/NOTES the details of the anticipated child support income for the current six-month period.

## Guidebook about Child Support and SNAP for County Eligibility Workers

### Example -- Changes reported or known to the agency and an adjustment to the budget for an ongoing SNAP case

Child receives current child support on a regular basis. The SNAP recertification determination was completed on 7/3 for August and detailed case notes were entered. The previous 4 months based on the CSES DAIL messages showed the child received current child support income as follows:

Current  
 3/10/\_\_\_ \$ 111.56  
 3/24/\_\_\_ \$ 107.56  
 4/10/\_\_\_ \$ 111.56  
 4/21/\_\_\_ \$ 107.56  
 5/11/\_\_\_ \$ 118.06  
 5/19/\_\_\_ \$ 93.78  
 5/29/\_\_\_ \$ 59.39  
 6/09/\_\_\_ \$ 92.03  
 6/23/\_\_\_ \$ 211.04

When processing the 08/09 SNAP recertification on 7/3 STAT/UNEA Code 36 (current) and the pop-up window were completed as follows:

Date of Calculation = 07/03/\_\_\_(Enter current year)  
 Pay frequency = 1  
 On the "Income Received" side (left side) enter

03/31/\_\_\_ \$ 219.12  
 04/30/\_\_\_ \$ 219.12  
 05/31/\_\_\_ \$ 271.23  
 06/30/\_\_\_ \$ 303.07  
 Total \$1012.54

Below is what the pop-up window on the STAT/UNEA panel looks like:

- ◆ Date Of Calculation: 07 03 \_\_\_ Pay Frequency: 1
- ◆ Income Received Anticipated Income
- ◆ Pay Date Gross Amt Amount/Pay Date: \$ \_\_.\_\_\_\_
- ◆ 03 31 \_\_\_ \$ 219.12
- ◆ 04 30 \_\_\_ 219.12
- ◆ 05 31 \_\_\_ 271.23 Regular Non-Monthly
- ◆ 06 30 \_\_\_ 303.07 Amount: \$ \_\_\_\_\_
- ◆ \_\_\_ \_\_\_ \_\_\_ \_\_\_\_\_ Number Of Months: \_\_\_
- ◆ Total: \$ 1012.54
- ◆ Shift PF7/PF8 To Scroll
- ◆ Average Income/Pay Date: \$ 253.14
- ◆ Prospective Monthly Income: \$ 253.14

## Guidebook about Child Support and SNAP for County Eligibility Workers

The MAXIS system determined \$253.14 (\$1012.54 / 4) for the Prospective Monthly income.

The September CSES DAIL messages show for August the current child support disbursements of \$200.00 occurred on 8/10 and 8/25. On 9/8/09, you take action on these messages because this is a change that has become known to the agency.

The current child support disbursements in August are not within the realm of past history/information used in projecting the child support income. You follow up with the unit's child support officer and confirm the monthly child support obligation increased to \$400 per month beginning with August and that amount is expected to continue. Adjust the SNAP budget for October by updating the pop-up window on STAT/UNEA to project a new monthly income amount for the remainder of the six-month period and approve the results. Document the action in CASE/NOTES.

Adjust the STAT/UNEA Code 36 (current) and the pop-up window completed as follows:

Date of Calculation = 09/08/\_\_\_

Pay frequency = 1

On the "Income Received" side (left side) enter 08/31\_\_\_(Enter current year) and \$400.

On the "Anticipated Income" side (right side), enter \$400 in the "Amount/Pay Date" field.

Below is what the pop-up window on the STAT/UNEA panel will look like:

|   |                                |                             |
|---|--------------------------------|-----------------------------|
| ◆ | Date Of Calculation: 09 08 ___ | Pay Frequency: 1            |
| ◆ | Income Received                | Anticipated Income          |
| ◆ | Pay Date    Gross Amt          | Amount/Pay Date: \$ _400.00 |
| ◆ | 08 31 ___ \$    400.00         |                             |
| ◆ | ___ ___ ___ \$    ___.         |                             |
| ◆ | ___ ___ ___    ___.            | Regular Non-Monthly         |
| ◆ | ___ ___ ___    ___.            | Amount: \$ _____            |
| ◆ | ___ ___ ___    _____           | Number Of Months: ___       |
| ◆ | Total: \$    400.00            |                             |
| ◆ | Shift PF7/PF8 To Scroll        |                             |
| ◆ | Average Income/Pay Date: \$    | 400.00                      |
| ◆ | Prospective Monthly Income: \$ | 400.00                      |

The MAXIS system determines \$400 (\$800/2) for the Prospective Monthly income.

## Guidebook about Child Support and SNAP for County Eligibility Workers

### Example -- Changes reported or known to the agency no adjustment to budget for an ongoing SNAP case

Child receives current child support on a regular basis. The SNAP recertification determination was completed 2/3 for March. The previous 4 months showed the following current child support payments were received based on the CSES DAIL messages received:

| <u>Current</u> |           |
|----------------|-----------|
| 10/10/___      | \$ 109.56 |
| 10/24/___      | \$ 109.56 |
| 11/10/___      | \$ 109.56 |
| 11/21/___      | \$ 109.56 |
| 12/11/___      | \$ 118.06 |
| 12/19/___      | \$ 93.78  |
| 12/29/___      | \$ 59.39  |
| 01/09/___      | \$ 92.03  |
| 01/23/___      | \$ 211.04 |

When processing the March recertification on 2/3/ STAT/UNEA Code 36 (current) and the pop-up window were completed as follows:

Date of Calculation = 02/03/\_\_\_(Enter current year)

Pay frequency = 1

On the "Income Received" side (left side) this income was entered:

|              |                  |
|--------------|------------------|
| 10/31/___    | \$ 219.12        |
| 11/30/___    | \$ 219.12        |
| 12/31/___    | \$ 271.23        |
| 01/31/___    | \$ 303.07        |
| <b>Total</b> | <b>\$1012.54</b> |

The MAXIS system determines \$253.14 ( $\$1012.54 / 4$ ) for the Prospective Monthly income.

The March CSES DAIL messages show for February current child support disbursements of \$109.56 occurred on 2/09 and 2/25. Because the child support disbursements in February are within the realm of past history/information used in projecting the child support income for the current six- month period. No adjustment is made to the pop-window.

Document in CASE/NOTEs that the March CSES DAILS were reviewed and no adjustment was made to the budget, because the disbursements were within the realm of previous Child Support income used in projecting the unit's prospective gross income.

## Guidebook about Child Support and SNAP for County Eligibility Workers

### Example – Child Support regularly received and verified by PRISM information – New SNAP application and ongoing Case Maintenance of CSES DAIL messages

#### Processing SNAP Application

You are processing a 6/3/09 SNAP application on 6/7. There is only one monthly court ordered obligation on this case, a \$298 child support obligation for one child. Even though the amount received in the last 30 days is an accurate indicator of anticipated income you elect to use the previous 3 months (March, April and May). You use the PRISM Direct Deposit by Payee List (DDPL) as verification of the child support received by the unit for the child.

Based on DDPL, the child received child support as follows:

|           |          |
|-----------|----------|
| 03/11/___ | \$137.51 |
| 03/25/___ | \$137.51 |
| 04/08/___ | \$137.51 |
| 04/22/___ | \$137.51 |
| 05/06/___ | \$137.51 |
| 05/20/___ | \$137.51 |

One STAT/UNEA panel exists for the child.

Complete the STAT/UNEA Code 36 (current) pop-up window for the child as follows:

Date of Calculation = 6/7/\_\_\_  
 Pay Frequency = 1  
 On the "Income Received" side (left side) enter

|          |          |
|----------|----------|
| 3/31/___ | \$275.02 |
| 4/30/___ | \$275.02 |
| 5/31/___ | \$275.02 |

Below is what the pop-up window on the STAT/UNEA panel will look like:

|   |                                       |                           |
|---|---------------------------------------|---------------------------|
| ◆ | <b>Date Of Calculation:</b> 06 07 ___ | <b>Pay Frequency:</b> 1   |
| ◆ | <b>Income Received</b>                | <b>Anticipated Income</b> |
| ◆ | Pay Date Gross Amt                    | Amount/Pay Date: \$ _____ |
| ◆ | 03 31 ___ \$ 275.02                   |                           |
| ◆ | 04 30 ___ \$ 275.02                   |                           |
| ◆ | 05 31 ___ \$ 275.02                   | Regular Non-Monthly       |
| ◆ | ___ ___ ___                           | Amount: \$ _____          |
| ◆ | ___ ___ ___                           | Number Of Months: ___     |
| ◆ | Total: \$ \$825.06                    |                           |
| ◆ | Shift PF7/PF8 To Scroll               |                           |

## Guidebook about Child Support and SNAP for County Eligibility Workers

- ◆ Average Income/Pay Date: \$ 275.02
- ◆ Prospective Monthly Income: \$ 275.02

**Note:** When using information from DDPL as verification of child support disbursements it is necessary to have a clear understanding of what the amounts on DDPL represent. The distribution priority programmed into PRISM first pays basic child support due in a month, then any child care obligation, and then any medical support obligation. Financial Workers do not have access to any PRISM screens displaying the distribution amount among various child support obligations. **To obtain the distribution amount among various child support obligations, contact your county's child support unit.**

### Ongoing Case Maintenance – CSES DAIL Messages

Due to the ongoing receipt of child support, income CSES DAIL message will be received each month. Because this information is known to the agency, action must be taken.

On 7/3 you receive CSES DAIL messages indicating the following child support was disbursed to the child in June:

#### Current

06/04/\_\_\_ \$ 9.68

06/18/\_\_\_ \$ 137.51

#### Arrears

06/4/\_\_\_ \$ 126.47

On 7/8, you take action on the CSES DAIL messages and find the child support (current + arrears) received in June is within the realm of the monthly amounts used in projecting the income when processing the application. Complete detailed CASE/NOTEs about this action. No adjustment is required for the STAT/UNEA Code 36 (current) pop-up window.

**Note:** The CSES DAILS show the disbursements were for child support current and arrears. All the child support disbursements were entered as current child support on DDPL. If the family is active on another program (Health Care or Cash), and a STAT/UNEA code 39 (arrears) panel is required for the other program, in the footer month of July complete the STAT/UNEA code 39 pop-up window as follows:

## Guidebook about Child Support and SNAP for County Eligibility Workers

◆ **Date Of Calculation:** 07 08 \_\_\_ **Pay Frequency:** 1

◆

| ◆ <b>Income Received</b>           | ◆ <b>Anticipated Income</b>   |
|------------------------------------|-------------------------------|
| ◆ Pay Date Gross Amt               | ◆ Amount/Pay Date: \$ ___0___ |
| ◆ ___ ___ ___ .___                 |                               |
| ◆ ___ ___ ___ .___                 |                               |
| ◆ ___ ___ ___ .___                 | ◆ Regular Non-Monthly         |
| ◆ ___ ___ ___ .___                 | ◆ Amount: \$ _____            |
| ◆ _____                            | ◆ Number Of Months: ___       |
| ◆ Total: \$                        |                               |
| ◆ Shift PF7/PF8 To Scroll          |                               |
| ◆                                  |                               |
| ◆ Average Income/Pay Date: \$ 0    |                               |
| ◆ Prospective Monthly Income: \$ 0 |                               |

Document in CASE/NOTEs that child support arrears is not anticipated because the amount disbursed each month is accounted for on the STAT/UNEA Code 36 (current) panel.

## Guidebook about Child Support and SNAP for County Eligibility Workers

### Example – Child Support and Child Care Support regularly received – Verified by PRISM information – SNAP Recertification – Subsequent Case Maintenance of CSES DAIL messages

#### Processing SNAP Recertification

You are processing a September SNAP recertification on 8/27. There are three monthly court ordered obligations on this case for the child:

- \$341 child support obligation
- \$209 child care obligation and
- \$ 55 medical support obligation.

The medical support is assigned to the State of Minnesota; no further action is required with the medical support. Disbursements are being made to the unit for child support and child care support. Currently the unit has no child care expenses; therefore, the child care support is available unearned income.

You use the actual child support and child care support income received in May (\$504), June (\$441) and July (\$459) as verified by the child support officer and PRISM Direct Deposit by Payee List (DDPL). Determine the prospective monthly child support income amount for the six-month period.

Based on DDPL, the child received child support as follows:

| <u>Date</u> | <u>Amount</u> |
|-------------|---------------|
| 05/06/___   | \$126         |
| 05/14/___   | \$126         |
| 05/20/___   | \$126         |
| 05/27/___   | \$126         |
| 06/03/___   | \$126         |
| 06/10/___   | \$126         |
| 06/17/___   | \$126         |
| 06/24/___   | \$ 63         |
| 07/01/___   | \$ 63         |
| 07/08/___   | \$100         |
| 07/15/___   | \$126         |
| 07/22/___   | \$126         |
| 07/29/___   | \$ 44         |

You confirm the amounts on DDPL represent both child support and child care support disbursements. The \$504 disbursed in May is \$341 basic child support and \$163 child care support. The \$441 disbursed in June is \$341 basic child support and \$100 child care support. The \$459 disbursed in July is \$341 basic child support and \$110 child care support. Based on this verified income the unit's prospective monthly income from

## Guidebook about Child Support and SNAP for County Eligibility Workers

child support is \$468 per month. Document in CASE/NOTEs how you determined the prospective monthly child support income.

One STAT/UNEA panel exists for the child.

Complete the STAT/UNEA Code 36 (current) pop-up window for the child as follows:

Date of Calculation = 08/27/\_\_(Enter current year)

Pay Frequency = 1

On the "Income Received" side (left side) enter

5/31/\_\_ \$ 504.00

6/30/\_\_ \$ 441.00

7/31/\_\_ \$ 459.00

Below is what the pop-up window on the STAT/UNEA panel will look like:

|   |                                       |                           |
|---|---------------------------------------|---------------------------|
| ◆ | <b>Date Of Calculation:</b> 08 27 __  | <b>Pay Frequency:</b> 1   |
| ◆ | <b>Income Received</b>                | <b>Anticipated Income</b> |
| ◆ | Pay Date Gross Amt                    | Amount/Pay Date: \$ _____ |
| ◆ | 05 31 __ \$ 504.00                    |                           |
| ◆ | 06 30 __ \$ 441.00                    |                           |
| ◆ | 07 31 __ \$ 459.00                    | Regular Non-Monthly       |
| ◆ | __ __ __ __ .__                       | Amount: \$ _____          |
| ◆ | __ __ __ __ .__                       | Number Of Months: __      |
| ◆ | Total: \$ \$ 1404.00                  |                           |
| ◆ | Shift PF7/PF8 To Scroll               |                           |
| ◆ | Average Income/Pay Date: \$ 468.00    |                           |
| ◆ | Prospective Monthly Income: \$ 468.00 |                           |

### Ongoing Case Maintenance – CSES DAIL Messages

Due to the ongoing receipt of child support income CSES DAIL message will be received each month. Because this information is known to the agency, action must be taken.

On 9/3, you receive CSES DAIL messages indicating the following child support was disbursed to the child in August:

#### Current

8/06/\_\_ \$126

8/13/\_\_ \$126

8/20/\_\_ \$ 89

## Guidebook about Child Support and SNAP for County Eligibility Workers

On 9/8, you take action on the CSES DAIL messages. As the CSES DAIL messages do not include child care disbursements and DDPL was used as verification of the child support income when determining the prospective monthly child support income for the six-month period, it is essential to have a clear understanding of what the amount on DDPL represents.

In this example, the \$504 DDPL disbursement in August represents \$341 child support and \$163 child care support. The distribution amount among the various child support obligations for August is as follows:

- \$126 sent 8/5 for basic child support
- \$126 sent 8/12 for basic child support
- \$126 sent 8/19, \$89 for basic child support, \$37 for child care support
- \$126 sent 8/26, all for child care support (including \$1.31 interest on child care obligation)

The \$504 child support disbursement (\$341 for basic child support and \$163 toward the August child care support obligation ) issued to the unit in August is within the realm of past history/information of the child support used in projecting income for the current six month period when processing the August recertification. Document this in CASE/NOTES.

**Note:** If this unit had been incurring child care expenses, for example \$300 each month, any of the child care support disbursed to the unit is a reimbursement for the child's dependent care costs and excluded as income. When processing the September recertification, you would have excluded the distribution amount for the child care obligation from the DDPL May (\$504), June (\$441) and July (\$459) disbursements when determining the prospective monthly child support income amount for the six month period. When completing the "Income Received" field on the pop-up window, you would have entered \$341 in the "Gross Amt" field for May, June and July. The unit's prospectively monthly income from child support is \$341 per month.

## Guidebook about Child Support and SNAP for County Eligibility Workers

### Example – Child Support Irregularly Received – Distribution received due to Tax Intercept

You process a March recertification on 2/4. On the recertification, the unit indicates a child support obligation exists; however, the unit has not received nor expects to receive any child support income for the six-month period. The unit's child support officer verifies the unit's statement. When processing the recertification no child support income was budgeted when determining the unit's SNAP eligibility and benefit level.

On 5/3, the unit reports and verifies receiving a \$800 child support payment on 4/25. You take action on this information on 5/5. Through discussion with the unit and unit's child support officer, you confirm the \$800 disbursement was due to a Tax Intercept action for maintenance and no additional child support income is expected to be received for the six-month period. The \$800 does not affect the unit's SNAP eligibility or benefit level. Document this in CASE/NOTES.

Action is required to update STAT with this information. Complete a STAT/UNEA Code 36 (current) panel. Below is what the pop-up window will look like:

|   |   |                           |
|---|---|---------------------------|
| ◆ | <b>Date Of Calculation:</b> 05 05 __      | <b>Pay Frequency:</b> 1   |
| ◆ | <b>Income Received</b>                    | <b>Anticipated Income</b> |
| ◆ | Pay Date Gross Amt                        | Amount/Pay Date: \$ _____ |
| ◆ | 04 25 __ _____0.00                        |                           |
| ◆ | __ __ __ _____.                           |                           |
| ◆ | __ __ __ _____.                           | Regular Non-Monthly       |
| ◆ | __ __ __ _____.                           | Amount: \$ _____          |
| ◆ | _____                                     | Number Of Months: __      |
| ◆ | Total: \$ _____ 0.00                      |                           |
| ◆ | Shift PF7/PF8 To Scroll                   |                           |
| ◆ | Average Income/Pay Date: \$ _____ 0.00    |                           |
|   | Prospective Monthly Income: \$ _____ 0.00 |                           |