Economic Assistance and Employment Supports Division

Guidebook About Child Support and Supplemental Nutrition Assistance Program (SNAP)
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Introduction

The following information was compiled to give guidance for how child support income is calculated for Supplemental Nutrition Assistance Program (SNAP) cases that are NOT Uncle Harry SNAP cases.

Child support income may be received directly or disbursed through a state system. All current and arrears child support received by a SNAP unit is counted as unearned income. Child support income received on behalf of a child in the SNAP unit is considered income of the child and entered accordingly in MAXIS.

This guide will:
- Define common terms
- Discuss some myths associated with child support income and SNAP
- Describe system processes

Use this guide together with, not in place of, the Combined Manual (CM). Direct case-specific questions about the information provided in this guide to PolicyQuest. Submit system-related questions to the TSS Desk or via PF11.
Definitions

The 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.

**CSES DAIL messages:** Cases with an active MAXIS-PRISM link and ongoing child support income will receive CSES DAIL message(s) each month. Because this information is known to the agency, workers must review the income information and, if appropriate, update the Prospective Income Calculation pop-up window (PIC) and approve new results. The CSES DAIL messages show current and arrears basic child and spousal support disbursed by the child support Payment Center. They do not include child care or medical support disbursements.

**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.

**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 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.
Myths vs. Facts

Myth: The SNAP Prospective Income Calculation pop-up window (PIC) does not need to be completed for child support income.

Fact: The PIC 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 PIC and carried forward through future benefit months until new data is entered on the PIC. Inhibiting edits will be issued to alert you when the PIC is blank and the STAT/UNEA panel has been modified. However, if you modify the UNEA panel, but do not update the PIC, you will not receive an edit.

The following fields must be completed on the PIC:

**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.

The **Income Received** field or the **Anticipated Income** – Completion of these fields is dependent upon the type of verification provided by the client.

Below is a snapshot of a blank PIC:
Complete the “Income Received” fields on the PIC if using actual verified income received in the last 30 days or more. Verification examples are CSES DAIL messages, PRISM information and check stubs. Do not enter an amount in the “Anticipated Income” fields.

Complete the “Anticipated Income” fields on the PIC if using a statement from the unit’s child support officer or non-custodial parent as verification of the child support anticipated to be received in the six-month period. Do not enter information in the “Income Received” fields.

NOTE: The only time you would complete both the “Income Received” fields and the “Anticipated Income” fields is when you have received verification of actual income and a report of anticipated income and the actual and anticipated amounts are identical.

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 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:** 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 counted income for SNAP.

Child care support and medical support is counted 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 agency. 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 agency.

Myth: When child support income is received on an irregular basis, this income is recorded on the PIC 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 prospective 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 PIC into the MAXIS CASE/NOTEs.

Fact: An explanation of how the dollar amount of child support income was calculated to determine the SNAP allotment is needed. Copying the PIC 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 the child support income was budgeted when determining the unit’s eligibility and benefit level.

A copy of the PIC is not required. You may copy the PIC into MAXIS CASE/NOTEs, but you must also include an explanation of how the child support income was calculated, such as conversations with the client and/or child support officer and specific verifications received.
**Myth:** Each time a child support DAIL message is received, the PIC 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?
- Does the county have information that this child support payment was a one-time occurrence during the budget period?

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 amount 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 PIC 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.

REMEMBER: 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 on the case.
Case examples

Below are child support case examples and information about how to complete the PIC on the STAT/UNEA panel. The examples are based on the Pay Frequency of one time per month. When more than one child support payment is received for a child in a month, add all the child support payments for each child to arrive at a monthly amount.

Disbursed child support irregularly received – New SNAP application

You are processing an August 15 SNAP application on August 30. The child received a $400 current disbursed Child Support payment on July 3. Prior to July 3, a disbursed 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.

Complete STAT/UNEA Code 36 (Disbursed Child Support).
Below is what the PIC will look like:
   Date of Calculation = 08/30/16
   Pay frequency = monthly
   On the “Anticipated Income” side (right side), enter $0 in the “Amount/Pay Date” field.

Note: Even when $0 income is anticipated, you need to complete a PIC.

Below is what the PIC on the STAT/UNEA panel will look like:

Document in MAXIS CASE/NOTEs why $0 child support is anticipated. For example, in the application case note, include:
UNEA: Client reported receiving $400 of disbursed CS in 07/16. Per discussion with client and child support officer, we determined this income is irregularly received and so $0 anticipated in the SNAP budget for 08/16 ongoing.

**Direct support received regularly – New SNAP application**

You receive and are processing a SNAP application on August 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 parent and does not go through the MN Child Support Payment Center. The unit provides copies of the $400 direct child support payments received the last 3 months (May, June and July). The unit anticipates the receipt of $400 direct support to continue for all months of the six-month period.

Use Code 08 (Direct Child Support) on the STAT/UNEA panel. The PIC is completed as follows:
- Date of Calculation = 08/07/16
- Pay frequency = 1
- On the “Income Received” side (left side) enter:
  - 05/15/16 $400
  - 06/20/16 $400
  - 07/18/16 $400
- Total $1200

Below is what the PIC on the STAT/UNEA panel will look like:

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. For example, in the application case note, include:
UNEA: Per client, she receives $400/month in direct child support; she expects this income to continue. Client provided copies of the monthly checks received in 05/16, 06/16 & 07/16. Prospectively budgeted $400/mo for SNAP.

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 direct child support of $300 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.

Complete STAT/UNEA Code 08 (Direct Child Support).

The PIC is completed as follows:
- Date of Calculation = 01/07/17
- Pay frequency = 1
- On the “Anticipated Income” side (right side), enter $0 in the “Amount/Pay Date” field.

Note: Even when $0 income is anticipated, you need to complete a PIC.

Below is what the PIC on the STAT/UNEA panel will look like:

![PIC Example]

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

Document in MAXIS CASE/NOTEs why $0 child support is anticipated. For example, in the CSR case note, include:
UNEA: Client reported receiving $300 of direct CS in 12/16. Copy of check is provided along with a letter from the non-custodial parent (NCP) showing that this was a one-time payment. The NCP is not working or receiving UC at this time. $0 CS can be anticipated in 01/17 going forward, so $0 prospectively budgeted.

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 from the same absent parent. 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. Through conversation with client and the child support officer, you determine the amount received in the previous three months is an accurate indicator of the anticipated child support current and arrears income. Based on the CSES DAIL messages, the child support was total disbursed for the two children as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Current</th>
<th>Arrears</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/17/16</td>
<td>$268.80</td>
<td>$268.72</td>
</tr>
<tr>
<td>07/15/16</td>
<td>$268.80</td>
<td>$61.60</td>
</tr>
<tr>
<td>07/29/16</td>
<td>$207.20</td>
<td>$268.80</td>
</tr>
<tr>
<td>08/12/16</td>
<td>$268.80</td>
<td>$61.60</td>
</tr>
<tr>
<td>08/26/16</td>
<td>$207.20</td>
<td></td>
</tr>
</tbody>
</table>

Two STAT/UNEA panels exist for each child. One panel is for each child’s current child support income; the other panel is for the child support arrears. Divide each disbursement equally between the two children.

Complete STAT/UNEA Code 36 (Disbursed Child Support) and the PIC for each child as follows:

Date of Calculation = 09/15/16
Pay frequency = 1
On the “Income Received” side (left side) enter

- 06/30/16 $134.40
- 07/31/16 $238.00
- 08/31/16 $238.00
- Total $610.40

The PIC on this STAT/UNEA panel will look like this:
The MAXIS system determines $203.46 ($610.40 / 3) for the Prospective Monthly income.

Complete STAT/UNEA Code 39 (Disbursed CS Arrears) and the PIC for each child as follows:
Date of Calculation = 09/15/16
Pay frequency = 1
On the “Income Received” side (left side) enter

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/30/16</td>
<td>$134.36</td>
</tr>
<tr>
<td>07/31/16</td>
<td>$165.20</td>
</tr>
<tr>
<td>08/31/16</td>
<td>$ 30.80</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$330.36</strong></td>
</tr>
</tbody>
</table>

The PIC on the STAT/UNEA panel will look like this:

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. For example, in the ER case note include:

**UNEA:** Current and arrears CS is received for two children each month. Amount fluctuates, but after discussion with client and review of disbursements in PRISM, we determined the amounts received over past three months accurately capture amounts received on a regular basis. Amounts expected to continue. Used actual CS received in 06/16, 07/16 & 08/16 to anticipate income in SNAP budget for next six months.

### Current child support regularly received, child support arrears irregular – SNAP Recertification

You are processing the August recertification on July 7. Based on CSES DAIL messages in case history, the child regularly receives current child support of $303.07 each month; however, the amounts and when received fluctuate within each month. 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 to calculate the anticipated income. Based on the CSES DAIL messages from the previous 2 months, the child received child support income as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/11/16</td>
<td>$118.06</td>
</tr>
<tr>
<td>05/19/16</td>
<td>$93.78</td>
</tr>
<tr>
<td>05/29/16</td>
<td>$91.23</td>
</tr>
<tr>
<td>06/09/16</td>
<td>$92.03</td>
</tr>
<tr>
<td>06/23/16</td>
<td>$211.04</td>
</tr>
</tbody>
</table>

This unit received a $400 arrears child support payment on July 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 (Disbursed Child Support) and the PIC as follows:

- **Date of Calculation:** 07/07/16
- **Pay frequency:** 1
- On the “Income Received” side (left side) enter:
  - 05/31/16 $303.07
  - 06/30/16 $303.07
  - **Total** $606.14

The PIC on the STAT/UNEA panel will look like this:
The MAXIS system determines $303.07 ($606.14/2) for the Prospective Monthly income.

Complete STAT/UNEA Code 39 (Disbursed CS Arrears) and the PIC as follows:
- Date of Calculation = 07/07/16
- Pay frequency = 1
- On the “Anticipated Income” side (right side) enter $0 in the “Amount/Pay Date” field.

The PIC on the STAT/UNEA panel will look like this:

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. For example, in the ER case note include:

UNEA: Family receives ongoing current child support per CSES DAIL messages. Due to fluctuating payments, entered past two months to best indicate anticipated income. One arrears payment was received in 07/16, however, based on conversation with
client and child support officer, it was determined this income is irregularly received and thus $0 arrears anticipated going forward.

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

A. Recertification

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/10/16</td>
<td>$161.56</td>
</tr>
<tr>
<td>04/21/16</td>
<td>$107.56</td>
</tr>
<tr>
<td>05/11/16</td>
<td>$118.06</td>
</tr>
<tr>
<td>05/19/16</td>
<td>$93.78</td>
</tr>
<tr>
<td>05/29/16</td>
<td>$59.39</td>
</tr>
<tr>
<td>06/09/16</td>
<td>$92.03</td>
</tr>
<tr>
<td>06/23/16</td>
<td>$211.04</td>
</tr>
</tbody>
</table>

Client confirmed the child support fluctuates between approximately $265 and $300, so these three months are reflective of the expected ongoing income. When processing the August SNAP recertification on July 3, STAT/UNEA Code 36 (Disbursed Child Support) and the PIC were completed as follows:

- **Date of Calculation** = 07/03/16
- **Pay frequency** = 1
- On the “Income Received” side (left side) enter

  - 04/30/16 $ 269.12
  - 05/31/16 $ 271.23
  - 06/30/16 $ 303.07
  - Total $ 843.42

The PIC on the STAT/UNEA panel will look like this:
The MAXIS system determines $281.14 ($843.42/3) for the Prospective Monthly income. Document the conversation and income used in CASE/NOTEs.

B. Ongoing Case Maintenance – CSES DAIL Messages

The September CSES DAIL messages show current child support disbursements of $200.00 occurred on August 10 and August 25. On September 8, 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 PIC on STAT/UNEA to project a new monthly income amount for the remainder of the six-month period and approve the results.

Adjust the STAT/UNEA Code 36 (Disbursed Child Support) and the PIC as follows:
- Date of Calculation = 09/08/16
- Pay frequency = 1
- On the “Income Received” side (left side) enter 08/31/16 and $400.
- On the “Anticipated Income” side (right side), enter $400 in the “Amount/Pay Date” field.

NOTE: Both sides of the PIC are completed only when the CSES DAILs and the anticipated income provided by the child support officer match. Both amounts are used in the Prospective Income Amount calculation.

The PIC on the STAT/UNEA panel will look like this:
The MAXIS system determines $400 \{(\text{Actual} + \text{Anticipated})/2\}$ for the Prospective Monthly income. Document the new income in CASE/NOTEs, for example:

**CSES messages reviewed**

Reviewed 08/16 CS income reported via PRISM interface. The amounts were not within the realm used for the current six month budget, so contacted child support officer (CSO) who confirmed CS obligation has been increased. Revised pop-up based on actual 08/16 income and equal anticipated amount confirmed by CSO. Reapproved SNAP for 10/16.

**Changes reported or known to the agency but no adjustment to budget for an ongoing SNAP case**

Child receives current child support on a regular basis. The SNAP recertification determination was completed February 3 for March. Client and CSO confirm it is reasonable to anticipate income based on these CSES DAIL messages of the previous 4 months:

<table>
<thead>
<tr>
<th>Current</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10/10/16</td>
<td>$109.56</td>
</tr>
<tr>
<td>10/24/16</td>
<td>$109.56</td>
</tr>
<tr>
<td>11/10/16</td>
<td>$109.56</td>
</tr>
<tr>
<td>11/21/16</td>
<td>$109.56</td>
</tr>
<tr>
<td>12/11/16</td>
<td>$118.06</td>
</tr>
<tr>
<td>12/19/16</td>
<td>$93.78</td>
</tr>
<tr>
<td>12/29/16</td>
<td>$59.39</td>
</tr>
<tr>
<td>01/09/17</td>
<td>$92.03</td>
</tr>
<tr>
<td>01/23/17</td>
<td>$211.04</td>
</tr>
</tbody>
</table>

When processing the March recertification on February 3, STAT/UNEA Code 36 (Disbursed Child Support) and the PIC were completed as follows:
Date of Calculation = 02/03/17
Pay frequency = 1
On the “Income Received” side (left side) this income was entered:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/31/16</td>
<td>$219.12</td>
</tr>
<tr>
<td>11/30/16</td>
<td>$219.12</td>
</tr>
<tr>
<td>12/31/16</td>
<td>$271.23</td>
</tr>
<tr>
<td>01/31/17</td>
<td>$303.07</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1012.54</strong></td>
</tr>
</tbody>
</table>

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

On March 4, the March CSES DAIL messages show current child support disbursements of $109.56 received on February 9 and February 25. Because the child support disbursements in February are within the realm of past history/information, and used in projecting the child support income for the current six-month period, no adjustment made to the PIC.

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. For example:

**CSES messages reviewed**

Reviewed 02/17 CS income reported via PRISM interface. The amounts are within the realm and used for the current six month budget, so no adjustment of PIC or SNAP budget needed at this time.

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**Child support regularly received and verified by PRISM information – New SNAP application and ongoing case maintenance of CSES DAIL messages**

A. Processing SNAP Application

You are processing a June 3 SNAP application on June 7. There is only one monthly court ordered obligation on this case, a $298 child support obligation for one child. Client reports the amount received in the last 30 days is an accurate indicator of anticipated income. You view the PRISM Direct Deposit by Payee List (DDPL) to verify.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/10/16</td>
<td>$137.51</td>
</tr>
</tbody>
</table>
DDPL confirms the consistent amount received each month, so May income is adequate indicator for anticipating income for next six months.

One STAT/UNEA panel exists for the child.

Complete the STAT/UNEA Code 36 (Disbursed Child Support) PIC for the child as follows:

- Date of Calculation = 06/07/16
- Pay Frequency = 1
- On the "Income Received" side (left side) enter:
  
<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/31/16</td>
<td>$275.02</td>
</tr>
</tbody>
</table>

The PIC on the STAT/UNEA panel will look like this:

![SNAP Prospective Income Calculation](image)

**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 agency.**

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**B. Ongoing Case Maintenance – CSES DAIL Messages**
Cases with an active MAXIS-PRISM link and ongoing child support income will receive CSES DAIL message(s) each month. Because this information is known to the agency, the worker must review the income information and, if appropriate, update the PIC and approve new results.

On July 4 you receive CSES DAIL messages indicating the following child support was disbursed to the child in June:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/16</td>
<td>$5.47</td>
</tr>
<tr>
<td>06/10/16</td>
<td>$132.04</td>
</tr>
<tr>
<td>06/24/16</td>
<td>$137.51</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/1/16</td>
<td>$114.53</td>
</tr>
</tbody>
</table>

On July 8, you review the CSES DAIL messages and find the current child support received in June is within the realm of the monthly amounts used in projecting the income when processing the application. No adjustment is required for the STAT/UNEA (36) panel for current support. The arrears is new information, so you contact the child support officer. She states this was due to a one-time work bonus NCP received. Create a STAT/UNEA (39) panel, but anticipate $0 income on PIC.

The PIC on the new STAT/UNEA panel for arrears will look like this:

![SNAP Prospective Income Calculation](attachment:image)

Complete detailed CASE/NOTEs about this action. For example,

**CSES messages reviewed**

Reviewed 06/16 CS income reported via PRISM interface. The current amounts are within the realm used for current six month budget. Confirmed with child support officer that the arrears were due to a bonus received by NCP, but not expected to continue. Created new UNEA for the arrears, but anticipated $0 income on PIC. No change to SNAP budget.
Child support and child care support regularly received – Verified by PRISM information – SNAP Recertification – Subsequent case maintenance of CSES DAIL messages

A. Processing SNAP Recertification

You are processing a September SNAP recertification on August 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.

Per case notes, 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.

After confirming with client that factors remain unchanged, use the actual child support and child care support income received in May, June and July to determine the prospective monthly child support income amount for the six-month period.

DDPL shows the child received support as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/06/16</td>
<td>$126</td>
</tr>
<tr>
<td>05/14/16</td>
<td>$126</td>
</tr>
<tr>
<td>05/20/16</td>
<td>$126</td>
</tr>
<tr>
<td>05/27/16</td>
<td>$126</td>
</tr>
<tr>
<td>06/03/16</td>
<td>$126</td>
</tr>
<tr>
<td>06/10/16</td>
<td>$126</td>
</tr>
<tr>
<td>06/17/16</td>
<td>$126</td>
</tr>
<tr>
<td>06/24/16</td>
<td>$  63</td>
</tr>
<tr>
<td>07/01/16</td>
<td>$  63</td>
</tr>
<tr>
<td>07/08/16</td>
<td>$100</td>
</tr>
<tr>
<td>07/15/16</td>
<td>$126</td>
</tr>
<tr>
<td>07/22/16</td>
<td>$126</td>
</tr>
<tr>
<td>07/29/16</td>
<td>$  44</td>
</tr>
</tbody>
</table>

Child support officer confirms 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.
One STAT/UNEA panel exists for the child.

Complete the STAT/UNEA Code 36 (Disbursed Child Support) PIC for the child as follows:

- **Date of Calculation = 08/27/16**
- **Pay Frequency = 1**
- On the “Income Received” side (left side) enter:
  - 05/31/16 $ 504.00
  - 06/30/16 $ 441.00
  - 07/31/16 $ 459.00

The PIC on the STAT/UNEA panel will look like this:

```
SNAP Prospective Income Calculation

Date Of Calculation: 08 27 16  Pay Frequency: 1

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Gross Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>05 31 16</td>
<td>$ 504.00</td>
</tr>
<tr>
<td>06 30 16</td>
<td>$ 441.00</td>
</tr>
<tr>
<td>07 31 16</td>
<td>$ 459.00</td>
</tr>
</tbody>
</table>

Total: $ 1404.00

Shift PF7/PF8 To Scroll

Average Income/Pay Date: $ 468.00
Prospective Monthly Income: $ 468.00
```

Document in CASE/NOTEs how you determined the prospective monthly child support income. For example:

**UNEA:** Unit receives child support payments for basic support, child care, and medical support per PRISM & child support officer. The medical support is reimbursement for incurred expenses and not counted for SNAP. The unit has no child care costs at this time, so child care support income is counted. The basic support of $341 is regularly received. The child care support fluctuates from $110-$163/month. On PIC, entered actual last 3 months of basic and child care support payments to determine amount to anticipate in SNAP budget: $468 per month.

### B. Ongoing Case Maintenance – CSES DAIL Messages

Cases with an active MAXIS-PRISM link and ongoing child support income will receive CSES DAIL message(s) each month. Because this information is known to the agency, worker must review the income information and, if appropriate, update the PIC and approve new results.
On October 4, you receive CSES DAIL messages indicating the following basic child support was disbursed to the child in September:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/06/16</td>
<td>$126</td>
</tr>
<tr>
<td>9/13/16</td>
<td>$126</td>
</tr>
<tr>
<td>9/20/16</td>
<td>$ 89</td>
</tr>
</tbody>
</table>

On October 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 September represents $341 child support and $163 child care support. The distribution amount among the various child support obligations for September is as follows:

- $126 sent 09/05 for basic child support
- $126 sent 09/12 for basic child support
- $126 sent 09/19, $89 for basic child support, $37 for child care support
- $126 sent 09/26, 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 September child care support obligation) issued to the unit in September 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 September recertification. Document this in CASE/NOTEs. For example:

** CSES messages reviewed **
Reviewed 09/16 CS income reported via PRISM interface. The amounts are within the realm used for current six month budget, so no adjustment of PIC or SNAP budget needed at this time.

**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 up to $300 (actual expenses) would be 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 PIC, you would have entered $341 in the “Gross Amt” field for May, June and July.
Child support irregularly received – Distribution received due to tax intercept

You process a March recertification on February 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 is budgeted when determining the unit’s SNAP eligibility and benefit level.

On May 3, the unit reports receiving an $800 child support payment on April 25. You take action on this information on May 5. Through discussion with the 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.

Action is required to update STAT with this information. Complete a STAT/UNEA Code 36 (Disbursed Child Support) panel. Below is what the PIC will look like:

![SNAP Prospective Income Calculation](image)

Document this in CASE/NOTEs. For example:

*Client reported receiving child support payment of $800 on 04/25. Through discussion with client and the child support officer, determined payment was due to tax intercept. UNEA created, but anticipated $0 on PIC because it is not reasonably certain there will be additional income received in this six month budget period.*
References

Combined Manual
- CM 0008 – Changes in Circumstances
- CM 0008.06.01 – Implementing Changes – Program Provisions
- CM 0017.15.03 – Child Support and Spousal Support Income
- CM 0017.15.30 – Lump Sum Income
- CM 0017.15.60 – Evaluation of Lump Sums
- CM 0017.15.75 – Reimbursement of Expenses
- CM 0018.09 – Dependent Care Deduction
- CM 0022.03.01.03 – Prospective Budgeting – SNAP Provisions

POLI TEMP
- TE02.08.150 - Child And Spousal Support Disbursements
- TE19.154 - QTIP #154 - Budget Correct Disbursed CS Amt

For case-specific policy questions, submit questions to Policy Quest.

For system-based questions, contact the TSS Help Desk or submit a PF11.