

## CHILD SUPPORT COLLECTION CALCULATION INSTRUCTIONS

1. Perform a social security number search to identify all of the noncustodial parent's accounts on CSMS.
2. Once the accounts are located, exclude:
  - any account that has a FIPS code of 136 and any other county from the calculation;
  - any account that did not have at least one child under the age 21 as of the end of the tax year in question;
  - any account that did not have a current support order in effect for at least 6 months in the tax year in the tax year in question.
3. For each account remaining, review the ASSETS money transactions information as follows:
  - a. Search the money transactions with a date range of 1/1/tax year through 12/31/tax year for all positive and negative 50, 53, 54, 55, 56, 57, 71, 72, 74, 75, and 77 payment batches,
  - b. If the noncustodial parent claims additional payments were not credited, search money transactions with a date range of 1/1/succeeding tax year through 1/10/succeeding tax year for all positive and negative 50, 53, 54, 55, 56, 57, 71, 72, 74, 75, and 77 payments batches to find any December payment dates that may have been posted in January of the succeeding year. If sufficient proof is provided and verified, these payments would be considered in the calculation.
  - c. Total the payments from **3.a.**, and the verified December payments from **3.b.**
  - d. Next, search a date range of 1/1/tax year through 12/31/tax year for all 69 due transactions.
  - e. Total the 69 due transactions for all 21A, 21B (except for 21BM) and 11B ledgers. Take into account any due adjustments completed during the following year for the prior tax year.
4. If the total payments calculated in **3.c.** are greater than or equal to the total due calculated in **3.e.**, indicate on the results form that the NCP meets the qualifications. If the payments are less than the total due indicate on the results form that the NCP does meet the child support qualifications.