

FINDING INFORMATION IN KIDS

This document offers one method of navigating through KIDS to find Child Support payment information. It is not the only way to find this information; ask your CARES or Policy Coordinator to contact the [DHFS Learning Center](#) for the more information on the “KIDS Basics” module for Eligibility Workers” class.

- Find All Cases In Which Your Participant Is Involved:
- Find Any Payments Made To Your Participant
- Find How a Payment was distributed
- Find Details About An Order
- CWW Entries

LOG ON TO KIDS:

NOTE: The following case example is NOT an actual KIDS case.

1. At the sign-on screen, type “CICSP330”. Press ENTER.
2. Enter your logon ID and password. Press ENTER.
3. At the next screen, type “kase”. Press ENTER.

You will now be at the KIDS Main Menu.

FINDING INFORMATION IN KIDS

FIND ALL CASES IN WHICH YOUR PARTICIPANT IS INVOLVED:

From the Main Menu search KIDS by selecting:

- 02 (Inquiry Functions), ENTER
- 02 (Case Information Submenu), ENTER
- 07 (IVD Case), ENTER

You should be at the Participant/Case Search screen. Tab down and enter the participant's social security number and press ENTER.

```

KATQ0A    PWR595                K I D S                VTPX0434
06/04/98  13:53:50            PARTICIPANT/CASE SEARCH
-----
**  KEY IN  LAST NAME  _____
      FIRST NAME  _____
      MI          -
      SEX         -

**  OR  **  PARTICIPANT SSN, IF KNOWN  55555555

**  OR  **  IV-D CASE #, IF KNOWN  _____

**  OR  **  PARTICIPANT PIN NUMBER, IF KNOWN  _____

**  OR  **  COURT CASE NUMBER, IF KNOWN  _____

      IF THE SPELLING OF THE LAST NAME IS UNCERTAIN,
      A PHONETIC SEARCH OPTION CAN BE SELECTED AFTER THE NAME SEARCH
    
```

NOTE: For any IV-D cases where the “case type” is KCAR or ARRK (Kinship Care cases), the CP is not the recipient of any support payments made. In these instances the child support payments are redirected to the State of Wisconsin. The exception to this is when the parent pays over the obligation amount, the remainder of the payment, not directed to the State of Wisconsin, is paid to the CP.

A list of cases will be generated. Screen print this page. Only those cases that have a court case number (the far right column) will have support paid on them. The Participant's PIN appears in the upper right part of the screen.

```

KATQ0C    PWR595                K I D S                VTPX0434  PAGE 01
06/04/98  14:08:13            LIST PARTICIPANT CASES
PART NAME PRESTA                KAYLA                PIN 000555555  SSN 555555555
PART      CASE FUNC CASE      CP NAME
IV-D #    ROLE STAT RELN      TYPE STAT  LAST      FIRST CNTY  COURT CASE #
-----
1  555555  CP  A  MOTH CONT COLL OPEN  PRESTA  KAYLA 55079  5555KA555555
2  555555  CP  A  MOTH AFDC COLL OPEN  PRESTA  KAYLA 55079  5555KA555555
3  555555  CP  A  MOTH AFDC COLL OPEN  PRESTA  KAYLA 55079  5555KA555555

      ENTER LINE NUMBER TO SELECT CASE FOR REVIEW 1_
-----

F1-HELP F2-JUMP-SAVE F3-MAIN MENU  F4-SUB MENU
F7-PREV PAGE          F8-NEXT PAGE          F12-CANCEL          ENTER-SELECT
    
```

FINDING INFORMATION IN KIDS

FIND ANY PAYMENTS MADE TO YOUR PARTICIPANT

From the KIDS page shown above, press F3 to return to the Main Menu.

DEBT and DISBURSEMENT INFORMATION

- 02 (Inquiry Functions), ENTER,
- 05 (Financial Information Submenu), ENTER,
- 16 (Disbursement Summary), Enter the social security number. ENTER

Access the **List Check/EFT Disbursements** (FKA) screen for the date range that you are interested in (path 02, 05, 16).

NOTE: Compare this data to the Participant Account Statement data which is available via the 02-05-05 path. Any amount that is being withheld from the custodial parent's payment will show here.

KIDS will bring up the **Disbursement Summary** screen showing net payments made for each participant. The data available includes the check print date, the court case for which the payment was made, the amount, and the check status. This screen still lists payments to the CP by court case number so that you can identify what payments apply to different children. However, you can no longer select a line number and press enter to see the debts that the collection was applied to. To view debt information you must access another screen in KIDS. In this example we are interested in the payment dated 10/19/2007 in the amount of **\$28.55** (line 1).

Make a screen print of this page and press the F12 key.

PRINT DATE	CHECK/EFT NUMBER	COURT CASE	AMOUNT	STATUS	STATUS DATE	3PTY RFND
1 10/19/2007	EFT9999999	0099FA000000A	28.55	RCKR	10/19/2007	
2 10/19/2007	EFT9999999	0099FA000000A	14.45	RCKR	10/19/2007	
3 10/12/2007	EFT9999999	0099FA000000A	28.55	RCKR	10/12/2007	
4 10/12/2007	EFT9999999	0099FA000000A	14.44	RCKR	10/12/2007	
5 10/06/2007	EFT9999999	0092PA000000A	280.46	RCKR	10/06/2007	
6 10/05/2007	EFT9999999	0099FA000000A	28.56	RCKR	10/05/2007	
7 10/05/2007	EFT9999999	0099FA000000A	14.45	RCKR	10/05/2007	
8 09/28/2007	EFT9999999	0099FA000000A	28.55	RCKR	09/28/2007	
9 09/28/2007	EFT9999999	0099FA000000A	14.45	RCKR	09/28/2007	
10 09/22/2007	EFT9999999	0092PA000000A	87.54	RCKR	09/22/2007	

ENTER LINE NUMBER TO SEE DETAIL FROM 08/01/2007 TO 10/23/2007
ACCOUNT BALANCE: 1217.74 RECOUPMENT SUBACCOUNTS: Y

F1-HELP F2-JUMP-SAVE F3-MAIN MENU F4-SUB MENU F7-PREV PAGE
F8-NEXT PAGE F12-CANCEL F14-JUMP-ERASE F15-PRINT ENTER-SELECT

Path: 02, 05, 16

FINDING INFORMATION IN KIDS

This screen is useful for two reasons:

1. It provides disbursement only data, without the other processing information that can make the case and participant account statements difficult to read, and
2. It gives you the ability to track payments made on a particular court case when a payee is involved in multiple cases.

BE SURE TO WATCH FOR DIFFERENT COURT CASE NUMBERS AS EACH KIDS PARTICIPANT HAS A SEPARATE COURT CASE NUMBER ASSIGNED. IF PAYMENTS ARE BEING MADE TO A CUSTODIAL PARENT UNDER DIFFERENT COURT CASE NUMBERS, YOU WILL HAVE TO REFER TO THE "LIST PARTICIPANT CASES" SCREEN DESCRIBED EARLIER TO DETERMINE WHICH PAYMENTS ARE FOR EACH CHILD.

NOTE: The date fields can be changed to view disbursement summaries for any time period.

The following chart explains all of the status codes listed on the Disbursement Summary screen above under the heading "STATUS."

Status Code	Definition
RCCR	CANCELED, REISSUED
RCKC	CANCELLED, NOT REISSUED
RCKO	OUTSTANDING
RCKR	CLEARED
RCKS	STOP PAYMENT
RCSR	ISSUED, STALE AND REEEMED
RCVR	VOIDED/CANCELED AND REDEEMED
RCSD	BAND CLEARED CANCELED STATE-DATE CHECK

FINDING INFORMATION IN KIDS

FIND HOW A PAYMENT WAS DISTRIBUTED

The CP PIN has defaulted into the ACCOUNT # field from path 02,02,07 or 02,05,16.

```

KATMQ3   DWD111   PRODUCTION   K I D S   VTCC1HQA
10/23/07 15:40:38   FINANCIAL INQUIRY SUBMENU
NAME: _____ L PIN: _____ SSN: _____
* * * * * PARTICIPANT PROTECTION * * * * *
-----
01 - COLLECTION INSTRUCTIONS           13 - VIEW COURT CASE OBLIGATIONS
02 - DAILY RECEIPTS                     14 - INQUIRE PAYER SUMMARY
03 - COURT ORDERS                       15 - INQUIRE PAYEE SUMMARY
04 - BONDS                               16 - CHECK/EFT DISBURSEMENTS
05 - PARTICIPANT ACCOUNT STATEMENT      17 - OST STALE-DATED REISSUE REQUEST
06 - CASE ACCOUNT STATEMENT
07 - SYSTEM LEVEL ACCOUNT STATEMENT
08 - AFDC/SC/KCAR ACCOUNT STATEMENT
09 - ARREARS CERTIFICATION
10 - INQUIRE CHECK/EFT DISBURSEMENT
11 - LIST TRANSACTIONS UNDER EVENT
12 - CASE/PART SUBACCOUNTS

ENTER NUMBER OF SELECTION 5_   ENTER ACCOUNT #   555555
-----
NOTE: FINANCIAL DATA PRIOR TO 01/01/2002 HAS BEEN ARCHIVED
F1-HELP           F2-JUMP-SAVE           F3-MAIN MENU           F4-SUB MENU
F12-CANCEL        F14-JUMP-ERASE
Path: 02, 05
    
```

Select option 5 and press enter you will arrive at the **Participant account statement** screen.

```

KATFAA   DWD111   K I D S   VTCC1HQA   PAGE 1 A
10/23/07 15:42:50   PARTICIPANT ACCOUNT STATEMENT   **MORE**
NAME: XXXXXXXX   TERRI   L PIN: 0000555555   SSN: 392000000
* * * * * PARTICIPANT PROTECTION * * * * *
-----
DEBT/SUBACCT TYPE: PART           $AMT PAID   NONS TAX2
STATUS/PYMT FREQ : RLSE           WITH        OPEN
PAYEE ACCOUNT NBR: 000055555   NO SUBACCT 0000000016
MONTHLY ORDER AMT:                $0.00      $0.00
CUR MNTH AMT OWED:                +0.00      -59.78
== =====
01 10/23/2007 BAL +1,217.74 +0.00 +44.64
02 10/19/2007 DISB +0.00 -28.55 +0.00
03 10/19/2007 DISB +0.00 -14.45 +0.00
04 10/19/2007 DIST +28.55 +0.00 +0.00
05 10/19/2007 DIST +14.45 +0.00 +0.00
06 10/12/2007 DISB +0.00 -28.55 +0.00
07 10/12/2007 DISB +0.00 -14.44 +0.00
08 10/12/2007 DIST +28.55 +0.00 +0.00
-----
ENTER LINE NUMBER TO SEE DETAIL OR HISTORY 4_
DATE FROM 08/01/2007 DATE TO 10/23/2007
M: 001 SUBACCOUNT COLUMNS WERE BUILT FOR DISPLAY
F2-JUMP-SAVE F3-MAIN MENU F4-SUB MENU F6-REST ARCH F7-PREV PAGE F8-NEXT PAGE
F9-FIRST PAG F12-CANCEL F14-JUMP-ERA F15-PRINT F19-PAGE LEF F20-PAGE RIG
Path: 02, 05, 05
    
```

FINDING INFORMATION IN KIDS

The **Participant Account Statement** (FAA) screen above shows the same disbursements of support payments that were listed on the previous screen. (Line 2 shows the \$28.55 payment

FINDING INFORMATION IN KIDS

that was on line 1 on the previous screen.) This screen also shows the distribution of the collection through the case debts. To find the debts that a payment was applied to, you must find the **DIST** (distribution) line for the collection.

Compare this screen to the screen print of the List Check/EFT Disbursements (FKA) screen to find the DIST lines for the payments you are interested in. In this example the payment printed on **10/19/2007 (\$28.55)** that was on line 1 of the List Check/EFT Disbursements (FKA) screen is the collection that we need debt information for.

Most collections are distributed and disbursed either on the same day, or within a day or two of each other. Therefore, you are looking for a DIST line in the amount of \$28.55 that is dated 10/19/2007 or earlier. Line 4 is the DIST line dated 10/19/2007 in the amount of \$28.55. The detail behind this line will show the debts that the \$28.55 collection was applied to. Select line 4 and press enter, this will take you to the **List Financial Event/Transaction** screen.

```

KATFEB      DWD111                      K I D S                      VTCC1HQA  PAGE  01
10/23/07   15:57:36      LIST FINANCIAL EVENT/TRANSACTION

EVENT TYPE:  RECEIPT          EVENT ID: 0999999999          NOTES: N
WORKER ID:   KIDS9999          APPR BY:                      OVERRIDE CASE1:
EFFECTIVE DT: 10/12/2007      DT RECVD: 10/19/2007        OVERRIDE CASE2:
COLL METH:   EFT              COLL SRCE: INCW              REASON CODE:
                                FROM                          TO
  TRAN  TRAN  FROM ACCT  DEBT    TO ACCT  DEBT    AMOUNT  AMOUNT  P B S
  DATE  TYPE  NUMBER    CLASS   NUMBER   CLASS   APPLIED RMNG   A R R
=====
1 10/19/2007 POST          10          710000          85.00   0.00
2 10/19/2007 ALOC        710000          742000          56.45   0.00
3 10/19/2007 DIST        742000 CSUP          724000          56.45   0.00
4 10/19/2007 ALOC        710000          2800000         28.55   0.00
5 10/19/2007 DIST        2800163 CSUP          690646          28.55   0.00

WI SCTF REF #: 850000 0012 0000  ENTER LINE NUMBER TO SELECT TRANSACTION:  ___
-----

F1-HELP      F2-JUMP-SAVE F3-MAIN MENU F5-NOTES      F7-PREV PAGE F8-NEXT PAGE
F12-CANCEL   F14-JUMP-ERA F15-PRINT    F16-RECEIPT  F17-CHECK   ENTER-SELECT
  
```

Path: 02, 05, 05. Select DIST line and press enter

This screen shows how the NCP's payment was applied in KIDS. This NCP is making payments to more than one case. However, we are only interested in the \$28.55 that was sent to our CP. We already know our CP's PIN (690646) because it is on the List Check/EFT Disbursements (FKA) screen that we initially printed. We are therefore looking for a \$28.55 collection that was distributed to PIN 690646.

To see the debts that the \$28.55 collection was applied to, find the **DIST** transaction for the collection (line 5). It shows that the entire amount was applied to the CSUP debt on KIDS case 2800163 (FROM ACCT NUMBER) and distributed to our CP PIN 690646 (TO ACCT NUMBER).

When you are done review one transaction press F12 to return to the List Financial Event/Transaction to select the next payment from your screen print.

FINDING INFORMATION IN KIDS

CSUP and Arrears

KATFEB	DWD111	K I D S	VTCC1HQA	PAGE	01					
10/23/07	16:46:04	LIST FINANCIAL EVENT/TRANSACTION								
EVENT TYPE: RECEIPT		EVENT ID: 0999999999999		NOTES: N						
WORKER ID: KIDS9999		APPR BY:		OVERRIDE CASE1:						
EFFECTIVE DT: 08/17/2007		DT RECVD: 08/24/2007		OVERRIDE CASE2:						
COLL METH: EFT		COLL SRCE: INCW		REASON CODE:						
FROM			TO							
TRAN	TRAN	FROM ACCT	DEBT	TO ACCT	DEBT	AMOUNT	AMOUNT	P	B	S
DATE	TYPE	NUMBER	CLASS	NUMBER	CLASS	APPLIED	RMNG	A	R	R
=====	=====	=====	=====	=====	=====	=====	=====	=	=	=
1	08/24/2007	POST	10	777777		85.00	0.00			
2	08/24/2007	ALOC	711111	788888		56.45	0.00			
3	08/24/2007	DIST	744444	CSUP	766666	56.45	0.00			
4	08/24/2007	ALOC	712222	2888888		28.55	0.00			
5	08/24/2007	DIST	2888888	CSUP	555555	18.55	0.00			
6	08/24/2007	DIST	2888888	CUSTA	555555	10.00	0.00			
WI SCTF REF #: 850605 0014 0000 ENTER LINE NUMBER TO SELECT TRANSACTION: ____										

F1-HELP		F2-JUMP-SAVE		F3-MAIN MENU		F5-NOTES		F7-PREV PAGE		F8-NEXT PAGE
F12-CANCEL		F14-JUMP-ERA		F15-PRINT		F16-RECEIPT		F17-CHECK		ENTER-SELECT
Path: 02, 05, 05 sel DIST line and press enter										

This is an example of a collection split between multiple debts (CSUP and CUSTA) for CP PIN 690646. The \$28.55 payment from the List Check/EFT Disbursements (FKA) screen was dated 08/24/2007.

This is the detail of the distribution of the collection. There is a separate DIST line for the amount applied to each debt. It shows that \$18.55 was applied to CSUP and \$10.00 to CUSTA. The ALOC line above the DIST lines shows the total amount of the payment (\$28.55) that was split between the CSUP and CUSTA debts.

FINDING INFORMATION IN KIDS

W-2 Case

KATFEB	DWD111	K I D S	VTPX2047	PAGE	01					
10/26/07	11:32:07	LIST FINANCIAL EVENT/TRANSACTION								
EVENT TYPE: RECEIPT		EVENT ID: 055555555555		NOTES: N						
WORKER ID: KIDS9999		APPR BY:		OVERRIDE CASE1:						
EFFECTIVE DT: 10/19/2007		DT RECVD: 10/20/2007		OVERRIDE CASE2:						
COLL METH: CHEK		COLL SRCE: INCW		REASON CODE:						
		FROM		TO						
TRAN	TRAN	FROM ACCT	DEBT	TO ACCT	DEBT	AMOUNT	AMOUNT	P	B	S
DATE	TYPE	NUMBER	CLASS	NUMBER	CLASS	APPLIED	RMNG	A	R	R
=====										
1	10/20/2007	POST	10		1097777	121.00	0.00			
2	10/20/2007	ALOC	1097777		1144444	65.00	0.00			
3	10/20/2007	DIST	1144444	CSUP	41	37.45	37.45	R		
4	10/20/2007	DIST	1144444	CSUP	1097777	27.55	0.00	P		
5	10/20/2007	AURG	1097777	URTA	41 RCP1	65.00	0.00			
6	10/20/2007	ALOC	1097777		3777777	56.00	0.00			
7	10/20/2007	DIST	3777777	CSUP	3700000	56.00	0.00			

WI SCTF REF #: 400260 0095 0001 ENTER LINE NUMBER TO SELECT TRANSACTION: ____										

F1-HELP		F2-JUMP-SAVE		F3-MAIN MENU		F5-NOTES		F7-PREV PAGE		F8-NEXT PAGE
F12-CANCEL		F14-JUMP-ERA		F15-PRINT		F16-RECEIPT		F17-CHECK		ENTER-SELECT
Path: 02, 05, 05 sel DIST line and press enter										

This is an example of an application of a collection on a W-2 assigned case. The CP is PIN 1096237. The amount of the payment from the List Check/EFT Disbursements (FKA) screen was \$27.55. The date of the payment was 10/20/2007. This is the detail of the DIST line for this payment.

The DIST transaction on line 4 shows that the entire \$27.55 was applied to the CSUP debt. The actual collection amount for this case was \$65.00. (See line 2.) However, the collection was divided between the retained amount and the amount passed-through to the CP. We are only interested in what the CP received so we are only concerned with line 4, the payment to her. Every **DIST** line with the CP PIN in the TO ACCT NUMBER field shows the application of a payment to her. In this example there is only the 1 DIST line to her.

Note: Some payments are “held” in KIDS for some time before they are disbursed. In these situations the distribution and disbursement of the money may be days or months apart. If you are unable to find the DIST line for a collection, please contact your local child support agency for assistance.

FINDING INFORMATION IN KIDS

TO FIND DETAILS ABOUT THE ORDER

Press F3 to return to the Main Menu.), from the main menu select,

02 (Inquiry Functions), ENTER

05 (Financial Information Submenu), ENTER

06 (Case Account Statement), ENTER, Enter the IV D case number in the correct line.

KATFAA DWD134		K I D S		LOCWH32A PAGE 1 A	
06/04/98 10:12:18		IV-D CASE ACCOUNT STATEMENT		**MORE**	
NCP: COFFEE ANTHONY		B PIN: 00000XX55555 IV-D #: 0000XX6666			
CP: PRESTA KAYLA		P PIN: 00001555555 WRKR #: XDA029			
DEBT/SUBACCT TYPE:	CASE	AMT PAID	CHLD CSUP	CHLD CUSTA	
STATUS/PYMT FREQ :	RLSE	WITH	OPEN BIWK	OPEN	
PAYEE ACCOUNT NBR:	065555	NO SUBACCT	1555555		
MONTHLY ORDER AMT:		\$0.00	\$512.00	\$0.00	
CUR MNTH AMT OWED:		+0.00	+512.00	+0.00	
== =====					
01	06/03/1998	BAL	+0.00	+0.00	+512.00 +128.08
02	05/31/1998	CHRG	+0.00	+0.00	+512.00 +0.00
03	05/18/1998	CHEK	+277.32	+0.00	-234.68 -42.64
04	05/04/1998	CHEK	+277.32	+0.00	-277.32 +0.00
ENTER LINE NUMBER TO SEE DETAIL OR HISTORY <u>01</u>					
DATE FROM 05/01/1998 DATE TO 06/04/1998					

Select line 01 (BAL) and press ENTER.

KATFSA DWD134		K I D S		LOCWH32A PAGE 01					
06/04/98 10:31:43		SELECT CASE SUBACCOUNT							
NCP: COFFEE ANTHONY		B PIN: 00000XX55555 IV-D #: 0000XX6666							
CP: PRESTA KAYLA		P PIN: 00015555555 WRKR #: XDA029							
DB TO MO:	\$0.00	CR TO MO:	\$0.00	ACCOUNT BALANCE					
DB TO DT:	\$16,888.54	CR TO DT:	\$16,888.54	\$0.00					
STAT	TYPE	DEBT CLASS	PAYEE #	START DT	FREQ. AMT DUE	PERIOD AMT DUE	SUBACCT BALANCE	S F	I I
====	====	=====	=====	=====	=====	=====	=====	====	====
1	OPEN	CHLD CSUP	1533879	08/04/1995	+ 512.00 +	512.00 +	128.08	N N	
2	OPEN	CHLD CUSTA	1533879	08/04/1995	+ 0.00 +	0.00 +	5.12	Y Y	
3	OPEN	CHLD CUSTAI	1533879	01/31/1996	+ 0.00 +	0.00 +			
4	OPEN	COST CBT	51	08/04/1995	+ 0.00 +	0.00 +			
5	OPEN	NONS FRD	50	08/04/1995	+ 0.00 +	0.00 +			
ENTER LINE # TO SELECT <u>_1</u>									

The "DEBT CLASS" column lists all the types of support to be paid. Select the line number of a support type that is ordered to be paid to your participant (PIN appears in the Payee # column) and press ENTER. Note that a \$0.00 in the Freq Amt Due column may indicate that a percentage is ordered. Debt class codes can be found in the KIDS Appendix, page A-24; most common codes are CSUP (Current Support), CUSTA (Arrears).

FINDING INFORMATION IN KIDS

```

KATFSB   DWD134                K I D S                L0CWH32A
06/04/98 10:39:23             DISPLAY SUBACCOUNT DETAIL
NCP: COFFEE                ANTHONY                B PIN: 0000065555 IV-D #: 0000166666
CP:  PRESTA                KAYLA                  P PIN: 0001555555 WRKR #: XDA029
DEBT TYPE:                CHLD
DEBT CLASS:                CSUP
PAYEE ACCT #:                1555555                3PTY PAYEE TYPE / ID:
START DATE:                08/04/1995            PAID TO DATE:                $13,708.56
END DATE:                  02/10/2014            NEXT CHARGE DATE:           06/30/1998
FREQUENCY AMOUNT DUE:      $512.00                EPS FREQUENCY:
PERIOD AMOUNT DUE:        $512.00                EPS AMOUNT:
CHARGING FREQUENCY:        BIWK                    EPS START DATE:
FREQUENCY AMOUNT:          $256.00                EPS END DATE:
FREQUENCY PERCENT:
* INDICATORS *
IRS TAX: N STATE TAX: N LICENSING: N DEBIT TO DATE:                $16,128.00
COLLECTION AGENT: N INC WITHHOLDING: Y DEBIT FOR MONTH:                $0.00
INTEREST RATE: 0.00 CREDIT TO DATE:                $15,616.00
CREDIT FOR MONTH:                $0.00
CURRENT BALANCE:                $512.00
CREATED: 12/01/1995 LAST UPDATED: 06/01/1998 BY WORKER: KIDS9999
    
```

The **Display Sub-account Detail** screen displays the order amount and **frequency**. In this example, the non-custodial parent is ordered to pay current support of **\$256 biweekly**. (KIDS converts this into a monthly amount based on the number of times the order has to be paid each month; they do not use 2.15 or 4.3 as we do.)

Press ENTER to return to the Select Subaccount Detail screen. If there were other types of support ordered, choose the support type and press ENTER.

To determine which children the support order is for, press F4 to access the Inquiry Functions Menu. Select:

- 01 (Participant Information Submenu), ENTER
- 01 (Participant Data), ENTER

The **List Case Participants** screen lists the custodial parent, non-custodial parent, and children on the IV-D case.

```

KATQ0B   DWD134                K I D S                L0CWH32A  PAGE 01
15:35:08 06/04/98             LIST CASE PARTICIPANTS
NCP: COFFEE                ANTHONY                B PIN: 0000065555 IV-D #: 0000166666
CP:  PRESTA                KAYLA                  P PIN: 0001555555 WRKR #: XDA029

LAST NAME   FIRST NAME  M   PIN      TYPE  T X BIRTHDATE  REL   SSN
=====
1 PRESTA    KAYLA      P 5555555555 CP   A F 02/20/1961 MOTH 5555555555
2 COFFEE    ANTHONY    B 6666666666 NCP  A M 03/26/1966 FATH 6666666666
3 COFFEE    BRIANNE    A 1111111111 CHLD A F 10/04/1988 CHLD 7777777777
4 COFFEE    SYDNEY     D 7777777777 CHLD A F 02/10/1995 CHLD 8888888888

ENTER LINE NUMBER TO SELECT PARTICIPANT ____
    
```

FINDING INFORMATION IN KIDS

In this case, it was easy to see the regular payments on the participant account statement and to determine that the monthly amount paid matched the order. This is not true in all cases. Since child support amounts and payment dates frequently fluctuate, a best practice may be to average the child support paid in the 3 months prior to the review month. In some circumstances, more or less than 3 months can be used. Consider changes that have occurred or can reasonably be anticipated to occur when making the prospective estimate.

CWW ENTRIES

It is important that the income is correctly entered in CWW for proper issuance of benefits. The most up-to-date information about Child Support and Maintenance is displayed on the Child Support Income Page. Child Support and Family Support must be prorated among the members covered by the court order. REMEMBER that Family Support prorations probably include the custodial parent. Child Support would be prorated for only the children covered by the court order. Maintenance is budgeted for the person actually receiving it.

Remember> FS reduced reporting households only need to report income changes when the change increases their income from under to over 130% FPL.

In the following example, the order is for 2 children (per the List Case Participants, above). When budgeting the support in CWW, an equal share is budgeted for each child. This is a complicated case example (just like the real world). Remember to budget only if payments are actually being made to your participant.

In this scenario, support is ordered biweekly. Based on the payment information found on the Participant Account Statement and the detail screens, current support of \$512 is paid monthly in two payments. The \$42.64 applied to arrears is actually the result of the employer sending payments on a different schedule than what KIDS is programmed for. Based on a review of the payments, it appears the employer is sending payments semi-monthly. KIDS is looking for bi-weekly payments, meaning that 2 months a year the employer will send only two payments when KIDS is expecting three.

In a three paycheck month, KIDS will build an arrears balance for \$256 (the biweekly amount). Then, over the next several months, the extra \$42.64 will be applied against those arrears. Over a 12-month period, the average is \$256 biweekly. To determine if this is happening, it is important to review the payment history. Another indicator would be if the arrears balance is less than one payment amount.

To correctly budget the income, the \$256 received bi-weekly is multiplied by 2.15. The current support of \$275.20 was calculated as follows:

The \$256 is budgeted using the biweekly factor of 2.15: $\$256 \times 2.15 = \550.40

The order is for two children; each is budgeted an equal share: $\$550.40 / 2 = \275.20

The second child would have a CWW Child Support Unearned Income page completed exactly the same the one shown on the following page:

FINDING INFORMATION IN KIDS

Unearned Income Cancel Reset

Effective Period

* Begin Month: 05 / 2007 End Month: MM / YYYY Last Updated:

Delete Reason:

Income Information

* Individual: ROSA PRESTA 11F DAU SSN: Sequence: 0

* Income Type: CSCC - CHILD SUPP-CURRENT,NOT RTND

* Verification: DE - DATA EXCHANGE

Claim SSN Number: N/A

* Income Begin Date: 01 / 01 / 2007 Income End Date: MM / DD / YYYY

* Income Discontinued? Date Loss Of Income Reported: MM / DD / YYYY

* Frequency Period: B - BI-WEEKLY Number of Pays: 0

* Income Available? Yes Monthly Amount: \$

Disregards and Expenses

SSI Pass Account Amount: \$.

SSIE Expenses: \$. Verification:

FFU Child Support Disregard Amount: \$. * Current Disregard Amount: \$.

* SSA COLA / Disabled Adult Children Disregard Amount: \$.

Details

Delete Gross Income Amount: \$. Verification:

Gross Income Amount	Verification	Delete	
275.20	DE - DATA EXCHANGE	<input type="button" value="X"/>	<input type="button" value="Refresh"/>

Comments:

Current Size = 0 characters (240 characters max.)

Enter New Begin Month: MM / YYYY

Individual: NICK PRESTA 2M SOI Sequence: Updated on or before: MM / DD / YYYY

Enter an equal share for each child.



Enter an equal share for each child.



Document, document, document. If you document the method used to calculate prospective income, and it is reasonable, you reduce the risk of having a QC error. Anytime you do not use the information displayed on the Child Support Income Page you must document why you used information found in KIDS.