

Department of Social and Health Services

Olympia, Washington

EAZ Manual

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Summary

Updated the EAZ chapter child support to include child support pass-through payments

Child Support

Revised ~~March 4,~~ [December 28, 2020](#)

Purpose:

This chapter provides information and instructions on the assignment of support rights to the State. It includes the requirement to cooperate with the Division of Child Support (DCS) as a condition of eligibility for TANF and SFA.

[WAC 388-422-0005](#) What happens to my child and spousal support when I get public assistance?

- [Clarifying Information and Worker Responsibilities](#)

[WAC 388-422-0010](#) Do I have to cooperate with the division of child support (DCS)?

- [Clarifying Information](#)

WAC 388-422-0020 What if you are afraid that cooperating with the division of child support (DCS) may be dangerous for you or the child in your care?

- [Worker Responsibilities](#)

WAC 388-422-0030 What happens if my support is more than my TANF or SFA cash benefit?

- [Worker Responsibilities](#)

Clarifying Information - [WAC 388-422-0005](#)

Child Support Requirements

1. A parent/caregiver assigns all rights to support, including child support, child care, and spousal maintenance for each person applying for or getting TANF/SFA.
- ~~1.2.~~ Effective February 1, 2021 TANF households are eligible to receive child support pass-through up to \$50 each month for households that include one child, and up to \$100 for households with two or more children. The amount of pass-through will not be more than what DCS collects during the month.
- ~~2.3.~~ A parent/caregiver incurs a debt with DCS if they retain support payments, except for pass-through, received after the assignment to DCS.
- ~~3.4.~~ DCS establishes and enforces child support and medical support on a case when a child receives TANF or SFA, unless the department grants good cause not to cooperate. A parent/caregiver whose child receives TANF or SFA doesn't have the option to request DCS taking only partial action on their case.

Note: In some cases child support arrears "past due support" is not assigned to the state and is forwarded to the custodial parent while on TANF. Budget child support arrears income received by the custodial parent as unearned income "DP".

Note: Effective February 1, 2021 Pass-through payments do not affect TANF/SFA grants. However, these payments must be budgeted for Basic Food. Workers must use SEMS for each active child support case to anticipate child support amounts. The SEMS Disbursement History (DH) screen shows the amount disbursed and passed through to the custodial parent/caregiver and the ClientCase History (CH) screen shows how the payment is applied for current and arrears support. Using the CP valid value will budget this income correctly for Basic food and exempt it for TANF.

Worker Responsibilities - [WAC 388-422-0005](#)

How do I complete child support referrals?

1. Enter Non-Custodial parent (NCP) information for TANF and SFA applications in ACES on the Non-Custodial Parent Screen (NCP). The ACES Manual provides information about completing the NCP page and processing the case in ACES.
2. Collect and enter as much information as possible on the NCP page so the system can generate the Division of Child Support (DCS) referral (SEMS Quick Referral) for DCS to establish paternity or collect support.
3. In SEMS, choose the Quick Cash (QC) option from the drop down menu ~~in SEMS~~ to check for child support income, send comments to DCS when screening parent/caregivers for child support income or payments. ~~SEMS QC can be found at the SEMS website (only authorized DSHS staff can enter this website).~~
4. Notify DCS if a parent/caregiver receives a support payment from any party other than DCS **after** assignment is complete.
5. Treat support payments received by the parent/caregiver **prior** to assignment as unearned income.

Note: See [Treatment of Income Chart](#) and [Child Support Matrix](#) for details on how to treat and code child support income.