

Child Support

Assess the child support:

If someone is ordered to pay child support directly to the clerk, normally the clerk with assess and take a payment all at the same time. To make this easier we have added a transaction that combines this step.

Add the Requirement to the person who owes the child support.

Requirement Detail

Requirement type:*

Requirement code:*

Provider:

Assigned date: Start date:

Click the **Update** button to save your work.

Inside the **Requirement Detail** screen, scroll to the bottom to the Requirement Transactions section and click the **Options** link. Then click the **Add a transaction** link.



- Requirement transactions					Options
<input type="checkbox"/> Descending	Top				
Date	Type	Number	Memo	Amount	
None					

Transaction Detail

This is your **Take a Payment** screen.

Date = T

Type = Assess & Pay Child Support

Amount = amount of payment

Payment Method =select

Payor/payee = click the Lookup to get the name of the person paying.

Click the **Update** button to save your work.

Date:

Type:*

Amount:*

Payment method:

Payor/payee:

Address:

Transaction number:

Memo:

Reference number:

- Requirement transactions				Options
Date	Type	Number	Memo	Amount
1/30/2019 2:15:36 PM	Payment	0000015	Assess & Pay Child Support	\$150.00

Click on the Receipt Number to print the receipt. This payment will be included in your daily collections.

Add the Default Payee

Click the **Get name** button to select the person who receives the support payment.

Requirement Detail

cessfully

[Cases](#) | [Attributes](#) | [Alerts](#) | [Balances](#) | [Transactions](#)

Requirement type: Financials

Requirement code: Child Support Due to DHS

Provider: -- Select --

Assigned date: 1/30/2019

Start date: 1/30/2019

Scheduled end date:

New end date:

Status: PAID - Paid in Full

Status date: 1/30/2019

Default payee: **Get name**

Notes:



Click on the name of the payee or the person who receives the support:


Name Lookup

Select the desired name

Name	Description
Ingalls, Caroline	Petitioner (24JC1-2019-CS-1); Mother of Laura Ingalls
Ingalls, Charles	Respondent (24JC1-2019-CS-1); Father of Laura Ingalls
Ingalls, Laura	Child (24JC1-2019-CS-1); Daughter of Charles Ingalls; Daughter of Caroline Ingalls

This add them as the Default Payee.

Requirement type: Financials
Requirement code: Child Support Due to DHS
Provider: -- Select -- ▾
Assigned date: 1/30/2019  Start date
Scheduled end date:  New end
Status: PAID - Paid in Full
Default payee: **Caroline Ingalls**



Click the **Update** button to save your work.

Other Identifier

If you want the check to add the TCSES#, you must add that number to the Person Detail screen of the payor.

Other Identifier Detail
Charles Ingalls (File# 12)

Identifier type:* ▾
Case: ▾
Identifier:*


Make sure you select the case that this TCSES# is for.

Writing the Check

Menu | Miscellaneous | Financial | List Disbursable


List Disbursable Accounts

Select accounts to disburse

Transactions Thru: 

Total Amount Selected: \$0.00

**Press Submit if you change 'Transactions thru' date.
Press Update to create check.**

Account	Balance	Held
Mass disbursements		
Department of Human Services		
 <input checked="" type="checkbox"/> 29800.01 - Child Support DHS (Liability)	\$150.00	\$0.00

Select the Child Support option, then click **Submit** to verify the amount, then click **Update** to write the check.

Go through the check disbursement process as normal and print your check. But when you **cancel** out of the check, **print** the Check Disbursement screen as it has the information Child Support needs to know.

Check Disbursement Cash in Bank

Date: 1/30/2019 2:28:44 PM	Type: Check on multiple requirements
Name: Department of Human Services	Amount: \$150.00
Address: Child Support Receipting Unit PO Box 305200 Nashville, TN 37229	Check #: 10
Memo:	Ref #:

Case	Amount	Payee	Other ID	Assigned
Charles Ingalls (12; Case: 3; 24JC1-2019-CS-1) Child Support DHS	\$150.00	Caroline Ingalls	986532	
