



## Job Aid: Child Support Deduction

### Overview:

NC FAST will automatically calculate an income deduction for court ordered child support as long as evidence is entered correctly.

Both Child Support Expense Evidence and Court Order Expense Evidence are required. They are related and should be added in order. Dates and other details should match.

## Step-by-Step Instructions

### 1. Add Child Support Expense Evidence

**Child Details & Recipient Details:** Each of these sections provides three options, depending upon whether the person is a case participant (select from the drop-down menu), in NC FAST (search with the magnifying glass), or not in the system (type in the name and available details).

**Payment Details:** The information entered here is critical for obtaining a deduction.

**Amount:** Dollar amount of the child support payment

**Obligated Amount:** The legally obligated support payment amount (this field does not have an asterisk, but is necessary and important for court ordered evidence)

**Start Date:** Of payments

**Frequency:** Of payments

### 2. Add Court Order Expense Evidence

- A New Evidence pop-up appears. Add required expense from the list of expenses.
- Click the radio button next to the Child Support Expense entered in Step (1), then click **Next**.
- The next screen requires input of the following mandatory pieces of information:

**Received Date**

**Court Name**

**Start Date**

**Docket Number**

Note that dates should match the dates given in the Child Support Expense evidence. If the docket number is not known, 'unknown' can be entered in that field.

- Click **Finish**.

\*For Child Support Enforcement information, please refer to the *Child Support Enforcement Job Aid*