
DCSE Policy & Procedures Unit
Policy Update
PPU 03-06-008
June 24, 2003

SUBJECT: Conversion process of "other than monthly" court orders

This PPU is to notify all IV-D staff of general information only. The following information will be expanded in a future update to the Distribution & Debts Desk Aid dated October 2, 2000. Please **SAVE** this email for future reference. Please contact the Policy Unit if you have any questions regarding these or any other changes at ***DCSE-POLICY, CSE.POLICY or (602) 274-7951.**

In order to correctly convert a "non-monthly court order" on ATLAS the child support amount on the Debt Detail NCP (**DEDN**) screen must agree with the data entered on the Support Order Detail (**SUOD**) screen.

First, you must enter the court order information on SUOD Panel 1. When the child support frequency is an amount other than monthly, enter the correct code in the Child Support field from the table displayed by pressing [PF1] with your cursor in the Freq field, choose the correct code, for example BIW - BI-WEEKLY, TWM -TWICE MONTHLY, or WEE - WEEKLY. **ATLAS will automatically calculate the monthly amount for you.** In order to verify that the correct amount was calculated by ATLAS, check the Total Monthly Obligation field on Panel 1 after completing the support order details.

The Total Monthly obligation field is the key to entering the correct monthly accrual amount on DEDN.

1. Take the amount entered in the Total Monthly Obligation field,
2. Subtract the Clearinghouse fee, if any from Panel 2, and
3. Subtract the monthly amount of any judgments listed on Panel 2,
4. Enter the remaining balance in the monthly accrual field on DEDN.

Following the above instructions will ensure that SUOD and DEDN agree.

ATLAS uses the following multipliers when converting "other than monthly" orders to a monthly amount:

WEE/Weekly:	4.3450
BIW/Bi-weekly:	2.1730
TWM/ Twice Monthly	2.0000

Note: ATLAS will "round up" if the resulting 3rd decimal number is 5 or greater.
Example: a Weekly order of \$115 x 4.345 = \$499.675 = \$499.68 per month.

This information can also be referenced in OPUM section PR.03 Debt Management Overview and in the Distribution and Debts desk aid dated October 2, 2000.