

EXAMPLE: A redirected child support payment is received by BCSE in April, for the April child support obligation. The current month for RAPIDS' CSI purposes is April. A CSI is automatically issued for April child support during the month of May. If the payment received in April included payment for January, February and/or March, CSI payments are automatically issued for those months also.

All supplemental CSI payments require written approval from the DFA Family Support Policy Unit. The following information must be provided to the Help Desk in an e-mail message.

- Case number
- Case name
- The month in question
- A brief explanation of why the client should have received a CSI payment
- When N/A is displayed in the AP Seq Number on Screen IVFI which indicates a mismatched AP sequence number.

After approval is received from the DFA Family Support Policy Unit, RAPIDS staff will evaluate the reported problem and advise the local office of any required action. No approval will be granted unless this process is used. In addition, RAPIDS consults with BCSE State Office staff to correct AP sequence number mismatches. Supplemental CSI benefits are deposited in the EBT account.

EXCEPTION: The Worker may issue a supplemental CSI payment without prior approval only when the case number is written to MOBIUS Report WRBI271A, CSI Payments Not Issued Report. Auxiliary Reason Code 921 is used.

Adverse action notice requirements do not apply when a CSI will not be paid. However, they do apply when receipt of the CSI affects another benefit.

When a WV WORKS case is closed, and child support is received by BCSE in the effective month of closure, a CSI is issued in the month after closure for the child support received in the effective month of closure.

EXAMPLE: A WV WORKS AG is closed effective August for excessive earned income. The last month of receipt of a WV WORKS benefit is August, and child support is received by BCSE in August. A \$25 CSI is issued in September for August.

When received ineligibly, the CSI is subject to repayment. See Section 20.3. Received ineligibly includes, but is not limited to, BCSE crediting a payment to the wrong case, or the client failed to report income and received a WV WORKS benefit ineligibly.

3. Child Support Excess Payment (MR)

When the absent parent has no remaining state debt from previous TANF receipt and makes a payment to BCSE that is in excess of the current WV WORKS payment, any amount which exceeds the benefit is distributed to the custodial parent by BCSE. This payment is coded as MR on screen IVFI in RAPIDS. The Worker receives an alert that a payment has been sent to client. The Worker must code the excess payment as unearned income, then determine if the new countable income exceeds the WV WORKS benefit amount per Section 10.24,C,5. The child support excess refund must be coded to the children for whom it is intended as CSEO income on AFUI. If there is more than 1 child, the amount should be evenly divided among the children. When the countable income exceeds the WV WORKS benefit amount, then the Worker must close the WV WORKS benefit. **No disregards or deductions are applied to this payment.**

NOTE: The child support excess payment does not have to be reasonably anticipated to continue in order to be considered as unearned income.

EXAMPLE: Ms. Jones's TANF AG consists of herself and her 2 children. Her Worker receives an alert that a child support excess refund payment has been sent. Her Worker checks IVFI in RAPIDS and the MR amount is listed as \$20 for the month. She has no other income. The \$20 does not exceed the WV WORKS benefit amount of \$340, so the Worker adds the \$20 as unearned income. Following adverse action deadlines, the WV WORKS and SNAP benefits will reduce.

EXAMPLE: Ms. Smith's TANF AG consists of herself and her son. Her Worker receives an alert that a child support excess refund payment has been sent. Her Worker checks IVFI in RAPIDS and the MR amount is listed as \$305 for the month. She has no other income. The \$305 exceeds the WV WORKS benefit amount of \$301, so the Worker closes the WV WORKS AG and reduces the SNAP benefits following adverse action guidelines. The following month, her entire child support payment would be redirected to her.