

CHILDREN'S DIVISION CHILDREN'S INCOME AND DISBURSEMENT SYSTEM KIDS INCOME ENTRY FORM

PURPOSE:

The CS-KIDS-1 is used to record and enter outside income in the Children's Income and Disbursement System (KIDS) for children in Alternative Care who are in the custody of Children's Division. Types of income include: Supplemental Security Income (SSI), Social Security (OASDI), Child Support, Veterans Benefits, State and Federal Tax Intercepts, lump sum payments designated for use by the child, and other sources of income. While in the custody of Family Support, this income will be used to supplement the costs of maintaining a child in Alternative Care.

NUMBER OF COPIES AND DISTRIBUTION:

The CS-KIDS-1 is a five (5) copy self carboning form. Income may be received through a central office post office box by the Division of Finance and Administrative Services (DFAS) who will complete the CS-KIDS-1 and enter the income into the KIDS account. This includes Child Support that is sent directly to DFAS. DFAS staff will be responsible for maintaining at least one (1) copy of the form for five (5) years for auditing purposes.

NOTE: For OASDI and SSI income a tape match will be generated between the Social Security Administration, the Treasurer's office, DFAS, and the Children's Division for deposit into the KIDS account.

Occasionally, income will be received in the local county office. When this occurs, county staff should complete the CS-KID-1. County staff should retain the fifth copy (goldenrod) and mail all other copies to DFAS. DFAS's address is P. O. Box 3536, Jefferson City, MO 65103.

CS-KIDS-1 forms should be completed daily as income is received. Staff should never maintain income for more than one (1) day.

INSTRUCTIONS FOR COMPLETION:

The CS-KIDS-1 contains space for up to twelve (12) income lines. Additional CS-KIDS-1 forms should be used as needed as income is received. An asterisk (*) indicates fields that should not be completed by staff.

Line Number – This number is not entered but is listed on the CS-KIDS-1 form as a reference. Each line represents income received for an individual. The form can accept up to 12 lines of income information per form. Use additional CS-KIDS-1 forms as needed.

If a single check/cash payments is received but is designated for more than one child (i.e., child support check for two (2) children), indicate the amount of income designated for each child on individual line numbers.

Batch Number – This is a seven (7) digit field assigned by DFAS staff upon receipt of the form in Central Office. The number consists of the two (2) digit fiscal year, the three (3) digit Julian calendar date, and a two (2) digit sequential number (i. e., 94110536). The batch and line number are used in KIDS to reference the receipt of income for the client.

1. DCN: Enter the eight (8) digit Departmental Client Number (DCN) for the client on the form. A DCN must be entered on the CS-KIDS-1 for each client for whom income has been received. If the DCN is entered incorrectly on the form, the income will be credited to an incorrect account. Staff should review the child's account in KIDS periodically to assure that the income has been received and posted correctly. If discrepancies occur, contact the Payment Unit to resolve the problem.
2. Social Security Number: Enter the client's nine (9) digit Social Security Number (SSN). If the SSN is not known, leave this field blank.

NOTE: If a client in Alternative Care does not have a valid Social Security Number, it is the responsibility of the Case Manager to apply for the number through the local Social Security office. The SSN is needed for each client who receives interest on the income posted to his/her account for the Internal Revenue Service (IRS).

3. Client's Name: Enter the client's full name on the form. This information is not entered by DFAS staff but is displayed after the batch information has been entered based on the DCN entered on the form. The displayed name must match the name entered on the CS-KIDS-1 form.

NOTE: If the name displayed from the DCN in KIDS and the name entered on the form do not match, the DFAS data entry operator will place the income into a holding account. It will be the responsibility of the Payment Unit to identify the name and DCN for income placed into the holding account. The Payment Unit will contact the County Office in an attempt to identify the income.

This process will delay the receipt of income by the client. For this reason, it is important to enter the correct DCN, Name, and Social Security number for each income line on the form.

4. Income Source: This is a two (2) digit field. Enter the income source that is appropriate for every source of income received (i.e., enter 03 for SSI income in this field).

Income sources designated with one (*), two (**), or three (***) asterisks should not be entered on the CS-KIDS-1 by staff.

Only DFAS staff will use income sources identified with an (*). However, these income sources will be displayed the Family and Children Electronic System (FACES).

Staff shall not use codes designated with two asterisks (**). These codes will be displayed on the ZKID screen and reflect automatic postings/corrections of Child Support Income to KIDS.

Staff shall not use codes designated with three asterisks (***). These codes will be displayed on the ZKID screen and reflect automatic bank postings of Social Security (OASDI) and Supplemental Security Income (SSI) income to KIDS.

The income sources are as follows:

- 01 - Child Support - Use this code when the county received Child Support payments and needs to forward to DFAS for entry in KIDS. See Income Source Code 17 (Automated Child Support Enforcement Transaction) for automatic Child Support deposits.
- 02 - Social Security (OASDI)
- 03 - Supplemental Security Income (SSI)
- 04 - Veteran's Assistance
- 05 - Railroad Retirement Benefits
- 06 - Inheritance
- 07 - Federal Income Tax Intercept
- 08 - State Income Tax Intercept
- 09 - State Lottery Intercept
- 10 - Other – Use this code if the source of the income cannot be determined.
- * 11 - Outlawed Checks – This code is used by DFAS staff for checks issued by the State of Missouri over twelve (12) months ago as they are no longer valid. The Outlawed check could be a check written in FACES or a CS-KIDS-2 check written for a client who has left Alternative Care.

Upon notification that the state issued check is no longer valid, DFAS staff will use a CS-KIDS-1 to enter this income source for each client identified on the outlawed check. This action in KIDS will credit the account of the client whose income was used to create the check.
- * 12 - Canceled Checks – This code is used by DFAS staff to indicate a state issued check has been canceled. DFAS staff will cancel a state issued check upon notification from DFAS that the check should not be cashed. After the check has been canceled, DFAS staff will use this income source code to credit the appropriate child's KIDS account.
- * 13 - FACES Credit Adjustment – This code is used by DFAS staff to return income to an account in KIDS from a FACES check which resulted in an overpayment to an Alternative Care provider. An overpayment can be recovered from a provider using two (2) methods: A check deduction through FACES if pending payments will occur in the near future, or the provider can send a check to DFAS for the amount of the overpayment.
- * *DFAS Use Only – These fields are only completed by DFAS staff.*

Whenever a provider sends a check to DFAS to correct an overpayment, the check will be forwarded to the Payment Unit who will determine the amount of the overpayment. The Payment unit will advise DFAS of the amount for each client where KIDS funds were used, and the amount will be entered using a CS-KIDS-1. This action will credit the account in KIDS for each client whose external income was used in the overpayment.

NOTE: Check deductions will continue to appear online. If a client's outside income was used from KIDS to pay for the overpayment, the Payment Unit will determine the amount and request a transfer of funds by DFAS. The transfer will credit the account in KIDS for the amount of overpayment.

- * 14 - Insufficient Checks – This code is used by DFAS to indicate that a previously deposited check is being returned due to insufficient funds (bounced check). Upon notification from the Treasurer's Office, DFAS will complete a CS-KIDS-1 using the batch and line number for the check as it was originally entered into KIDS. This action will reduce the client's account by the amount of the bounced check.

DFAS will notify the Payment Unit that the check in question has been returned due to insufficient funds. The Payment Unit will attempt to contact the payee of the check in order to make the check good. County staff may be contacted by the Payment Unit to assist in locating the payee, if necessary.

NOTE: In some cases the income from the check may have already been used for other expenses leaving a zero (0) balance in the account (i.e., payroll expense). If this occurs, the insufficient funds transaction entered by DFAS may cause the child's KIDS account to show a negative amount.

The client's balance will be brought up to a positive amount when his/her next outside income check has been entered into KIDS. However, if no more income is expected to be received within the next few months and the client will be leaving Alternative Care shortly, contact the Payment Unit for assistance.

- * 15 - Interest Income – This income source is displayed for each account where interest has been posted. Upon notification from the Treasurer's Office, DFAS will enter the entire interest earned amount for all accounts in KIDS. After overnight processing, KIDS will post interest to all active, identified accounts. The interest amount for each account will be displayed in FACES.
- * 16 - Interest Removed – This income source is displayed whenever interest, which was originally posted to KIDS, has been removed due to an error in the amount of interest which was originally entered.
- * *DFAS Use Only – These fields are only completed by DFAS staff.*

- ** 17 - Automated Child Support Enforcement (CSE) Transaction – This code will reflect the automated posting of child support payments into the KIDS account.
 - ** 18 - Automated Child Support Enforcement (CSE) Correction – This code will reflect a reduction of income as a result of a correction i.e., money posted to an incorrect account. This will always be displayed as a negative amount.
 - ** 19 - Automated Internal Revenue Service (IRS) Adjustment – This code will reflect a correction of the KIDS account as a result of a child support IRS tax intercept which resulted in an overpayment of child support. This will always be displayed as a negative amount.
 - *** 22 - Bank OASDI – This code will reflect the automated posting of OASDI benefits into the KIDS account.
 - *** 33 - Bank SSI – This code will reflect the automated posting of SSI benefits into KIDS account.
 - * 99 - Conversion – This code identifies income that was entered into KIDS initially for conversion to the automated system.
5. Amount: This is a seven (7) digit field. Enter the amount of income received for the client. Each income source must be entered on a separate line.
 6. Payer Name/Address: Enter the name and address of the payer for each line of income entered on the form. This information is not entered into the system but will help the Payment Unit identify the source of the payer when the DCN or the SSN contain errors.
 7. Total Amount: Enter the total amount of the income on the form.
 8. Remarks: Enter any remarks necessary to identify the income attached to the form. This field is not entered into the system and should be used to indicate notes, exceptions concerning the CS-KIDS-1 form.
 9. FIPS County Code: Enter the FIPS code of the county submitting the CS-KIDS-1.
 10. County Name: Enter the name of the county submitting the CS-KIDS-1.
 11. Prepared by: Enter the date and signature of the person completing and reviewing the CS-KIDS-1 and mail to DFAS. This information is not entered into KIDS but serves as a reference for DFAS and the Payment Unit.

INSTRUCTIONS FOR RETENTION

A copy of this form is retained in the Children’s Services Financial Assistance record in the county office for a period of (5) years.

CS-KIDS-1 INCOME SOURCES

	01	CHILD SUPPORT
	02	OASDI
	03	SUPPLEMENT SECURITY INCOME (SSI)
	04	VETERAN'S ASSISTANCE (VA)
	05	RAILROAD RETIREMENT BENEFITS
	06	INHERITANCE
	07	FEDERAL INCOME TAX INTERCEPT
	08	STATE INCOME TAX INTERCEPT
	09	STATE LOTTERY INTERCEPT
	10	OTHER
*	11	OUTLAWED CHECKS
*	12	CANCELED CHECKS
*	13	CSIPS CREDIT ADJUSTMENT
*	14	INSUFFICIENT FUNDS
*	15	INTEREST INCOME
*	16	INTEREST REMOVED
**	17	AUTOMATED CHILD SUPPORT ENFORCEMENT (CSE) TRANSACTION
**	18	AUTOMATED CHILD SUPPORT ENFORCEMENT (CSE) CORRECTION
**	19	AUTOMATED INTERNAL REVENUE (IRS) ADJUSTMENT
***	22	BANK OASDI
***	33	BANK SSI
*	99	CONVERSION

*These are entered by DFAS only.

** These are displayed in FACES and reflect automatic postings/corrections of Child support to KIDS accounts.

***These are displayed in FACES and reflect automatic postings of SSI and OASDI income to KIDS accounts.

Staff will not use these codes.