



Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance
 600 Washington Street • Boston, MA 02111



MITT ROMNEY
 Governor

RONALD PRESTON
 Secretary

KERRY HEALEY
 Lieutenant Governor

JOHN A. WAGNER
 Commissioner

Field Operations Memo 2005-32
July 20, 2005

To:  **Transitional Assistance Office Staff**
From:  **Cescia Derderian, Assistant Commissioner for Field Operations**
Re: **P.O. Box Address for Child Support Checks**

Background

106 CMR 203.230, *Income from an Absent Parent*, provides for the child support payment to be paid to the applicant until the child is authorized to receive TAFDC benefits. **Once the TAFDC AU has been established, the recipient must relinquish the child support payment to the Department for forwarding to DOR.**

Purpose of Memo

The purpose of this memo is to notify TAO staff about sending child support payments to the Child Support Enforcement Unit (CSEU) of DOR when:

- the child support payments are received by the TAFDC recipient directly from the noncustodial (absent) parent; or
- a child support check is incorrectly sent to the recipient from DOR. If DOR's files were not updated with the current TAFDC active status, DOR sends the child support payment to the recipient. The recipient, aware of the TAFDC child support rule, returns the check from DOR to the TAO.

Forwarding Checks to DOR

A special PO Box has been established for child support checks that are being sent to DOR CSEU from DTA or the recipient.

When the TAFDC recipient relinquishes the child support check to the AU Manager:

- The recipient must endorse the check or money order and make it payable to the Commonwealth of Massachusetts, Child Support Enforcement Unit (CSEU) of DOR.
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**Forwarding
Checks to DOR
(continued)**

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- If the check is received in error from DOR, the recipient or AU Manager must write “void” across the front of the child support check- the check is not endorsed.
 - The AU Manager must write a brief note stating the name and SSN of the TAFDC recipient, the effective date of the TAFDC eligibility, and the name and SSN of the noncustodial parent. This information is used as tracking information for DOR.

Note: The recipient may send the check directly to DOR as long as the identifying information (names, SSNs and TAFDC start date) is included but the best practice is to give the payment to the AU Manager to send to DOR.

- The AU Manager submits the check and the note to the Director or designee. On a weekly basis, the Director or designee sends both to:
Child Support Finance
PO Box 9562
Boston, MA 02144-9562
Attn: Accounts Payable

Note: Never accept cash. The recipient must be told to change the cash to a bank or personal check. The cost of the bank check may be deducted from the full amount of child support received. For example, a five dollar cost is subtracted from the \$100 received, resulting in a bank check for \$95.

- The AU Manager must enter onto the Narratives tab that a child support check was received and forwarded to DOR.

Questions

If you have any questions, please have your Hotline designee call the Policy Hotline at 617-348-8478.
