



DUNCANVILLE
Independent School District

DUNCANVILLE INDEPENDENT SCHOOL DISTRICT

Business Services
710 S Cedar Ridge Drive
Duncanville, TX 75137
Phone 972-708-2000

MEMO

To: District Employees

From: Business Services

Date: 11/01/18

Re: Child Support Deduction Fee

Starting November 1, 2018 the district will deduct an administrative fee of \$1.50 per child support order payment made on behalf of a district employee. This fee is paid directly to the third party electronic child support payment processing system. The fee will be in addition to the regular amount associated with each child support order payment processed. If an employee has multiple child support orders the fee must be assessed on each separate order received.

Duncanville Policy CFEA (LEGAL) states:

**Child Support
Payments**

5. The amount specified in an order or writ of withholding issued under Family Code Chapter 158 for child support payments. The amount withheld shall be remitted to the person or office named in the order on each regular due date or pay date.
Family Code Chapter 158

The District may deduct an administrative fee of not more than \$10 from the employee's disposable earnings in addition to the amount withheld as child support. *Family Code 158.204*

The fee is non-refundable and will automatically be setup as a payroll deduction. It will be identified as "CS ADMIN FEE" on the employee's payroll check stub. For any questions please contact the Payroll Department.

11/18