

## **Checklist for Updating CP affidavit or NCP proof of direct payment**

- Complete an A/C with the direct payments.
  - ★ It is good to bold the direct payments and indicate that they are direct to CP payments.
  
- Update CFPA with the payment(s).
  - Enter in what month the payment was for (ie 010101 thru 013101)
    - ☆ If the NCP paid the same amount for several months in the same calendar year, you can do one entry for that (ie: if the NCP paid \$100.00 Jan thru March you can enter 010101 thru 033101 and each payment will post on CFPL);
  
  - Enter the number of children the payment was for
  
  - Enter the amount of the payment in the TOTAL PMT field (If payment was only child support and/or child support arrears this is the only payment entry you will need to make).
  
  - If the part of the payment was spousal support, judgment, fixed or cash medical, enter the amount that child support and to any other balances
  
  - Tab down to the children and enter an "S" for the children that received the payment and hit enter to record the pymt.
  
- Caselog actions.