

Idaho Child Support  
Services for Employers

Step-by-Step Guide:  
**Reasonable Cost Calculator**

# Step-by-Step Guide: Reasonable Cost Calculator



**Before you get started**, you may need the following information to access your account on the Idaho Child Support Employer Portal:

- Your Federal Employer Identification Number (FEIN or EIN)
- Your Employer Portal Password

OR, to Create a New Account you'll need:

- The employee's Social Security Number (SSN).
- A copy of the IWO or NMSN you received.
- Your Federal Employer Identification Number (FEIN or EIN)
- A valid email address, phone number, and mailing address for your payroll department.

If you're ready to begin, let's start by visiting the Idaho Department of Health & Welfare's Child Support website at:

<http://healthandwelfare.idaho.gov/Children/ChildSupport/tabid/76/Default.aspx>

On the left hand side, locate the button "For Employers".

- Place your cursor over the button to expand the menu to the right.
- Click "Employer Portal".
- From this page, you will click the button "Launch Employer Portal". This will open a new web browser and the page will look something like this (see *Figure 1.0*)



*Figure 1.0 Employer Portal Homepage*

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If you wish to use the Reasonable Cost Calculator without any need to save the results, you can click on the Reasonable Cost Calculator on the right in the blue box area. In this version, there will be a message at the top warning you that the calculations you enter will not be saved.

If you need to save the results for a specific employee, Log in to your account first by entering your FEIN and your password in the light blue box area under LOGIN and click "Submit". (If you have not yet created an account, click on "Create A New Account" first and follow through the steps to create an account). Once your account has been created, Log in to your account and click on the Reasonable Cost Calculator on the right in the light blue box area.



## **Step 1 (optional): FEIN**

The Reasonable Cost Calculator will display the first half of the Reasonable Cost Calculator page. Today's date will be displayed under the title.

To the right of the date will be your FEIN if you are logged in to your account. If you are not logged into your account, a message will prompt you to enter your FEIN (entering your FEIN here will not log you in, but will only display for your reference in the event the screen is printed).

Please enter your FEIN:



## **Step 2: Select an Employee**

If you are using the logged in version, you will be requested to select from the drop down list the employee for which you would like to calculate.

Select an Employee ▼

Click on the down arrow on the right of the 'Select an Employee' box. If you have multiple employees, you may need to use the slide bar on the right of the employee names to get to the employee you want. Click on the employee for whom you wish to calculate and their name will display.

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## Step 3: Entering Income & Cost of Providing Medical Insurance

Now you can begin the calculation. If the employee is paid a salary, enter the amount of his/her monthly salary in the first box.

### Employee Income

If the employee is salaried enter his or her average gross monthly salary

If the employee is paid hourly, skip the salary box and enter the data in the four (4) boxes that follow.

In the first box, enter the employee's regular hourly wage.

Enter regular hourly wage:

In the next box, enter the employee's average number of hours per week.

Enter average number of hours worked per week:

In the next box, enter the employee's overtime hourly wage.

Enter overtime hourly wage:

In the next box, enter the employee's average number of overtime hours per week.

Enter average number of overtime hours worked per week:

In the next box, enter the employee's total monthly cost of providing medical coverage for their ordered dependents.

Enter total monthly cost of providing medical coverage for ordered dependent(s)



## Step 4: Review Reasonable Cost Determination

At this point, the system will calculate the data in the next three boxes illustrated below (you cannot enter data in these boxes):

### = Reasonable Cost Determination

Gross Monthly Income:

Maximum Allowable Cost:

Cost of Providing Medical Support:

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If the cost of providing medical support exceeds five percent (5%), the following message will appear and no further calculations will be necessary:

The cost to provide medical support  
**exceeds five percent (5%) of gross monthly income. You are not required to enroll the dependent(s) in medical coverage.**

If the cost of providing medical support does NOT exceed five percent (5%), the following message will appear and it will be necessary for you to enter further calculations:

The cost to provide medical support  
**is less than or equal to five percent (5%) of gross monthly income**

If the cost of providing medical support does NOT exceed five percent (5%), an additional section will appear below the message and prompt you to enter more data. The additional section will help you determine if the cost to provide medical support added to the amount of income ordered to withhold exceeds 50% of disposable income.

In the first box, enter the employee's total amount of monthly child support you are ordered to withhold in the box illustrated below (amount displayed is an example only):

Enter total amount of monthly child support withheld:

In the next box, select the frequency of tax deductions from the drop down list on the "Select Frequency" box and click on the correct entry. Enter the employee's FICA taxes, the federal taxes and the state taxes respectively in the next three boxes.

Calculate total monthly deductions by entering the amount withheld for :

Select Frequency:  FICA:  Federal Taxes:  State Taxes:

Based on the data entered, the following box will be displayed showing the result of your calculations (amount displayed is an example only):

MAXIMUM AMOUNT OF WITHHOLDING	
Gross Monthly Income:	<input type="text" value="2000.00"/>
Less Total Monthly Deductions:	- <input type="text" value="931.67"/>
Monthly Disposable Earnings:	<input type="text" value="1068.33"/>
Maximum Amount of Withholding Allowable:	<input type="text" value="534.17"/>
TOTAL WITHHOLDING:	<input type="text" value="300.00"/>

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If your calculation has yielded a result where the total withholding is less than or equal to fifty percent (50%) of the disposable income, the following message will be displayed:

Total Withholding  
**is less than or equal to fifty percent (50%) of disposable earnings**

When you receive this message you will need to enroll the child into a medical plan *and* withhold the amount of child support as ordered on the Income Withholding Order (IWO).

If your calculation has yielded a result where the total withholding is more than fifty percent (50%) of the disposable income, the following message will be displayed:

Total Withholding  
**exceeds fifty percent(50%) of disposable earnings**

When you receive this message you *will not* need to enroll the child into a medical plan but you will need to withhold the amount of child support as ordered on the Income Withholding Order (IWO).

**That is it! You are done for this employee's calculations.**

If you are in the version where you are NOT logged in, the option at the bottom will be as follows:

**START OVER**

Clicking on the "Start Over" button will clear all of the current fields and allow you to do more calculations.

If you are in the logged in version, the options at the bottom will be as follows:

**START OVER**

**SAVE**

**PRINT PDF**

Clicking on the "Save" button will store this set of calculations in your account for this employee. The next time you return to this screen and select this employee, the calculations will reappear and allow you to make updates as needed. (Note: Keep in mind that when you save the employee's calculations that any former calculations you have for this employee will be written over and these will be the new calculations.)

Clicking on the "Print PDF" button will allow you to create a pdf document to print out to your local printer in your office.

**This concludes the Step-by-Step Guide for the Reasonable Cost Calculator.**