	NQCS9A (Z)	FS Recoup	oment - Case Sum	mary	()6/09,
	Case # 007308971G Number of Suffixes	Center 073	Unit/Worker O	0901		
	Suffix Case Name Ol Smith Anna		Total Number of Recoupments 02 00 00 00 00 00 00 00 00 00 00	Total Amount Overpaid 185.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Total Balance to be Recouped 135.00	
-	Next Case: Place -X- by su	Grand Total Fo ffix to view th		185.00	135.00	
	Place -X- by Su	ITA LO VIEW LI	e ra kecouphent a	uninary by St		CMD

NQCS9A: FS RECOUPMENT - CASE SUMMARY

To Access This Screen:

- Enter option #2 on the Recoupment Inquiry Menu Screen (NQCS09).
- Enter either a Case # or a Case Name on NQCS09.
- Press the ENTER key. The FS Recoupment Case Summary Screen (NQCS9A) is displayed.

To Enter Information On This Screen (two options):

Option:

- Enter an "X" by the desired Suffix #.
- Press the ENTER key. The FS Recoupment Summary by Suffix Screen (NQCS9R) is displayed.

To Enter Information On This Screen (continued):

Option:

- Enter a New Case # in the "Next Case" field to view this screen for another case.
- Press the ENTER key. The FS Recoupment-Case Summary Screen (NQCS9A) is displayed.

Screen Description:

This screen displays case-level information regarding Food Stamp (FS) Recoupments.

- A. Part A of the screen display contains general identifying information such as Case #, Center, Unit/Worker and the Number of Suffixes in the Case.
- B. Part B of the screen display contains Suffix, Case Name and recoupment data. Other fields include:

<u>Total Number of Recoupments</u>: Number of Food Stamp (FS) Recoupments being applied to a suffix within a Case.

Total Amount Overpaid: The amount of overpayments made to a suffix within a case.

Total Balance to be Recouped: The FS recoupment amount remaining to be collected from a suffix within a Case.

<u>Grand Total for Case:</u> Totals of all listed recoupments, overpayments and recoupment balances.

-i...

Section: Recoupments Page: H-11 Screen: NQCS9C

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	NQCS9C (Z)	Suffix	Recoupment	t Detail		06/09/94
A	Case No: 007308971G Case Name: SMITH Recoupment ID: 00088971W Responsible CTR: 073 Originating CTR: 073 Authorization #: 00000001	Suf	O [.] Re	ate Recoup ffense Date ecoupment S	ZW19821M ment Began: :: Status: g St Date :	10/24/93 ACTIVE
	 PA Data			FS Dat	a	
	Original Offense Amt: Amount Collected:	50.00 29.25		riginal Off mount Colle		
	Current Balance: Recoupment %: 0010	20.75		urrent Bala uick Repaym		0.00
3	Recoupment %: 0010 M3E: Y				anctioned:	0
i	Intent Notice: 00/0					
ļ	Change Notice: 11/0 Type Subtype: R	<i>L 7J</i>				
	Recoupment Type: RENT ADVANC	E	Ty	/pe:		
						CMD

NQCS9C: SUFFIX RECOUPMENT DETAIL

To Access This Screen (three options):

Option:

- Enter option #5 on the Recoupment Inquiry Menu Screen (NQCS09).
- Enter either a Case # and Suffix # or a Case Name.
- Enter a Recoupment ID #.
- Press the ENTER key. The Suffix Recoupment Detail Screen (NQSC9C) is displayed.

Option:

- Enter a '3' in the "Col" (column) field on the PA Recoupment Suffix Summary Screen (NQCS9B).
- Press the ENTER key. The Suffix Recoupment Detail Screen (NQCS9C) is displayed.

Option:

- Enter a '3' in the "Col" (column) field on the FS Recoupment Suffix Summary Screen (NQCS9R).
- Press the ENTER key] The Suffix Recoupment Detail Screen (NQCS9C) is displayed.

Screen Description:

This screen displays suffix level information for one recoupment. The recoupment may be either Public Assistance (PA) or Food Stamps (FS).

This screen is divided into three sections.

A. Part A of the screen display contains identifying information for one recoupment such as Case #, Suffix #, CIN and Case Name. Other fields include:

<u>Recoupment ID:</u> A system generated nine-digit number that uniquely identifies a particular recoupment for a case.

<u>**Responsible Ctr:**</u> Identifies the center with overall responsibility for the case.

<u>Originating Ctr:</u> Identifies the center taking a specific action on the case.

<u>Authorization #:</u> A manually-assigned number that uniquely identifies each transaction within a batch.

<u>Date Recoupment Began</u>: The date that monies were deducted for the first time from a recurring grant.

Offense Date: The date a PA or FS Recoupment offense is determined.

<u>Recoupment Status:</u> Indicates the status of a specified PA or FS Recoupment. (e.g., Active, Suspended, Deleted).

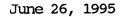
Fair Hearing St(Start) Date: The date on which a recoupment goes into Fair Hearing - Aid to Continue status.

B. Part B of the screen display contains Public Assistance (PA) Recoupment information. Fields include:

<u>Original Offense Amt</u>: The total amount to be deducted from a suffix's recurring grant.

<u>Amount Collected:</u> The total amount that has been deducted from a recurring grant towards an outstanding recoupment.

<u>Current Balance</u>: The total amount of a recoupment remaining to be deducted from a recurring grant.



Section: Recoupments Page: H-13 Screen: NQCS9C

WMS/NYC INQUIRY MANUAL

	NQCS9C (Z)	Suffix Reco	oupment Detail	06/09/94
	Case No: 007308971G Case Name: SMITH ANNA Recoupment ID: 0008897 Responsible CTR: 073 Originating CTR: 073 Authorization #: 0000000	16	01 CIN: ZW19821M Date Recoupment Began: Offense Date: Recoupment Status: Fair Hearing St Date :	10/24/93 ACTIVE
	PA Data		FS Data	
_	M3E: Y Intent Notice: O Change Notice: 1	0/00/00 1/02 /93	Original Offense Amt: Amount Collected: Current Balance: Quick Repaymt Amt: No Persons Sanctioned:	0.00 0
	Type Subtype: R Recoupment Type: RENT ADV		Туре:	CMD

NQCS9C: SUFFIX RECOUPMENT DETAIL

Screen Description (continued):

<u>Recoupment %:</u> The percentage of the recurring grant that is to be deducted to reduce an outstanding recoupment amount.

<u>M3E:</u> A field indicating whether or not the client has waived the right to timely notice in relation to a specific recoupment.

Intent Notice: Date the recipient is notified that there will be a change in the recurring PA grant amount due to an outstanding recoupment.

<u>Change Notice</u>: Displays the date that the M328B notice (Change of Grant) becomes effective.

Type: Identifies the type of overpayment to be recouped by code.

<u>Subtype:</u> Identifies the subcategories for the type of overpayment to be recouped.

<u>Recoupment Type:</u> Identifies the type of overpayment to be recouped.

WMS/NYC INQUIRY MANUAL

Screen Description (continued):

C. Part C of the screen display contains Food Stamp (FS) Recoupment information. Fields include:

<u>Original Offense Amt:</u> The total amount to be deducted from a suffix's recurring grant.

<u>Amount Collected:</u> The total amount that has been deducted from a recurring grant towards an outstanding recoupment.

<u>Current Balance</u>: The total amount of a recoupment remaining to be deducted from a recurring grant.

<u>Quick Repayment Amt</u>: The amount a client agrees to pay toward a recoupment to either completely eliminate the recoupment or to reduce the total recoupment amount.

No. Persons Sanctioned: The number of people in a specified case that caused the recoupment.

Type: Identifies the type of overpayment to be recouped.

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Orig	RTI: 00088971	W Type: RE	NT		Page	01 of 01
Opt	-Trans Date 06/01/93	Ca se No 007308971G	Suffix - 01	Amount Credited 19.25	Credited to RT1 # 00088975N	
Plac	e an 'X' in Op	t to view Reco	upment Hist	ory for Credite	d Recoupment	CMD

NQCS9D: RECOUPMENT ADJUSTMENT LEDGER

To Access This Screen (three options):

Option:

- · Enter option #7 on the Recoupment Menu Screen (NQCS09).
- · Enter a Recoupment Identification Number (RTI) on NQCS09.
- Press the ENTER key. The Recoupment Adjustment Ledger Screen (NQCS9D) is displayed. There must be an underpayment record for this screen to be displayed.

Option:

- Enter a '1' in the "Col" (Column) field on the PA Recoupment Suffix Summary Screen (NQCS9B).
- Press the ENTER key. The Recoupment Adjustment Ledger Screen (NQCS9D) is displayed.

Option:

- Enter a '1' in the "Col" (Column) field on the FS Recoupment Suffix Summary Screen (NQCS9R).
- Press the ENTER key. The Recoupment Adjustment Ledger Screen (NQCS9D) is displayed.

To Enter Information On This Screen:

- Enter an 'X' in the OPT (option) column on NQCS9D.
- . Press the ENTER key. The Recoupment History Screen (NQCS9F) is displayed.

Screen Description:

This screen documents the reassignment of an amount for a specific recoupment identification # (RTI). A recoupment is found to be incorrect or has been paid in excess of the actual amount. The screen displays general identifying information such as Case No. and Suffix. Other fields include:

Original RTI (Recoupment Identification #): A system generated number that uniquely identifies a particular recoupment for a case.

Type: Identifies the type of offense for which the original RTI was being recouped.

<u>Opt (Option):</u> A one digit field accepting only the alpha digit "X" that will display the Recoupment History screen (NQCS9F) for the credited recoupment.

<u>Transaction Date:</u> The date the credit from the original RTI is applied to the new or credited RTI.

<u>Amount Credited:</u> The dollar amount to be credited to the next recoupment or reflected as an underpayment to a case.

<u>Credited to RTI #:</u> Displays the system generated number that identifies the recoupment to be credited with any excess monies collected toward the original RTI The term "UNDRPYMNT" (underpayment) is displayed when there are no additional recoupments outstanding against a suffix to which the amount can be credited.

	Or RTI Ct	•		· Recoup			Offense- Las Date	t Txn
	00088975N 07		AGENCY				09/19/88 11/2	23/88
	Orig Recoup Amt		onths	Noti	ce		Overpayment ate Amount	Deleted
В	100.00 Orig-Chk-V	ch-No:	0002 mount		0/00	09/19/88 Repl-Chk-Vo		//
	-Case No SF 007308971G 01		couped 16.70	Cycle- Pr 12/A/88	cnt 10%	Check/RTI # 00332995	SMITH ANNA	Case Name
	007308971G 01 007308971G 01 00		16.70 19.25		10% 10%	00326949 RTI00088971W		
C	00 00 00							
	00			<i> </i>				
								CMD

To Access This Screen (three options):

Option:

- Enter option #6 on the Recoupment Inquiry Menu Screen (NQCS09).
- Enter a Recoupment Identification Number (RII) on NQCS09.
- Press the ENTER key. The Recoupment History Screen (NQCS9F) is displayed.

Option:

- Enter a '2' in the "Col" (Column) field on the PA Recoupment Suffix Summary Screen (NQCS9B).
- Press the ENTER key. The Recoupment History Screen (NQCS9F) is displayed.

Option:

- Enter a '2' in the "Col" (Column) field on the FS Recoupment Suffix Summary Screen (NQCS9R).
- Press the ENTER key. The Recoupment History Screen (NQCS9F) is displayed.

Screen Description:

This screen displays the payment activity of one PA or FS recoupment. The screen is divided into three sections.

A. Part A of the screen display contains general identifying information for one recoupment. Fields include:

<u>RTI</u> (Recoupment ID): A system generated nine-digit number that uniquely identifies a recoupment for a given case.

Org Ctr (Originating Center): Identifies the center taking a specific action on a case.

<u>Auth (Authorization) #:</u> A manually assigned number that uniquely identifies each transaction within a batch.

Recoupment

Type: Identifies the type of overpayment to be recouped.

<u>Subtype:</u> Identifies the subcategories for the type of overpayment to be recouped.

<u>Status:</u> Indicates the status of a specified PA or FS recoupment (e.g., Active, Suspended, Deleted).

<u>Prent (Percent)</u>: The percentage of the recurring grant that is to be deducted to reduce an outstanding recoupment amount.

Offense Date: Date a recoupment offense is determined.

<u>**Last Txn (Transaction):**</u> Date of the last recoupment deduction against the case.

B. Part B of the screen display contains additional information on the recoupment. Fields include:

<u>Original Recoup Amt:</u> The total amount to be recouped from a case prior to making any deductions from a recurring grant.

<u>Current Balance:</u> The total amount of a recoupment remaining to be deducted from a recurring grant.

Est. Remain Months: Represents the approximate number of months it will take to completely pay off a recoupment.

	NQCS9F (Z) R	ecoupment History	Page	10/06/94 01 of 01
•	Org RTI Ctr -Auth #- Type 00088975N 073 77777555 AGENC	Recoupment SubtypeStatus Y 16 ACTIVE		
B	Orig Recoup Current Est Remain Amt Balance Months 100.00 47.35 0002 Orig-Chk-Vch-No:	Notice 00/00/00	Overpaymen Begin Date Amount 09/19/88 Repl-Chk-Vch-No:	t Deleted / /
	EMR -Amount -Case No SF IND Recouped 007308971G 01 16.70 007308971G 01 16.70 007308971G 01 19.25 00 00	-Cycle- Prcnt	Check/RTI # 00332995 SMITH ANN 00326949 SMITH ANN RTI00088971W SMITH ANN	A
	00 00 00	/// / /// / /// /		
L				CMD

NOCS9F: RECOUPMENT HISTORY

Screen Description (continued):

<u>M3E:</u> A field indicating whether or not the client has waived the right to timely notice in relation to a specific recoupment.

Intent Notice: The date the client is notified that there will be a change in the recurring PA or FS grant amount due to an outstanding recoupment.

Overpayment

<u>Begin Date:</u> The date that the amount recouped was greater than the actual recoupment.

<u>Amount:</u> The amount paid toward a recoupment that exceeded the current balance of the recoupment.

Deleted: The date the overpayment was removed from the original RTI and either applied to another recoupment or processed as an underpayment to the case.

Screen Description (continued):

Overpayment (continued):

<u>Repl-Chk-Vch-No(Replace Check Voucher Number)</u>: The number of the check issued to a client to repay a recoupment overpayment.

<u>Orig-Chk-Vch-No(Original Check Voucher Number)</u>: The original check number for which a replacement check was issued.

C. Part C of the screen display contains information on the deduction of a recoupment from a case's recurring benefits. General identifying data includes Case #, SF (suffix) and Case Name. Other fields include:

EMR IND: A code that identifies the authorization as an emergency issuance which is to be recouped.

<u>Amount Recouped:</u> The dollar amount deducted from a recurring grant that is applied toward an outstanding recoupment.

Recoup (Recoupment) Cycle: Identifies the Payment Cycle in which the recoupment is made. The format is MM/C/YY, where MM = Month, C = Cycle A (1st half of month) or Cycle B (2nd half of month) and YY = Year. If the recoupment is made through the DARB/DEC System only the Month and Year will appear in this field. The DARB/DEC (Division of Accounts Receivable and Billing) system is on HRA system which records payments made against outstanding recoupments on closed cases.

<u>Recoup Pront (Recoupment Percent)</u>: The percentage of the recurring grant that is being applied toward a recoupment.

<u>Check/RTI #:</u> The system generated number that identifies the check issued to a client from which a deduction has been made toward a recoupment. If a recoupment is made for a closed case the acronym "BRAR Payment" appears in the field. "BRAR" is the Bureau of Receivables, Analysis and Recoupments.

Section: Recoupments Page: H-23 Screen: NQCS9R

WMS/1	YYC
INQUIRY	MANUAL

	NQCS9R (Z) FS Recoupmen	t - Suffix Summary		06/09/94 Page 01 of 01
A 🗌	Case # 007308971G Suffix 01 Cent Case Name SMITH ANNA		r 00901 FS Recoupmer	•
	C o -Offense Recoupmen 1RTIDate Claim Typ 00088978F 09/01/88 AE 00088967M 09/01/88 IPV		Recoupment Amount 135.00 50.00	Recoupment Balance 135.00
в				
	Next Case: Place a -1- in Col for Recoupment A		185.00	135.00
	Place a -2- in Col for Recoupment H Place a -3- in Col for Suffix Recou			CMD
	NQCS9R: FS RECOUL	MENT - SUFFIX S	UMMARY	

To Access This Screen (two options):

Option:

- Enter option #4 on the Recoupment Inquiry Menu Screen (NQCS09).
- Enter either a Case # and Suffix # or a Case Name on NQCS09.
- Press the ENTER key. The FS Recoupment Suffix Summary Screen (NQCS9R) is displayed.

Option:

- Enter an 'X' to the left of the desired Suffix # on FS Recoupment-Case Summary Screen (NQCS9A).
- Press the ENTER key. The FS Recoupment-Suffix Summary screen (NQCS9R) is displayed.

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WMS/NYC INQUIRY MANUAL

To Enter Information On This Screen (four options):

Option:

- Enter a '1' in the "Col" (column) field of NQCS9R.
- Press the ENTER key. The Recoupment Adjustment Ledger Screen (NQCS9D) is displayed.

Option:

- Enter a '2' in the "Col" (column) field of NQCS9R.
- Press the ENTER key. The Recoupment History Screen (NQCS9F) is displayed.

Option:

- Enter a '3' in the "Col" (column) field of NQCS9R.
- Press the ENTER key. The Suffix Recoupment Detail Screen (NQCS9C) is displayed.

Option:

- Enter a new Case # and Suffix # in the "Next Case" field to view this screen for another case.
- Press the ENTER key. The FS Recoupment-Suffix Summary Screen (NQCS9R) is displayed.

Screen Description:

This screen displays suffix-level information regarding Food Stamp (FS) Recoupments.

- A. Part A of the screen display contains general identifying information such as Case #, Suffix, Center, Unit/Worker, Case Name and Total # of FS Recoupments.
- B. Part B of the screen display contains recoupment information. Fields include:

<u>Col (Column)</u>: A one-digit numeric field used for selecting one of three screens: the Recoupment Adjustment Ledger Screen (NQCS9D), the Recoupment History Screen (NQCS9F) or the Suffix Recoupment Detail Screen (NQCS9C).

<u>RTI</u> (Recoupment ID): A system generated nine-digit number that uniquely identifies a particular recoupment for a case.

Section: Recoupments Page: H-25 Screen: NQCS9R

NQCS9R (Z)	F	S Recoupment -	Suffix Summary	,	06/09/ Page 01 of (
Case # 00730 Case Name SM		ix 01 Center	073 Unit/Worke Total # of	r 00901 FS Recoupmen	-
C o 1RTI 00088978F 00088967M	-Offense Date 09/01/88 09/01/88	Recoupment Claim Type AE IPV	Recoup Status ACTIVE PAID OFF	Recoupment Amount 135.00 50.00	Recoupment Balance 135.00
	Next Case:	Sufi ecoupment Adjusta		185.00	135.00
Place a -2-	in Col for R	ecoupment History uffix Recoupment	/		CMD

Screen Description (continued):

Offense Date: The date a FS Recoupment Offense is determined.

<u>Recoupment Claim Type:</u> The type of overpayment to be recouped from the FS allotment.

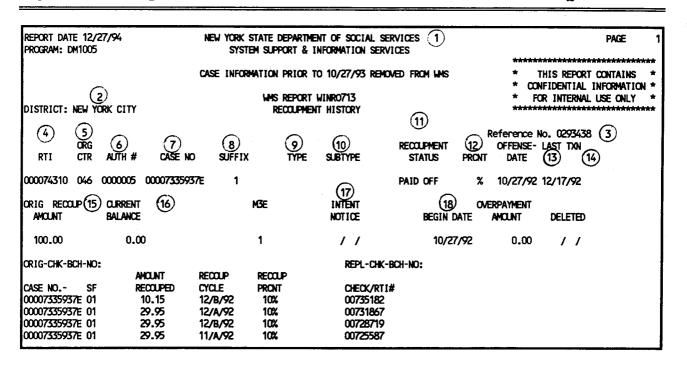
<u>Recoup (Recoupment) Status:</u> Indicates the status of a specified FS Recoupment (e.g., Active, Suspended, Deleted).

<u>Recoupment Amount</u>: Total amount of the FS Recoupment due.

<u>Recoupment Balance:</u> The amount remaining to be collected on the recoupment.

TOTAL: The grand total of all listed recoupment amounts and recoupment balances.

Section: Archive Retrieval System Page: Q-9 Report: WINR0713



Report Description:

This report contain all of the recoupment data prior to 10/27/93. It provides all recoupment related data such as, RTI number, recoupment amount, remaining balance, amount recouped every month, beginning date and recoupment percent.

1.	STANDARD WMS HEADINGS	Identifying information which is usually found on all WMS reports. This includes the Report Name, Report Number, Report Date, Page Number, Period Covered By The Report and the Program which produces the report.
2.	DISTRICT	The location where the case is active
3.	REFERENCE NO.	A number attached with the request for the Archived recoupment data.
4.	RTI (RECOUPMENT ID)	A System-generated nine digit number that uniquely identifies a particular recoupment for a case.
5.	ORG CTR	The center which initiated the recoupment transaction.
6.	AUTH #	A manually assigned number for the recoupment transaction.

WMS/NYC INQUIRY MANUAL

WMS/NYC INQUIRY MANUAL	Section: Archive Retrieval Syste Report: WINR0713 Page: Q-1
7. Case Number	The number that uniquely identifies the case for which a recoupment report was requested.
8. SUFFIX	The suffix for which the recoupment report was requested.
9. TYPE	Identifies the type of overpayment to be recouped by code.
10. SUBTYPE	Identifies the sub categories for the type of overpayment to be recouped.
11. RECOUPMENT STATUS	Indicates the status of a specified Recoupment (eg., active, paid off, suspended).
12. PRCMT	The percentage of the grant amount being recouped.
13. OFFENSE DATE	The date a Recoupment offense is determined.
14. last txr	The last date that a recoupment was deducted from the grant.
15. ORIG RECOUP AMOUNT	The original offense amount to be recouped.
16. CURRENT BALANCE	The amount remaining to be recouped.
17. INTENT NOTICE	Date the recipient is notified that there will be a change in the recurring PA/FS Grant Amount due to an outstanding recoupment.
18. OVERPAYMENT	
Begin Date	The date that the amount recouped was greater than the actual recoupment.
Amount	The amount paid toward a recoupment that exceeded the current balance of the recoupment.
Deleted	The date the overpayment was removed from the original RTI and either applied to another recoupment or processed as an underpayment to the case.

Section: Archive Retrieval System WMS/NYC Page: 0-11 Report: WINR0713 INQUIRY MANUAL REPORT DATE 01/05/95 NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES (1)PAGE 4 PROGRAM: DM1005 SYSTEM SUPPORT & INFORMATION SERVICES CASE INFORMATION PRIOR TO 10/27/93 REMOVED FROM LMS THIS REPORT CONTAINS CONFIDENTIAL INFORMATION * WAS REPORT WINRO713 FOR INTERNAL USE ONLY (2) RECOLPHENT ADJUSTMENT LEDGER REFERENCE NO 0293438 DISTRICT: NEW YORK CITY (3) (4) RTI TYPE 9 (8) 002973224 CONC TRANS (5) 6 AMOUNT CREDITED DATE CASE NO SUFFIX CREDITED TO RTI # 07/27/88 00002934389E 01 31.40 00297323J

Report Description:

This report contains all recoupment adjustment data prior to 10/27/93. It provides information on recoupments paid in excess or which are incorrect. This version of WINR0713 is only produced when archived recoupment adjustment data exists.

1.	STANDARD WMS HEADINGS	Identifying information which is usually found on all WMS reports. This includes the Report Name, Report Number, Report Date, Page Number, Period covered by the Report and the Progam which produces the report.
2.	DISTRICT	The location where the case is active.
3.	RTI (RECOUPMENT ID)	A system generated nine digit number that uniquely identifies a particular recoupment for a case.
4.	TYPE	Identifies the type of overpayment.
5.	TRANS DATE	Date the adjustment was made.

New York State Department of Social Services

WMS/NYC INQUIRY MANUAL		Section: Archive Retrieval System Report: WINR0713 Page: Q-12
6.	CASE NUMBER	The number that uniquely identifies the case for which a recoupment report was requested.
7.	SUFFIX	The suffix for which the recoupment report was requested.
8.	AMOUNT CREDITED	The dollar amount to be credited to the next recoupment or reflected as an underpayment to a case.
9.	CREDITED TO RTI #	Displays the system generated number that identifies the recoupment to be credited with any excess monies collected toward the original RIT. The term "UNDRPYMT" (underpayment) is displayed when there are no additional recoupments outstanding against a suffix to which the amount can be credited.