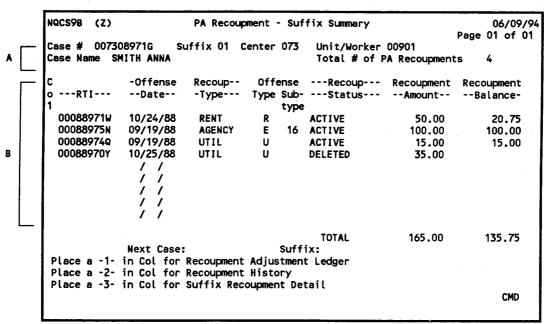
Section: Recoupments WMS/NYC
Page: H-7 Screen: NQCS9B INQUIRY MANUAL



NQCS9B: PA RECOUPMENT - SUFFIX SUMMARY

To Access This Screen (two options):

Option:

- Enter option #3 on the Recoupment Inquiry Menu Screen (NQCSO9).
- Enter either a Case # and Suffix # or a Case Name on NQCS09.
- Press the ENTER key. The PA Recoupment-Suffix Summary Screen (NQCS9A) is displayed.

- Enter an "X" to the left of the desired Suffix # on the PA Recoupment-Case Summary Screen (NQCS9P).
- Press the ENTER key. The PA Recoupment-Suffix Summary Screen (NQCS9B) is displayed.

WMS/NYC INQUIRY MANUAL

Section:

Recoupments

Screen: NOCS9B Page: H-8

To Enter Information On This Screen (four options):

Option:

- Enter a '1' in the "Col" (column) field of NQCS9B.
- Press the ENTER key. The Recoupment Adjustment Ledger Screen (NQCS9D) is displayed.

Option:

- Enter a '2' in the 'Col' (column) field of NQCS9B.
- Press the ENTER key. The Recoupment History Screen (NQCS9F) is displayed.

Option:

- Enter a '3' in the 'Col' (column) field of NQCS9B.
- 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 PA Recoupment-Suffix Summary Screen (NQCS9B) is displayed.

Screen Description:

This screen displays suffix-level information regarding Public Assistance (PA) Recoupments.

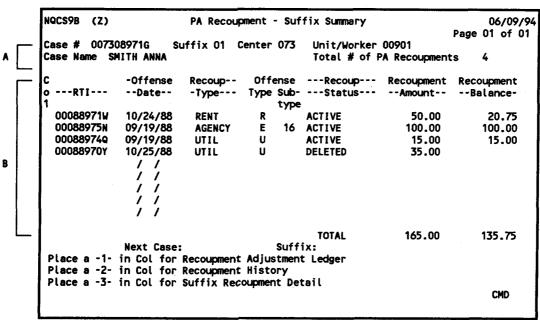
- Part A of the screen display contains general identifying information such as Case #, Suffix, Center, Unit/Worker, Case Name and the Total # of PA recoupments.
- B. Part B of the screen display contains recoupment information. include:

<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).



 Section:
 Recoupments
 WMS/NYC

 Page:
 H-9
 Screen:
 NQCS9B
 INQUIRY MANUAL



NOCS9B: PA RECOUPMENT - SUFFIX SUMMARY

Screen Description (Continued):

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

<u>Offense Date:</u> The date a PA Recoupment offense is determined.

Recoup Type: Identifies the type of overpayment to be recouped.

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

Offense Sub-type: Identifies the subcategories for the type of overpayment to be recouped.

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

Recoupment Amount: The total amount of the PA Recoupment due.

Recoupment Balance: The amount remaining to be collected on the recoupment.

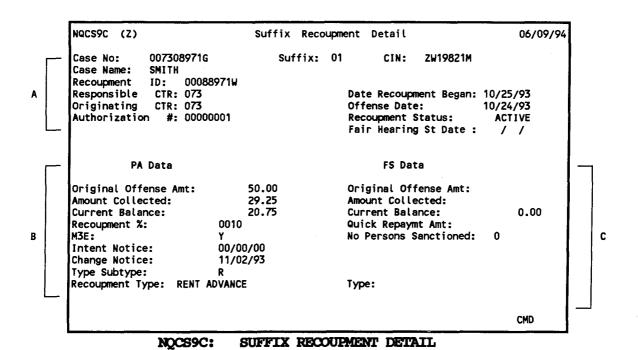
TOTAL: The grand total of all listed recoupment amounts and recoupment balances.

WMS/NYC INQUIRY MANUAL **Section:** Recoupments

Screen: NQCS9B Page: H-10

RESERVED FOR EXPANSION

Section: Recoupments WMS/NYC
Page: H-11 Screen: NQCS9C INQUIRY MANUAL



To Access This Screen (three options):

Option:

- · Enter option #5 on the Recoupment Inquiry Menu Screen (NQCSO9).
- 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.

- 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: NQCS9C Page: H-12

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:

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

Responsible Ctr: 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.

Recoupment Status: 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.

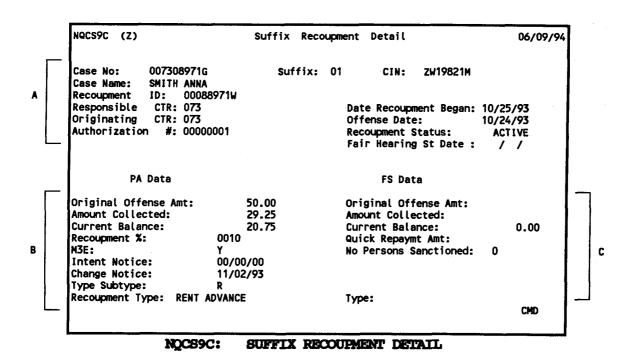
B. Part B of the screen display contains Public Assistance (PA) Recoupment information. Fields include:

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

Amount Collected: 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 WMS/NYC
Page: H-13 Screen: NQCS9C INQUIRY MANUAL



Screen Description (continued):

Recourment %: The percentage of the recurring grant that is to be deducted to reduce an outstanding recourment amount.

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

<u>Intent Notice:</u> 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.

Recoupment Type: Identifies the type of overpayment to be recouped.

Screen: NQCS9C Page: H-14

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.

Amount Collected: 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.

Section: Recoupments WMS/NYC
Page: H-15 Screen: NQCS9D INQUIRY MANUAL

NQCS9D (Z) Recoupment Adjustment Ledger 06/09/94 Page 01 of 01 Orig RTI: 00088971W Type: RENT -Trans--Amount Credited 0pt Suffix * --Date--Case No Credited to RTI # 06/01/93 007308971G 01 19.25 00088975N Place an 'X' in Opt to view Recoupment History for Credited 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.

- 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.

Screen: NQCS9D Page: H-16

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.

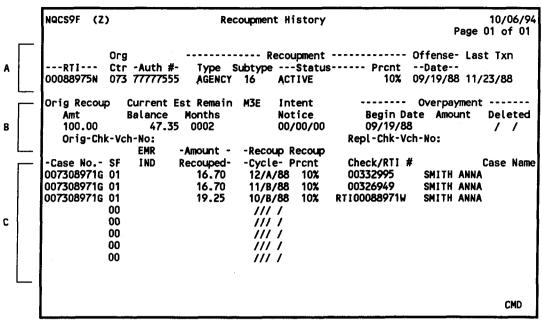
<u>Opt (Option):</u> A one digit field accepting only the alpha digit "X" that will display the Recoupment History screen (NQCS9F) for the credited recoupment.

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

Amount Credited: 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.

Section: Recoupments WMS/NYC
Page: H-17 Screen: NQCS9F INQUIRY MANUAL



NOCS9F: RECOUPMENT HISTORY

To Access This Screen (three options):

Option:

- · Enter option #6 on the Recoupment Inquiry Menu Screen (NQCS09).
- Enter a Recoupment Identification Number (RTI) 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.

- 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: NQCS9F Page: H-18

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:

RTI (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>Pront (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 Txm (Transaction):</u> Date of the last recoupment deduction against the case.

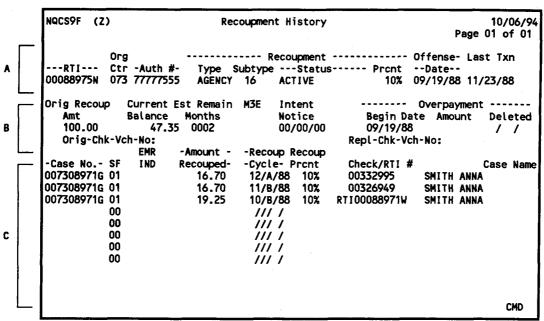
B. Part B of the screen display contains additional information on the recoupment. Fields include:

<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.

Section:RecoupmentsWMS/NYCPage:H-19Screen:NQCS9FINQUIRY MANUAL



NOCS9F: RECOUPMENT HISTORY

Screen Description (continued):

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

<u>Intent Notice:</u> 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.

Amount: The amount paid toward a recoupment that exceeded the current balance of the recoupment.

<u>Deleted:</u> 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: NQCS9F Page: H-20

Screen Description (continued):

Overpayment (continued):

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

Orig-Chk-Vch-No (Original Check Voucher Number): 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.

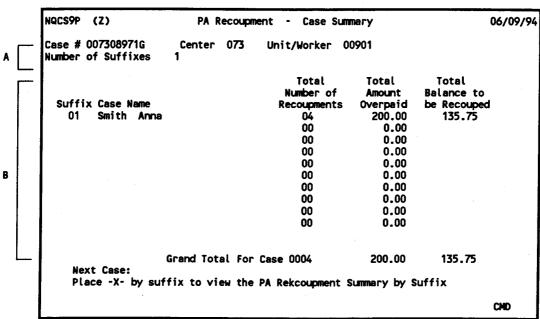
Amount Recouped: The dollar amount deducted from a recurring grant that is applied toward an outstanding recoupment.

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.

Recoup Pront (Recoupment Percent): 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 WMS/NYC
Page: H-21 Screen: NQSCP9 INQUIRY MANUAL



NGCS9P: PA RECOUPMENT - CASE SUMMARY

To Access This Screen:

- · Enter option #1 on the Recoupment Menu Screen (NQCS09).
- Enter either a Case # or a Case Name on NQCS09.
- Press the ENTER key. The PA Recoupment Case Summary Screen (NQCS9P) is displayed.

To Enter Information On this Screen (two options):

- Enter an "X" to the left of the desired suffix # on NQCS9P.
- Press the ENTER key. The PA Recoupment Suffix Summary Screen (NQCS9B) is displayed.

WMS/NYC INQUIRY MANUAL

Section: Recoupments

Screen: NQCS9P Page: H-22

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 PA Recoupment-Case Summary Screen (NQCS9P) is displayed.

Screen Description:

This screen displays case level information regarding Public Assistance (PA) Recoupments.

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

Total Number of Recoupments: The number of Public Assistance (PA) Recoupments being applied to a suffix within a case.

<u>Total Overpayment Amount:</u> The amount of overpayments made to a suffix within a case.

<u>Total Recoupment Balance:</u> The PA Recoupment amount remaining to be collected from a suffix within a case.

<u>Grand Total For Case:</u> The totals of all listed recoupments, overpayments and recoupment balances.

Section: Archive Retrieval System

Page: Q-9 Report: WINR0713

WMS/NYC

INQUIRY MANUAL

REPORT DATE 12/27 PROGRAM: DM1005	7/94	NEW YORK STATE DEP/ SYSTEM SUPPORT	ARTMENT OF SOCIAL F & INFORMATION SE	` '	***	PAGE
2 District: New Yor			ior to 10/27/93 re Port Winro713 JPMENT History		* COP * FC	THIS REPORT CONTAINS NFIDENTIAL INFORMATION OR INTERNAL USE ONLY
4 5 ORG RTI CTR	6 7 AUTH # CASE NO		PE SUBTYPE	(11) RECOUPMENT STATUS	Reference I OFFENSE- PRONT DATE	No. 0293438 (3) LAST TXN (13) (14)
ORIG RECOUP (15)	000005 0000733593 CURRENT (16) BALANCE	77E 1 M3E	17) INTENT NOTICE	PAID OFF (18) BEGIN DA	% 10/27/92 Overpayment ate amount	12/17/92 Deleted
100.00	0.00	1	11	10/27/	792 0.00	1 1
ORIG-CHK-BCH-NO: CASE NO SF 00007335937E 01 00007335937E 01 00007335937E 01	AMOUNT RECOUPED 10.15 29.95 29.95 29.95	RECOUP CYCLE PRONT 12/B/92 10% 12/A/92 10% 12/B/92 10% 11/A/92 10%	REPL-CH CHECK/R 0073518 0073186 0072871 0072558	2 7 9		

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	Section: Archive Retrieval System Report: WINR0713 Page: Q-10		
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

Page: Q-11 Report: WINR0713

WMS/NYC
INQUIRY MANUAL

REPORT DATE 01/05/95 PROGRAM: DM1005	NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES SYSTEM SUPPORT & INFORMATION SERVICES			PAGE
(2)	W S	PRIOR TO 10/27/93 REMOVE REPORT WINRO713 ADJUSTMENT LEDGER	ed from was	* THIS REPORT CONTAINS * * CONFIDENTIAL INFORMATION * * FOR INTERNAL USE ONLY *
DISTRICT: NEW YORK CITY (3) (4)	Tables Fally	Processing and the second		REFERENCE NO 0293438
RTI TYPE 00297322M CONC TRANS (5) (6)		(8) Amolant	(9) CREDITED	
DATE CASE NO 07/27/88 00002934389E	SUFFIX 01	(XED) TED 31.40	TO RT1 # 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.

IN	WMS/NYC QUIRY 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.		