



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #11-118-OPE (This Policy Bulletin Replaces PB #11-05-OPE)

VOLUNTARY PAYROLL DEDUCTIONS FOR NEW YORK CITY EMPLOYEES WITH REPAYMENT AGREEMENTS FOR ONE-TIME EMERGENCY PAYMENTS

<p>Date: December 23, 2011</p>	<p>Subtopic(s): Repayment Agreements</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>Revisions to the Original Policy Bulletin:</p> <p>This policy bulletin has been revised to remind Job Center staff that when a New York City employee selects B – Bi-Weekly as the Pay Frequency Type Code on the DSS Voluntary Payroll Deduction Enrollment/Cancellation form (CC-100j [E]), “26” must be entered as the number of paychecks received in a 12-month period. Staff is also reminded that the repayment agreement forms discussed in PB #09-131-OPE must be completed by the employee, in addition to signing the CC-100j (E).</p> <p>Purpose:</p> <p>The purpose of this policy bulletin is to inform all Job Center staff that when a New York City employee receives a one-time emergency payment (“one-shot deal”) for utility and/or rent arrears and is required to repay the Agency, he/she will be given the option to repay the Agency through payroll deductions.</p> <p>Voluntary Payroll Deductions for Repaying a One-Time Emergency Loan</p> <p>The Explanation of Voluntary Payroll Deductions for Repaying Your Social Services Loan form (CC-100k) has been created to provide New York City employees with information about the payroll deduction option for repaying a one-time emergency loan. JOS/Workers must give the CC-100k to New York City employees at the time a utility and/or shelter arrears repayment agreement is signed.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

To select the payroll deduction option, City employees must complete the DSS Voluntary Payroll Deduction Enrollment/Cancellation form (**CC-100j [E]**). The JOS/Worker must send Form **CC-100j (E)**, along with a copy of the employee's pay stub, to the Investigation, Revenue and Enforcement Administration (IREA) via inter-office mail or fax.

It is very important that the JOS/Worker review all entries on Form **CC-100j (E)** to ensure that the required information is completed, legible, and consistent with the employee's pay stub. For example, if an individual enters HRA as the Agency Name of his/her employer on Form **CC-100j (E)** but DCAS is listed on his/her pay stub, the JOS/Worker must correct the error by filling out a new form.

New Information

When an employee selects **B – Bi-Weekly** as the Pay Frequency Type Code on Form **CC-100j [E]**, the JOS/Worker must ensure that "26" is entered as the number of paychecks in a 12-month period.

New information

In addition to the payroll deduction option, an employee must agree to sign the repayment agreement forms for a one-shot deal in the EAF or ESNA category. Please refer to [PD #10-15-ELI](#) for details on the step-by-step process which includes the required forms.


Effective Immediately

Related Items:

- [PD #10-15-ELI](#)
- [PB #09-131-OPE](#)

Attachments:

- CC-100j (E)** DSS Voluntary Payroll Deduction Enrollment/Cancellation
- CC-100k** Explanation of Voluntary Payroll Deductions for Repaying Your Social Services Loan

 Please use Print on Demand to obtain copies of forms.

IREA Claims & Collections 250 Church St. 5 th Fl, NYC, NY 10013 Attn: Director (212) 274-4943 claimscollections@hra.nyc.gov	<h2 style="margin: 0;">DSS VOLUNTARY PAYROLL DEDUCTION ENROLLMENT / CANCELLATION</h2>
<input type="checkbox"/> START <input type="checkbox"/> CHANGE <input type="checkbox"/> CANCEL	<p style="text-align: center;">EMPLOYEE INSTRUCTIONS</p> <p>START DEDUCTION: CHECK THE "START" BOX, COMPLETE "SECTION A" (EMPLOYEE INFORMATION), AND "SECTION C" (EMPLOYEE AUTHORIZATION), AND ATTACH COPY OF PAY STUB</p> <p>CHANGE DEDUCTION: CHECK THE "CHANGE" BOX, COMPLETE "SECTION A" (EMPLOYEE INFORMATION), AND "SECTION C" (EMPLOYEE AUTHORIZATION)</p> <p>CANCEL DEDUCTION: CHECK THE "CANCEL" BOX, COMPLETE "SECTION A" (EMPLOYEE INFORMATION), "SECTION C" (EMPLOYEE AUTHORIZATION)</p>
SECTION A	EMPLOYEE INFORMATION
NAME (Print)	
LAST	FIRST MI
HOME ADDRESS	
ADDRESS	CITY STATE ZIP CODE
AGENCY NAME	
AGENCY ADDRESS	
ADDRESS	FL/RM BORO ZIP CODE
WORK TELEPHONE (_____) _____	DSS CASE # _____
SECTION B	REPAYMENT INFORMATION FOR FIA OFFICE USE ONLY
GOAL AMOUNT \$ _____ <small>(DSS One-Shot Loan value from signed Repayment Agreement)</small>	PAY FREQUENCY CODE: _____ <small>(see back of form)</small>
FOR (Check one per Repayment Agreement):	UTILITY <input type="checkbox"/> (24 Month Repayment) SHELTER <input type="checkbox"/> (12 Month Repayment)
Your deduction amount will equal \$ _____ / pay period. A copy of a recent Pay Stub must be attached.	
SEE CALCULATOR ON BACK OF FORM	
SECTION C	EMPLOYEE AUTHORIZATION
I HEREBY AUTHORIZE THE CITY OF NEW YORK TO DEDUCT THE ABOVE STATED GOAL AMOUNT IN INSTALLMENTS FROM MY PAYCHECK UNTIL THE GOAL AMOUNT IS REACHED. I ADDITIONALLY AUTHORIZE THE CITY OF NEW YORK TO DEPOSIT THE AMOUNT OF SAID DEDUCTION INTO AN ACCOUNT OF THE NEW YORK CITY HUMAN RESOURCES ADMINISTRATION. I ALSO GRANT AUTHORIZATION TO THE CITY OF NEW YORK TO ADJUST SAID DEDUCTION IN THE EVENT A DEDUCTION WAS MADE IN ERROR. I AGREE THAT THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL EITHER THE GOAL AMOUNT HAS BEEN REACHED OR I PROVIDE MY AGENCY WITH A WRITTEN CANCELLATION, AT WHICH TIME I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR MAKING PAYMENTS ON A MONTHLY BASIS.	
SIGNATURE	DATE
SECTION D	FOR IREA CLAIMS & COLLECTION OFFICE USE ONLY
EFFECTIVE DATE	DEDUCTION CODE
/ /	_____
DOCUMENT #	PAYROLL#: _____
_____	JSN: _____
DOCUMENT #	PARTICIPANT SOCIAL SECURITY #
_____	_____ - _____ - _____
DEDUCTION AMOUNT	
GOAL AMOUNT \$:	# OF INSTALLMENTS: _____
DEDUCTION AMOUNT \$: _____	
DEDUCTION AMOUNT DECREASE (Divide remaining goal amount by number of paychecks in extended period up to total of 24 months for Shelter Arrears and 48 months for Utility Arrears)	
REMAINING GOAL AMOUNT \$ _____	# OF INSTALLMENTS _____
NEW DEDUCTION AMOUNT \$ _____	
DEDUCTION AMOUNT INCREASE (Divide remaining goal amount by number of paychecks in period less than 12 months or remaining number of months, whichever increases deduction amount)	
REMAINING GOAL AMOUNT \$ _____	# OF INSTALLMENTS _____
NEW DEDUCTION AMOUNT \$ _____	
MANAGER/SUPERVISOR (PRINT)	SIGNATURE
	DATE
*** FOR DARB USE ONLY ***	
ENTERED INTO VOLPAY BY (PRINT)	SIGNATURE
	DATE

CALCULATION PAGE

PAY FREQUENCY TYPE CODE

- A - Weekly
- B - Bi-Weekly (every two weeks)
- C - Semi Monthly (twice a month)
- D - Monthly

DEDUCTION AMOUNT CALCULATIONS

Shelter Arrears Repayment

Goal Amount \$ _____ (amount of one shot) divided by the number of Paychecks in a 12 month period $\frac{\text{_____}}{\text{(# of Installments)}}$ = Deduction Amount \$ _____

Utility Arrears Repayment

Goal Amount \$ _____ (amount of one shot) divided by the number of Paychecks in a 24 month period $\frac{\text{_____}}{\text{(# of Installments)}}$ = Deduction Amount \$ _____

SAMPLE

Back

Explanation of Voluntary Payroll Deductions for Repaying Your Social Services Loan

Notice to New York City Employees

You have just signed an agreement to repay the Department of Social Services the cash assistance payment you received for your rental or utility arrears. The Human Resources Administration (HRA) has made arrangements with the New York City Payroll Administration to allow you to repay the amount owed, through automated payroll deductions. You can enroll in this program by completing the attached form and handing it to the HRA worker who has processed your loan request.

How does an automated payroll deduction work to repay my loan?

If you sign the payroll deduction form and cash the check, HRA will submit a request to City Payroll for a deduction from your paycheck to repay the amount owed. Once the deduction begins, you will pay the same amount in each paycheck until the cash assistance is repaid. Deductions will continue until the full amount is paid. Initially all deductions are calculated so as to repay a rental arrears loan in full in one year, and a utility arrears loan in two years, per New York State Social Services law.

When will the payroll deduction begin?

The payroll deduction begins after your check is cashed and your request form is submitted. If your check is not cashed, the form will not be submitted.

When will the payroll deduction end?

The payroll deduction will end when the loan amount is paid in full.

What information will appear on the pay stub?

When the automated payroll deduction is in effect, your pay stub will display the word "LOAN" and the amount of the deduction. In addition, the goal amount (the full amount you owe) appears on the stub.

How can I change the amount of the deduction?

If you want to change the amount deducted from your paycheck, you can contact the Division of Claims and Collections. The Division will work with you to modify your repayment schedule. New York State Social Services regulations allow us to do this. You can make a request to reduce or increase the automated deduction amount at any time during the period the loan is outstanding. You can make this request as early as the first business day after you sign the initial payroll deduction request form.

What happens if I want to stop the automated payroll deductions?

Your automated payroll deductions will be stopped at your request. However, you will still be responsible for repaying your loan on the agreed upon schedule. When the automated deduction stops, you will be billed monthly by mail and you will be expected to pay your bill on time.

What happens if I didn't sign-up for automated payroll deductions when I was processed for the loan and want to do it later?

If you decide at a later time to enroll in the automated payroll deduction program, you can obtain a form from the HRA Division of Claims and Collections at the address shown below.

Who do I contact with my questions or concerns?

You can contact the HRA Division of Claims and Collections:

By phone: (212) 274 – 4943
By mail: IREA/Division of Claims and Collections
250 Church Street
12th Floor
New York, NY 10087-5915
By email: claimscollections@hra.nyc.gov



Tell the representative you want to discuss your Repayment Agreement and the Automated Payroll Deduction. You will be given an appointment to meet with staff so that your payroll deduction amount can be started, changed, or stopped. Please do not visit the Division of Claims and Collections without an appointment.

Where do I go if I get an appointment with the Division of Claims and Collections?

The address is 250 Church St., 12th Floor, New York, N.Y. 10013.