

GENERAL INFORMATION SYSTEM
DIVISION: Employment & Transitional Supports

November 22, 2006

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TO: Commissioners; TA Directors; CAP Coordinators; Child Support Staff

FROM: Russell Sykes, Deputy Commissioner, Division of Employment and Transitional Supports

SUBJECT: Upcoming Telephone Conference Calls to Discuss the Child Support Desk Review Process for Excess Support and Pass-through Payments

EFFECTIVE DATE: Immediately

CONTACT PERSON: Bureau of Temporary Assistance at (518) 474-9344

This is to announce two upcoming telephone conference calls aimed at the Local District Temporary Assistance staff and Child Support staff who are responsible for the resolution of questions posed by current and former Temporary Assistance recipients about the amount of support retained by DSS to repay public assistance or who believe that they are entitled to an excess support payment or a child support pass-through payment.

The joint Division of Child Support Enforcement (DCSE)/Division of Employment and Transitional Supports (DETS) ADM entitled "Desk Reviews of the Distribution of Child Support Payments" is currently in the Executive Clearance process and is expected to be released shortly.

In order to insure that TA and Child Support workers are aware of the new procedures discussed in the ADM and are ready to employ them as necessary, these conference calls will provide additional information about the new desk review process. They will provide an opportunity for workers to ask questions and gain a better understanding about the effect on their current process. We strongly encourage appropriate line level and supervisory staff to attend a conference call.

To the extent possible, please call in on a single line per district but no more than two different lines per district.

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The call-in information follows:

Dial (518) 408-1500 (if local) or the toll free number, 866-266-3697 if outside the local calling area. You will hear "Welcome to the New York State Office of General Services' Audio Bridge."

*When prompted, enter your code (Moderator & Conferee codes are listed below).

*Remember to press the # sign after entering your conference ID code.

*Do not call into the conference any earlier than 10 minutes before your scheduled time.

Date of Conference:	November 28, 2006
Start Time of Conference:	10:00am
End Time of Conference:	11:30am
Total Participants:	50
Conferee Code:	009580#
Moderator Code:	290436#
Conference Name:	OTDA-Desk Review

Date of Conference:	November 29, 2006
Start Time of Conference:	1:30pm
End Time of Conference:	3:00pm
Total Participants:	50
Conferee Code:	009580#
Moderator Code:	290436#
Conference Name:	OTDA-Desk Review