NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
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Governor

Administrative Directive

Section 1

Transmittal:	09-ADM-21
	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports (CEES) and Center for Child Well-Being (CCWB)/Division of Child Support Enforcement
Date:	November 13, 2009
Subject:	Temporary Assistance Excess Support Process and Procedures for Reviewing Cases that have Support Collections in Excess of the Temporary Assistance Deficit
Suggested Distribution:	Child Support Enforcement Coordinators Support Collection Unit Supervisors Temporary Assistance Directors Employment Coordinators Staff Development Coordinators Accounting Staff Resource and Recovery Staff
Contact Person(s):	Division of Child Support Enforcement at 1-800-343-8859 Temporary Assistance Bureau at 1-800-343-8859, extension 4-9344
Attachments:	1. Sample Part B for the CSMS 8649 Report for Upstate Local Districts 2. Sample Part B for the CSMS 8649 Report for New York City 3. Calculation Worksheet for Cases Reported on <u>PART B</u> of the CSMS 8649 Report- "Obligation and Collection Greater Than Assistance Granted" 4. Case Examples for Completion of the Calculation Worksheet 5. Request for a First-Level Desk Review of the Distribution of Child Support Payments 6. Information and Instructions for Completing the "Request for a First-Level Desk Review of the Distribution of Child Support Payments" 7. Calculations Worksheet Desk Review of Excess Current Support 8. Information and Instructions for Completing the "Calculations Worksheet Desk Review of Excess Current Support" 9. Determination of the Request for a First-Level Desk Review of the Distribution of Child Support Payments
Attachment Available On – Line:	☒

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
04 INF-17 04 INF-20 06 ADM-16 08 ADM-08 09 INF-10 09 ADM-04 09 ADM-11		18 NYCRR: 347.12 347.13 347.25 352.15 352.31(a)(6) and (7) 369.2(b)	SSL §111-c(2) SSL §131-a SSL §158 SSL §336 45 CFR 302.51(b)	TASB, Chapter 9, Section S ABEL Manual Fiscal Reference Manual: Volume 1, Chapter 4 Volume 2, Chapter 3	Federal OCSE-AT-07-05, dated July 11, 2007 Federal OCSE AT-97-17, dated October 21, 1997 Federal OCSE IM-00-04, dated May 8, 2000 LDSS-4148A Dear Colleague Letter dated November 21, 1995 Dear TA Director letter dated November 17, 2005. Dear Colleague Letter dated April 22, 2008 GIS 04 TA/DC006

Section 2

I.   Summary

This Administrative Directive (ADM) advises local districts of the continuance under the Federal Deficit Reduction Act of 2005 (DRA) of the requirement to calculate and distribute support collections which exceed the cumulative unreimbursed assistance (URA), and the discontinuance of the calculation and distribution to recipients of temporary assistance (TA) on a monthly basis of any excess amount of current support payments collected during the month, often referred to as *excess current support*. Further, this Administrative Directive provides local districts with instructions for identifying cases that must be reviewed when the current child or child and spousal support collections (hereinafter referred to as *support collections*) are greater than the TA deficit for the month, a process which complements the continuing requirement to distribute collections exceeding the cumulative URA amounts to the TA family. Throughout this Administrative Directive, the excess arrears support process that continues will be referred to as *cumulative excess support* and the monthly excess support process that is hereby discontinued will be referred to as *excess current support*.

This Administrative Directive provides (1) information regarding the impact of these changes upon the child support and TA programs; (2) a new Calculation Worksheet that will assist in reviewing cases appearing on Section B of the CSMS 8649 report; and (3) a new TA payment type code for use in specific circumstances. Additionally, desk review forms, worksheets and

instructions, and financial reporting changes impacted by the discontinuance of the excess current support process are addressed in this Administrative Directive.

II. Purpose

The purpose of this Administrative Directive is to advise local district Social Services Districts (SSDs) and Support Collection Units (SCUs) of the continuation of the automated cumulative excess support process where collections exceed URA, and of the discontinuance of the excess current support process which provides for the monthly manual distribution of excess current support payments to recipients of TA where such support collected exceeds the TA deficit for that month. This Administrative Directive also provides SSDs with instructions for identifying cases that must be reviewed when the current support collections are greater than the TA deficit for the month.

Further, this Administrative Directive provides information regarding the impact of this change upon the TA program, including:

- The review and processing of cases where the current support collections exceed the TA deficit;
- The review and processing of Transitional Employment Advancement Program (TEAP) cases where the current support collections exceed the TA deficit;
- Expanded use of the CSMS 8649 report;
- The development of a Calculation Worksheet that will assist SSDs in reviewing cases appearing on Section B of the CSMS 8649 report; and
- Use of a new TA payment type code N2 and limited continued use of the TA payment type codes D3 for rest of state (ROS) and 71 for New York City (NYC).

Note: *Current support* is defined as support collections made in the month in which the support is due. Current support does not include any past-due support or arrears that are collected in a *given month. TA deficit* is defined as the amount of benefits a household is eligible to receive resulting from the difference between total income and total needs.

In addition, this Administrative Directive provides information regarding the impact of the change upon both the Child Support Enforcement and TA programs with regard to desk reviews of the distribution of support payments.

III. Background

Effective October 1, 1996, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) preserved the TA recipient protection provided for in former section 302.51(b)(5) of Title 45 of the Code of Federal Regulations (45 CFR 302.51[b][5]) by ensuring that states never retain more in child support reimbursement than is paid to the TA family as assistance. This requirement is continued with the DRA. When a recipient leaves assistance, any arrears in excess of the amount needed to reimburse the state and local district for the total amount of TA granted to the family (cumulative URA) become unassigned. Collections made toward these arrears will be disbursed to the TA family pursuant to the child support distribution hierarchy. Likewise, while a family is in receipt of TA (during an assignment period), support collections which exceed cumulative URA are considered excess support payments and are distributed to the recipients of TA through the automated cumulative excess support process.

SSDs were advised of the automation of the calculation and issuance of excess support payments in the *Dear Temporary Assistance Directors* letter dated November 17, 2005.

Former 45 CFR 302.51(b)(3) required that monthly current support amounts in excess of the amount of assistance issued to the family for the month be paid to the family. For purposes of effecting timely TA case closures, New York State continued the monthly excess current support process in which SSD workers were required to manually review certain pre-identified TA cases during a month and pay to the family the difference between the TA payment plus the pass-through/disregard amount for the month and the support obligation collected for the month as an excess current support payment. However, the automated cumulative excess support process provides for payment of excess support to the family where appropriate and therefore obviates the need to manually review and calculate additional excess support due to the family. As such, the Office of Temporary and Disability Assistance (OTDA) has discontinued the excess current support process **effective July 1, 2009**. The cumulative excess support process provided for in the *Dear Temporary Assistance Directors* letter dated November 17, 2005, will remain.

All recipients of TA, absent good cause or a domestic violence waiver, are required to cooperate with the child support program to establish paternity and establish, modify, and enforce child support. This cooperation requirement applies to recipients of TA participating in TEAP, the subsidized employment program funded through grant diversion. This is because the TA case remains open during the TEAP contract period even when there is a small or zero TA grant amount. (Refer to Administrative Directive 09 ADM-11, *Transitional Employment Advancement Program (TEAP)*, dated June 19, 2009, for more information on this topic.) Because the TA case remains open during the TEAP contract period, collections received for these cases have been treated the same as any other TA case. Thus, when the support collected exceeds the small or zero TA grant amount in such cases, that excess amount is issued to the family as an excess support payment. Therefore, the changes identified in the previous paragraph are applicable to all TEAP cases as well.

New York State regulations at 18 NYCRR 352.31(a)(6) provide that upon notification by the child support enforcement program of the amount of current support collected for a month for a recipient of TA, the local district must review the household's eligibility for TA. This review must be conducted no later than the second month after the month in which the SSD receives the information from the child support enforcement program that current support collected exceeds the TA deficit for the month being reported. There are several mechanisms through which the SSD may learn about support collections, including: the CSMS 8649 report, *Obligation and Collection Greater Than Assistance Granted*; the MRB/A eligible and exception list; through communication directly from the SCU; and from information provided by the TA applicant/recipient. Although there are several mechanisms through which the SSDs may learn about support collections that exceed the TA deficit, the primary tool is the CSMS 8649 report.

Pursuant to the *Dear Colleague* letter dated November 21, 1995, the monthly CSMS 8649 report provides the SSD with the current support collected for the month and should be used to identify cases in which TA households are receiving support payments during the month which may be in excess of assistance granted. Although the excess current support process is discontinued effective July 1, 2009, SSDs must continue to review cases reported on the CSMS 8649 report timely to determine the household's continued eligibility for TA. In preparation for the discontinuance of excess current support, enhancements were made to the ROS and NYC CSMS 8649 reports (Attachments 1 and 2, respectively). 09 INF-10, *Modifications made to the Upstate CSMS 8649: "Obligation and Collection Greater Than Assistance Granted" Report and New York City CSMS 8649: "Obligation and Collection Greater Than Assistance Granted" Report,*

dated April, 28, 2009 provided local districts with information concerning the modifications to the enhanced CSMS 8649 report. Refer to 09 INF-10 for further information regarding modifications to the report.

IV.   Program Implications

The discontinuance of the monthly excess current support process along with continuance of the automated cumulative excess support process will ensure consistency and timeliness in distributing excess support to families entitled to such payments in compliance with DRA and PRWORA requirements.

A.   Temporary Assistance Implications

Discontinuance of Excess Current Support. Effective July 1, 2009, SSDs are no longer required to manually distribute excess current support payments to recipients of TA as payment type code D3 and 71, except as provided for in Section IV.B. of this Administrative Directive. Where support collections exceed the cumulative URA, cumulative excess support payments will be calculated and issued through the automated cumulative excess support process as TA payment type code D4 (*Excess Support Arrears*) for ROS or 72 (*Excess Arrears Support Payment*) for NYC.

Review for TA Eligibility. As provided in 18 NYCRR 352.31(a)(6), SSDs must continue to comply with the requirement that they review the household's eligibility to receive TA upon notification by the child support program of the amount of current support collected for a month for a recipient of TA. This review must be conducted no later than the second month after the month in which the SSD receives notification of such collection information.

A TA household is determined to have current support that exceeds the TA deficit when the household's current support collected (up to the obligation amount), less the amount of the support pass-through/disregard, exceeds the TA deficit. If the household is ineligible for TA, the case must be closed as soon as possible, but no later than the second month after the month in which the SSD receives notification from the child support program that enables the SSD to determine if current support collected exceeds the TA deficit. The notification from the child support program will assist the SSD in identifying TA cases that require a timely review to determine the household's continued eligibility for TA. If an SSD fails to timely meet the requirements listed in 18 NYCRR 352.31 (a)(6) as stated above, any support money incorrectly retained by the State and due to the family must be issued to the family and coded as a new WMS payment type N2 (see below), or any overpayment that results from an SSDs' failure to act timely must be recovered.

New IV-A Payment Type - Period of Ineligibility. The new TA non-assistance payment type code for support payments that are incorrectly retained by the State and due to recipients whose cases appear on Section B of the CSMS 8649 report (Attachments 1 and 2) is:

   N2 - *Child Support Due Client - Period of Ineligibility*

After the SSD completes the *Calculation Worksheet for Cases Reported on <u>PART B</u> of the CSMS 8649 Report - "Obligation and Collection Greater Than Assistance Granted"* (Attachment 3), hereinafter referred to as *Calculation Worksheet*, the new code will be used to issue support collections incorrectly retained by the State due to untimely TA case closure. The code will be used for both Rest of State (ROS) and New York City (NYC) and will only be allowed for payment periods with a "from" date greater than June 30, 2009. The N2 payment type requires claiming category code N - non-reimbursable, and does not count toward TANF 60 month or Safety Net Assistance 24 month time limits. N2 payments are reported to CSMS.

Note: N2 payments may only be issued on cases which appear on Section B of the CSMS 8649 report. A Calculation Worksheet must be completed in order to issue an N2 payment.

New Calculation Worksheet. To assist SSDs in processing TA cases which may be ineligible for assistance due to current support collection exceeding the TA deficit, a new Calculation Worksheet (Attachment 3) has been developed. The Calculation Worksheet will:

- Identify households that may require an N2 payment(s);
- Calculate N2 payment(s) due to the household;
- Determine the time period of the TA case closing;
- Establish overpayments that must be recovered; and
- Allow for use of the correct closing code.

TEAP Households and Current Support that Exceeds the TA Deficit. SSDs must not take any action to discontinue TA assistance when the SSDs are notified by the child support program that a household participating in TEAP has current support collections that exceed the TA deficit. If a household participates in TEAP, pursuant to 09 ADM-11, the TA case remains open during the contract period even when there is a small or zero TA grant amount. The TA case must <u>not</u> be closed until the end of the TEAP contract period even if current support payments make the household ineligible for assistance. Where support collections exceed the cumulative URA, cumulative excess support payments will be automatically calculated and issued through the automated cumulative excess support process as discussed in the *Dear Temporary Assistance Directors* letter dated November 17, 2005.

Using the CSMS 8649 Report to Identify Cases Where Current Support Collected Exceeds the TA Deficit. The CSMS 8649 report must continue to be used to identify households that may be potentially ineligible for TA because the household may have current support collections in excess of the TA deficit. A TA household will appear on the report when the following conditions are met:

- the sum of all current support obligations exceeds the TA deficit and the pass-through amount set at default of $100; **and**

- the sum of all current support collections for the month exceeds the TA deficit amount and the pass-through amount set at default of $100.

The CSMS 8649 report is comprised of two parts; Section A and Section B. If the above conditions are met, a TA household will appear on Section A of the CSMS 8649 and if required action is not taken timely, the case may remain on Section A for three consecutive months. If a case remains on Section A for three consecutive months, the case will appear on section B of the report. Section B of the report will contain the same data elements as cases listed on Section A of the report.

To accurately determine a household's continued eligibility for TA, SSDs must be aware of the following when reviewing the report:

- The report is used to identify TA households that **may** have current support that exceeds the TA deficit and households that may require the issuance of a N2 payment. The presence of a TA household on the report does not mean the household is ineligible for TA. SSDs must review each household listed on the report for continued eligibility for TA.

- The data that is provided and used in the CSMS 8649 report does not distinguish one-time current support collections from recurring current support collections. For example, recurring current support collections may be received from a noncustodial parent on a weekly basis or a one-time non-recurring collection may be received from a bank account seizure. Since the CSMS 8649 report does not distinguish between the types of current support collection, the household may still be eligible for TA and the TA case must not be automatically closed without further review.

- A TA household that participates in TEAP is not systematically identified, which may result in TEAP households appearing on both Section A and Section B of the CSMS 8649 report. Despite this, TEAP households must not receive N2 payments because the case must not be closed during the TEAP contract period. The TEAP participant will receive a cumulative excess support payment where appropriate. These cases will remain on Section B of the report until case circumstances change.

- The CSMS 8649 report will not determine if the amount of the current support collected (up to the obligation amount), less the pass-through/disregard amount, actually exceeds the TA deficit.

- The CSMS 8649 report does not identify the actual amount of the pass-through payments issued to the household. The pass-through amount identified on the report is set at the default of $100.00 and will remain at that amount despite the forthcoming increase in the maximum pass-through payment a TA household may receive effective January 1, 2010. Further information regarding this pass-through change will be forthcoming.

- The CSMS 8649 report will also show support collections for months when there are five weekly pay periods in a month, which may result in inflated income. TA households that appear on Section A of the report due only to an artificial inflation of income caused by a five week month must not be closed. However, if the TA household appears in Section B during a five week month, SSDs must review the household for continued eligibility for TA.

Excess Current Support TA Payment Types. The TA non-assistance payment types for excess current support payments are: D3 for ROS and 71 for NYC. These codes, as provided for in Administrative Directive 09 ADM-04, *Temporary Assistance (TA) Payment Type Codes – Designations as Assistance or Non-Assistance,* dated March 4, 2009, are being modified as follows:

      D3 - *Excess Current Support -* **through June 30, 2009**
      71 - *Excess Current Support –* **through June 30, 2009**

The revised codes will be used solely for the purpose of desk review requests received for collections up to and including June 30, 2009. Upon expiration of a recipient's right to a desk review of excess current support payments on January 31, 2011, these payment types will be rescinded. Upon such expiration, SSDs will be advised which payment types will be disabled. All other instructions provided for in 09 ADM-04 remain the same.

Adjusting Time Limits. As provided for in 18 NYCRR 352.31(a)(7), time limit accruals which are a result of an individual continuing to receive TA after the household was ineligible pursuant to 18 NYCRR 352.31(a)(6) must be adjusted. Therefore, if a case appears on Section A or Section B of the CSMS 8649 report, upon case closing SSDs must remove the months of ineligibility in which the individual continued to receive TA and should not have. In addition, SSDs must contact their Time Limit Coordinators to adjust the Time Limit Count accordingly.

B.   **Child Support Enforcement and Temporary Assistance Desk Review Implications**

When a current or former recipient of TA believes that the distribution of support payments made was incorrect, New York State Regulation 18 NYCRR 347.25 provides that a desk review of support payments may be requested for the month(s) during which an assignment of support rights was in effect, and that the desk review is limited to an accounting of the collections and disbursements made *during* the calendar year in which the desk review is requested and the calendar year *preceding* the calendar year in which the desk review is requested (a desk review request received in the month of January is considered to have been made in the prior calendar year). As provided for in Administrative Directive 06 ADM-16, *Desk Reviews of the Distribution of Child Support Payments,* dated December 13, 2006, a desk review request may include a review of excess current support distribution. With the discontinuance of the excess current support process beginning July 1, 2009, current and former recipients of TA will continue to have the right to a desk review of excess current support payments for collections made up through and including June 30, 2009. The last date on which such review can be requested is January 31, 2011.

The SCUs and SSDs are to continue to receive and conduct joint desk reviews for excess current support, but only for desk review requests pertaining to collections up through and including June 30, 2009. Revisions have been made to the desk review forms, worksheets, and instructions in accordance with this change. Local district must destroy the prior versions of the desk review forms identified in Administrative Directive 08 ADM-08, *Increase in Pass-through and Disregard of Support Payments*, dated October

29, 2008, and replace those forms with the versions of the forms included with this Administrative Directive which are effective July 1, 2009.

When the rights to a desk review of excess current support distributions expire on January 31, 2011, OTDA will remind SSDs of the expiration, revise the desk review request form and instructions, and rescind the excess current support worksheet and instructions.

Note: Section S, 14(h)(1)(c) - (e), 14(h)(2), and 14(i), within Chapter 9 of the Temporary Assistance Source Book (TASB) provide SSDs with the process for excess current support. The TASB instructions will be revised to eliminate the requirement to issue monthly excess current support payments to TA households which appear on the CSMS 8649 report. However, the SSD must continue to follow the instructions provided when calculating, issuing and budgeting for excess current support payments for purposes of desk review requests for excess current support through January 31, 2011. At that time additional revisions will be made to the TASB to remove the monthly calculation, issuance, and budgeting for excess current support payments. All other SSD worker responsibilities, as identified in Chapter 9 of the TASB, remain unchanged. For desk review purposes, SSDs are reminded that up through September 30, 2008, the pass-through and disregard of support collections was limited to up to the first $50.00 of current support collected.

C.   **Food Stamps Implications**

For purposes of Food Stamps (FS), there is no change to the current program. Excess current support payments made to TA households (payment types D3 and 71) are not counted as income for FS. New payment type N2 is considered a nonrecurring source of income that covers a period of TA ineligibility. Therefore, payment type N2 will be treated the same as payment types D3 and 71 and will not be counted as income for FS. If a TA case closes as a result of excess income from child support, the case must continue to be reviewed with a separate determination for FS eligibility.

Most households leaving Family Assistance (FA) or Safety Net Assistance–federally participating (SNA-FP) for excess income due to support collection will qualify for Transitional Benefit Assistance (TBA), as will TEAP households with a zero TA grant. Non-TBA households will need to have FS eligibility separately determined.

D.   **Medicaid Implications**

For purposes of Medicaid, there is no change to the current program. If a TA case closes as a result of the payments discussed in this Administrative Directive, the case must be reviewed under existing procedure which requires a separate determination for Medicaid eligibility.

V. Required Action

A. Temporary Assistance

1. Discontinuance of Excess Current Support

Effective July 1, 2009, SSDs are no longer required to manually calculate and distribute excess current support to recipients of TA as payment type code D3 (ROS) or 71 (NYC), except as provided for in Section V.B. of this Administrative Directive.

2. Monthly Review of the CSMS 8649 Report

SSDs must continue to timely review the monthly CSMS 8649 report and manually determine the TA household's continued eligibility to receive TA. This review must be conducted no later than the second month after the month in which the SSD receives the CSMS 8649 report.

If the SSDs fail to act timely the following will occur:

a. FA household's federal time limits count will require an adjustment; and

b. A Calculation Worksheet (Attachment 3) must be completed.

If the SSDs fail to act timely, the following may occur:

a. N2 payments may need to be issued to the households; or

b. Overpayments may need to be established due to incorrect issuance of pass-through payments to the family.

3. Evaluation of TA Financial Eligibility

SSDs must evaluate every TA household that appears on the CSMS 8649 report each time the household appears on the report because the case circumstance may have changed which may result in the household's ineligibility for TA.

The CSMS will not automatically determine if the amount of the current support collected up to the obligation amount exceeds the TA deficit. SSDs must follow the instructions below to manually determine if the amount of current support collected in a month exceeds the TA deficit for the same month:

a. Complete an ABEL budget. The ABEL budget must be recalculated for the evaluation month by entering the current support collections up to the obligation amounts for each of the support obligations, using unearned income source code 06 (*Child Support Payments)* for ROS, or unearned income source code 14 (*Court Ordered Alimony, Spousal Support, Child Support Payment)* for NYC.

b. Verify the amount of the current child support collected for the evaluation month. The current support collected up to the support obligation amount is made available on the CSMS 8649 report by **comparing column 4 to column 9, second line, and entering the lesser of the two amounts.** The amount must be documented in the case record.

c. Retain case records. Case records must be retained for at least six years.

4. Household Determined to be Ineligible for TA

If a TA household appears on the CSMS 8649 report and is determined to be ineligible for assistance (except for cases which include an individual participating in TEAP), the case must be closed <u>as soon as possible but no later than</u> the second month after the month in which the SSD receives notification from the child support program via the CSMS 8649 report.

The SSDs must provide timely and adequate notice to the family when the household's assistance is discontinued due to excess child support income. SSDs must **not** close TEAP participating households that appear on the CSMS 8649 report.

SSDs must verify and document the amount of the current child support obligation at the time of any budget changes including recertification and when there is a household composition change. The amount must be documented in the case record.

Note: When the SSD closes a TA case, the SCU will be automatically notified of the effective date of the TA household's case closure through the use of the daily IV-A/IV-D Interface Report. At that time, support payments will be redirected to the family.

5. Accessing the CSMS 8649 Report

For Upstate, the CSMS 8649 report continues to be a Benefit Issuance Control System (BICS) report and is available by accessing the BICS queue on the first Friday of each month. Upstate districts' BICS operators must process the monthly report for immediate distribution to SSDs. The report is also available on the Computer Output to Laser Disk (COLD) system's CSMS worker reports as a report named "MSUPPGTRGRNTD."

For NYC, a text file of the NYC CSMS 8649 report is sent to NYC Human Resource Administration (HRA) for monthly processing.

6. Section B of the CSMS 8649 Report

SSDs must use the Calculation Worksheet for cases that appear on Section B of the CSMS 8649 report (Attachments 1 and 2), do not participate in TEAP, and are determined ineligible for TA. This Calculation Worksheet will ensure that cases appearing on Section B of the CSMS 8649 report are closed appropriately, the family receives any current support collected and incorrectly retained by the State

that they may be entitled to, and any overpayments are established. This Calculation Worksheet must be retained in the TA case file.

If SSDs appropriately close eligible TA cases when they appear on Section A of the CSMS 8649 report, the number of cases which appear on Section B of the CSMS 8649 report will be greatly reduced. In addition, the occurrences of overpayment that must be recovered and situations which require the issuance of N2 payments will also be reduced.

7. **Instructions for Completing the Calculation Worksheet**

In order to complete the Calculation Worksheet, the SSD will need the following information:

a. **The date the case was first reported on Section A of the CSMS 8649 report.** In order to determine the date that the case was first reported on the CSMS 8649 report, the SSD must compare the current CSMS 8649 report to previous CSMS 8649 reports. If the previous CSMS 8649 reports are unavailable to the SSD, they must contact their SCU and request the previous reports. SCUs can access the reports through Computer Output to Laser Disk (COLD), with the report name MSUPPGRTGRNTD.

   Note: The review period for the Calculation Worksheet is limited to the date the case was first reported on Section A of the CSMS 8649 report through the date the Calculation Worksheet is completed.

b. **The cumulative excess support payments (payment type D4 for ROS or payment type 72 for NYC) the case has received for each month of the review period.** D4 (ROS) and 72 (NYC) payment types are automatically authorized within two (2) business days following the end of the child support accounting month. ROS SSDs should review the Benefit Issuance Control System (BICS) to determine if the case received a D4 payment. NYC SSDs should review WMS benefit issuance inquiry screen to determine if the case received any payment type 72 payments.

   Note: The cumulative excess support process compares the total support collected and disbursed to the SSD on behalf of a TA recipient to the amount of assistance issued on the TA recipient's case (non-assistance payments are not included in this amount). Any support collections disbursed to the SSD which exceed the amount of assistance granted are issued to the TA household as a cumulative excess support payment (payment type D4 for ROS or payment type 72 for NYC). For a list of assistance payment types, refer to 09 ADM-04.

c. **The current support collected per month up to the monthly support obligation amount.** The CSMS 8649 report is the primary source of this information. The SSD will find this information on Section A or Section B of the CSMS 8649 report but may contact their SCU for this information if necessary.

d. **The amount of "assistance" payments the case has received for each month that falls in the review period.** ROS SSDs must review BICS to determine the sum of the assistance payments for each month within the review period. NYC SSDs must review WMS benefit issuance inquiry screens. All SSDs must also review the ABEL budget for each month of the review period to determine if a percentage of the grant was applied to a recoupment. If, for any month of the review period, there has been a percentage of the grant applied to a recoupment, this amount must be added to the assistance payments for the month and entered in column (d) of the Calculation Worksheet. For a list of assistance payment types see 09-ADM-04. SSDs must not include non-assistance payment types.

e. **The amount of the support pass-through payment the case has received for each month that falls in the review period.** A pass-through payment is based on the previous month's collection of current support. Although pass-through payments are considered non-assistance payments, they must be included when determining the amount which can be recovered on cases which have not been reviewed timely and therefore improperly received a pass-through payment.

Once this information has been obtained, the SSD must complete the new Calculation Worksheet. The Calculation Worksheet must be completed before taking action on the case. Once the Calculation Worksheet has been completed the SSD must maintain the Calculation Worksheet in the case record and either:

a. **Close the case with a timely notice using CNS reason code E32** (*Excess Income Increased Support Collection)* when the case is closed within the same month the case is reported on Section B of the CSMS 8649 report; or

b. **Establish an overpayment claim and close the case with a timely notice using CNS reason code E32** when the case is <u>not</u> closed within the same month the case is reported on Section B of the CSMS 8649 report; or

c. **Issue the amount of support collections incorrectly retained by the State using payment type N2 and close the case with a timely notice using CNS reason code E32** when the case is <u>not</u> closed within the same month the case is reported on Section B of the CSMS 8649 report.

Time limit counts which accrue for individuals who received assistance while they were determined to be ineligible may need to be adjusted.

For case examples based on review of the CSMS 8649 report and completion of the Calculation Worksheet, refer to Attachment 4, *Case Examples for Completion of the Calculations Worksheet*.

B. **Child Support Enforcement and Temporary Assistance Desk Review**

    1. **Desk Review Requests**

The SCU and SSD are to continue to receive and conduct joint desk reviews for excess current support payments with respect to collections up through and including June 30, 2009, when requested on or before January 31, 2011. The periods for which a recipient may request a desk review for excess current support includes the current year, for collections January 1 through June 30, 2009, and the prior calendar year of January 1 through December 31, 2008. (This assumes the individual is otherwise eligible for review during these months, i.e., an assignment was in effect.) Effective with collections beginning on July 1, 2009, and thereafter, no further excess current support payments are to be issued. Any desk review requests for review of excess current support collections received on or after July 1, 2009, and thereafter, must be denied.

Instructions for handling desk review requests can be found in Administrative Directive 06 ADM-16.

    2. **Use of Revised Desk Review Forms, Worksheets and Instructions**

To support the discontinuance of excess current support on July 1, 2009, revisions have been made to the desk review request form, worksheets, instructions, and determination letter that were included with 08 ADM-08. The revised documents, which are to be used for their respective purposes beginning July 1, 2009, are attached as follows:

- Request for a First-Level Desk Review of the Distribution of Child Support Payments form (Attachment 5)
- Information and Instructions for Completing the "Request for a First-Level Desk Review of the Distribution of Child Support Payments" (Attachment 6)
- Calculations Worksheet Desk Review of Excess Current Support (Attachment 7)
- Information and Instructions for Completing the Calculations Worksheet Desk Review of Excess Current Support (Attachment 8)
- Determination of the Request for a First-Level Desk Review of the Distribution of Child Support Payments (Attachment 9)

In order to ensure that use of these revised desk review documents begins in a timely manner, SCUs and SSDs must destroy all prior versions of these documents and begin use of the revised forms, worksheets, and instructions noted herein effective with release of this Administrative Directive. Local districts will be reminded when the right to a desk review for excess current support expires and Attachments 7 and 8 above, respectively, are rescinded.

    3. **Availability of Desk Review Forms**

While current and former recipients of TA who wish to request a desk review may obtain a desk review request form and instructions by telephoning the New York

State Child Support Customer Service Helpline at 1-888-208-4485, they may also obtain this form and instructions in person at SCUs. See the April 22, 2008 *Dear Colleague* letter entitled *Availability of Desk Review Request Form and Instructions* for further information. The desk review form and instructions will be posted to ERS for SCU workers access should an in-person request be received.

VI. Systems Implications

A. ROS WMS and ABEL

The TA payment type code D3 and claiming category code N - *non-reimbursable*, is revised effective July 1, 2009, as provided in Section IV.A. of this Administrative Directive. For purposes of excess current support desk review requests through January 31, 2011, the revised TA payment type code and respective instructions for using this payment code on WMS and ABEL will continue.

B. NYC WMS and ABEL

The TA payment type code 71, claiming category code N - *non-reimbursable*, is revised effective July 1, 2009, as provided in Section IV.A. of this Administrative Directive. For purposes of desk review requests for excess current support through January 31, 2011, the revised TA payment type code and respective instructions for using this payment code on WMS and ABEL will continue.

C. Automated Processing

The automated cumulative excess support process discussed in the *Dear Temporary Assistance Directors* letter dated November 17, 2005 will continue for all current assistance cases which are eligible for excess support payments. Note that 09-ADM-04 provides all current payment type codes and their designations.

VII. Additional Information

A. Claiming Instructions

To claim payment types N2, D3 (for ROS), 71 (for NYC – code 71P in the Fiscal Reference Manual), D4 (for ROS), and 72 (for NYC – code 72P in the Fiscal Reference Manual), local districts should identify, from the BICS-produced LDSS 2517 Schedule A-1 composite rolls and CRM 100 report (for NYC), the CS Due Client- Period of Ineligibility payments and the Excess Child Support payments for Family Assistance Federally Participating (FA FP) cases, Safety Net Federally Participating (SN FP) cases, and Safety Net Federally Non-Participating (SN FNP) cases.

The payment type N2 payments made for Case Types 11 (*Family Assistance*) and 12 (*SN Federally Participating*) will appear on the composites as item IV-D-FA-CS-DUE-CLIENT-INEL payments. The payment type N2 payments made for case types 16 (*Safety Net Cash Assistance*) and 17 (*SN Federally Non Participating*) will appear on the composites as item IV-D-SN-CS-DUE-CLIENT-INEL payments. The payment types D3 and D4 payments made for Case Type 11 and 12 will appear on the composite rolls as

item IV-D-FA-EXCESS-CURRENT or IV-D-FA-EXCESS-ARREARS payments. The payment types D3 and D4 payments made for Case Type 16 and 17 will appear on the composite rolls as IV-D-SN-EXCESS-CURRENT or IV-D-SN-EXCESS-ARREARS payments. For NYC, excess child support payments will be paid to the recipient using payment types 71 (code 71P) and 72 (code 72P).

The *CS Due Client – Period of Ineligibility* and excess support payment amounts should be manually reduced from the amounts reported on the CSMS A-1, Title IV-D Summary of Collections and Distributions from line 12 (*Dist as Assist Reimb*), Columns 2 (*Current IV-A Assistance*), 4 (*Former IV-A Assistance*) and 6 (*Safety Net Federally Non Participating*) and added to the amounts reported on the CSMS A-1, line 14 (*Dist Family*), Columns 2, 4, and 6.

The custodial parent's *Passed Through (Disregard)* amount is issued from collected child support using payment type D1 (*IV-D Payment*) for upstate districts, and codes 54P (*Child Support Bonus Payment - Manual Issuance*) and 70P (*Child Support Bonus Payment - System Generated*) for NYC. These amounts are ultimately reported on the ACS Schedule A-1, Section 2, line 12, *Collections Passed Through (Disregards).*

The *Passed Through Collections (Disregards)* distributed to families should not be included on the ACS Schedule A-1, line 14, *Distributed as Assistance Reimbursement*, effective October 1, 2008. Local districts will also need to manually reduce the amount *Distributed as Assistance Reimbursement* reported on the CSMS A-1, line 12, Column 2 and Column 6 by the amount identified as *Passed Through Collections* on the BICS Composites for districts other than NYC, and the CRM 100 report for NYC.

After adjusting for *CS Due Client – Period of Ineligibility* payments, excess child support payments and *Passed Through Collections*, the net results from the CSMS A-1, lines 12 and 14 will be entered on the Automated Claiming System (ACS) Schedule A-1, line 14 (*Distributed as Assistance Reimbursement*), and to ACS Schedule A-1, line 16 (*Distributed to Family*), Columns 2 (*Current IV-A Assistance*), 4 (*Former IV-A Assistance*) and 6 (*Safety Net FNP Assistance*), respectively.

B.   Fiscal Reference Manual

Please refer to Fiscal Reference Manual (FRM) Volume 2, Chapter 3, for Schedule A-1 Title IV-D Summary of Collections and Distributions (LDSS-2517) claiming instructions. The Fiscal Reference Manuals are accessible to local districts at the following intranet site address: http://otda.state.nyenet/bfdm.

Upon expiration of the right to a desk review of excess current support payments on January 31, 2011, the fiscal instructions within the Fiscal Reference Manuals for excess current support payments for desk reviews only will be rescinded. Local districts will be advised upon such expiration.

VIII. Effective Date

This Administrative Directive is effective immediately.

Issued By
Name: Russell Sykes
Title: Deputy Commissioner
Division/Office: Center for Employment and Economic Supports

Issued By
Name: Scott E. Cade
Title: Deputy Commissioner and Director
Division/Office: Center for Child Well-Being/
                     Division of Child Support Enforcement

```
STATE OF NEW YORK                          XXXX COUNTY                                    11/30/08
CSMS8649 SUPPORT > PA              OBLIGATION AND COLLECTION GREATER THAN ASSISTANCE GRANTED
MSUPPGTRGRNTD 8649 B14    20081130          AT LEAST THREE CONSECUTIVE MONTHS GREATER              PAGE   XX
 1 = EXCESS SUPPORT WITH RECOUPMENT DEDUCTED
 2 = EXCESS SUPPORT WITH NO RECOUPMENT
A-1    REGULAR CYCLE OF MONTHLY CHARGES (4 WEEKLY, 2 BI-WEEKLY, ETC)
  1         2                       3                        4        5        6        7        8          9
       RESPONDENT NAME          CLIENT NAME          AP 21A,BR,BP DL SW/  PA CA DEF  RECOUP   POTEN    COL 4 -(6-7+8)
  CD   CSMS CASE #              CLIENT ID            - TAX OFFSET  DATE   CLI PA CAN  SUF     DSRGD     CUR MO OBLIG
1      xxxxxxx, MICHAEL         XXXXXXXXX,MARCELLA        508.00    05        245.00  89.80  100.00        252.80
       AWXXXXXD1                AWXXXXX1                          09/05/08 PXXXXXXCYP                       308.00
1 2    XXXXXXXXX, KENDALL JOHN  XXXXXXX,GERRI             973.33    11        345.00  34.50  100.00        614.76
       BEXXXXXH1                BEXXXXX1                          09/26/08 PXXXXXXBFB                       481.00
       XXXXXX, RASHAWN DAMONE   XXXXXXX,GERRI              51.93    11
       BHXXXXXY2                BEXXXXX1                          09/26/08
1 2    XXXXXXXXX, ALFREDO       XXXX,TAMMY                375.00    05        192.00   0.00  100.00         83.00
       BFXXXXXV1                AUXXXXX                           09/04/08 PXXXXXXXACB                      300.00


A-2    MONTHLY CHARGES FOR 5 WEEKLY AND 3 BI-WEEKLY ONLY
1 2    XXXXX, JERMAINE ALAN     XXXXXXX, DARNISHIA        305.00    05        160.00   0.00  100.00         45.00
       BEXXXXXT1                BHXXXXX1                          09/08/08 PXXXXXXXKA                       305.00
1      XXXXXX, JASON            XXXXX, APRIL              250.00    05        195.00  77.00  100.00         32.00
       BKXXXXXT2                AWXXXXX2                          12/14/07 PXXXXXXXRD                       250.00
```

```
STATE OF NEW YORK                          NEW YORK CITY                                    11/30/08
CSMS8649 SUPPORT > PA              OBLIGATION AND COLLECTION GREATER THAN ASSISTANCE GRANTED
M SUPP GTR GRNTD B66    20081130          AT LEAST THREE CONSECUTIVE MONTHS GREATER               GE   15
  1 = EXCESS SUPPORT WITH RECOUPMENT DEDUCTED
  2 = EXCESS SUPPORT WITH NO RECOUPMENT
A-1    REGULAR CYCLE OF MONTHLY CHARGES (4 WEEKLY, 2 BI-WEEKLY, ETC)
   1        2                       3                     4       5       6        7       8          9
        RESPONDENT NAME          CLIENT NAME         AP 21A,BR,BP DL SW/  PA CA DEF  RECOUP  POTEN   COL 4 -(6-7+8)
   CD   CSMS CASE #              CLIENT ID           - TAX OFFSET  DATE   CLI PA CAN  SUF    DSRGD    CUR MO OBLIG
 1 2   XXXXXX, MIGUEL           XXXXXX FREDA            600.00     05      248.00     0.00  100.00     252.00
        NXXXXXXX1                NXXXXXX1                        09/03/08 001XXXXX2I  01                480.00
 1 2   XXXXXXXXXXX, JACK        XXXXXXX LOURDES         540.00     05      384.00     0.00  100.00      56.00
        NMXXXXXX1                NMXXXXX1                        09/05/08 002XXXXXXE  01                540.00
 1 2   XXXXXX, KEUNG            XXXIRENE A              574.00     04      197.00     0.00  100.00     277.00
        NRXXXXXX1                NXXXXXX1                        09/11/08 002XXXXXXX  01                574.00


A-2    MONTHLY CHARGES FOR 5 WEEKLY AND 3 BI-WEEKLY ONLY
 1 2   XXXXXX, ROXXXXXXXXX      XXXXXXXJACQUELINE       250.00     11      138.00     0.00  100.00      12.00
        NXXXXXXX1                NXXXXXX1                        09/26/08 003XXXXXXX  01                240.00
 1 2   SXXXX, KENNETH          XXXXXXXXXXXXX CHARLENE   544.50     04      414.00     0.00  100.00      30.50
        NXXXXXXX1                4XXXXXX1                        09/26/08 004XXXXXXI  01                605.00
```

Calculation Worksheet
for Cases Reported on <u>PART B</u> of the
CSMS 8649 Report - "Obligation and Collection Greater Than Assistance Granted"

Case Name		**Case Number**	
Completed By		**Date**	

<u>PART A</u>

1. When was the case first reported on the CSMS 8649 report, Section A? _____month/year (enter as month 1 in **PART B**)

   If a case is on Part B of the CSMS 8649 report, then it has been on Part A for at least 3 previous months. In order to determine the date that the case was first reported on the CSMS 8649 report, the TA worker must compare the current CSMS 8649 report to previous CSMS 8649 reports. If the TA worker does not have the previous CSMS 8649 reports they will have to contact their child support collection unit and request the previous reports. These reports are stored on COLD.

2. Can the case be closed with timely notice by the end of the current month?
   If yes, enter today's date_____month/year
   If no, enter next month's date_____month/year

3. What is the number of months (inclusive of the months entered in questions 1 and 2) from the date entered in question 1 and the date entered in question 2? _____

   For example, 05/09 is entered in question 1 and 10/09 is entered in question 2. The number of months between would be 6.

4. If the answer to question 3 is three months or less, close case with CNS case reason code E32 (timely notice). No further action is required. **STOP**
   If the answer to question 3 is four months or more, go to question 5.

5. Has the case received an Excess Support Arrears (payment type D4 ROS or 72 NYC) payment in month 4 or in any month following month 4?
   If yes, go to **PART B** and enter 0 in columns (c) and (d) for all months. Column (f) will be a negative amount. This amount is an overpayment and a claim must be established.

   D4 payments are automatically authorized within 2 business days following the end of the Child Support accounting month. For example, the Child Support accounting month ends on Friday, May 29th, the payment should be issued on May 31st, but if May 31st is a Sunday the payment will be issued June 1st. You should enter the D4 amount for the month of May.

   If no, go to **PART B.**

PART B

(a) **Month Case on CSMS 8649 Report**	(b) **Enter Month and Year**	(c) **Enter the child support collected up to the monthly child support obligation for the month.** (This is the current support amount and must be obtained from the SCU)	(d) **Enter the sum of all TA "Assistance" payments for month** (See 09 ADM-04 for a list of assistance pay types)	(e) **Enter the amount of the Child Support Pass-through the household received**	(f) **Current Child Support Collections Due to the Family** (c) – (d+e)
Month 1 (from question 1 in Part A)					**$0.00**
Month 2					**$0.00**
Month 3					**$0.00**
Month 4: **TA closure should have been completed by end of Month 3. Determine $ due for this month and subsequent months.**					
Month 5					
Month 6					
Month 7					
Month 8					
Total of Column (f) *If the total of Column (f) is a **positive** amount, issue this amount with Pay Type **N2** and close case with CNS reason code **E32**.* *If the total of Column (f) is a **negative** amount, it is a TA overpayment. Establish claim and close case with CNS reason code **E32.***					

NOTE:

If the answer to question 5 on **PART A** is yes, Columns (c) and (d) must have zeros entered for all months. For any month in which a child support pass-through was issued, the amount in Column (f) will be negative and a TA overpayment must be established for the negative amount.

July 2009

CASE EXAMPLES FOR COMPLETION OF THE CALCULATION WORKSHEET

Example 1 - Case Appears for Two Consecutive Months on Part A of the CSMS 8649 Report

The Temporary Assistance (TA) unit received the CSMS 8649 report on October 2, 2009. Mrs. Daniels' name appears on Section A of the CSMS 8649 report in the month of October 2009 for current support collected in September 2009. Her name also appeared in Section A of the CSMS 8649 report in September 2009 for support collections in August 2009. Mrs. Daniels is not a TEAP participant. The current support collected up to the obligation amount for each of the support obligations, was entered in her TA budget each month she appeared on the CSMS 8649 report using income source 06 – *Child Support Payments*. ABEL counts the support collections, minus the pass-through/disregard amount, against the TA needs and creates a surplus in the ABEL budget.

The TA worker processes the case within the required review timeframe which requires that the review must be conducted no later than the second month after the month in which the TA unit receives notification of the information on the CSMS-8649 report. The TA worker does <u>not</u> have to complete the *Calculation Worksheet for Cases Reported on <u>PART B</u> of the CSMS 8649 Report - "Obligation and Collection Greater Than Assistance Granted"* for this case. The case is closed effective October 31, 2009.

The child support enforcement unit receives the information about the TA closing via the daily IV-A/IV-D interface report and takes the appropriate actions to change the child support account to a non-TA account to ensure that Mrs. Daniels receives support collections directly to be effective on the date that the TA case is closed.

Example 2 - TEAP Case Appears on CSMS 8649 Report

Ms. Oren's case first appeared on Section A of the CSMS 8649 report in August 2009. The TA worker is familiar with Ms. Oren's case and knows that she is a TEAP participant who began working in subsidized employment in June 2009. Ms. Oren received her first pay in the beginning of July 2009 and, due to the administrative processing period, the earned income was not included in the TA budget until August 1, 2009.

With the earned income budgeted, Ms. Oren's budget deficit is zero. However, even with a zero deficit, her TA case remains open during the remainder of the TEAP contract period that is due to expire in December 2009. The TEAP payment that is diverted to the employer is <u>not</u> considered an assistance payment. The current support collected for the Oren family is in excess of the assistance provided to the family for the months that the earned income from the subsidized employment is counted in the budget. Usually, the TA unit would have to take the appropriate action on the case within the month the case appears on Section A of the CSMS 8649 for the second consecutive month <u>and</u> by the second month following the month that child support collected in excess of the TA deficit was reported, which in this case would be by the end of October 2009. This is not required when a case is within a TEAP contract period. **Rather, the appropriate action must be taken by the end of the month following the expiration of the TEAP contract.**

In this case the TEAP contract is due to expire in December 2009; therefore, action to review the case for TA closing would be required in January 2010. If the employment is retained by the former trainee, then the current budgeted earnings plus the current support collections must be used to determine continued eligibility. If Ms. Oren is not retained by the employer, the TA worker must determine if the

current support alone is enough to close the TA case. If so, and if the action is taken timely, no N2 support payments will be due to Ms. Oren.

Example 3 – Case Appears on Part B of the CSMS 8649 Report (No D4 ROS or 72 NYC Payment)

Ms. Wood and her two children are in receipt of TA and her case appears on the CSMS 8649 report, Section A, for the first time in August 2009. Ms. Wood continues to appear on the CSMS 8649 report, Section A, for the next six months and reports the same TA grant, pass-through, and current support collection amounts each month (September 2009-February 2010). Ms. Wood did not receive any excess support arrears (D4 ROS or 72 NYC) payment since her case appeared on the CSMS 8649 report.

In October 2009, Ms. Wood's case appears on Section B of the CSMS 8649 report for the first time. Her case continues to appear on the CSMS 8649 report, Section B, each month until February 2010.

In February 2010, a TA worker reviews TA eligibility for Ms. Wood's case and completes the following steps:

1. Based on the CSMS 8649 report, Ms. Wood received a monthly TA grant of $275. Ms. Wood's TA grant does not include any non-assistance payments. $115.39 per week of current support was collected on her behalf and she received a $100 pass-through payment each month. The TA worker <u>must</u> convert the child support obligation to a monthly amount (115.39 x 4.333 = $500.00) before entering in the ABEL budget. The TA worker creates an ABEL budget using the current support collected up to the obligation amount as an unearned income source code "06"- *Child Support Payment ROS* or *code "14"- Court Ordered Alimony, Spousal Support, Child Support Payment in NYC*. Other sources of income must also be included in the ABEL budget where appropriate.

2. The ABEL budget reflects a Surplus "S" amount once the current support is included as unearned income source code "06" *ROS or code "14" in NYC,* so the case must be discontinued. The TA worker stores the new ABEL budget. *(If the ABEL budget did not create a surplus and the child support obligation amount remains the same, the budget must not be stored and no further action is necessary.)*

3. The TA worker completes the *Calculation Worksheet for Cases Reported on <u>PART B</u> of the CSMS 8649 Report - "Obligation and Collection Greater Than Assistance Granted*."

4. The TA worker reviews payments on Ms. Wood's case and determines that Ms. Wood did not receive any D4 or 72 payments since the case first appeared on the CSMS 8649.

5. After completing the Calculation Worksheet, the TA worker issues an N2 payment of $500 (see Calculation Worksheet in Exhibit A below).

6. The TA worker closes the case effective February 28, 2010 and provides adequate and timely notice to Ms. Wood using CNS reason code E32.

***Note:** If the previous ABEL budget contained the child support obligation of $500.00 entered as unearned income source code "13" – Child/Spousal Support Assigned to the Agency ROS or "61"- Alimony/Spousal/Child Support Assigned to the Agency in NYC, the ABEL budget would have reflected a "W" which alerts the TA worker that support collections may make the case ineligible for TA and should be monitored.*

Calculation Worksheet

for Cases Reported on <u>PART B</u> of the

CSMS 8649 Report - "Obligation and Collection Greater Than Assistance Granted"

Case Name	Ms. Wood	Case Number	PA345
Completed By	TA Worker	Date	2/15/2010

PART A

1. When was the case first reported on the CSMS 8649 report, Section A? __8/09___ month/year (enter as month 1 in **PART B**)

    If a case is on Part B of the CSMS 8649 report, then it has been on Part A for at least 3 previous months. In order to determine the date that the case was first reported on the CSMS 8649 report, the TA worker must compare the current CSMS 8649 report to previous CSMS 8649 reports. If the TA worker does not have the previous CSMS 8649 reports they will have to contact their child support collection unit and request the previous reports. These reports are stored on COLD.

2. Can the case be closed with timely notice by the end of the current month?
    If yes, enter today's date__2/2010__month/year
    If no, enter next month's date_____month/year

3. What is the number of months (inclusive of the months entered in questions 1 and 2) from the date entered in question 1 and the date entered in question 2? ____7__

    For example, 05/09 is entered in question 1 and 10/09 is entered in question 2. The number of months between would be 6.

4. If the answer to question 3 is three months or less, close case with CNS case reason code E32 (timely notice). No further action is required. **STOP**
    If the answer to question 3 is four months or more, go to question 5.

5. Has the case received an Excess Support Arrears (payment type D4 ROS or 72 NYC) payment in month 4 or in any month following month 4?
    If yes, go to **PART B** and enter 0 in columns (c) and (d) for all months. Column (f) will be a negative amount. This amount is an overpayment and a claim must be established.

    D4 payments are automatically authorized within 2 business days following the end of the Child Support accounting month. For example, the Child Support accounting month ends on Friday, May 29th, the payment should be issued on May 31st, but if May 31st is a Sunday the payment will be issued June 1st. You should enter the D4 amount for the month of May.

    If no, go to **PART B.**

PART B

(a) **Month Case on CSMS 8649 Report**	(b) **Enter Month and Year**	(c) **Enter the child support collected up to the monthly child support obligation for the month.** (This is the current support amount and must be obtained from the SCU)	(d) **Enter the sum of all TA "Assistance" payments for month** (See 09 ADM-04 for a list of assistance pay types)	(e) **Enter the amount of the Child Support Pass-through the household received**	(f) **Current Child Support Collections Due to the Family** (c) – (d+e)
Month 1 (from question 1 in Part A)	8/09				**$0.00**
Month 2	9/09				**$0.00**
Month 3	10/09				**$0.00**
Month 4: TA closure should have been completed by end of Month 3. Determine $ due for this month and subsequent months.	11/09	$500	$275	**$100**	$125
Month 5	12/09	$500	$275	**$100**	$125
Month 6	1/2010	$500	$275	**$100**	$125
Month 7	2/2010	$500	$275	**$100**	$125
Month 8					
Total of Column (f) *If the total of Column (f) is a **positive** amount, issue this amount with Pay Type **N2** and close case with CNS reason code **E32**.* *If the total of Column (f) is a **negative** amount, it is a TA overpayment. Establish claim and close case with CNS reason code **E32**.*					**$500**

NOTE:

If the answer to question 5 on **PART A** is yes, Columns (c) and (d) must have zeros entered for all months. For any months that a child support pass-through was issued, the amount in Column (f) will be negative and a TA overpayment must be established for the negative amount.

July 2009

Example 4 - Case Appears on Part B of the CSMS 8649 Report (D4 or 72 Payment)

Ms. Nock and her two children are in receipt of TA and her case appears on Section A of the CSMS 8649 report for the first time in August 2009. Based on the CSMS 8649 report, Ms. Nock receives a monthly TA grant of $275. $115.39 per week in support was collected on her behalf and she received a $100 pass-through payment for each month from those collections. Ms. Nock also received an excess support arrears (D4 ROS or 72 NYC) payment of $75 in August 2009. Ms. Nock continues to appear on the CSMS-8649 Report in Section A for the next six months and receives the same TA grant amount, and the same amount of support collections is received which provides for the same amount of pass-through payment and excess support arrears each month (September 2009- February 2010).

In October 2009, Ms. Nock's case appears on Section B of the CSMS 8649 report for the first time. Her case continues to appear on the CSMS 8649 report on Section B each month until February 2010.

In February 2010, a TA worker reviews TA eligibility for Ms. Nock's case and completes the following steps:

1. The TA worker creates an ABEL budget using the current support collected up to the obligation amount as an income source code"06"- Child Support Payment *ROS or code "14"- Court Ordered Alimony, Spousal Support, Child Support Payment in NYC.* When entering the support obligation, it must be converted to a monthly amount (115.39 x 4.333 = $500.00). Other sources of income must also be included in the ABEL budget where appropriate.

2. The ABEL budget reflects a Surplus "S" amount once the current support is included as unearned income source code"06" *ROS or code "14" in NYC,* so the case must be discontinued. The TA worker stores the new ABEL budget. *(If the ABEL budget did not create a surplus and the child support obligation amount remains the same, the budget must not be stored and no further action is necessary.)*

3. The TA worker completes the *Calculation Worksheet for Cases Reported on* <u>*PART B*</u> *of the CSMS 8649 Report - "Obligation and Collection Greater Than Assistance Granted"*.

4. The TA worker reviews payments on Ms. Nock's case and determines that Ms. Nock received D4 payments of $75.00 each month since the case first appeared on the CSMS 8649 report.

5. After completing the calculation worksheet, the TA worker establishes an overpayment of $400 (see Calculation Worksheet in Exhibit B below).

6. The TA worker closes the case effective February 28, 2010 and provides adequate and timely notice to Ms. Wood using CNS reason code E32.

Note: *If the previous ABEL budget contained the child support obligation of $500.00 entered as unearned income source code "13" – Child/Spousal Support Assigned to the Agency ROS or "61"- Alimony/Spousal/Child Support Assigned to the Agency in NYC, the ABEL budget would have reflected a "W" which alerts the TA worker that support collections may make the case ineligible for TA and should be monitored.*

Calculation Worksheet

for Cases Reported on <u>PART B</u> of the

CSMS 8649 Report - "Obligation and Collection Greater Than Assistance Granted"

Case Name	Ms. Nock	Case Number	PA6789
Completed By	TA Worker	Date	2/16/2010

<u>PART A</u>

1. When was the case first reported on the CSMS 8649 report, Section A? __8/09___month/year (enter as month 1 in **PART B**)

   If a case is on Part B of the CSMS 8649 report, then it has been on Part A for at least 3 previous months. In order to determine the date that the case was first reported on the CSMS 8649 report, the TA worker must compare the current CSMS 8649 report to previous CSMS 8649 reports. If the TA worker does not have the previous CSMS 8649 reports they will have to contact their child support collection unit and request the previous reports. These reports are stored on COLD.

2. Can the case be closed with timely notice by the end of the current month?
   If yes, enter today's date__2/2010__month/year
   If no, enter next month's date_____month/year

3. What is the number of months (inclusive of the months entered in questions 1 and 2) from the date entered in question 1 and the date entered in question 2? ____7__

   For example, 05/09 is entered in question 1 and 10/09 is entered in question 2. The number of months between would be 6.

4. If the answer to question 3 is three months or less, close case with CNS case reason code E32 (timely notice). No further action is required. **STOP**
   If the answer to question 3 is four months or more, go to question 5.

5. Has the case received an Excess Support Arrears (payment type D4 ROS or 72 NYC) payment in month 4 or in any month following month 4?
   If yes, go to **PART B** and enter 0 in columns (c) and (d) for all months. Column (f) will be a negative amount. This amount is an overpayment and a claim must be established.

   D4 payments are automatically authorized within 2 business days following the end of the Child Support accounting month. For example, the Child Support accounting month ends on Friday, May 29th, the payment should be issued on May 31st, but if May 31st is a Sunday the payment will be issued June 1st. You should enter the D4 amount for the month of May.
   If no, go to **PART B.**

Exhibit B – Mrs. Nock Case Example #4 Calculation Worksheet

PART B

(a) **Month Case on CSMS 8649 Report**	(b) **Enter Month and Year**	(c) **Enter the child support collected up to the monthly child support obligation for the month.** (This is the current support amount and must be obtained from the SCU)	(d) **Enter the sum of all TA "Assistance" payments for month** (See 09 ADM-04 for a list of assistance pay types)	(e) **Enter the amount of the Child Support Pass-through the household received**	(f) **Current Child Support Collections Due to the Family** (c) – (d+e)
Month 1 (from question 1 in Part A)	8/09				$0.00
Month 2	9/09				$0.00
Month 3	10/09				$0.00
Month 4: TA closure should have been completed by end of Month 3. Determine $ due for this month and subsequent months.	11/09	0	0	$100	-$100
Month 5	12/09	0	0	$100	-$100
Month 6	1/2010	0	0	$100	-$100
Month 7	2/2010	0	0	$100	-$100
Month 8					
Total of Column (f) *If the total of Column (f) is a **positive** amount, issue this amount with Pay Type **N2** and close case with CNS reason code **E32**.* *If the total of Column (f) is a **negative** amount, it is a TA overpayment. Establish claim and close case with CNS reason code **E32**.*					-$400

NOTE:

If the answer to question 5 on **PART A** is yes, Columns (c) and (d) must have zeros entered for all months. For any months that a child support pass-through was issued, the amount in Column (f) will be negative and a TA overpayment must be established for the negative amount.

July 2009

Request for a First-Level Desk Review of the Distribution of Child Support Payments

BEFORE COMPLETING THIS FORM - *Please read the other side of this form for information regarding the desk review and further instructions.*

I am *(check one box)* ☐ a current ☐ a former temporary assistance recipient and I request that a desk review be conducted of the collections and disbursements made on my behalf for the type of payment(s), time period(s) and reason(s) indicated below:

Identification: Please provide as much of the information requested in this section as you have available.

Your Name: _____   Your SSN/ITIN: _____

Your Current Mailing Address: _____
                             number and street address (or post office box)   *apt.*
City: _____ State: _____ Zip: _____

Your Telephone Number: _____ Best Time to Contact You: ☐ Daytime ☐ Evening

Your Temporary Assistance Case Number(s) (CAN): _____ _____ CIN No._____

Noncustodial Parent Name(s): _____ _____ _____

Noncustodial Parent SSN/ITIN(s): _____ _____ _____

Child Support Case ID Number(s): _____ _____ _____

Type of Payment in Question: Please check the appropriate box(es) and identify the type of desk review request:

☐ pass-through payments (up to the first $50, or $100 after 10-1-08)) of current support collected during the month per temporary assistance family)
☐ excess current support payments through 6-30-09(amount in excess of total temporary assistance paid to you for the month)
☐ excess arrears support payments (amount of payment in excess of total temporary assistance paid to you for past months)

Time Periods of Desk Review: Please identify the correct month(s) and year(s) of your request:

For the period _____ *(month/year)* through _____ *(month/year)*

Reason(s) for Desk Review Request: Please tell us why you believe you did not receive all support payments due to you.
_____
_____
_____

You may attach documentation to support your reason(s) for the desk review request. Are you attaching such documentation?
☐ Yes   ☐ No
If Yes, please identify the documentation: ☐ Monthly Report of Support Collected ☐ Excess Support letter
☐ Other (please identify) _____

Conference: A conference with SCU staff is available. Are you requesting such a conference? ☐ Yes   ☐ No

Completed and Submitted By:

_____   _____   _____
Your Signature   Print Your Name   Date

Return completed form to the SCU address identified on the cover letter.

Revised 07/01/2009

Information and Instructions for Completing the
"Request for a First-Level Desk Review of the Distribution of Child Support Payments" Form

You may request a desk review if you believe that you did not receive a child support pass-through payment or excess support payment in an amount that you believe you were entitled to receive. **Note that a support payment must be received from the noncustodial parent before you can receive a child support pass-through payment or excess support payment.** You may verify that a support payment was received by contacting 1-888-208-4485 or by visiting the child support website at: newyorkchildsupport.com. To request a desk review, complete a "Request for a First-Level Desk Review of the Distribution of Child Support Payments," as follows:

Temporary assistance recipient status: Check the appropriate box to identify if you are a current temporary assistance recipient, meaning you are currently receiving assistance, or a former temporary assistance recipient, meaning you formerly received assistance but are not receiving it now. Temporary assistance was formerly referred to as "public assistance."

Personal information: Enter your name, Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), current mailing address, contact telephone number, and the best time to reach you at that number. An ITIN is a nine-digit number beginning with "9" which is issued by the Internal Revenue Service to foreign nationals and others who are required to have a U. S. taxpayer identification number but do not have, and are not eligible to obtain, an SSN from the Social Security Administration.

Case information: Enter your temporary assistance case number(s) (CAN), CIN No., and/or child support account number(s), and the identity of the noncustodial parent(s), including name(s) and SSN/ITIN(s). You must include as much of this information as you have in order to properly identify your case(s).

Type of payment in question: Check the appropriate box or boxes identifying the type of desk review requested based on the type of payments. Pass-through payments include: (1) an amount up to the first $50.00 of current child support collected during the month through September 30, 2008, or the current support obligation amount collected for the month, whichever is less; and (2) an amount up to the first $100 of current support collected during the month effective October 1, 2008, or the current support obligation amount collected for the month, whichever is less. Current support is support paid in the month when it is due. If current obligations are not paid timely, they become past-due and are called "arrears." Excess support payments occur when support collected and retained exceeds the amount of temporary assistance paid to you. Excess support may include current support collected or collections applied to arrears. Only current support collected is considered when determining an excess current support payment, which may be requested for collections which are credited toward the monthly support obligation due through June 30, 2009. Both current support and arrears are considered when determining an excess arrears support payment.

Time periods: Enter the required month(s)/year(s) that applies to your request. Please note that if your desk review request is in regard to a payment which you claim was not received in a particular month but should have been received in that month, you will need to include the preceding month in your desk review request. For example, if you claim you did not receive a $XXX.00 pass-through for July 20XX, your desk review request should include the period of June 20XX through July 20XX. Note that a desk review is limited to an accounting of the collections and disbursements (1) made during the calendar year in which the desk review is requested and the calendar year preceding the calendar year in which the desk review is requested, and (2) only for the months during which an assignment of support rights was in effect. Your desk review time period cannot exceed this limitation.

Reason for the desk review request: Clearly state the reason(s) why your desk review request is being submitted. For example, you did not receive a $XXX.00 pass-through payment for May 20XX.

Documentation: At your option, you may also include documentation to support your desk review request, such as the monthly "Report of Support Collected," "Excess Support" letters, or any other notice(s) received from us for your case for each month of the review. If you wish to include documentation that supports your claim that the distribution was incorrect, select the "Yes" box and describe the type of documentation you are including by selecting one of the appropriate boxes.

Conference: As part of your desk review, you may request a conference with the Support Collection Unit (SCU) by checking the "Yes" box as indicated on this form. The conference may be in person or by telephone and will allow you to offer documentation and discuss the reasons why you believe that you are entitled to additional payments.

Completed and Submitted by: Sign and print your name and date the request for a desk review where indicated.

Once you have completed the "Request for a First-Level Desk Review of the Distribution of Child Support Payments," **submit the completed form and documentation to the SCU at the address provided on the cover letter**. After you send in the completed form and documentation, the SCU and Social Services District (SSD) will review your case and issue you a written response within 45 calendar days of the date that your written request is received, or, under certain circumstances, within 75 calendar days. The desk review results will determine whether you are owed an additional payment, whether you have received the correct amount of support, or whether too much support has been paid to you. If you are owed an additional payment, the SSD may distribute that payment to you on your Electronic Benefits (EBT) card or, in some circumstances, by check, not later than 15 calendar days from the determination letter. If too much support has been paid to you, the SSD may recoup the overpayment through the monthly benefits process within 30 calendar days from the date of the determination letter.

If you have questions or concerns regarding the form or instructions provided, or if upon reading these instructions, you believe you have an issue that does not require a desk review, contact the **NYS Child Support Helpline toll-free at 1-888-208-4485 (TTY 1-866-875-9975),** Monday through Friday from 8:00 AM to 7:00 PM. A listing of recognized Video Relay Service providers can be found at: http://www.fcc.gov/cgb/dro/trs_providers.html).
Revised 07/01/2009

CALCULATIONS WORKSHEET DESK REVIEW OF EXCESS CURRENT SUPPORT
(Available for Collections Received through June 30, 2009 Only)

☐   **FIRST-LEVEL DESK REVIEW**   ☐   **SECOND-LEVEL DESK REVIEW**

STEPS 1 AND 2 ARE TO BE COMPLETED AS IDENTIFIED ABOVE BY THE SUPPORT COLLECTION UNIT (SCU) WORKER AND CHECKED/CORRECTED BY THE CENTER FOR CHILD WELL-BEING (CCWB) REVIEWER

Step 1: DESK REVIEW ADMINISTRATIVE INFORMATION

DATE DESK REVIEW REQUEST RECEIVED: _____   SCU NAME:_____

PERIOD COVERED BY EXCESS SUPPORT DESK REVIEW REQUEST: _____ TO _____

RECIPIENT NAME: _____   RECIPIENT SSN/ITIN:_____

RECIPIENT ADDRESS: _____

NONCUSTODIAL PARENT NAME(S): _____ _____ _____

NONCUSTODIAL PARENT SSN/ITIN(S): _____ _____ _____

CSMS CASE NO(S): _____ _____ _____

CURRENT OBLIGATION AMOUNT(S) AND FREQUENCY(IES) FOR EACH CSMS CASE NO(S) IDENTIFIED ABOVE:

_____Per _____   _____Per_____   _____Per _____   = TOTAL CURRENT OBLIGATION AMOUNT: _____ Per _____

TEMPORARY ASSISTANCE CASE NO(S) (CAN): _____ _____ _____

TEMPORARY ASSISTANCE CASE SUFFIX (NYC ONLY): _____ _____ _____

CIN NO _____

DATES OF TEMPORARY ASSISTANCE: Start _____   End _____   ACTIVE: ☐ Yes ☐ No

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Step 2: CHILD SUPPORT COLLECTIONS AND DISBURSEMENT CALCULATIONS

(a) Month/ Year of Desk Review Request	(b) CSMS Case No(s) (enter CSMS Case No(s) for each Case involved in the Desk Review)	Collections Received		Distribution of Current Support Collected			Support Payments for Future Months
		(c) Amount of Current Support Collected for each CSMS Case No	(d) Receipt Date of Collections in Columns (c)	(e) Amount of Current Support Disbursed to SSD by SCU	(f) Amount of Current Support Disbursed to the Custodial Parent by SCU	(g) Date of Disbursements in Columns (e) through (f)	(h) Amount of Available Future Support Payments, if Any (Available, but Unapplied)
(i) TOTALS							

Note: Column (c) above represents <u>current</u> collections only for which excess current support payment may be authorized. It does not include past-due support/arrears collections by federal tax refund offset, nor payments that were applied to past-due support/arrears.

SCU WORKER COMMENTS:

_____
_____
_____
_____
_____
_____

First-Level Review Desk Review Completed by:

Support Collection Unit

_____   _____   _____ _____
Name (Please Print and Initial)   **Title**   **Telephone Number**   **Date**

If Applicable, Second-Level Desk Review Completed by:

Center for Child Well-Being

_____   _____   _____ _____
Name (Please Print and Initial)   **Title**   **Telephone Number**   **Date**

**STEP 3, 4, 5, AND 6 ARE TO BE COMPLETED BY THE SOCIAL SERVICES DISTRICT (SSD) WORKER
AND CHECKED/CORRECTED BY THE CENTER FOR EMPLOYMENT AND ECONOMIC SUPPORTS (CEES) REVIEWER**

Step 3:   EXCESS CURRENT SUPPORT CALCULATION

	SUPPORT COLLECTED		CALCULATION						
(j) **Month/Year of Desk Review Request (from column (a) above)**	**(k)** **Amount of Current Support Collected for each CSMS Case No (from Column (c) above)**	**(l)** **Sum of Current Support Collected for each Month/Year of the Review as listed in Column (k)**	**(m)** **Countable Temporary Assistance Amount for the Month/Year of Review (from BICS)**	**(n)** **Pass-through Amount Disbursed to the Recipient on EBT Card/Paper Check in the Month/Year of Review**	**(o)** **Total Temporary Assistance for the Month/Year (Column [m] plus Column [n])**	**(p)** **Excess Current Support (Column (l) minus Column (o)**	**(q)** **Excess Current Support Amount Already Disbursed to the Recipient on EBT Card/Paper Check by SSD**	**(r)** **Remaining Excess Current Support Due to Recipient with this Desk Review (Column [p] minus Column [q])**
(s) **TOTALS**								

Step 4:   **TOTAL DUE TO RECIPIENT**

Total Remaining Excess Current Support Due to Recipient with this Desk Review from Step 3, column (r), row (s)

Step 5:   **IF APPLICABLE, PAYMENTS AVAILABLE FOR FUTURE SUPPORT**

Total Support Payments Identified by SCU for Future Months, if Any, from Step 2, Column (h), Row (i)

Step 6:   **RESULTS OF FIRST-LEVEL REVIEW OF CALCULATIONS FOR EXCESS CURRENT SUPPORT PAYMENTS**

☐   the correct amount of excess current support payments have been paid to the recipient to date.

☐   an additional excess current support payment amount is owed to the recipient in the amount of $_____.

☐   too much in excess current support payments have been paid to the recipient to date and the recipient now owes $_____.

☐   the budgeting of the temporary assistance benefits included the pass-through disregard amount, and the recipient is not entitled to another pass-through payment for the same month.

        Please note: If an amount appears in brackets ( ), it means that you were overpaid and that money is due to the SSD.

And, if applicable:

☐   additional support payments have been identified as available for future months in the amount of $_____.

The SSD worker must complete a "Determination of the Request for a First-Level Desk Review of the Distribution of Child Support Payments" and mail the determination with a copy of this worksheet and the "Request to New York State for a Second-Level Desk Review of the Distribution of Child Support Payments" and "Information and Instructions for Completing the Request to New York State for a Second-Level Desk Review of the Distribution of Child Support Payments" to the recipient. Provide a copy of the determination and worksheet to the SCU and to the Temporary Assistance Unit (formerly the Income Maintenance Unit) directing the Temporary Assistance Unit, if appropriate, to either pay the amount calculated or recoup the overpayment amount.

SSD WORKER COMMENTS:

_____
_____
_____
_____
_____

First-Level Review Desk Review Completed by:

Social Services District:

_____   _____   _____ _____
Name (Please Print and Initial)   **Title**   **Telephone Number**   **Date**

If Applicable, Second-level Desk Review Completed by:

Center for Employment and Economic Supports

_____   _____   _____ _____
Name (Please Print and Initial)   **Title**   **Telephone Number**   **Date**

Information and Instructions for Completing the
"Calculations Worksheet Desk Review of Excess Current Support"
(Available for Collections Received through June 30, 2009 Only)

The "Calculations Worksheet Desk Review of Excess Current Support" has been created for use by the Support Collection Unit (SCU) and the Social Service District (SSD) workers in properly calculating excess current support desk review requests. The process for excess current support terminates effective July 1, 2009. No excess current support payments will be determined for collections pertaining to current monthly support obligations beginning July 1, 2009, and thereafter. However, desk review requests for excess current support for collections pertaining to any current monthly support obligations through June 30, 2009 may be received through January 31, 2011. This worksheet must be completed to include each month for which an excess current support desk review is requested.

STEPS 1 AND 2 ARE TO BE COMPLETED BY THE SCU WORKER AND, IF A SECOND-LEVEL DESK REVIEW IS REQUESTED, CHECKED/CORRECTED BY THE CCWB REVIEWER

Identify the level of desk review being performed. For the SCU workers, the box for first-level desk review must be checked. For CCWB reviewer, the box for second-level desk review must be checked.

For any information identified below, the worker must review the information provided on the "Request for a First-Level Desk Review of the Distribution of Child Support Payments" form received and compare and confirm it to the information on the case records first, before entering the required information on the worksheet. For example, workers should verify that the individual has/had a child support account established with the SCU in any month during the period for which a review is requested, and that the recipient was under an assignment and in receipt of temporary assistance during this same period. Verification can be done by reviewing CSMS, ASSETS, or the Daily IV-A/IV-D Interface Reports.

Step 1: DESK REVIEW ADMINISTRATIVE INFORMATION

Date Desk Review Request Received: Enter the date that the "Request for a First-Level Desk Review of the Distribution of Child Support Payments" form was received by the SCU worker. Be sure to enter the appropriate status code on IVDJSI of H001RC04 "REQUEST FOR DESK REVIEW RECD" on the CSMS Case, and to enter the date the request form was received and date stamped in the EFF ST DT field.

SCU Name: Enter the name of the SCU that received the desk review request form.

Period Covered by Excess Support Desk Review Request: Enter the entire period covered by the desk review written request form. Use month/year date format (MM/CCYY). A desk review is limited to an accounting of the collections and disbursements made during the current calendar year of the desk review request and the previous calendar year, **AND** a desk review of support payments may be requested by a current or former recipient of public assistance for the month(s) during which an assignment of support rights was in effect. For any desk review request form that is received by the SCU during the month of January, a desk review may be conducted for up to the two previous calendar years, for a maximum total review of a 24 month period terminating with the December immediately preceding the month of request.

Recipient Name: Enter the name of the individual requesting a desk review. This is found on the desk review request form.

Recipient SSN/ITIN: Enter the recipient's Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) as provided on the desk review request form. An ITIN is a nine-digit number beginning with "9" which is issued by the Internal Revenue Service to foreign nationals and others who are required to have a U. S. taxpayer identification number but do not have, and are not eligible to obtain, an SSN from the Social Security Administration. The SCU worker should also verify that the SSN/ITIN agrees with the IVDJCH screen on CSMS for the custodial parent. If it does not, the SCU worker should investigate and update if appropriate.

Recipient Address: Enter the address of the individual requesting a desk review as provided on the desk review request form. The SCU worker should also verify that it agrees with the last known address on the IVDJCH or IVDJCM screen on CSMS for the custodial parent and update if necessary.

Noncustodial Parent Name(s): Enter the name(s) of the noncustodial parent identified on the desk review request form. Verify that the individual(s) is/are the noncustodial parent(s) on the CSMS child support account(s) established with the SCU in any month during the period for which a review is requested.

Noncustodial Parent SSN/ITIN(s): Enter the noncustodial parent's Social Security Number(s) (SSN) or Individual Taxpayer Identification Number(s) (ITIN) as provided on the desk review request form. An ITIN is a nine-digit number beginning with "9" which is issued by the Internal Revenue Service to foreign nationals and others who are required to have a U. S. taxpayer identification number but do not have, and are not eligible to obtain, an SSN from the Social Security Administration. The SCU worker should also verify that the SSN/ITIN agrees with the IVDJRI screen on CSMS for the noncustodial parent. The SSN would appear as the primary SSN on the IVDJRI screen; the ITIN would appear as the alternate SSN only, with no primary SSN, on the IVDJRI screen. If the SSN/ITIN does not agree, verify and correct if appropriate.

CSMS Case No(s): Enter the unique 9-character alphanumeric (e.g., AA12345K1) identifier(s) assigned to each custodial parent/noncustodial parent relationship. If the custodial parent has more than one CSMS Case Number, the SCU worker should determine whether each CSMS case is relevant to the desk review request. A relevant CSMS Case Number should reflect the relationship to the temporary assistance case by matching the CAN entered on the PA CAN field on the IVDJCH screen with the CAN entered on the desk review request form. The CSMS cases included may involve a payment which impacted more than one CSMS Case Number, or a case that may involve more than one local district.

Current Obligation Amount(s) and Frequency(ies) for Each CSMS Case No(s) Identified Above: Enter the current obligation amount(s) and frequency(ies) as due for each CSMS Case No. identified for this case, in the same respective order as the CSMS Case No(s) are entered above. The current obligation amount may be found in the OBLIG-AMT field on the individual current ledger page(s) of the IVDQRY screen on CSMS. The frequency may be found in the OBLIG-FREQ field on the same individual current ledger page(s) of the IVDQRY screen on CSMS

= Total Current Obligation Amount: Enter the total of the current obligation amounts with the frequency for all CSMS Case Nos. involved in the desk review request and entered per the above.

Temporary Assistance Case No(s) (CAN): Enter the temporary assistance CAN. The CAN number is a twelve field alphanumeric number (consisting of the WMS Case number (maximum ten alphanumeric) plus the two digit county code) assigned to a specific assistance case. This may be found in the PA CAN field on the IVDJCH screen on CSMS.

Temporary Assistance Case Suffix (NYC Only): Enter the temporary assistance case suffix. The case suffix is a two-digit value assigned to temporary assistance case numbers (e.g. 01, 02, etc) in NYC only. The same temporary assistance case number with a different suffix is considered a new temporary assistance case number. This may be found in the SUFF field following the PA CAN field on the IVDJCH screen on CSMS.

CIN No: Enter the Client Identification Number(s) (CIN) for the temporary assistance case head. The CIN number is an eight position identifier code which is assigned to each member of a temporary assistance case household. A CIN is unique to an individual and there can be many CINs associated to one CAN. The CIN for each household member can be located in the CIN field on CSMS IVDJCH screen on CSMS. (Please refer to the "Dear Colleague" letter dated May 28, 2004, for changes to the WMS data match process regarding CIN numbers.)

Dates of Temporary Assistance: Enter the beginning and ending date of the temporary assistance grant(s) involved.

Active: Check the appropriate box to identify whether the CAN is active on CSMS. The information may be located in the PA -STAT field on the CSMS IVDJCH screen for each custodial parent and child record. Active temporary assistance case statuses are determined by the WMS individual status (disposition) codes that appear in the PA-STAT field on CSMS and include for upstate: 07 (Active) and 10 (Inactive, sanctioned); and for New York City: 07 (Active), 10 (Inactive, sanctioned), 16 (NY City code-Active), and 17 (Alternate NYC City code – Active). Every member of the temporary assistance household does not need to be active in order to consider the case to be active, but at least one party or child must have an active status. (Please refer to the "Dear Colleague" letter dated May 28, 2004, for changes to the WMS data match process regarding CAN/CIN.)

Step 2:   CHILD SUPPORT COLLECTIONS AND DISBURSEMENT CALCULATIONS

Information for Step 2 must be recorded for each separate month of the review using a separate line for each month. If the number of payments received and recorded exceeds the capacity allowed in Step 2 of the worksheet, please make a copy of the page and insert it with the worksheet package. Continue recording payments as required and bring the total of the multiple pages forward.

This step is for child support collections and disbursements only.

(a)   Month/Year of Desk Review Request: Enter each month/year included in the desk review request. For example, the desk review is requested for January through June of 2006. Therefore, you would enter 01/2006, 02/2006, 03/2006, 04/2006, 05/2006, and 06/2006, in this column. Please note that a desk review is limited to an accounting of the collections and disbursements made during the calendar year in which the desk review is requested and the calendar year preceding the calendar year in which the desk review is requested. For any desk review request form that is received by the SCU during the month of January, a desk review may be conducted for up to the two previous calendar years, for a maximum total review of a 24 month period terminating with the December immediately preceding the month of request.

(b)   CSMS Case No(s) (enter CSMS Case No(s) for each Case involved in the Desk Review): See above information in Step 1 regarding CSMS Case Numbers. Enter CSMS Case Number(s) for all cases involved in the desk review.

COLLECTIONS RECEIVED

(c)   Amount of Current Support Collected for each CSMS Case No: For each month of the review period, enter the amount of current support collected for each CSMS account included in the review, as it appears on the account tab, MONEY screen, on ASSETS, for each CSMS account. You may also locate the information on the IVDHTM, or if applicable, IVDITM (most current three months), or IVDHTO, or if applicable, IVDITO (nine months prior) screens on CSMS, if the time period of the review is limited to these records. ASSETS contains an account document generator tool which allows for easy identification of payments and disbursements for a set period of time.

Excess current support only requires a review of all charging ledgers with a 21A__, 23A___, 21BI, 23BI, 21BP, 23BP, 21BR, 23BR, 21CA, or 23CA ledger types. SCU workers can determine if there are active charging current support ledgers as identified above by reviewing IVDQFS and checking the first and last charge dates with an obligation amount greater than zero and a ledger status of "01" for active.

Current support means support which is paid (or withheld from the child support payer's wages) in the month when the support is due. In certain situations, the payment for the current support may be received in the month that follows and will need to be considered as part of the desk review conducted. It does not include past-due support/arrears collections by federal tax refund offset, nor payments that were applied to past-due support/arrears. Please note that collections for current support would appear in the PAID column on the money screens as noted above as batches 50, 53, 54, 56, and 57 transactions, and will appear in the APPL (Applied) column on the money screens as noted above as positive batches 71, 72, 74, and 77 transactions, for the month in question.

SCU workers must consider the batch type payment along with the ledger type to determine payments systematically applied to current support and payments systematically applied to past-due support/arrears.

(d) **Receipt Date of Collections in Column (c):** Enter the date that each current support payment was received for the batches identified above.

DISTRIBUTION OF CURRENT SUPPORT COLLECTED

(e) **Amount of Current Disbursed to SSD by the SCU:** Enter the amount of the distribution to the SSD by the SCU. These will appear as batch 89 transactions with a beneficiary indicator of -2- in the BATCH NO. field on the account tab, MONEY screen, on ASSETS, or on the IVDHTM, or if applicable, IVDITM (most current three months), or IVDHTO, or if applicable, IVDITO (nine months prior) screens on CSMS, if the time period of the review is limited to these records.

(f) **Amount of Current Support Disbursed to the Custodial Parent by SCU:** Enter the amount of any distribution transaction during the month to the custodial parent (recipient). These would appear as batch 89 transactions with a beneficiary indicator of -1- or -5- in the BATCH NO. field on the account tab, MONEY screen, on ASSETS, or on the IVDHTM, or if applicable, IVDITM (most current three months), or IVDHTO, or if applicable, IVDITO (nine months prior) screens on CSMS, if the time period of the review is limited to these records.

(g) **Date of Disbursements in Columns (e) through (f):** Enter the date that the current payments were disbursed and/or authorized to the SSD or to the custodial parent.

SUPPORT PAYMENTS FOR FUTURE MONTHS

(h) **Amount of Available Future Support Payments, if Any (Available but Unapplied):** Enter the amount of any known support payments available for future month disbursements, including any payments identified during account maintenance which are to be authorized at month end. This is support that is not due or not yet available to disburse to the family. This means that until the money is applied to current support due, and the SCU/SSD month end accounting process is completed, the family will not receive any benefit from that support including the pass-through payment. For example, a payment of $600 is received in the month of August. $150 is the current support ordered amount. No arrears are due for past months. $150 of the support is applied to the current month. $450 remains as future support. In each of the three following months, as the month arrives, $150 will be applied to the current amount due in the month until the future payment is depleted. Typically, future support payments are represented by the last available unapplied payments.

TOTALS

(i) **TOTALS:** Enter the totals for columns (c), (e), (f), and (h).

SCU WORKER COMMENTS: Enter any comments relevant to desk review that may assist the SSD worker with resolution of the desk review. Examples include:

- Conference call notes such as a change in the type of desk review requested;
- No payment has been received or payment received was not appropriate for the type of desk review payment at issue;
- The issue raised is not one to be handled through the desk review process (e.g., it is an SCU account statement matter);
- Any period or portion of the desk review period which falls outside of the allowable desk review timeframes;
- The period or portion of the desk review period includes a period which falls after elimination of the excess current support process.

- Reference that the case records does not support the type of desk review request;
- The recipient is not/was not on temporary assistance for the period of the desk review request;
- No support account had been established with the Support Collection Unit for the period of the review;
- The desk review requests involves an issue which cannot be handled through the SCU or SSD;
- All support collected has been forwarded to another jurisdiction (provide that jurisdiction name and address); or
- Any other relevant comments to the desk review (E.g., the desk review request indicates that the court order shows a modified amount, and the SCU worker determines that the modified court order is accurately reflected on CSMS. In the calculations provided, the worker may enter "Modified court order accurately reflected in the calculation").

First-Level Desk Review Completed By

Support Collection Unit: Enter the name and initials, title, and telephone number of the SCU worker who completed the worksheet and the date completed.

If Applicable, Second-Level Desk Review Completed by: If a second-level desk review has been requested through the Center for Child Well-Being (CCWB), a CCWB reviewer will confirm the information provided on the worksheet by entering the name and initials, title, and telephone number of the CCWB reviewer who completed the second-level review and confirms the information. If the first-level review contains errors, or new information is provided with the second-level desk review request that modifies the calculations, the CCWB reviewer will cross out any incorrect information and enter any correct information legibly, carry that correction forward in the calculations for Steps 1, 2, and 3 of the worksheet,, and forward the worksheet to the Center for Employment and Economic Supports (CEES) to complete the second-level desk review.

NOTE: Account maintenance of the CSMS case and ledgers may be required prior to completing Steps 1 and 2 of the worksheet. Examples include determining whether the CSMS case ledger(s) accurately reflect the status of temporary assistance; whether the CAN and CIN numbers on CSMS are in agreement with WMS records (refer to the May 28, 2004 "Dear Colleague" letter for changes to the process); and whether the recipient SSN/ITIN and address on CSMS matches what was provided with the desk review request. Be sure to review each Batch 79 transaction on IVDHST in the month and for a specific ledger or ledgers to confirm what has been applied is correct.

The SCU worker may verify temporary assistance information by utilizing the IV-A/IV-D Interface Reports; by accessing temporary assistance records through CSMS (select F-12 (upstate) or F-2 (New York City) to determine whether the CAN or CIN information on CSMS is in agreement with WMS/BICS records); or by reviewing temporary assistance records through ASSETS (from the CASE tab, enter Client or Child tabs, locate the link for the CAN or CIN fields on the page, and click on the link to bring up the temporary assistance information.

The SCU worker must review the case records and reports to determine whether updates to CSMS are appropriate and complete any updates before proceeding with the desk review and forwarding the complete package to the SSD.

Once the SCU worker completes the CSMS case review and Steps 1 and 2 of the worksheet, the worksheet must be forwarded to the SSD worker so that they may complete Steps 3, 4, 5, and 6, and provide with the final determination:

1) The "Desk Review for Excess Support Calculations Worksheet" with Steps 1 and 2 completed and signed by the SCU worker and a supervisor;
2) The "Instructions for Completing the Desk Review for Excess Support Calculations Worksheet" for reference only; and
3) The original "Request for First-Level Desk Review of the Distribution of Child Support Payments" form.

STEPS 3, 4, 5, AND 6 ARE TO BE COMPLETED BY THE SSD WORKER AND, IF A SECOND-LEVEL DESK REVIEW IS REQUESTED, CHECKED/CORRECTED BY THE CEES REVIEWER

Excess current support cases appear on the monthly report, the CSMS-8649, "Obligation and Collections Greater than Assistance Granted." The report is based on the ABEL budget stored/authorized as of the date of the report pull down, and is available by the first Friday of every month. Upstate BICS' operators must print the monthly CSMS 8649 for immediate distribution to SSD workers. If the SSD worker determines that the countable temporary assistance (plus the child support pass-through) issued in the month is less than the support collected in the month, the worker must issue the excess current support using payment type D3 upstate with special claiming code N (Non-reimbursable), and 71 (NYC). This report is also an important tool for determining when a case with regular collections of assigned support may become ineligible for TA based on excess income.

Step 3:   EXCESS CURRENT SUPPORT CALCULATION

(j)   Month/Year of Desk Review Request (from column (a) above): Enter each month/year included in the desk review request as it corresponds to the month/year identified under Step 2, column (a), for consistency. The format is MM/CCYY.

SUPPORT COLLECTED

(k)   Amount of Current Support Collected for each CSMS Case No (from Column (c) above: Enter the amount of current support collected for each CSMS account included in the review from column (c) above.

(l)   Sum of Current Support Collected for each Month/Year of the Review as listed in Column (k): Total each month's current support collected as carried down to column (k). Enter the total amount of current support collected for each month identified in the desk review request. For example, if column (k) includes two payments of $100 and $120 for 03/06, enter the total of $220 for the month 03/06. This will allow transformation to a monthly calculation going forward.

CALCULATION

(m)   Countable Temporary Assistance Amount for the Month/Year of Review: Enter the total countable temporary assistance amount for the month/year of the review. For payments issued for the period 12/96 or later, include only "assistance" payments. Do not include payments that are designated as "non-assistance." SSD workers may locate this on the WMS/BICS "Case Record of Assistance (CRA)" which provides individual's benefit information.

(n)   Pass-Through Amount Disbursed to the Recipient on EBT Card/Paper Check for Month/Year of Review (column (q) above): Enter the total amount of pass-through disbursed to the recipient on the EBT card and/or by paper check for the month/year of the review. SSD workers may also locate this on the WMS/BICS "Case Record of Assistance (CRA)."

(o)   Total Temporary Assistance Amount for the Month/Year (Column [m] plus Column [n]): Enter the sum of the Total Temporary Assistance Amount for the Month/Year of the Review (PLUS) the Total Pass-Through Amount Disbursed to the Recipient on the EBT Card/Paper Check in the Month/Year of the Review.

(p)   Excess Current Support (Column [l] minus Column [o]): Enter the difference between the Sum of Current Support Collected for each Month/Year of the Review (from column [l]) (MINUS) Total Temporary Assistance Amount for the Month/Year (from column [o]).

(q)   Excess Current Support Amount Already Disbursed to the Recipient on EBT Card/Paper Check by SSD: Enter the amount of excess current support already disbursed to the recipient. SSD workers may locate this on the WMS/BICS "Case Record of Assistance (CRA)" for an individual's benefit information.

(r)   Remaining Excess Current Support Due to Recipient with this Desk Review (Column [p] minus Column [q]): Enter the difference between the Excess Current Support (column [p]) (MINUS) Excess Current

Support Amount Already Disbursed to the Recipient (column [q]). This is the amount of excess current support now due to the recipient via the desk review calculation.

(s) **TOTALS:** Enter the totals for columns (l), (m), (n), (o), (p), (q), and (r).

Step 4: TOTAL DUE TO RECIPIENT

Total Remaining Excess Current Support Due to Recipient with this Desk Review, from Step 3: Enter the total amount of excess current support due to recipient as calculated in step 3, column (r), and entered in total row (s).

Step 5: IF APPLICABLE, PAYMENTS AVAILABLE FOR FUTURE SUPPORT

Total Support Payments identified by SCU for future months, from Step 2: Enter the amount of any available future support payments calculated by the SCU in step 2, column (h), row (i).

Step 6: RESULTS OF FIRST-LEVEL DESK REVIEW OF EXCESS SUPPORT PAYMENTS

The SSD worker must provide the results of the desk review by completing the "Determination of the Request for a First-Level Desk Review of the Distribution of Child Support Payments." There are three options boxes available that provide for reporting the results of a comparison of support collected to required payments disbursed to the recipient: 1) the correct amount of pass-through payments have been paid to the recipient to date; 2) an additional pass-through payment amount is owed to the recipient in the amount of $_____; 3) too much in pass-through payments have been paid to the recipient to date and the recipient now owes $_____; or 4) the budgeting of the temporary assistance benefits included the pass-through disregard amount, and the recipient is not entitled to another pass-through payment for the same month. The SSD worker must check the appropriate box which accurately reflects the results and enter dollar amounts where indicated. If too much money has been paid to the recipient, indicate the overpayment by entering brackets around the dollars entered.

Additionally, if support payments have been identified by the SCU as available for future support obligations that become due, this needs to be reported to the recipient as well. If an amount has been carried down to Step 5, complete the "Determination of the Request for a First-Level Desk Review of the Distribution of Child Support Payments" by checking the appropriate option box for future payments and entering the amount of future support as carried down.

SSD WORKER COMMENTS: Enter any comments relevant to resolution of the desk review. For example, if the desk review request indicates temporary assistance covers a full month's period and the actual records reflect temporary assistance for a partial month, the SSD worker may enter "Temporary assistance benefits stopped on (enter actual date)." **Please note:** If there is a discrepancy between the information that the SCU has indicated and the information known to the SSD, the difference must be reconciled with the SCU because it may impact the desk review. It may also result in a determination that the SCU may be required to do an accounting of the child support case outside of the desk review process.

First-Level Desk Review Completed By

Social Services District: Enter the name and initials, title, and telephone number of the SSD worker who completed the worksheet, and the date completed.

If Applicable, Second-level Desk Review Completed by: If a second-level desk review has been requested and a CCWB reviewer has forwarded the second-level request to CEES, a CEES reviewer will confirm the information provided on the worksheet by entering the name and initials, title, and telephone number of the CEES reviewer who completed the second-level review and confirms the information. If the first-level review contains errors, or new information is provided with the second-level desk review request that modifies the calculations, the CEES reviewer will cross out any incorrect information and enter any correct information legibly, carry that correction forward in steps 3, 4, 5, and 6, as appropriate, on the worksheet, and complete the second-level desk review.

Note: Account maintenance of the WMS case and/or records may be required prior to completing Steps 3, 4, 5, and 6 of the worksheet. Examples include determining whether the WMS case record CAN and CIN agree with the CSMS numbers reported above; whether the recipient address on WMS is the same address as provided with the desk review request; whether any pass-through payments disbursed to the SSD require review as reported on the IV-D Exception Report; and/or whether previous pass-through disbursements on a recipient EBT card have been expunged (expired) and funds remain due. SSD workers must review the case records and reports to determine whether updates to WMS must be completed and accomplish those updates before proceeding with the desk review.

Once the SSD worker completes the WMS/BICS case review and Steps 3, 4, 5, and 6 of the worksheet, as appropriate, they must finalize the first-level final determination by completing a "Determination of the Request for a First-Level Desk Review of the Distribution of Child Support Payments." A copy of each of the following must be attached and become part of the final determination package:

1)   The original "Request for a First-Level Desk Review of the Distribution of Child Support Payments" form and any documentation provided by the recipient for the desk review;
2)   The "Desk Review for Excess Current Support Calculations Worksheet" with Steps 1 and 2 completed as appropriate and signed by the SCU worker, and Steps 3, 4, 5, and 6 completed and signed by the SSD worker;
3)   A "Request to New York State for a Second-Level Desk Review of the Distribution of Child Support Payments" form; and
4)   Information and Instructions for Completing the "Request to New York State for a Second-Level Desk Review of the Distribution of Child Support Payments."

[SCU or SSD LETTERHEAD]

TO: **Date:** _____

_____   **PA Case No.(s)**   _____
_____   _____ _____
_____

                                                          CSMS Case ID No.(s) _____
                                                          _____ _____

**Determination of the Request for a First-Level
Desk Review of the Distribution of Child Support Payments**

Dear _____:

The request for a desk review for the distribution of child support for your temporary assistance case(s) identified above has been completed. The type of desk review you requested included ☐ a pass-through payment review ☐ an excess current support payment review and/or ☐ an excess arrears support payment review. The period of review you requested was from _____ *(month/year)* to _____ *(month/year)*, or for the following individual months: _____, _____, _____, _____, *(month/year)*.

The result(s) of the desk review for the period identified above is(are) as follows:

☐   Your request did not include adequate information to identify the temporary assistance case or the child support case. No action can be taken unless you provide us with better identifying information. Once you obtain the identifying information, you may request a new desk review request form by contacting the **NYS Child Support Helpline toll-free at 1-888-208-4485 (TTY 1-866-875-9975),** Monday through Friday from 8:00 AM to 7:00 PM. A listing of recognized Video Relay Service providers can be found at: http://www.fcc.gov/cgb/dro/trs_providers.html). You may then submit the new desk review request form with the adequate identifying information.

☐   Based on facts presented at the conference conducted on _____ by ☐ telephone call ☐ an in-person meeting, it was agreed by all in attendance that the type of desk review to be conducted should be different from that indicated on your desk review request form, as noted above. The type of desk review(s) conducted as a result of the conference included ☐ a pass-through payment review ☐ an excess current support payment review and/or ☐ an excess arrears support payment review, and accurately identifies the type(s) of payment(s) to which you may be entitled.

☐   Additional support for the desk review period of _____ to _____ is owed to you in the amount of $_____. The additional amount owed to you will be available no later than _____ and will be disbursed to you ☐ on your Electronic Benefit Transfer (EBT) card or ☐ through a check.

☐   The SCU has identified support payments that may be available in future months in the amount of $_____. Support received by the Support Collection Unit (SCU) before the month it is due cannot be distributed until the month it is due. If you are still eligible to receive these payments, they will be distributed to you as they come due.

☐   It has been determined that too much support has been issued to you and you now owe $_____. Please note that your temporary assistance grant amount may be recalculated to incorporate the overpayment amount, and this may occur within 30 calendar days.

☐   No additional support is owed to you. The correct amount of support to date has been distributed to you.

☐   The pass-through payment is based on the amount of current support collected each month, and limited to (1) an amount up to the first $50.00 of current child support collected during the month through September 30, 2008, or the current support obligation amount for the month, whichever is less; and (2) an amount up to the first $100 of current support collected during the month effective October 1, 2008, or the current support obligation amount for the month, whichever is less. Your current support obligation amount is $_____ per month, and therefore the amount of pass-through payment that you were entitled to and received is limited to this amount. No additional support is owed to you.

☐   The budgeting of the temporary assistance benefits provided to you included the pass-through disregard amount. Therefore, you are not also entitled to a pass-through payment for the same month.

☐   For the period, or a portion of the period, for which you requested a review, no payment was received, or the payment received was not appropriate for the type of payment you are requesting. ☐ For a pass-through payment, a current support payment must be received from the noncustodial parent in the month due before you can receive a child support pass-through payment for that month. ☐ For an excess current support payment, a current support payment for the month must be received to be considered in the calculation of money due to you for that month. ☐ For an excess arrears support payment, a support payment for "past-due/arrears" must be received to be considered in the calculation of money due to you. Therefore, no additional support is due to you.

☐   Desk reviews are limited to the calendar year in which the review is requested and the prior calendar year. The period, or a portion of the period, for which you requested a desk review is not within the calendar year in which you requested the review or the prior calendar year. Therefore, no desk review was conducted for the disallowed period, and no support is due to you for that period.

☐   Review of the case records does not support the type of desk review request that you submitted. Records indicate that ☐ a pass-through payment review ☐ an excess current support payment review ☐ an excess arrears support payment review is inappropriate at this time, and therefore, no desk review was conducted and no support is due to you.

☐   Review of the case records does not support the type of desk review request that you submitted. An excess current support payment is only available for collections which are credited toward a current monthly support obligation through June 30, 2009. Your desk review involved collections pertaining to a current support obligation after July 1, 2009. Therefore a desk review for the period, or a portion of the period, requested is inappropriate at this time and no desk review was conducted.

☐   You were not a recipient of temporary assistance or you had no support account established with the Support Collection Unit at any time during the months for which you requested a review. Therefore, no support is due to you.

☐   Your request does not involve a matter that can be addressed by the local support collection unit or the social services district. Therefore, no action can be taken by these agencies.

☐   All current support collected on your behalf was forwarded to another social services district for distribution. For a desk review of your account with that social services district, you will need to submit your desk review request to:

_____

_____

_____

_____

☐   Other (specify):

_____

_____

_____

Detailed information for each month of the period of the desk review regarding the child support payments received and the distribution of those payments is shown on the enclosed worksheet. A copy of any documentation provided to support your desk review request and considered in the desk review conducted is also enclosed.

Sincerely,

_____
SCU/SSD First-Level Desk Review Unit
Telephone Number: _____

NOTE: If you dispute specific facts contained in this desk review determination, you may request a second-level review by the New York State Center for Child Well-Being by submitting a written request on the enclosed "Request to New York State for a Second-level Desk Review of the Distribution of Child Support Payments" within 20 calendar days of the date of the above SSD determination. You must have received an SSD determination of a desk review request **before** you request a second-level review. Your request must specify the facts in dispute and must include a copy of this SSD determination complete with all enclosures. You may include any additional but previously unavailable documentation that may support your claim. Send the request to:

NYS Center for Child Well-Being
ATTN: Bureau of Program Operations, Second-level Desk Review
40 N. Pearl Street, 13th Floor,
Albany, NY 12243-0001