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Brian J. Wing
Commissioner

LOCAL COMMISSIONERS MEMORANDUM

DSS-4037EL (Rev. 9/89)

Transmittal No: 98 LCM-16

Date: February 20, 1998


Division: PSQI

TO: Local District Commissioners

SUBJECT: Recoupment/Energy Restrictions on the WMS Non-Services
Authorization (DSS-3209)

ATTACHMENTS: Examples of WMS entries for entry of the Recoupment and
Energy Restriction (Not available online).

The purpose of this memorandum is to provide examples of the new
Recoupment and Energy Restriction entry requirements on WMS Screen 6 of the
DSS-3209.


Thaddeus Ziemia
Assistant Commissioner
Bureau of Financial Services

WMS Screen 6 Recoupment and Energy Restriction Processing

The purpose of this letter is to provide additional information and also provide examples for the new WMS DSS-3209 screen 6 entry process for Recoupments and for the Energy Restriction.

It is important to remember that this direct entry process replaces the process of BICS analyzing an ABEL budget to obtain the Recoupment and Energy Restriction amounts. For districts using CAMS for open cases, the Recoupment for new payment lines will not be posted unless the Recoupment amounts are entered on screen 6. Districts not using CAMS for open cases do not need to make an entry for Recoupments on screen 6. Also, districts that use the BICS generated Energy Payments for Reconciliation report must ensure the Restriction amount is entered on screen 6.

The allowable payment type entries for Recoupments are 05, 69, 93 and 96. For the Energy Restriction the allowable payment type values are 05 and 69.

It is also important to remember that the entry is only allowed on recurring payment when the payment period FROM date is in the future of the entry date. If a change is being made to the Recoupment/Restriction amount, then a new payment line may be necessitated. The Recoupment amount will not be displayed on subsequent authorizations.

Inquiry of the screen 6 Recoupment amount is only available on the first hardcopy of the DSS-3209.

Example 1

In ABEL a worker has determined that the amount of the Recoupment for the month is \$20.00, and the total net payments calculated in ABEL for the month is \$400 which will be authorized as semi-monthly. Also, \$15.00 has been calculated as the Food Stamps Claim Amount.

Since the amount is authorized as semi-monthly, \$10.00 is entered for the PA line. The Food Stamp line is always monthly; therefore, the monthly Recoupment amount is entered.

WKBK06		Case # P123456		Type HR	Trans	Type OPEN	12/15/1997				
LN	Act	Pay Meth	Pay	P-U -	-Effective-	Ind Clm	Vend	Manual Issue			
		Typ Pay	Amount	Iss	Sch	Cd	From To	Ln Cd	Id	Check	No
01	2	05 01	20000_	1	S	1	010198 063098	__	__	_____	_____
02	2	96 01	15000_	1	M	1	010198 063098	__	__	_____	_____
03	-	-	_____	-	-	-	_____	__	__	_____	_____
04	-	-	_____	-	-	-	_____	__	__	_____	_____
05	-	-	_____	-	-	-	_____	__	__	_____	_____
07	-	-	_____	-	-	-	_____	__	__	_____	_____
08	-	-	_____	-	-	-	_____	__	__	_____	_____
09	-	-	_____	-	-	-	_____	__	__	_____	_____
10	-	-	_____	-	-	-	_____	__	__	_____	_____
11	-	-	_____	-	-	-	_____	__	__	_____	_____
12	-	-	_____	-	-	-	_____	__	__	_____	_____

	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount
Recoupment	01	_1000	02	_1500	__	_____	__	_____	__	_____	__	_____
Energy Rst	__	_____	__	_____	__	_____	__	_____	__	_____	__	_____
Heap Vend Id	_____		Customer Acct No		_____							
Replace Ln	__	Chk/FSB	_____	LN	__	Chk/FSB	_____					

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Example 2

In ABEL the monthly Recoupment was determined to be \$30.00. The worker missed cut-off, and a single issue was authorized for January with the semi-monthly recurring authorization beginning in February.

The full \$30.00 is linked to the single issue, and as the recurring is semi-monthly \$15.00 is entered.

WKBK06		Case # P123456		Type HR	Trans	Type OPEN	09/15/1997					
LN	Act	Typ	Pay Meth	Pay	P-U	-Effective-	Ind	Clm	Vend	Manual Issue		
			Pay Amount	Iss	Sch	Cd	From	To	Ln	Cd	Id	Check No
01	2	69	01 30000	2		1	010198	013198				
02	2	05	01 17500	1	S	1	020198	063098				
03	-	-	-	-	-	-	-	-	-	-	-	-
04	-	-	-	-	-	-	-	-	-	-	-	-
05	-	-	-	-	-	-	-	-	-	-	-	-
07	-	-	-	-	-	-	-	-	-	-	-	-
08	-	-	-	-	-	-	-	-	-	-	-	-
09	-	-	-	-	-	-	-	-	-	-	-	-
10	-	-	-	-	-	-	-	-	-	-	-	-
11	-	-	-	-	-	-	-	-	-	-	-	-
12	-	-	-	-	-	-	-	-	-	-	-	-

	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount
Recoupment	01	3000	02	1500								
Energy Rst												
Heap Vend Id			Customer Acct No									
Replace Ln	Chk/FSB	LN		Chk/FSB								

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Example 3

ABEL has identified the Energy Restriction amount for the month is \$50.00. This applied to a monthly recurring amount of \$500.00

Since the amount is monthly, the \$50.00 total Restriction is entered.

WKBK06		Case # P123456		Type HR	Trans	Type OPEN	12/15/1997					
LN	Act	Typ	Pay Meth	Pay	P-U	-Effective-	Ind	Clm	Vend	Manual Issue		
			Pay Amount	Iss	Sch	Cd	From	To	Ln	Cd	Id	Check No
01	2	05	01 50000_	1	M	1	010198	063098				
02	-	-	-	-	-	-	-	-	-	-	-	-
03	-	-	-	-	-	-	-	-	-	-	-	-
04	-	-	-	-	-	-	-	-	-	-	-	-
05	-	-	-	-	-	-	-	-	-	-	-	-
07	-	-	-	-	-	-	-	-	-	-	-	-
08	-	-	-	-	-	-	-	-	-	-	-	-
09	-	-	-	-	-	-	-	-	-	-	-	-
10	-	-	-	-	-	-	-	-	-	-	-	-
11	-	-	-	-	-	-	-	-	-	-	-	-
12	-	-	-	-	-	-	-	-	-	-	-	-

Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount
Recoupment	___	___	___	___	___	___	___	___	___	___	___
Energy Rst	01	5000	___	___	___	___	___	___	___	___	___
Heap Vend Id	_____		Customer Acct No	_____							
Replace Ln	___	Chk/FSB	_____	LN	___	Chk/FSB	_____				

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Example 4

ABEL has identified the Energy Restriction amount for the month is \$50.00. This is applied to a semi-monthly recurring amount of \$250.00

Since the recurring line is semi-monthly, \$25.00 is related to each check, and is therefore, entered as the Restricted amount.

WKBK06		Case # P123456		Type HR		Trans Type OPEN		10/15/1997	
LN	Act	Typ	Pay Meth	Pay	P-U	-Effective-	Ind Clm	Vend	Manual Issue
01	2	05	01 25000_	1	S	1 110197 123197			Check No
03	-	-	-	-	-	-	-	-	-
03	-	-	-	-	-	-	-	-	-
04	-	-	-	-	-	-	-	-	-
05	-	-	-	-	-	-	-	-	-
07	-	-	-	-	-	-	-	-	-
08	-	-	-	-	-	-	-	-	-
09	-	-	-	-	-	-	-	-	-
10	-	-	-	-	-	-	-	-	-
11	-	-	-	-	-	-	-	-	-
12	-	-	-	-	-	-	-	-	-

Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount
Recoupment	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Energy Rst	01 2500	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Heap Vend Id	_____	Customer	Acct No	_____	_____	_____	_____	_____	_____	_____	_____
Replace Ln	_____	Chk/FSB	_____	LN	_____	Chk/FSB	_____	_____	_____	_____	_____

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