

Information and Instructions for Completing the “Calculations Worksheet Desk Review of Pass-Through Payments”

The “Calculations Worksheet Desk Review of Pass-Through Payments” has been created for use by the local district Support Collection Unit (SCU) and the Social Services District (SSD) workers in properly calculating a pass-through payment desk review request. A “Calculations Worksheet Desk Review of Pass-Through Payments” must be completed for each month for which a desk review is requested.

**STEPS 1, 2, AND 3 ARE TO BE COMPLETED BY THE SCU WORKER
AND CHECKED/CORRECTED BY THE DCSE REVIEWER**

Identify the level of desk review being performed. For the SCU workers, the box for first-level desk review must be checked. For DCSE 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 CSMS case records first, before entering the required information on the worksheet.

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.

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

Period Covered By Pass-Through Desk Review Request: Enter the entire period covered by the desk review 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.

Recipient Name: Enter the name of the individual requesting a desk review. This is found on the desk review request form. 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 in receipt of public assistance during this same period. Verification can be done by reviewing CSMS, ASSETS, and/or the Daily IV-A/IV-D Interface Reports.

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 and/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 public 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. Please note that if there is more than one CSMS account, the support collected for each account will be counted towards the maximum total of \$50.00 per month for each household that may be issued as a pass-through payment. Please note that the amount of the pass-through payment cannot exceed the combined support obligation amounts for all relevant CSMS Case Numbers.

Public Assistance Case No(s) (CAN): Enter the unique WMS case identifier assigned to each recipient of services. This may be found in the PA CAN field on the IVDJCH screen on CSMS.

CIN No.: Enter the Client Identification Number(s) (CIN) for the public assistance case head. The CIN number is an eight position identifier code which is assigned to each member of a public 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 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 Public Assistance: Enter the beginning and ending date of the public assistance grant(s) involved.

Active: Check the appropriate box to identify whether the CAN is active on CSMS. The information may be located on the IVDJCH screen in CSMS for each custodial parent and child record. Active public assistance case statuses are 07, 10, and 17. Every member of the public 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. If the custodial parent and each child do not have an active case status, then the case status is considered closed. (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

(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. If the total time period identified on the desk review request exceeds the space allowed in the table for Step 2, make a copy of the page and incorporate it into the desk review calculation.

(b) **CSMS Case No (enter only if multiple CSMS Case Numbers):** See above information in Step 1 regarding CSMS Case Numbers. Enter CSMS Case Number(s) if multiple cases are involved.

CURRENT COLLECTIONS RECEIVED

(c) **Amount of Current Support Collected:** For each month of the review period, enter the amount of current support collected up to the amount of current support due for each month as it appears on the account tab, MONEY screen, on ASSETS. You may also locate the information on the IVDHTM, or if applicable, IVDITM (most current three months), and 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.

Current support due and/or paid and applied to a charging eligible ledger indicates the recipient is due a pass-through payment. Eligible pass-through payment ledgers are: 21A_, 23A_, 21BP, 23BP, 21BR, 23BR, 21CP, 23CP, 21CR, 23CR, 21CA, and 23CA, with a retained FIPS code. 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. Collections would appear as batch 50, 53, 54, 55, 56, 57, and positive batch 71, 72, 74, 75 and 77 transactions for the month in question.

Please note that no pass-through will be allowed for payments received towards past-due support/arrearages, such as tax refund offsets, and as such, only current support payments are to be reported. Federal tax refund offset collections would appear on CSMS as batch 55 and positive batch 75 transactions for the month in question. Other payments received toward past-due support/arrearages would appear as batch 53 and 54, and may appear as positive batch 71, 72, and 74. SCU workers must consider the batch type payment along with the ledger type to determine payments applied to current support and payments applied to past-due support/arrearages.

(d) **Receipt Date of Collection:** Enter the date that each current payment was received for the batches identified above.

DISBURSEMENT OF TOTAL AVAILABLE COLLECTIONS RECEIVED

(e) **Amount of Pass-Through Disbursed to SSD by the SCU:** Enter the amount of any pass-through (disregard) distribution transactions created at month end to the SSD. These will appear as a batch 98 or 97 transaction 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.

Pass-through payment authorization to the SSD is indicated by a batch 98 transaction. A batch 97 transaction in a subsequent month or months indicates additional pass-through for a prior month. This occurs typically when an employer withholds child support in the month it is due to be paid but the payments are received for the prior month or not processed on CSMS until the following month or later. The batch 97 transaction will only be created for payments dated within three months prior to the current month. No batch 97 transaction will be entered for any payment that was withheld over three months prior to the date it was processed on CSMS. Additionally, in some instances, paper case records reflecting month end authorization transactions or adjustments to the month end authorization transactions may be required.

(f) **Date of Pass-Through Disbursement to DSS:** Enter the date that the month end pass-through (disregard) payments were authorized to the SSD by the SCU. This will be the date that the batch 98 or 97 transaction was created on CSMS, or in some instances, the date of the paper case record reflecting month end authorization transactions or adjustments to the month end authorization transactions.

SUPPORT PAYMENTS IDENTIFIED FOR FUTURE MONTHS

(g) **Amount of Available Future Support Payments:** 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 by the SSD. Examples of this situation may occur when a desk review request is submitted and conducted prior to month end (e.g., a batch 79 entry indicates application of a payment but a batch 98 has not been created yet), or if an SCU worker makes ledger adjustments which will result in a Batch 98 disregard disbursement entry at month end.

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

Step 3: SUMMARY TOTAL DISBURSEMENTS

Total Amount of Current Support Collected from Step 2(h), Column (c): Enter the total amount calculated in step 2, column (c) as entered in the total column (h).

Total Amount of Pass-Through Disbursed to SSD by the SCU from Step 2(h), Column (e): Enter the total amount calculated in step 2, column (e) as entered in the total column (h).

Total Amount of Future Disbursements Identified by the SCU from Step 2(h), Column (g): Enter the total amount calculated in step 2, column (g) as entered in the total column (h).

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 State Division of Child Support Enforcement (DCSE), a DCSE reviewer will confirm the information provided on the worksheet by entering the name and initials, title, and telephone number of the DCSE 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 DCSE 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 calculation worksheet, and forward the worksheet to the Division of Employment and Transitional Supports (DETS) to complete the second-level desk review.

NOTE: Account maintenance of the CSMS case and ledgers may be required prior to completing this section of the worksheet. Examples include determining whether the CSMS case ledger(s) accurately reflect the status of public assistance; whether the CAN and CIN numbers on CSMS are in agreement with WMS/BICS 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 public assistance information by utilizing the IV-A/IV-D Interface Reports; by accessing public 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 public 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 public 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 Parts 1, 2, and 3 of the worksheet, the worksheet must be forwarded to the SSD worker so that they may complete Parts 4, 5, and 6, and provide with the final determination:

- 1) The “Calculations Worksheet Desk Review of Pass-Through Payments” with Parts 1, 2, and 3 completed and signed by the SCU worker and a supervisor;
- 2) The “Instructions for Completing the Calculation Worksheet Desk Review of Pass-Through Payments” for reference only; and
- 3) The original “Request for First-Level Desk Review of the Distribution of Child Support Payments” form.

**STEPS 4, 5, AND 6 ARE TO BE COMPLETED BY THE SSD WORKER
AND CHECKED/CORRECTED BY THE DETS REVIEWER**

Step 4: PASS-THROUGH PAYMENTS DISBURSEMENT TO RECIPIENT VIA EBT CARD/PAPER CHECK

CARRY OVER INFORMATION FROM STEP 2 ABOVE

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

(j) **Amount of Pass-Through Payments Disbursed to SSD (from column (e) of Step 2 above):** Enter the amount identified in Step 2, column (e), by the SCU as disbursed to the SSD.

PASS-THROUGH PAYMENTS DISBURSED TO RECIPIENT VIA EBT CARD/PAPERCHECK

(k) **Amount of Pass-through Payment Disbursed to Recipient by SSD:** Enter the amount of any pass-through payments which were disbursed to the recipient by public assistance on an EBT card. Pass-through payments are paid to a recipient when current support has been collected on their behalf by the SCU during the previous month and disbursed at month end to the SSD. By law, up to the first \$50.00 per month of current support collected is passed-through to a recipient. Please note that the maximum total of \$50.00 per month of pass-through payments may be disbursed for each public assistance family. SSD workers can locate this information on the WMS/BICS “Case Record of Assistance (CRA).” Pass-through payments are identified by WMS/BICS payment types D1 or D2 (upstate) and payment types 70 or 54 (New York City).

(l) **Date Disbursed to Recipient by SSD via the EBT Card/Paper Check:** Enter the date that the pass-through disbursement amount was disbursed to the recipient by the SSD on their EBT card or by paper check.

CALCULATION OF PASS-THROUGH PAYMENTS DUE TO THE RECIPIENT

(m) **Amount of Pass-through Payment Not Disbursed to the Recipient (amount in column (j) minus column (k):** Enter the difference between column (j) minus column (k). This is the total amount of pass-through payments that are due to the recipient based on the desk review.

(n) **Disbursement that has been Expunged (Expired), if any, and are Now Due to the Recipient:** Enter any amount of pass-through payments that were expunged (expired). Expunged payments are payments which were issued to the recipient but were not picked up in full or were only partially picked up and access to the funds has now expired. The expired funds may be due

to the recipient. SSD workers may locate expunged funds on the EBT report entitled “EBT - Worker Actions Lists” or WMS/BICS “Case Record of Assistance (CRA)” for an individual’s benefit information.

(o) Balance Due to Recipient (total of columns (m) plus (n): Enter the total amount of pass-through payments that are now due to the recipient. This amount is the total of columns (m) plus (n). This includes the total amount of pass-through payments determined due to the recipient through the desk review and any funds being held by the SSD because payments issued to the recipient have now expired.

SUPPORT PAYMENTS IDENTIFIED FOR FUTURE MONTHS

(p) Amount of Available Future Support Payments From Column (g) of Step 2 above: Enter the amount of support payments that the SCU has determined may be available for future disbursements to the SSD. This amount can be found in Step 2, column (g).

(q) TOTALS: Enter the totals for columns (j), (k), (m), (n), (o) and (p).

Step 5: TOTAL DUE TO RECIPIENT

Total Balance Due to Recipient from Step 4(q), Column (o): Enter the total amount calculated in step 4, column (o), as entered in the total column (q).

Total Support Payments Identified for Future Months from Step 4(q), Column (p): Enter the total amount calculated in step 4, column (p), as entered in the total column (q).

Step 6: RESULTS OF FIRST-LEVEL DESK REVIEW OF PASS-THROUGH PAYMENTS

The SSD worker must check the box which accurately reflects the results of the desk review. There are three options boxes available: 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 \$____; or 3) too much in pass-through payments have been paid to the recipient to date and the recipient now owes \$_____.

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 disbursements, this needs to be reported to the recipient as well. If an amount has been carried down to column (p) by the SSD, check the option box and enter the amount.

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 DCSE reviewer has forwarded the second-level request to DETS, a DETS reviewer will confirm the information provided on the worksheet by entering the name and initials, title, and telephone number of the DETS 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 DETS reviewer will cross out any incorrect information and enter any correct information legibly, carry that correction forward in steps 4, 5, and 6, of the calculation worksheet, and complete the second-level desk review.

Note: Account maintenance of the WMS case and records may be required prior to completing this section 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; or whether previous pass-through disbursements on a recipient EBT card have been expunged (expired) and funds remain due through the accounting department. 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 Parts 4, 5, and 6 of the worksheet, 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 “Calculation Worksheet Desk Review of Pass-Through Payments” with Parts 1, 2, and 3 completed and signed by the SCU worker, and Parts 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.”