DOE UNDERPAYMENT CALCULATION WORKSHEET (ROS)

Case Name: _____   District: _____

Case Number: _____   Worker: _____

Other information: _____

Complete Section A, B or C as appropriate

Side 1: A.   Action – Remove proration and calculate underpayment

Side 2: B.   Action – Calculate underpayment – no proration currently in place

C.   Action – Calculate underpayment - no before and after comparison budgets. (For example, case opened with proration in place, closed and no member currently received SSI or household is currently financially ineligible).

A. Action – Remove proration and calculate underpayment:
1. Effective month <u>Doe</u> proration removed: _____

2. Monthly benefit with <u>Doe</u> proration removed: _____

3. Monthly benefit prior to removal of <u>Doe</u> proration: _____

4. Subtract Line 3 from Line 2 = Monthly underpayment: _____

5. Number of months case had <u>Doe</u> proration*:   _____

6. Multiply line 4 amount by line 5 number: _____
   - Issue the amount on line 6 using payment type code W2 – "Court ordered retroactive – cash" **if** the case is currently active, **OR**
   - Issue the amount on line 6 using transaction type 09 and payment type W1 "Court ordered retroactive – check" **if the case is closed but was active on September 14, 2007**.

   DO NOT issue this amount if the case is not currently active or was not active on September 14, 2007.

Note: **Do NOT** calculate the retroactive payment month by month. Use the amount on line A4 to calculate the underpayment.

* Count any month(s) the case was closed if the case closed with the proration in place and subsequently became eligible UNLESS the case moved out of district. Do not count any closed months if the closing reason was moved out of district or moved out of state.

DOE UNDERPAYMENT CALCULATION WORKSHEET (ROS)

Case Name: _____ District: _____

Case Number: _____ Worker: _____

Other information: _____

B. Action – Calculate underpayment – Active case - no proration currently in place

    1. Find the first monthly benefit after the proration was removed; _____

    2. Find the last monthly benefit with the proration in place: _____

    3. Subtract Line 2 from Line 1 = Underpayment amount: _____

    4. Number of months case had Doe proration*:   _____

    5. Multiply line 3 amount by line 4 number: _____

C. Action – Calculate underpayment - no before and after comparison budgets. (For example, case opened with proration in place, closed and no member currently received SSI or household is currently financially ineligible.)

    1. Find the two person standard of need (using the with children shelter schedule and no fuel or special allowances)   _____

    2. Find the prorated amount *AS IF* the case included 2 PA and 1 SSI family members (03 HH/02CA)   _____

    3. Subtract Line 2 from Line 1 = Underpayment amount: _____

    4. Number of months case had Doe proration*:   _____

    5. Multiply line 3 amount by line 4 number: _____

DIRECTIONS FOR SECTION B. OR C.
Issue the amount on line 5 using payment type code W2 – "Court ordered retroactive – cash" **if** the case is currently active, **OR**
Issue the amount on line 5 using transaction type 09 and payment type W1 "Court ordered retroactive – check" **if the case is closed but was active on September 14, 2007**. **DO NOT** issue this amount if the case is not currently active or was not active on September 14, 2007.

Note: **Do NOT** calculate the retroactive payment month by month. Use the amount on line B3 or C3 to calculate the underpayment.

* Count any month(s) the case was closed if the case closed with the proration in place and subsequently became eligible UNLESS the case moved out of district. Do not count any closed months if the closing reason was moved out of district or moved out of state. Do not count closed months if the case has not been found eligible for TA since the last closing.