MANUAL CHILD SUPPORT PASS-THROUGH PAYMENT DETERMINATION WORKSHEET

County Name:_____

Source of Pass-through Payment Review:
☐ *Disregard Informational* list ☐ *MRB/A IV-D Exception* list ☐ TA Unit Request ☐ Other_____

PART A: TO BE COMPLETED BY SUPPORT COLLECTION UNIT (SCU)

Temporary Assistance (TA) Recipient/ Custodial Parent Name	TA Case Number (TA-CAN)	CSMS New York Case Identifier(s) for TA-CAN	Pass-Through Payment Period to be Reviewed	
			From	To

		Month/Year	Month/Year	Month/Year
1.	Total monthly current support obligation(s)			
2.	Total collected and disbursed to DSS for current support			

SCU Worker Name	Title	Telephone Number	Date

PART B: TO BE COMPLETED BY THE SOCIAL SERVICES DISTRICT'S (SSD'S) TA UNIT

		Month/Year	Month/Year	Month/Year
1.	Compare line 1 to line 2 in Part A above and enter the lesser amount			
2.	Enter the number of individuals under the age of 21 active on the TA case at the end of the month or at the time of TA case closure for closed cases			
3.	If the result of line 2 of Part B is: • zero, enter zero • one, enter 100.00 • two or more, enter 200.00			
4.	Compare line 1 to line 3 of Part B and enter the lesser amount			
5.	Enter the amount of the pass-through payment previously issued, if any			
6.	Subtract line 5 from line 4. If the amount is positive, this is the amount of pass-through payment(s) due to the TA case that must be issued. If the amount is negative, this is the amount of the overpayment that the TA case received. If zero, than there is no pass-through payment to be issued or overpayment received.			

TA Unit Worker Name	Date

DIRECTIONS FOR THE *MANUAL CHILD SUPPORT PASS-THROUGH PAYMENT DETERMINATION WORKSHEET*

The *Manual Child Support Pass-Through Payment Determination Worksheet* must be used when a determination of a pass-through (P/T) payment must be made manually. The Support Collection Unit (SCU) would initiate a manual determination of P/T payment by completing Part A if (1) the TA case appears where an adjustment to a CSMS account affects the amount of a P/T payment; (2) a case appears on the *IV-D MRB/A Exception* list for the IV-D Unit and it is determined that a P/T payment should be issued; (3) the SSD's TA unit identifies a case which requires review for a P/T payment; or (4) any other reason that a P/T payment manual determination is necessary. The SCU must enter the county name; identify the source of the P/T payment review request, and complete Part A; the Social Services District's (SSD's) Temporary Assistance (TA) unit must complete Part B. The completed worksheet must be kept in the TA case record.

PART A - To be completed by the SCU:
The SCU initiating the manual determination must include the identifying information for the review, including the TA case (TA-CAN); CSMS New York Case Identifier(s) associated with the TA-CAN, and the period of the review for P/T payments. Additionally, the SCU must provide information from CSMS which will assist the SSD's TA unit in determining the appropriate amount of P/T payment.

Line 1 - Enter the total monthly current support obligation(s). The SCU must identify all P/T eligible ledgers for each CSMS account with the same TA-CAN (and suffix for NYC), including: 21A_, 23A_, 21BP, 23BP, 21BR, 23BR, 21CP, 23CP, 21CR, 23CR, 21CA, and 23CA, with a retained FIPS code. The SCU must sum the obligations and factor that amount to a monthly obligation. To factor to a monthly obligation, where the OBLIG-FREQ field on the individual ledger of the IVDQRY record is: *Weekly (D07)* multiply x 4.33333; *Bi-weekly (D14)* multiply x 2.16667; *Semi-Monthly (B)* multiply x 2.0; *Monthly (M)* multiply x 1.0; *Quarterly (Q)* multiply x .33333; *Semi-annually (S)* multiply x .16667; and *Annually (A)* multiply x .08333.

Line 2 – Enter the total collected and disbursed to DSS as current support for the month. The SCU must review the IVDHTM record or account tab, MONEY screen, on ASSETS for each CSMS account with the same TA-CAN (and suffix for NYC). Current support is support that is paid and systematically applied to a charging P/T eligible ledger (see Line 1 above) with a retained FIPS code. SCU workers can determine if there are active charging current support ledgers as identified above by reviewing the CSMS IVDQFS record and checking the first and last charge dates with an obligation amount greater than zero and a ledger status of "01" (*active*). Current collections would include CSMS batch types 50, 53, 54, 56, 57, and positive batch 71, 72, 74, and 77 transactions for the month in question. Current support does **not** include collections applied to arrears ledgers by Federal income tax refund offset, or payments that were applied to any other arrears ledgers. The SCU worker who completes Part A must sign, and enter their title, telephone number, and the date that Part A is completed; and submit the form to the SSD's TA unit.

PART B: To be completed by the SSD's TA Unit
The SSD's TA unit must complete the review for determining the appropriate amount of P/T payment by completing Part B:

Line 1 – Compare line 1 to line 2 in Part B and enter the lesser amount. *This is used to determine the maximum amount of P/T to which the TA case may be entitled.*

Line 2 – Enter the number of individuals under the age of 21 who are active on the TA case at the end of the month or at the time of TA case closure for closed cases. *This is used to determine the maximum amount of P/T to which the TA case may be entitled.*

Line 3 – If Line 2 of Part B is: zero, enter zero; one, enter 100.00; two or more, enter 200.00. *This is the maximum amount of P/T to which the TA case may be entitled.*

Line 4 – Compare line 1 to line 3 in Part B and enter the lesser amount. *This is the maximum amount of P/T to which the TA case may be entitled.*

Line 5 - Enter the amount of the P/T payment previously issued, if any. *Any P/T received for the review month must be assessed to determine if an overpayment or underpayment occurred.*

Line 6 - Subtract line 5 from line 4 and enter any underpayment or overpayment amount(s) for each month of the P/T review period. *The underpayment amount(s) is the amount of the P/T that must be issued to the TA case. The overpayment amount(s) is the amount of the P/T that the TA case received that must be used to establish an underpayment.* If zero, than there is no pass-through payment to be issued or overpayment received.

The SSD's TA unit worker who completes Part B must sign and enter the date that Part B is completed.