



NEW YORK STATE
OFFICE OF TEMPORARY AND DISABILITY
ASSISTANCE
 40 NORTH PEARL STREET
 ALBANY, NY 12243-0001
Andrew M. Cuomo
Governor

Informational Letter

Section 1

Transmittal:	11-INF-16
To:	Local District Commissioners
Issuing Division/Office:	Center for Employment and Economic Supports
Date:	December 30, 2011
Subject:	Introduce LDSS-4973: “Manual Child Support Pass-Through Payment Determination Worksheet”
Suggested Distribution:	Food Stamp Benefits Staff Temporary Assistance Staff MA Directors Child Support Coordinators CAP Coordinators Employment Coordinators WMS Coordinators Staff Development Coordinators
Contact Person(s):	Policy Questions: TA Bureau @ 1-800-343-8859, ext. 4-9344 Forms Questions: Kelly Whitney @ 1-800-343-8859, ext. 3-7991
Attachments:	Attachment 1-LDSS-4973 Manual Child Support Pass-Through Payment Determination Worksheet
Attachment Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.

Section 2

I. Purpose

The purpose of this INF is to inform Social Services Districts (SSD) that the LDSS-4973: *Manual Child Support Pass-Through Payment Determination Worksheet*, introduced in 10 ADM-4, has been assigned a form number.

II. Background

10 ADM-4 titled “Increase in the Pass-through and Disregard of Support Payments – Phase II,” advised SSD of changes in the pass-through payment and disregard amount which became effective January 1, 2010, and provided specific information regarding the impact of the change upon each program area. The ADM also included the *Manual Child Support Pass-Through Payment Determination Worksheet* as an attachment. SSDs were instructed that this form must be completed whenever a pass-through payment required adjustments.

III. Program Implications

The *Manual Child Support Pass-Through Payment Determination Worksheet* is an intra-departmental worksheet which must be completed by the Support Collection Unit (SCU) and the Temporary Assistance (TA) unit. SSDs should refer to 10 ADM – 4 for further instructions on the required use of this form.

IV. Forms Ordering Information

- The revised English version of the LDSS-4973: “*Manual Child Support Pass-Through Payment Worksheet*,” is printed on demand.
- The above referenced document has also been posted on the OTDA Intranet website at http://otda.state.nyenet/ldss_eforms/default.htm and is available for downloading by local districts for reproduction locally.
- Any future written requests for copies of the English version of the document, should be submitted on OTDA-876: “*Request for Forms or Publications*,” and should be sent to:

Office of Temporary and Disability Assistance
BMS Document Services and Operational Support
PO Box 1990
Albany, NY 12201

Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.

- Documents may also be ordered through Outlook. To order the forms you must obtain an OTDA-876 electronically by going to the OTDA Intranet Website at <http://otda.state.nyenet/> then under Program Areas, go to Division of Operations and Program Support page, then to OPS E-forms page (this page contains the electronic OTDA-876).
- For those who do not have Outlook but who have Internet access for sending and receiving e-mail, the Internet e-mail address is: gg7359@dfa.state.ny.us .
- For a complete list of available forms, please refer to the OTDA Intranet site: http://otda.state.nyenet/ldss_eforms/default.htm .

Issued By

Name: Phyllis Morris
Title: Acting Deputy Commissioner
Division/Office: Center for Employment and Economic Supports