



# Office of Temporary and Disability Assistance

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## Local Commissioners Memorandum

### Section 1

<b>Transmittal:</b>	15-LCM-06
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Bureau of Audit and Quality Improvement
<b>Date:</b>	April 29, 2015
<b>Subject:</b>	Deactivation of SNAP Debts in the Treasury Offset Program (TOP) for payment received
<b>Contact Person(s):</b>	<p>TOP Questions - Rebecca Lynch (518) 402-0013 Rebecca.Lynch@otda.ny.gov</p> <p>CAMS Questions - Ed Conway (518) 474-7549 Edward.Conway@otda.ny.gov</p> <p>NYC WMS Questions - Michael Simon 212-961-8250 Michael.Simon@otda.ny.gov</p>
<b>Attachments:</b>	
<b>Attachment Available Online:</b>	<input type="checkbox"/>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
03-LCM-9 04-ADM-01 04-INF-16 05-INF-01 05-LCM-04 05-ADM-15 05-INF-18 06-INF-20			Code of Federal Regulations 7CFR273.18	CAMS Manual – Chapters 3 and 7	

## Section 2

### I. Purpose

The purpose of this LCM is to inform Social Services Districts (SSDs) of a change in procedure regarding the Treasury Offset Program (TOP). As of September 1, 2015, OTDA will begin to track repayment agreement details for Payer 01 individuals when determining if a debt qualifies for deactivation from offset due to payment(s) received.

This directive will also serve the purpose of reminding SSDs of the necessary action to take when in receipt of a 'Rebates for TOP Cycle' report (CAMS0052) (Printfile: CAMS350-5200).

### II. Background

To fully comply with Federal TOP policy, OTDA will no longer deactivate a debt when a single payment is received that does not satisfy the entire balance of the claim or does not meet the terms of a signed repayment agreement. OTDA is developing a procedure to track repayment agreement terms for SNAP debts that have been referred to TOP.

### III. Program Implications

Repayment Agreements – As of September 1, 2015, OTDA will no longer deactivate a SNAP debt in TOP for a payment received that does not meet the terms of a signed repayment agreement on file with the SSD. One-time payments will no longer temporarily deactivate a debt from offset in TOP. This change will require that all SSDs data enter repayment agreement information into CAMS (Upstate) or WMS (NYC).

**SNAP debts will be deactivated in TOP for payments received and posted only if:**

- A signed repayment agreement was received from the ex-recipient/payer 01.
- The terms of the repayment agreement are data entered into CAMS or WMS by the SSD.
- The payment received meets the terms of the signed repayment agreement.
- The debtor remains current with his/her payments as set forth in the signed repayment agreement (frequency and amount).
- The SSDs post payments to CAMS or WMS in a timely manner.

**If a debtor defaults on his/her payments, the existing repayment agreement is void and a new repayment agreement needs to be initiated (signed by ex-recipient/payer and updated in CAMS or WMS).**

This change in procedure applies to current debts in TOP, as well as all future debt referrals to TOP.

- OTDA will assist in identifying those individuals currently making payment towards a debt referred to TOP who do not have a valid repayment agreement entered in CAMS or WMS.
- OTDA will send letters to these individuals advising them to contact their SSD to verify that a signed repayment agreement is on file.
- OTDA will provide SSDs with a list of those individuals in their district who were sent this letter.
- SSDs **must** obtain signed repayment agreements from these debtors, if applicable.
- The terms of these repayment agreements **must** be data entered into CAMS or WMS.

**Please note, for TOP purposes, a payment posted which is greater than the minimum payment due will not be prorated and applied toward the following month's payment obligation(s).**

Rebates for TOP cycle reports - CAMS-0052/Printfile: CAMS350-5200 – It is the SSD's responsibility to issue any rebate of TOP offsets. These may appear on the 'Rebates for TOP Cycle' report, or initiated after contact with OTDA and/or the ex-recipient. The 'Rebates for TOP Cycle' report is sent weekly (as applicable) to each district's BICS queue. Additional information on the SSD's role in issuing rebates of offset monies can be found in Chapter 7 of the CAMS manual.

- Once a rebate is issued, the SSD should email confirmation to [Jessica.Ryan@otda.ny.gov](mailto:Jessica.Ryan@otda.ny.gov). This email should include the individual's name, case number, claim number, amount of the rebate, and if the rebate amount includes the collection fee.

**Issued By**

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**Title: Director**

**Division/Office: Audit and Quality Improvement**