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Brian J. Wing
Commissioner

LOCAL COMMISSIONERS MEMORANDUM

DSS-4037EL (Rev. 9/89)

Transmittal No: 98 LCM-16

Date: February 20, 1998

Division: PSQI

TO: **Local District Commissioners**

SUBJECT: Recoupment/Energy Restrictions on the WMS Non-Services Authorization (DSS-3209)

ATTACHMENTS: Examples of WMS entries for entry of the Recoupment and Energy Restriction (Not available online).

The purpose of this memorandum is to provide examples of the new Recoupment and Energy Restriction entry requirements on WMS Screen 6 of the DSS-3209.

Richard Rechymuk for
Thaddeus Ziemba
Assistant Commissioner
Bureau of Financial Services

WMS Screen 6 Recoupment and Energy Restriction Processing

The purpose of this letter is to provide additional information and also provide examples for the new WMS DSS-3209 screen 6 entry process for Recoupments and for the Energy Restriction.

It is important to remember that this direct entry process replaces the process of BICS analyzing an ABEL budget to obtain the Recoupment and Energy Restriction amounts. For districts using CAMS for open cases, the Recoupment for new payment lines will not be posted unless the Recoupment amounts are entered on screen 6. Districts not using CAMS for open cases do not need to make an entry for Recoupments on screen 6. Also, districts that use the BICS generated Energy Payments for Reconciliation report must ensure the Restriction amount is entered on screen 6.

The allowable payment type entries for Recoupments are 05, 69, 93 and 96. For the Energy Restriction the allowable payment type values are 05 and 69.

It is also important to remember that the entry is only allowed on recurring payment when the payment period FROM date is in the future of the entry date. If a change is being made to the Recoupment/Restriction amount, then a new payment line may be necessitated. The Recoupment amount will not be displayed on subsequent authorizations.

Inquiry of the screen 6 Recoupment amount is only available on the first hardcopy of the DSS-3209.

Example 1

In ABEL a worker has determined that the amount of the Recoupment for the month is $20.00, and the total net payments calculated in ABEL for the month is $400 which will be authorized as semi-monthly. Also, $15.00 has been calculated as the Food Stamps Claim Amount.

Since the amount is authorized as semi-monthly, $10.00 is entered for the PA line. The Food Stamp line is always monthly; therefore, the monthly Recoupment amount is entered.

WKBK06 Case # P123456 Type HR Trans Type OPEN 12/15/1997

LN	Act	Pay Meth Typ	Pay	Amount	Iss	Pay Sch	P-U Cd	-Effective- From	To	Ind Clm Ln	Cd	Vend Id	Manual Issue Check No
01	**2**	**05**	**01**	**20000_**	**1**	**S**	**1**	**010198**	**063098**	__	_	_____	_____
02	**2**	**96**	**01**	**15000_**	**1**	**M**	**1**	**010198**	**063098**	__	_	_____	_____
03	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
04	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
05	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
07	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
08	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
09	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
10	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
11	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
12	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____

	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount
Recoupment	**01**	**_1000**	**02**	**_1500**	__	_____	__	_____	__	_____	__	_____
Energy Rst	__	_____	__	_____	__	_____						

Heap Vend Id _____ Customer Acct No _____

Replace Ln __ Chk/FSB _____ LN __ Chk/FSB _____

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Example 2

In ABEL the monthly Recoupment was determined to be $30.00. The worker missed cut-off, and a single issue was authorized for January with the semi-monthly recurring authorization beginning in February.

The full $30.00 is linked to the single issue, and as the recurring is semi-monthly $15.00 is entered.

WKBK06 Case # P123456 Type HR Trans Type OPEN 09/15/1997

LN	Act	Pay Meth Typ	Pay Meth Pay	Amount	Iss	Pay Sch	P-U Cd	Effective From	Effective To	Ind Ln	Clm Cd	Vend Id	Manual Issue Check No
01	**2**	**69**	**01**	**30000_**	**2**		**1**	**010198**	**013198**	__	_	_____	_____
02	**2**	**05**	**01**	**17500_**	**1**	**S**	**1**	**020198**	**063098**	__	_	_____	_____
03	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
04	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
05	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
07	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
08	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
09	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
10	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
11	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
12	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____

	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount
Recoupment	**01**	**__3000**	**02**	**_1500**	__	_____	__	_____	__	_____	__	_____
Energy Rst	__	_____	__	_____	__	_____						

Heap Vend Id _____ Customer Acct No _____

Replace Ln __ Chk/FSB _____ LN __ Chk/FSB _____

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Example 3

ABEL has identified the Energy Restriction amount for the month is $50.00. This applied to a monthly recurring amount of $500.00

Since the amount is monthly, the $50.00 total Restriction is entered.

WKBK06 Case # P123456 Type HR Trans Type OPEN 12/15/1997

LN	Act	Pay Meth Typ	Pay Meth Pay	Amount	Iss	Pay Sch	P-U Cd	-Effective- From	-Effective- To	Ind Clm Ln	Ind Clm Cd	Vend Id	Manual Issue Check No
01	**2**	**05**	**01**	**50000_**	**1**	**M**	**1**	**010198**	**063098**	__	_	_____	_____
02	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
03	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
04	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
05	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
07	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
08	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
09	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
10	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
11	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
12	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____

	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount
Recoupment	__	_____	__	_____	__	_____	__	_____	__	_____	__	_____
Energy Rst	**01**	**5000**	__	_____	__	_____						

Heap Vend Id _____ Customer Acct No _____

Replace Ln __ Chk/FSB _____ LN __ Chk/FSB _____

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Example 4

ABEL has identified the Energy Restriction amount for the month is $50.00. This is applied to a semi-monthly recurring amount of $250.00

Since the recurring line is semi-monthly, $25.00 is related to each check, and is therefore, entered as the Restricted amount.

WKBK06 Case # P123456 Type HR Trans Type OPEN 10/15/1997

LN	Act	Pay Meth Typ	Pay Meth Pay	Amount	Iss	Pay Sch	P-U Cd	-Effective- From	-Effective- To	Ind Ln	Clm Cd	Vend Id	Manual Issue Check No
01	**2**	**05**	**01**	**25000_**	**1**	**S**	**1**	**110197**	**123197**	__	_	_____	_____
03	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
03	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
04	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
05	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
07	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
08	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
09	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
10	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
11	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____
12	_	__	__	_____	_	_	_	_____	_____	__	_	_____	_____

	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount	Ln	Amount
Recoupment	__	_____	__	_____	__	_____	__	_____	__	_____	__	_____
Energy Rst	**01**	__ **2500**	__	_____	__	_____						

Heap Vend Id _____ Customer Acct No _____

Replace Ln __ Chk/FSB _____ LN __ Chk/FSB _____

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