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Governor

**NEW YORK STATE**  
**OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE**  
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**Robert Doar**  
Commissioner

## Administrative Directive

### Section 1

<b>Transmittal:</b>	05-ADM-05
<b>To:</b>	Local District Commissioners
<b>Issuing Division/Office:</b>	Office of Finance
<b>Date:</b>	March 28, 2005
<b>Subject:</b>	Regulatory Amendment Mandating Use of CAMS
<b>Suggested Distribution:</b>	Division of Temporary Assistance Directors Audit and Quality Control, LDSS Accounting Directors Division of Information Technology
<b>Contact Person(s):</b>	Bureau of Financial Services: Regions 1-4 - Virginia Scala at 518-474-7549 Region 5 - Michael Borenstein at 631-854-9704 Region 6 - Marian Borenstein at 212-961-8250
<b>Attachments:</b>	
<b>Attachment Available On – Line:</b>	<input type="checkbox"/>

### Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		600.6 of 18 NYCRR			

### Section 2

#### I. Purpose

This administrative directive explains the recently approved regulation (Section 600.6 of 18 NYCRR) which requires social services districts to use the Cash Management Subsystem (CAMS) for the receipt of cash, refunds and recoveries of prior assistance as well as for the collection and tracking of overpayments. This regulation also requires NYC to use WMS as the primary system of maintaining records concerning information on temporary assistance, medical assistance, and food stamps overpayments, refunds and recoveries in conjunction with CAMS. Local social services districts are expected to implement both the Cash Receipts and Accounts Receivable Modules of CAMS.

## **II. Background**

Section 600.6 of 18 NYCRR requires the Office of Temporary and Disability Assistance (OTDA) to establish a statewide accounts receivable system to ensure that local social services districts maintain documentation to support their claims against recipients, collection of those claims, and the recording of all other cash receipts for repayment of assistance granted. The Cash Management System is designed to maintain adequate and accurate records relating to the collection and tracking of overpayment claims.

Several lawsuits regarding collection of debts through tax offsets, a review conducted by the federal Department of Health and Human Services (DHHS), a review of collections by the NYS Office of the State Comptroller, and long-term corrective action suggested by the United States Department of Agriculture (USDA) all recommend that the State should require a system that maintains adequate documentation of overpayments/repayments to meet federal and state requirements.

USDA regulations (7 CFR 273.18) specify "As a State agency, you must develop a plan for establishing and collecting claims that provides orderly claims processing and results in claims collections similar to recent national rates of collection." Promulgation of this regulation enables us to better meet these federal requirements.

The information CAMS provides is also needed by the Welfare Reform Tracking System (WRTS) and the Child Support Management System (CSMS) to determine the net amount of assistance granted for each recipient. WRTS will also be enhanced by the inclusion of CAMS data for the 60 month tracking function.

## **III. Program Implications**

This regulation standardizes local cash processing systems by requiring local social services districts to use the Cash Management Sub-system (CAMS) for receipt of cash and for refunds and recoveries of past expenditures, as well as for the collection and tracking of overpayments. This regulation also requires NYC to use WMS as its primary system of maintaining records in conjunction with CAMS. The information recorded in CAMS will provide adequate documentation to meet federal and state requirements by having uniform information on repayments and records of assistance granted, net of any repayments. Local social services districts must use CAMS to participate in the federal Treasury Offset Program (TOP) for food stamp overpayments.

## **IV. Required Action**

Local social services districts must make a good faith effort to enter overpayment claims and cash receipts on CAMS beginning no later than September 2005. Also, districts are encouraged to review claims to see if any should be written off under criteria in 18 NYCRR 352.31(d).

Social services districts must use the cash management subsystem (CAMS) for receipt of cash and for refunds and recoveries of past expenditures, as well as for the collection and tracking of overpayments. In NYC, the WMS must be used in conjunction with CAMS as the primary system of maintaining records concerning information on family assistance, safety net assistance, veterans' assistance, medical assistance, food stamps, social services and emergency assistance to adults.

Monies received from recoveries must be recorded by the local social services district receiving such monies in a cash receipts record.

Each local social services district must maintain such other control support records as may be required by law or by direction of OTDA.

## **V. Systems Implications**

CAMS provides an immediate on-line update of information posted related to cash receipts and to accounts receivable.

Most districts are currently using CAMS to some extent and the use of CAMS reduces some paperwork in the districts because they may currently maintain a system outside the State's mainframe system. Such districts have to separately post recoupments, expungements and voluntary repayments from electronic benefit transfers (EBT). Recoupments are posted automatically with the use of CAMS.

CAMS will continue to evolve to provide more functionality to the locals.

Please refer to the CAMS manual for using the cash receipts and accounts receivable modules. The CAMS manual can be accessed on line at: <http://sdssnet5/dta/CAMS/CAMSsb.html>.

## **VI. Effective Date**

Districts must make a good faith effort to enter overpayment claims and cash receipts on CAMS on or before September 1, 2005 for active and closed Temporary Assistance and Food Stamp cases.

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### **Issued By:**

**Michael Normile /s/ MN 3/23/05**

**Acting Director**

**Division/Office: Office of Budget, Finance, and Data Management**