Information and Instructions for Completing the
"Calculations Worksheet Desk Review of Excess Support"

The "Calculations Worksheet Desk Review for Excess Support" has been created for use by the Support Collection Unit (SCU) and the Social Service District (SSD) workers in properly calculating excess support desk review requests. An excess support review may include a review of both current support and arrears payments. A "Calculations Worksheet for Excess Support Desk Review" must be completed to include each month for which an excess current support desk review is requested and each period in which an arrears excess support desk review is requested by completing the appropriate sections.

> **STEPS 1, 2, AND 3 ARE TO BE COMPLETED AS IDENTIFIED ABOVE BY THE SCU WORKER AND CHECKED/CORRECTED BY THE DCSE REVIEWER**

Identify the level of desk review being performed. For the SCU workers, the box for first-level desk review must be checked. For DCSE reviewer, the box for second-level desk review must be checked.

Check Appropriate Identifying Type of Desk Review: Identify the type of excess support desk review being conducted by checking the appropriate box for either excess current support or excess arrears support payments desk review, or both, as follows:

- Excess Current Support Payments Desk Review: SCU workers complete Steps 1, 2, and 3; SSD workers complete Steps 4, 5, 8, and 9 only.
- Excess Arrears Support Payments Desk Review: SCU workers complete Steps 1, 2, and 3; SSD workers complete Steps 6, 7, 8, and 9 only.
- Excess Current and Arrears Support Payments Desk Review: SCU and SSD workers must complete all sections.

By selecting the appropriate box, SCU and SSD workers will be able to identify what steps require completion. Please note that an excess current support review should include a review of pass-through payments, if appropriate.

For any information identified below, the worker must review the information provided on the "Request for a First-Level Desk Review of the Distribution of Child Support Payments" form received and compare and confirm it to the information on CSMS case records first, before entering the required information on the worksheet.

Step 1: DESK REVIEW ADMINISTRATIVE INFORMATION

Date Desk Review Request Received: Enter the date that the "Request for a First-Level Desk Review of the Distribution of Child Support Payments" form was received by the SCU worker. Be sure to enter the appropriate status code on IVDJSI of H001RC04 "REQUEST FOR DESK REVIEW RECD" on the CSMS Case.

SCU Name: Enter the name of the SCU that received the desk review request form.

Period Covered By Desk Review Request: Enter the entire period covered by the desk review written request form. Use month/year date format (MM/CCYY). A desk review is limited to an accounting of the collections and disbursements made during the current calendar year of the desk review request and the previous calendar year

Recipient Name: Enter the name of the individual requesting a desk review. This is found on the desk review request form. Verify that the individual has/had a child support account established with the SCU in any month during the period for which a review is requested, and that the recipient was in receipt of public assistance during this same period. Verification can be done by reviewing CSMS, ASSETS, or the Daily IV-A/IV-D Interface Reports.

Recipient SSN/ITIN: Enter the recipient's Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) as provided on the desk review request form. An ITIN is a nine-digit number beginning with "9" which is issued by the Internal Revenue Service to foreign nationals and others who are required to have a U. S. taxpayer identification number but do not have, and are not eligible to obtain, an SSN from the Social Security Administration. The SCU worker should also verify that the SSN/ITIN agrees with the IVDJCH screen on CSMS for the custodial parent. If it does not, the SCU worker should investigate and update if appropriate.

Recipient Address: Enter the address of the individual requesting a desk review as provided on the desk review request form. The SCU worker should also verify that it agrees with the last known address on the IVDJCH or IVDJCM screen on CSMS for the custodial parent and update if necessary.

Noncustodial Parent Name(s): Enter the name(s) of the noncustodial parent identified on the desk review request form. Verify that the individual(s) is/are the noncustodial parent(s) on the CSMS child support account(s) established with the SCU in any month during the period for which a review is requested.

Noncustodial Parent SSN/ITIN(s): Enter the noncustodial parent's Social Security Number(s) (SSN) or Individual Taxpayer Identification Number(s) (ITIN) as provided on the desk review request form. An ITIN is a nine-digit number beginning with "9" which is issued by the Internal Revenue Service to foreign nationals and others who are required to have a U. S. taxpayer identification number but do not have, and are not eligible to obtain, an SSN from the Social Security Administration. The SCU worker should also verify that the SSN/ITIN agrees with the IVDJRI screen on CSMS for the noncustodial parent. The SSN would appear as the primary SSN on the IVDJRI screen; the ITIN would appear as the alternate SSN only, with no primary SSN, on the IVDJRI screen. If the SSN/ITIN does not agree, verify and correct if appropriate.

CSMS Case No(s): Enter the unique 9-character alphanumeric (e.g., AA12345K1) identifier(s) assigned to each custodial parent/noncustodial parent relationship. If the custodial parent has more than one CSMS Case Number, the SCU worker should determine whether each CSMS case is relevant to the desk review request. A relevant CSMS Case Number should reflect the relationship to the public assistance case by matching the CAN entered on the PA CAN field on the IVDJCH screen with the CAN entered on the desk review request form. The CSMS cases included may involve a payment which impacted more than one CSMS Case Number, or a case that may involve more than one local district.

Public Assistance Case No(s) (CAN): Enter the unique WMS case identifier assigned to each recipient of services. This may be found in the PA CAN field on the IVDJCH screen on CSMS.

CIN No.: Enter the Client Identification Number(s) (CIN) for the public assistance case head. The CIN number is an eight position identifier code which is assigned to each member of a public assistance case household.   A CIN is unique to an individual and there can be many CINs associated to one CAN. The CIN for each household member can be located on CSMS IVDJCH screen on CSMS. (Please refer to the "Dear Colleague" letter dated May 28, 2004, for changes to the WMS data match process regarding CIN numbers.)

Dates of Public Assistance: Enter the beginning and ending date of the public assistance grant(s) involved.

Active: Check the appropriate box to identify whether the CAN is active on CSMS. The information may be located on the IVDJCH screen in CSMS for each custodial parent and child record. Active public assistance case statuses are 07, 10, and 17. Every member of the public assistance household does not need to be active in order to consider the case to be active, but at least one party or child must have an active status. If the custodial parent and each child do not have an active case status, then the case status is considered closed. (Please refer to the "Dear Colleague" letter dated May 28, 2004, for changes to the WMS data match process regarding CAN/CIN.)

Step 2: CHILD SUPPORT COLLECTIONS AND DISBURSEMENT CALCULATIONS

Information for Step 2 must be recorded for each separate month of the review using a separate line for each month. If the number of payments received and recorded exceeds the capacity allowed in Step 2 of the worksheet, please make a copy of the page and insert it with the worksheet package. Continue recording payments as required and bring the total of the multiple pages forward.

This step is for child support collections and disbursements only.

(a) **Month/Year of Desk Review Request:** Enter each month/year included in the desk review request. For example, the desk review is requested for January through June of 2006. Therefore, you would enter 01/2006, 02/2006, 03/2006, 04/2006, 05/2006, and 06/2006, in this column. Please note that a desk review is limited to an accounting of the collections and disbursements made during the calendar year in which the desk review is requested and the calendar year preceding the calendar year in which the desk review is requested.

(b) **CSMS Case Nos (enter only if multiple CSMS Case Numbers):** See above information in Step 1 regarding CSMS Case Numbers. Enter CSMS Case Number(s) if multiple cases are involved.

COLLECTIONS RECEIVED

(c) **Amount of Current Support Collected:** For each month of the review period, enter the amount of current support collected up to the amount of current support due for each month as it appears on the account tab, MONEY screen, on ASSETS. You may also locate the information on the IVDHTM, or if applicable, IVDITM (most current three months), or

IVDHTO, or if applicable, IVDITO (nine months prior) screens on CSMS, if the time period of the review is limited to these records. ASSETS contains an account document generator tool which allows for easy identification of payments and disbursements for a set period of time.

Current support means support which is paid (or withheld from the child support payor's wages) in the month when the support is due. Please note that no pass-through will be allowed for payments received towards past-due support/arrears, such as tax refund offsets, and as such, only current support payments are to be reported. To identify payments for past-due support/arrears, see (d).

Please note that collections for both current and arrears would appear in the PAID column on the money screens as noted above as batches 50, 53, 54, 55, 56, and 57 transactions, and will appear in the APPL (Applied) column on the money screens as noted above as positive batches 71, 72, 74, 75 and 77 transactions, for the month in question.

Current support due and/or paid and applied to a charging eligible ledger indicates the recipient is due a pass-through payment. Eligible pass-through payment ledgers are: 21A_, 23A_, 21BP, 23BP, 21BR, 23BR, 21CP, 23CP, 21CR, 23CR, 21CA, and 23CA, with a retained FIPS code.

Excess current support only requires a review of all charging ledgers with a 21A__, 23A___, 21BI, 23BI, 21BP, 23BP, 21BR, 23BR, 21CA, or 23CA ledger types. All eligible excess support ledgers are 2_A___, 2_BJ___, 2_BI___, 2_BP__, 2_BR__, 2_CA__, 24AX, or 24BX. SCU workers can determine if there are active charging current support ledgers as identified above by reviewing IVDQFS and checking the first and last charge dates with an obligation amount greater than zero and a ledger status of "01" for active.

Because excess support involves current and former recipients of public assistance, all ledgers will require review in this process.
 SCU workers must consider the batch type payment along with the ledger type to determine payments applied to current support and payments applied to past-due support/arrears.

(d)   Amount of Past-Due Support/Arrears Collected (*): Enter the amount of past-due support/arrears collected as it appears on the account tab, MONEY screen, on ASSETS. You may also locate the information on the IVDHTM, or if applicable, IVDITM (most current three months), or IVDHTO, or if applicable, IVDITO (nine months prior) screens on CSMS, if the time period of the review is limited to these records. ASSETS contains an account document generator tool which allows for easy identification of payments and disbursements for a set period of time.

When the current support is not paid timely, past-due support has accrued and is enforceable. Enforcement actions may consist of income withholding, federal tax refund offset, Property Execution (PEX), New York State tax refund offset, and Lottery Intercept. Collections would appear as batch 50, 53, 54, 55, 56, 57, and positive batch 71, 72, 74, 75 and 77 transactions for the past months in question.

Because excess support involves current and former recipients of public assistance, all ledgers will require review in this process. Eligible excess arrears support ledgers are 2_A___, 2_BJ___, 2_BI___, 2_BP__, 2_BR__, 2_CA__, with a "2" or "4" in the second position, and 24AX_, or 24BX_. SCU workers can determine if there are active charging current support ledgers as identified above by reviewing IVDQFS and checking the first and last charge dates with an obligation amount greater than zero and a ledger status of 01 for active. Excess support review may also include review of all ledgers with a "1" in the first position for custodial parents as beneficiaries.

The amount of past-due support/arrears collected can be determined by: (1) comparing the collections for each month during the review period identified as batch 79 APP transactions to the batch 69 DUE transactions for each current support ledger listed above; (2) if the comparison results in the batch 79 APP transaction being equal to or less than the batch 69 DUE transaction for the ledger, no collection of past-due support/arrears was made on that ledger for that month; (3) if the comparison results in the batch 79 APP transaction being greater than the batch 69 DUE transaction for the ledger, then the amount of the difference (batch 79 minus batch 69) for that ledger is the amount collected for past-due support/arrears that was made on that ledger for that month; and (4) sum the batch 79 APP transactions for all past-due support/arrears ledgers listed above (second ledger position of 2 or 4) for each month of the review period as this sum is the amount which was/should be distributed as past-due support/arrears.

(e)   Receipt Date of Collections in Columns (c) plus (d): Enter the date that each current and arrears payment was received for the batches identified above.

DISTRIBUTION FROM CURRENT SUPPORT COLLECTED

(f)   Amount of Pass-Through Disbursed to SSD by the SCU: This may also include the amount of any pass-through (disregard) distribution transactions created at month end to the SSD. These will appear as a batch 98 or 97 transaction on the account tab, MONEY screen, on ASSETS, or on the IVDHTM, or if applicable, IVDITM (most current three months), or IVDHTO, or if applicable, IVDITO (nine months prior) screens on CSMS, if the time period of the review is limited to these records.

Pass-through payment authorization to the SSD is indicated by a batch 98 transaction. A batch 97 transaction in a subsequent month or months indicates additional pass-through for a prior month. This occurs typically when an employer withholds child support in the month it is due to be paid but the payments are received for the prior month or not processed on CSMS until the following month or later. The batch 97 transaction will only be created for payments dated within three months prior to the current month. No batch 97 transaction will be entered for any payment that was withheld over three months prior to the date it was processed on CSMS. Additionally, in some instances, paper case records reflecting month end authorization transactions or adjustments to the month end authorization transactions may be required.

(g)   Amount of Current Support Disbursed to SSD: Enter the amount of any distribution transaction during the month to the SSD. These would appear as batch 89 transactions with a beneficiary indicator of -2- in the BATCH NO. field on the account tab, MONEY screen, on ASSETS, or on the IVDHTM, or if applicable, IVDITM (most current three months), or IVDHTO, or if applicable, IVDITO (nine months prior) screens on CSMS, if the time period of the review is limited to these records.

(h)   Amount of Current Support Disbursed to the Custodial Parent: Enter the amount of any distribution transaction during the month to the custodial parent (recipient). These would appear as batch 89 transactions with a beneficiary indicator of -1- or -5- in the BATCH NO. field on the account tab, MONEY screen, on ASSETS, or on the IVDHTM, or if applicable, IVDITM (most current three months), or IVDHTO, or if applicable, IVDITO (nine months prior) screens on CSMS, if the time period of the review is limited to these records.

DISTRIBUTION FROM PAST-DUE SUPPORT/ARREARS COLLECTED

(i)   Amount Disbursed to SSD Past-Due Support/Arrears: Enter the amount of any distribution transaction during the month to the SSD. These would appear as batch 89 transactions with a beneficiary indicator of -2- in the BATCH NO. field on the account tab, MONEY screen, on ASSETS, or on the IVDHTM, or if applicable, IVDITM (most current three months), or IVDHTO, or if applicable, IVDITO (nine months prior) screens on CSMS, if the time period of the review is limited to these records.

(j)   Amount Disbursed to the Custodial Parent Past-Due Support/Arrears: Enter the amount of any distribution transaction during the month to the custodial parent (recipient). These would appear as batch 89 transactions with a beneficiary indicator of -1- or -5- in the BATCH NO. field on the account tab, MONEY screen, on ASSETS, or on the IVDHTM, or if applicable, IVDITM (most current three months), or IVDHTO, or if applicable, IVDITO (nine months prior) screens on CSMS, if the time period of the review is limited to these records.

(k)   Date of Disbursements in Column (f) through (j): Enter the date that the payments were disbursed and/or authorized to the SSD or to the custodial parent.

SUPPORT PAYMENTS IDENTIFIED FOR FUTURE MONTHS

(l)   Amount of Available Future Support Payments: Enter the amount of any known support payments available for future month disbursements, including any payments identified during account maintenance which are to be authorized at month end by the SSD. Examples of this situation may occur when a desk review request is submitted and conducted prior to month end (e.g. a batch 79 entry indicates application of a payment but a batch 98 has not been created yet), or if an SCU worker makes ledger adjustments which will result in a Batch 98 disregard disbursement entry at month end.

(m)   TOTALS: Enter the totals for columns (c), (d), (f), (g), (h), (i), (j), and (l).

Step 3: SUMMARY TOTAL DISBURSEMENTS

Total Amount of Current Support Collected from Step 2(m), Column (c): Enter the total amount calculated in step 2, column (c), as entered in the total column (m).

Total Amount of Pass-Through Disbursed to SSD by the SCU from Step 2(m), Column (f): Enter the total amount calculated in step 2, column (f), as entered in the total column (m).

Total Amount of Current Support Disbursed to SSD from Step 2(m), Column (g): Enter the total amount calculated in step 2, column (g), as entered in the total column (m).

Total Amount of Current Support Disbursed to Custodial Parent from Step 2(m), Column (h): Enter the total amount calculated in step 2, column (h), as entered in the total column (m).

Total Amount of Past-Due Support/Arrears Collected from Step 2(m) Column (d): Enter the total amount calculated in step 2, column (d), as entered in the total column (m).

Total Amount Disbursed to SSD Past-Due Support/Arrears from Step 2(m, Column (i) Enter the total amount calculated in step 2, column (i), as entered in the total column (m).

Total Amount Disbursed to Custodial Parent Past-Due Support/Arrears from Step 2(m), Column (j): Enter the total amount calculated in step 2, column (j), as entered in the total column (m).

Total Amount of Available Future Support Payments Identified by the SCU from Step 2(m), Column (l) Total: Enter the total amount calculated in step 2, column (l) as entered in the total column (m).

First-Level Desk Review Completed By

Support Collection Unit: Enter the name and initials, title, and telephone number of the SCU worker who completed the worksheet and the date completed.

If Applicable, Second-level Desk Review Completed by: If a second-level desk review has been requested through the State Division of Child Support Enforcement (DCSE), a DCSE reviewer will confirm the information provided on the worksheet by entering the name and initials, title, and telephone number of the DCSE reviewer who completed the second-level review and confirms the information. If the first-level review contains errors, or new information is provided with the second-level desk review request that modifies the calculations, the DCSE reviewer will cross out any incorrect information and enter any correct information legibly, carry that correction forward in the calculations for Steps 1, 2, and 3 of the calculation worksheet,, and forward the worksheet to the Division of Employment and Transitional Support (DETS) to complete the second-level desk review.

NOTE: Account maintenance of the CSMS case and ledgers may be required prior to completing this section of the worksheet. Examples include determining whether the CSMS case ledger(s) accurately reflect the status of public assistance; whether the CAN and CIN numbers on CSMS are in agreement with WMS records (refer to the May 28, 2004 "Dear Colleague" letter for changes to the process); and whether the recipient SSN/ITIN and address on CSMS matches what was provided with the desk review request. Be sure to review each Batch 79 transaction on IVDHST in the month and for a specific ledger or ledgers to confirm what has been applied is correct.

The SCU worker may verify public assistance information by utilizing the IV-A/IV-D Interface Reports; by accessing public assistance records through CSMS (select F-12 (upstate) or F-2 (New York City) to determine whether the CAN or CIN information on CSMS is in agreement with WMS/BICS records); or by reviewing public assistance records through ASSETS (from the CASE tab, enter Client or Child tabs, locate the link for the CAN or CIN fields on the page, and click on the link to bring up the public assistance information.

The SCU worker must review the case records and reports to determine whether updates to CSMS are appropriate and complete any updates before proceeding with the desk review and forwarding the complete package to the SSD.

Once the SCU worker completes the CSMS case review and Parts 1, 2, and 3 of the worksheet, the worksheet must be forwarded to the SSD worker so that they may complete Parts 4, 5, 6, 7, 8, and/or 9, and provide with the final determination:

1)   The "Calculations Worksheet Desk Review of Excess Support" with Parts 1, 2, and 3 completed and signed by the SCU worker and a supervisor;

2)   The "Instructions for Completing the Calculation Worksheet Desk Review of Excess Support" for reference only; and

3)   The original "Request for First-Level Desk Review of the Distribution of Child Support Payments" form.

STEPS 4, 5, 6, 7, 8, AND/OR 9 ARE TO BE COMPLETED AS IDENTIFIED ABOVE BY THE SSD WORKER AND CHECKED/CORRECTED BY THE DETS REVIEWER

Excess current support cases appear on the monthly report, the CSMS-8649, "Obligation and Collections Greater than Assistance Granted." The report is based on the ABEL budget stored/authorized as of the date of the report pull down, and is available by the first Friday of every month. Upstate BICS' operators must print the monthly CSMS 8649 for immediate distribution to SSD workers. If the SSD worker determines that the countable public assistance (plus the child support pass-through) issued in the month is less than the support collected in the month, the worker must issue the excess current support using payment type D3 upstate with special claiming code N (Non-reimbursable), and 71 (NYC). This report is also an important tool for determining when a case with regular collections of assigned support may become ineligible for TA based on excess income.

Excess past-due support/arrears is the automated process in which the total of all countable public assistance payments (plus issued pass-through or excess current support payments) over the life of the public assistance case are measured against the total child support retained by the SSD agency for the same period. The automated process captures most, but not all necessary case financial information. For example, repayments from sources such as lawsuit settlements, liens on real property, cash repayments by SSI interim assistance reimbursement, etc. are not considered in the automated process. Excess past-due support/arrears payments are made using D4 with special claiming code N (Non-reimbursable) upstate, and 72 in NYC.

Step 4: PASS-THROUGH PAYMENTS DISBURSEMENT TO RECIPIENT VIA EBT CARD

CARRY OVER INFORMATION FROM STEP 2 ABOVE

(n)   Month/Year of Desk Review Request (from column (a) above): Enter each month/year included in the desk review request as it corresponds to the month/year identified under Step 2, column (a), for consistency.   The format is MM/CCYY.

(o)   Amount of Pass-Through Payments Disbursed to SSD (from column (f) above): Enter the amount identified in Step 2, column (f) by the SCU as disbursed to the SSD.

PASS-THROUGH PAYMENTS DISBURSED TO RECIPIENT VIA EBT CARD/CHECK

(p)   Amount of Pass-through Payment Disbursed to Recipient by SSD: Enter the amount of any pass-through payments which were disbursed to the recipient by public assistance on an EBT card or by check.   Pass-through payments are paid to a recipient when current support has been collected on their behalf by the SCU during the previous month and disbursed at month end to the SSD. By law, up to the first $50.00 per month of current support collected is passed-through to a recipient. Please note that the maximum total of $50.00 per month of pass-through payments may be disbursed for each public assistance family. SSD workers can locate this information on the WMS/BICS "Case Record of Assistance (CRA)."

(q)   Date Disbursed to Recipient by SSD via the EBT Card/Check: Enter the date that the pass-through disbursement amount was disbursed to the recipient by the SSD on their EBT card or by check.

CALCULATION OF PASS-THROUGH PAYMENTS DUE TO THE RECIPIENT

(r)   Amount of Pass-through Payment Due to the Recipient (total of column (o) minus (p): Enter the difference between column (o) minus column (p). This is the total of final amount of pass-through payments that are due to the recipient based on the desk review.

(s)   Disbursement that has been Expunged (Expired), if any: Enter any amount of pass-through payments that were expunged (expired). Expunged payments are payments which were issued to the recipient but were not picked up in full or were only partially picked up and access to the funds has now expired. The expired funds may be due to the recipient. SSD workers may locate expunged funds on the EBT report entitled "EBT - Worker Actions Lists" or WMS/BICS "Case Record of Assistance (CRA)" for an individual's benefit information.

(t)   Balance Due to Recipient (totals of columns (r) plus (s)): Enter the total amount of pass-through payments due to the recipient with the desk review, if any. This amount is the total of columns (r) plus (s).

SUPPORT PAYMENTS IDENTIFIED FOR FUTURE MONTHS FROM STEP 2 ABOVE

(u)   Amount of Available Future Support Payments (from column (l) above): Enter the amount that the SCU has determined will be disbursed to the SSD at month end. This amount can be found in Step 2, column (l).

(v)   TOTALS: Enter the totals for columns (o), (p), (r), (s), (t), and (u).

Step 5: EXCESS CURRENT SUPPORT CALCULATION

Month/Year of Review: Enter the beginning (FROM) and ending (TO) month/year included in the desk review request. The format is MM/CCYY.

Total Unreimbursed Public Assistance Amount at the First of the Month/Year for the Period: SSD workers may locate this on the WMS/BICS "Case Record of Assistance (CRA)" which provides individual's benefit information.

Total Pass-Through Amount Disbursed to the Recipient on EBT Card/Check for Period from Step 4(v), Column (p): Enter the amount of pass-through disbursed to the recipient on the EBT card calculated in Step 4, column (p), and entered in the total column (v).

Countable Public Assistance Amount at the First of the Month/Year for the Period: Enter the difference between the Total Unreimbursed Public Assistance at the First of the Month/Year for the Period (minus) the Total Pass-Through Amount Disbursed to the Recipient on the EBT card/check for the Period.

Total Current Support Collected from Step 3, First Box: Enter the total amount of current support collected from Step 3.

Enter the Countable Public Assistance Amount at the First of the Month/Year for the Period, as calculated above: Enter the calculated amount from above.

Excess Current Support: Enter the difference between the Total Amount of Current Support Collected from Step 3, First Box, (minus) Countable Public Assistance Amount at the First of the Month/Year for the Period

Excess Current Support Amount Already Disbursed to the Recipient on EBT Card/Check by SSD: Enter the amount of excess current support already disbursed to the recipient. SSD workers may locate this on the WMS/BICS "Case Record of Assistance (CRA)" for an individual's benefit information.

Remaining Excess Current Support Due to Recipient with this Desk Review: Enter the difference between the Excess Current Support (minus) Excess Current Support Amount Already Disbursed to the Recipient. This is the amount of excess current support now due to the recipient via the desk review calculation.

ADDITIONAL PAYMENTS, IF APPLICABLE:

Amount of Pass-Through Due to Recipient from Step 4(v), Column (r): Enter the amount of additional pass-through payments due to the recipient from Step 4, column (r), as entered in total column (v). This amount of pass-through is now due to the recipient based upon the desk review calculation.

Amount of Available Future Support Payments from Step 4(v), Column (u): Enter the amount of any future payments calculated by the SCU for future disbursements as entered in Step 4, column (u), as entered in total column (v).

Step 6: REPAYMENTS TO TEMPORARY ASSISTANCE

This step is established to identify any repayments made to temporary assistance towards recouping benefits administered. The SSD will need to inquire through their accounting department to determine if any of the items listed (SSI Interim Assistance Amount; Lottery Amount; Lien/Mortgage/Judgment Amount; Cash Repayment Amount; Lawsuit Settlement Amount; or any other repayments) have occurred and record the date and amount of the repayments. Any repayments made that effect the desk review grant period must be included below in the below past-due support/arrears final calculations.

Step 7: EXCESS PAST-DUE/ARREARS SUPPORT CALCULATION

Month/Year of Review: Enter the beginning (FROM) and ending (TO) month/year included in the desk review request. The format is MM/CCYY.

Unreimbursed Public Assistance Amount for the Period: Enter the amount of unreimbursed public assistance for the period.

SSD workers may locate this on the WMS/BICS "Case Record of Assistance (CRA)" which provides individual's benefit information.

Total Pass-Through Amount Disbursed to the Recipient on EBT Card/Check for Period from Step 4(v), Column (p): Enter the amount of pass-through disbursed to the recipient on the EBT card/check calculated in Step 4, column (p), as entered in total column (v).

Total Repayments From Step 6: Enter the total amount of any repayments calculated in Step 6 that effect the amount of public assistance during the period identified for the desk review. This information is available through the accounting department of the SSD.

Total Countable Public Assistance Amount for the Period: Enter the difference between the Unreimbursed Public Assistance for the Period (minus) the Total Pass-Through Amount Disbursed to the Recipient on the EBT card/check for the Period (and minus) the Total Repayments from Step 6.

Total Past-Due Support/Arrears Collected for Desk Review Period from Step 3, Fifth Box: Enter the total of the past-due support/arrears collected as calculated by the SCU in Step 3, fifth box.

Enter the Total Countable Public Assistance Amount for the Period, as calculated above: Enter the calculation from above.

Excess Arrears Support: Enter the difference between the Total Past-Due Support/Arrears and Enforcement Support Collected for Desk Review Period (minus) Countable Public Assistance Amount for the Period.

Excess Arrears Support Amount Already Disbursed to the Recipient: Enter the amount of excess arrears support already disbursed to the recipient. SSD workers may locate this on the WMS/BICS "Case Record of Assistance (CRA)" which provides individual's benefit information.

Remaining Excess Arrears Support Due to Recipient with this Desk Review: Enter the difference between the Excess Arrears Support (minus) Excess Arrears Support Amount Already Disbursed to the Recipient. This is the amount of arrears support now due to the recipient via the desk review calculation.

ADDITIONAL PAYMENTS, IF APPLICABLE:

Amount of Pass-Through Due to Recipient from Step 4(v), Column (r): Enter the amount of pass-through payments due to the recipient from Step54 column (r), and entered in total column (v). This amount of pass-through is now due to the recipient via the desk review calculation.

Amount of Available Future Support Payments from Step 4(v), Column (u): Enter the amount of any available future support payments calculated by the SCU in Step 4, column (u), and entered in total column (v).

Step 8:   TOTAL DUE TO RECIPIENT

Total Remaining Excess Current Support Due to Recipient with this Desk Review from Step 5: Enter the total amount of excess current support due to recipient as calculated in step 5.

Total Remaining Excess Arrears Due to Recipient with this Desk Review from Step 7: Enter the total amount of excess arrears due to the recipient as calculated in step 8.

ADDITIONAL PAYMENTS, IF APPLICABLE:

Total Pass-Through Balance Due to Recipient from Step 5 or 7: Enter the total amount calculated in step 5, for current, or 7, for arrears, as appropriate.

Total Amount of Future Support Payments from Step 5 or 7: Enter the total amount calculated in step 5, for current, or step 7, for arrears, as appropriate.

Step 9:   RESULTS OF FIRST-LEVEL DESK REVIEW OF EXCESS SUPPORT PAYMENTS

The SSD worker must check the box which accurately reflects the results of the desk review. There are three options boxes available: 1) the correct amount of excess support payments have been paid to the recipient to date; 2) an additional amount of excess support payments is owed to the recipient in the amount of $_____; or 3) too much in excess support payments have been paid to the recipient to date and the recipient now owes $_____.

Enter dollar amounts where indicated. If too much money has been paid to the recipient, indicate the overpayment by entering brackets around the dollars entered.

Additionally, if a pass-through payment has been identified by the SCU as being due to the recipient, this needs to be reported to the recipient as well. If an amount has been carried down to Step 5 or 7, check the option box and enter the amount. If a future support payment has been identified by the SCU, this needs to be reported to the recipient as well. If an amount has been carried down to Step 5 or 7, check the option box and enter the amount.

First-Level Desk Review Completed By

Social Services District: Enter the name and initials, title, and telephone number of the SSD worker who completed the worksheet, and the date completed.

If Applicable, Second-level Desk Review Completed by: If a second-level desk review has been requested and a DCSE reviewer has forwarded the second-level request to DETS, a DETS reviewer will confirm the information provided on the worksheet by entering the name and initials, title, and telephone number of the DETS reviewer who completed the second-level review and confirms the information. If the first-level review contains errors, or new information is provided with the second-level desk review request that modifies the calculations, the DETS reviewer will cross out any incorrect information and enter any correct information legibly, carry that correction forward in steps 4, 5, 6, 7, 8, and/or 9, as appropriate, on the worksheet, and complete the second-level desk review.

Note: Account maintenance of the WMS case and/or records may be required prior to completing this section of the worksheet. Examples include determining whether the WMS case record CAN and CIN agree with the CSMS numbers reported above; whether the recipient address on WMS is the same address as provided with the desk review request; whether any pass-through payments disbursed to the SSD require review as reported on the IV-D Exception Report; and/or whether previous pass-through disbursements on a recipient EBT card have been expunged (expired) and funds remain due through the accounting department. SSD workers must review the case records and reports to determine whether updates to WMS must be completed and accomplish those updates before proceeding with the desk review.

Once the SSD worker completes the WMS/BICS case review and Parts 4, 5, 6, 7, 8, and/or 9 of the worksheet, as appropriate, they must finalize the first-level final determination by completing a "Determination of the Request for a First-Level Desk Review of the Distribution of Child Support Payments." A copy of each of the following must be attached and become part of the final determination package:

1)   The original "Request for a First-Level Desk Review of the Distribution of Child Support Payments" form and any documentation provided by the recipient for the desk review;
2)   The "Calculation Worksheet Desk Review of Excess Support Payments" with Parts 1, 2, and 3 completed as appropriate and signed by the SCU worker, and Parts 4, 5, 6, 7, 8, and/or 9 completed, as appropriate, and signed by the SSD worker;
3)   A "Request to New York State for a Second-Level Desk Review of the Distribution of Child Support Payments" form; and
4)   Information and Instructions for Completing the "Request to New York State for a Second-Level Desk Review of the Distribution of Child Support Payments."