

DOE UNDERPAYMENT CALCULATION WORKSHEET (NYC – **MRB #1** Exception)

Case Name: _____ District: _____

Case Number: _____ Worker: _____

Other information: _____

Complete Section A, B or C as appropriate

Side 1: A. Action – Remove proration and calculate underpayment

Side 2: B. Action – Calculate underpayment – no proration currently in place

C. Action – Calculate underpayment - no before and after amount available. (For example, case opened with proration in place, closed and no member currently received SSI or household is currently financially ineligible).

A. Action – Remove proration and calculate underpayment:

1. Effective month Doe proration removed: _____
2. Monthly benefit with Doe proration removed: _____
3. Monthly benefit prior to removal of Doe proration: _____
4. Subtract Line 3 from Line 2 = Underpayment amount:
(If zero or negative amount, enter zero and STOP) _____
5. Number of months case had Doe proration*: _____
6. Multiply line 4 amount by line 5 number: _____

Line 6 is the underpayment amount. Issue this amount using payment type code 77 - Court ordered retroactive payment **if:**

- the case is currently active, **OR**
- the case is closed but was active on the date of the mass rebudget to remove the proration prospectively.
- **DO NOT** issue this amount if the case is not currently active or was not active on the date of the MRB to prospectively remove the proration.

Note: **Do NOT** calculate the retroactive payment month by month. Use the amount on line A4 to calculate the underpayment.

* Count a month the case was closed if the case closed with the proration in place and subsequently became eligible **UNLESS** the case moved out of district. Do not count any closed months if the closing reason was moved out of district or moved out of state.

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B. Action – Calculate underpayment – no proration currently in place

1. Find the first monthly benefit after the proration was removed; _____
2. Find the last monthly benefit with the proration in place: _____
3. Subtract Line 2 from Line 1 = Underpayment amount: _____
4. Number of months case had Doe proration*: _____
5. Multiply line 3 amount by line 4 number: _____

C. Action – Calculate underpayment – no before and after amount available. (For example, case opened with proration in place, closed and no member currently received SSI or household is currently financially ineligible.)

1. Find the two person standard of need (using the with children shelter schedule and no fuel or special allowances) _____
2. Find the prorated amount **AS IF** the suffix included 2 PA and 1 SSI family members with “Y” in Rel _____
3. Subtract Line 2 from Line 1 = Underpayment amount: _____
4. Number of months case had Doe proration*: _____
5. Multiply line 3 amount by line 4 number: _____

DIRECTIONS FOR SECTION B. OR C.

Line 5 is the underpayment amount. Issue this amount using payment type code 77 - Court ordered retroactive payment **if**:

- the case is currently active, **OR**
- the case is closed but was active on the date of the mass rebudget to remove the proration prospectively.
- DO NOT issue this amount if the case is not currently active and was not active on the date of the MRB to prospectively remove the proration.

Note: **Do NOT** calculate the retroactive payment month by month. Use the amount on line B3 or C3 to calculate the underpayment.

* Count a month the case was closed if the case closed with the proration in place and subsequently became eligible UNLESS the case moved out of district. Do not count any closed months if the closing reason was moved out of district or moved out of state. Do not count a month the case was closed if, since the last closing month, the case has not been determined eligible to receive TA.