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Administrative Directive

Section 1

Transmittal:	08-ADM-08
To:	Local District Commissioners
Issuing Division/Office:	Center for Child Well-Being (CCWB)/Division of Child Support Enforcement and Center for Employment and Economic Supports (CEES)
Date:	October 29, 2008
Subject:	Increase in the Pass-through and Disregard of Support Payments
Suggested Distribution:	Child Support Enforcement Coordinators Support Collection Unit Supervisors Temporary Assistance Workers Employment Coordinators Staff Development Coordinators Accounting Staff Resource and Recovery Staff Food Stamp Workers Medicaid Directors Foster Care Supervisors Child Care Unit Supervisors
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Attachments:	Attachment A: List of Attachments Attachment B: Filing References Attachments 1 through 22
Attachments Available On – Line:	<input checked="" type="checkbox"/>

Section 2

I. Summary

This Administrative Directive (ADM) advises social services districts (SSDs) of legislative changes which increase the maximum amount of monthly support collections which may be passed through to recipients of temporary assistance and disregarded for purposes of determining eligibility for assistance.

Information regarding the impact of the changes upon various program areas, including child support, temporary assistance, food stamps, and Medicaid will be provided. Additionally, official forms, publications, and financial reporting changes, all impacted by the increase in the maximum monthly amount of the pass-through, are addressed in this Administrative Directive.

II. Purpose

The purpose of this Administrative Directive is to advise SSD staff of the increase in the amount of current support collected each month that may be passed through to temporary assistance families and disregarded for purposes of determining the eligibility for assistance, and also to provide specific information regarding the impact of the change upon each program area.

III. Background

The Deficit Reduction Act (DRA) of 2005, Public Law 109-171, was signed by the President on February 8, 2006, and contains both mandatory and optional provisions which impact the Title IV-A and IV-D programs. The mandatory provisions of the DRA include changes to the assignment of support. The optional provisions of the DRA give states the opportunity to waive the federal share of collections that are both passed through to temporary assistance families and disregarded for purposes of determining eligibility for assistance. The implication of this option is expected to be an increase in the distribution of current collections to temporary assistance families, as well as an increase in the amount of collections disregarded for determining temporary assistance grant amounts.

Under the DRA provisions, states may pass through both the federal and state share of certain amounts of assigned support collections to current-assistance families without paying to the federal government the federal share of the amounts passed through. In current-assistance cases, the federal share will be waived for up to the first \$100.00 of current support collected per month for families with one child and up to the first \$200.00 of current support collected per month for families with two or more children, as long as both the federal and state share of the pass-through is paid to the family and is disregarded in determining the type and amount of assistance provided to the family.

New York State passed legislation this year to take advantage of the optional provisions within the DRA so as to maximize federal participation in the pass-through. Social Services Law § 111-c (2)(d) and § 131-a (8)(v), were amended by Part Z of Chapter 57 of the Laws of 2008 to reflect the respective increases to the amount of the pass-through and the amount of income disregarded for purposes of determining the need for aid provided pursuant to the temporary assistance

programs – Family Assistance (FA) and Safety Net Assistance (SNA) – hereinafter temporary assistance (TA).

The legislation provides for implementation of the pass-through option in two phases. Effective October 1, 2008, the pass-through will systematically increase to an amount up to the first \$100.00 of current support collected each month by the child support program, or up to the current support obligation, whichever is less (“Phase I”); and effective January 1, 2010, the \$100.00 pass-through will continue for temporary assistance families with one child in the household, but will increase to up to the first \$200.00 per month of current support collected by the child support program for temporary assistance families with two or more children in the household, or up to the current support obligation amount, whichever is less (“Phase II”). *This Administrative Directive will provide detailed information relating to Phase I of the implementation only.* Detailed information regarding Phase II of the implementation will be provided at a later date.

IV. Program Implications

A. Child Support Enforcement

Revisions have been made to required notices, publications, and pass-through payment information available on the New York State Child Support website at <https://newyorkchildsupport.com>, and various desk review request forms, notices, worksheets, and instructions. Local district CSEUs and SCUs must destroy all prior versions of the notices, publications, and desk review forms and instructions identified in Attachment A and replace those documents with the versions of the documents included with this Administrative Directive effective October 1, 2008.

B. Temporary Assistance

Revisions have been made to required notices, publications, and various desk review request forms, notices, worksheets, and instructions. Local district TA workers must destroy all prior versions of the identified notices, publications, and desk review forms and instructions identified in Attachment A and replace those documents with the versions of the documents included with this Administrative Directive effective October 1, 2008.

Also effective October 1, 2008, the first \$100 of any current support payments received in a month by a household (including support payments collected and paid to the family by the local district) must be disregarded as income or resources in determining eligibility or degree of need.

Additionally, the first \$100 per household per month of child support, or child and spousal support, payments collected by the Child Support Collection Unit (SCU) toward the monthly support obligation for the household must be paid to the TA household as a pass-through payment.

Effective October 1, 2008, and thereafter, the pass-through changes and child support, or child and spousal support, income disregards must be applied to temporary assistance households.

Except for the increase to the maximum amount, there is no change in the way the child support income disregard is applied or the pass-through amount is determined. TA workers must continue to comply with budgeting rules outlined in the Temporary Assistance Source Book (TASB) Chapter 18.

TA worker responsibilities, as identified in 99 ADM-05, have not changed. TA worker responsibilities are further outlined in TASB Chapter 9, Section S.

Effective October 1, 2008, TA families receive the benefit of current child support paid through the income disregard and the child support pass-through as described below:

1. Income Disregard

The first \$100 per month of current child, or child and spousal, support received directly by the TA household is disregarded in the determination of eligibility or the degree of need.

Cases which include both voluntary support agreements and court ordered agreements are entitled to only one disregard of up to \$100.00.

For cases with both voluntary support agreements and court ordered agreements, districts must use the appropriate IV-D indicator code on Screen 1 of the Welfare Management System (WMS) to exclude any additional disregard from being given in the form of a pass-through payment.

Child, or child and spousal, support received directly by the household must be included in the TA budget until the SCU is able to accept and account for the support. For more information see GIS 06 TA/DC024.

Example #1- Direct support received and budgeted

Jane Jones and her three children apply for TA on October 18, 2008. Ms. Jones reported that she has no income other than the \$300.00 monthly child support payment she receives directly from the children's father on the first of every month. The first \$100 of child support must be disregarded when determining eligibility or degree of need. The remaining amount is applied as income.

2. Child Support and Child and Spousal Support Pass-Through

The first \$100 per household per month of current child support, or child and spousal support, payments collected by the SCU toward the monthly support obligation for the household must be paid to the TA household as a pass-through payment.

The pass-through of current support collected in October 2008 will be issued in the monthly IV-D Mass Rebudgeting/Authorization (IVDMRB/A) process in November 2008.

Example #2 – Active case- assigned support

Tonya Raven and her two children are currently on TA. Ms. Raven currently has a monthly child support order of \$150.00. Support payments have been collected regularly for the past seven months by the Support Collection Unit. Ms. Raven has received \$50.00 pass-through payments each of those months. Effective for current support collected in October 2008, the pass-through amount increases to \$100.00, which will be issued in November 2008.

The child support, or child and spousal support, pass-through amount is paid directly to the TA household via the Electronic Benefits Transfer.

C. Temporary Assistance Employment Program Activity Implications

A temporary assistance recipient with dependent children who is participating in work experience for the number of hours derived by dividing the household's temporary assistance and food stamp allotment by the higher of the federal or State minimum wage will be deemed as meeting the 20-hour core work requirement, even when the result of such calculation is fewer than 20 hours. A change in the family's temporary assistance grant or food stamp allotment may result in a change to the maximum number of hours that an individual may be assigned to work experience. In some instances, the change may result in an increase in the number of hours that the individual would need to participate in work experience to be deemed as meeting the 20-hour core work requirement (if still less than 20 hours).

Districts should review those cases in which the family's TA grant or food stamp benefits change to determine if an adjustment to the hours of participation in work experience or other work activities are necessary to ensure that such cases are not negatively affecting the deeming provision for work experience within the participation rate calculation.

D. Food Stamps

The Food Stamp (FS) policy regarding the treatment of pass-through payments has not changed, only the maximum amount of the pass-through that must be treated as income for FS purposes has changed. Now the first \$100.00 of current support payments passed through to the recipient is countable as income for food stamps purposes. The remainder of child support, or child and spousal support, payments received by the IV-D agency under an assignment continue to be excluded as income to the food stamp household.

E. Medicaid

For Low Income Families (LIF), Single Individuals and Couples (S/CC), and ADC budgeting, effective October 1, 2008, the first \$100 of current total household support payments is disregarded, including child (or child and spousal) support in any month, including support payments collected and paid to the family by the local district.

Until MBL system support is available, workers are instructed to manually budget this disregard when the additional \$50 deduction affects eligibility when doing LIF, S/CC or ADC budgets.

18 NYCRR 360.4-6(3)(d)(v) will be amended to reflect the Phase I increase.

F. Foster Care

For purposes of IV-E Foster Care and Non-IV-E Foster Care, there is no impact to the program.

G. Child Care

For purposes of Child Care, there is no impact to the program.

V. Required Action

A. Temporary Assistance

TA workers have the following responsibilities regarding Phase I:

1. Exceptions to the monthly IV-D Mass Rebudgeting/Authorization (IVDMRB/A)

The monthly IVDMRB/A exception list must be reviewed and eligibility for receipt of a pass-through payment and the proper pass-through amount must be determined. All "exceptions" must be resolved, appropriate manual authorizations completed and pass-through payments issued by the 20th calendar day of each month for current support collected in the preceding month. TA workers must issue pass-through payments of up to the first \$100.00 when manually issuing pass-through payments for current collections made by the SCU in October 2008 and thereafter.

Example – Active case on IVDMRB/A exception list

The SCU received current support in the amount of \$225.00 for the Bar family in the month of October, 2008. Mr. Bar's case appeared on the November monthly IV-D Mass Rebudgeting/Authorization exception list. Effective October 1, 2008, the pass-through amount increases to \$100.00. Therefore, the TA worker must manually issue a \$100.00 pass-through payment by the 20th calendar day in November.

Note: *If Mr. Bar's case appeared on the October monthly IV-D Mass Rebudgeting/Authorization exception list, and was found eligible to receive a pass-through payment, the TA worker must manually issue a \$50.00 pass-through payment for current support collected in September.*

2. Transition for Budgeting the Increase in Child Support Disregard Amount – Directly Received Support

Households with child support, or child and spousal support, directly received and reflected in the ABEL budget with unearned income source code "06 – Child Support Payments" (upstate) or unearned income source code "14 Court Ordered Alimony Spousal Support, Child Support Payments" (NYC), must have the benefit of up to the

first \$100 disregarded even if the ABEL budget is not recalculated to reflect the increased disregard amount until after October 2008.

During the transitional period, some households may be due a supplement for the time period when a correct income disregard amount of up to \$100.00 or child support pass-through payment was not applied to the TA budget. As soon as possible, but no later than the next client contact, TA workers must review the ABEL budget to determine if a supplement is due to the household.

For households where child support, or child and spousal support, is received by the household directly, district staff must manually update all ABEL budgets with an authorization “from-date” period earlier than 10/01/08, and if needed, issue a supplement. Please see Section V(A)(3), below, for information about writing the payment line for the supplement.

A household will be due a supplement if:

- The ABEL budget has a TA authorization period “from-date” before 10/01/08; and
- the household received child support or spousal support payments directly for the month of October 2008, and any months thereafter, which is greater than \$50.00.

The TA worker must review the case and provide a supplement to the household by issuing the amount between \$50 and \$100 for each month beginning October 2008 that the household should have, but did not receive the pass-through of up to \$100.

Note that the supplemental payment is not countable for food stamps.

Example - Direct support received and budgeted

Joan James and her three children apply for TA on August 16, 2008. Ms. James reported that she has no income other than the \$300.00 monthly child support payment she receives directly from the children’s father on the first of every month.

When determining the income eligibility of Ms. James’ household on August 22, 2008, the date of case opening, the TA worker did a partial month budget for August and full month budgets for September and October, counting the support in the TA budget. The budget authorization “from-date” is September 1, 2008 and the “to-date” is October 31, 2008. Beginning November 1, 2008 the budget reflected assigned support paid directly to the SCU. ABEL will have disregarded only the first \$50 of current support in the ABEL budget for September and October. The TA worker must provide a supplement for the additional \$50.00 that is due to the household for current support received and counted in the ABEL budget for October.

3. Support Disregard Payment Line for Direct Support Received and Budgeted (Case Types 11 and 12)

Districts must provide a supplement for each month that child/spousal support was received directly by the TA household and counted as income in the TA budget if the

grant amount was based on only the \$50 disregard in a month, or months when the disregard should have been more than \$50 (October 2008, or later).

Districts must authorize the payment using Payment Type Code “18-Child Support Disregard” and Special Claiming Category Code “P-FNP PAYMENT” when supplementing the child support income disregard in households that are case type 11 (FA) and 12 (SNA-FP). For households in case type 16 (Safety Net Assistance) or 17 (non-cash Safety Net Assistance), the special claiming code is not required.

GIS 96 TA/DC033 (issued September 20, 1996) instructed districts on FA and SNA-FP cases with direct support budgeted, to reduce the semi-monthly grant in an amount equal to \$25 (or one-half of the child support disregarded) and authorize the new, reduced grant. Districts must now reduce the semi-monthly grant in an amount equal to \$50 (one-half of the disregarded amount) for prospective budgets with a “from date” of October 1, 2008 or later.

Districts must then authorize a recurring semi-monthly payment in the amount of \$50 (or one-half of the monthly child support disregarded) using Payment Type Code “18-Child Support Disregard” and Special Claiming Category Code “P-FNP Payment.” Edits require that when a Payment Type “05-Case Recurring Grant” and a Payment Type Code “18-Child Support Disregard” are entered in a case that the sum of their associated amounts must equal the semi-monthly or monthly grant amount in the stored ABEL budget.

Once the SCU begins collecting child support on behalf of the recipient, the district must immediately change the unearned income source code “06-Child Support Payments” to unearned income source code “13-Child/Spousal Support Assigned to Agency” and not wait until the expiration of the effective date of the current TA budget.

For Case type 16 and 17 there is no need to write the disregard as a separate payment line.

4. Desk Reviews and Pass-Through

TA workers must consider pass-through increases, effective October 1, 2008, when performing a desk review that includes a review of current support collected in October 2008. The Desk Review process must appropriately include information regarding up to a \$100.00 pass-through payment for current support collections made in October, 2008 or later, and information regarding up to a \$50.00 pass-through payment for current support collections for periods before October 1, 2008. For more information see 06 ADM-16.

5. Local Department of Social Services Forms

See Section (V)(B) below for information about forms and publications that required revision because of the Phase I change. Local districts must copy and distribute the revised forms attached to this ADM.

Among the forms revised is the LDSS-4279 “Notice of Rights and Responsibilities for Support.” This is to restate the appropriate use of the LDSS-4279. The LDSS-4279 (Rev. 8/08) must be reviewed and completed by all applicants and recipients who are being referred to the CSEU. TA workers must inform TA applicants and recipients of their rights, responsibilities and benefits of their cooperation with the child support enforcement process by providing the TA applicant/recipient with the LDSS-4279 “Notice of Rights and Responsibilities for Support.”

The LDSS-4279 “Notice of Rights and Responsibilities for Support” must be given at:

- Application;
- When there is a need for a new referral to child support, such as, a parent left the household, pregnancy verified, or a child joins the household;
- Whenever an individual wants to claim good cause; and
- At recertification if there is a change in household composition, or a recipient wants to claim good cause or no longer wants to claim good cause.

The TA worker must ask the client to indicate on the LDSS-4279 “Notice of Rights and Responsibilities for Support” form, if he/she does, or does not, claim good cause. The TA client must sign and date the form. A copy of the form must be given to the TA applicant/recipient and a copy must be maintained in the case record.

B. Temporary Assistance and Child Support Forms and Publications

The changes to the pass-through and disregard for Phase I must be implemented effective October 1, 2008. This requires that the revised notices, forms and publications identified herein be used for their respective purposes beginning October 1, 2008. In order to ensure that usage of these revised notices begins in a timely manner, the SSD must destroy all previous versions of these notices immediately, make copies of the attached example notices, and provide those copies to applicants/recipients until they order and receive, or otherwise prepare, a supply of the revised forms. See Section “C” below, for ordering and availability information.

1. Use of Revised Desk Review Forms, Worksheets and Instructions

a. Revisions have been made to the following desk review forms, worksheets, and instructions as provided in 06 ADM- 16:

- Attachment 1, Request for a First-Level Desk Review of the Distribution of Child Support Payments form
- Attachment 2, Information and Instructions for Completing the Request for a First-Level Desk Review of the Distribution of Child Support Payments form
- Attachment 3, Calculation Worksheet Desk Review of Pass-Through Payments

- Attachment 4, Information and Instructions for Completing the Calculations Worksheet Desk Review of Pass-Through Payments
- Attachment 5, Calculations Worksheet Desk Review of Excess Current Support
- Attachment 6, Information and Instructions for Completing the Calculations Worksheet Desk Review of Excess Current Support
- Attachment 7, Determination of the Request for a First-Level Desk Review of the Distribution of Child Support Payments

***Note that Attachments 8, 9, and 10 are included in this ADM from 06 ADM -16 but were not revised and should continue to be used.**

b. New forms have been developed for desk reviews of excess support arrears and are included as:

- Attachment 11, Calculations Worksheet Desk Review of Excess Arrears Support; and
- Attachment 12, Information and Instructions for Completing the Calculations Worksheet Desk Review of Excess Arrears Support

SSDs must begin use of the revised forms, worksheets, and instructions noted herein effective October 1, 2008. All prior versions of these documents must be destroyed.

2. Use of Other Revised Forms and Publications

a. Revisions have been made to the following forms and publications:

- Attachments 13 and 14, LDSS-3908 and LDSS-3908-S “Important Notice Regarding Child Support to Persons Applying for or Receiving Temporary Assistance or Foster Care Maintenance Payments Under Title IV-E”
- Attachments 15 and 16, LDSS-3677 and LDSS-3677-SP “Report of Support Collected”
- Attachments 17 and 18, LDSS-3677 NYC and LDSS-3677 NYC SP “Report of Support Collected” (NYC only)
- Attachments 19 and 20, LDSS-4279 and LDSS-4279-S “Notice of Responsibilities and Rights for Support”

b. Use of Inserts for LDSS-4148A and LDSS-4148B

Publications LDSS-4148A, LDSS-4148B, and LDSS-4148C, are three books provided to TA recipients that provide answers to most questions about temporary assistance, and the related program areas such as Child Support, Foster Care, Child Welfare, Child Care, and Medicaid. The LDSS-4148A and the LDSS-4148B provide the recipients with specific information about the pass-through payment amounts. The LDSS-4148C does not. Revisions have been requested for the following publications, and will be made at a later date:

- LDSS-4148A, Book 1 “What You Should Know About Your Rights and Responsibilities”; and
- LDSS-4148B, Book 2 “What You Should Know About Social Services Programs”.

Attachments 21 and 22 are inserts that have been developed for both Book 1 and Book 2 for inclusion in pre-existing copies of the publications until the revised versions of the Books are finalized and distributed to the districts. Please note that the insert will be made available in each language translation of the publications.

SSDs must begin use of the revised forms and publications noted herein effective October 1, 2008. All prior versions of these documents must be destroyed.

3. Other Publications

Publications LDSS-4721 and LDSS-4721-SP, “What Non-Custodial Parents Need to Know About Child Support” has also been revised. They will be available in November of 2008 and may be requested as noted in Section (V)(C)(1) below.

C. Ordering and Availability of Forms and Publications

1. Ordering of LDSS Forms Through OTDA

a. OTDA-876 Process

Local districts must request printed copies of the revised LDSS forms by completing and submitting an OTDA-876 “Request For Forms or Publication,” to:

Office of Temporary and Disability Assistance
BMS Document Services and Operational Support
P.O. Box 1990
Albany, New York 12201

Questions concerning ordering forms should be directed to BMS Document Services at 1-800-343-8859, ext. 4-9522.

b. OTDA Intranet Website

Documents may also be ordered through Outlook. To order the forms you must obtain an OTDA-876 electronically by going to the OTDA Intranet Website at <http://otda.state.ny.net/>, then to Division of Program Support & Quality Improvement page and then to PSQI E-Forms page to Bureau of Management Services section (this section contains the electronic OTDA-876).

c. Via Email

For those who do not have Outlook but who have Internet access for sending and receiving e-mail, the Internet email address is: gg7359@otda.state.ny.us . For a complete list of forms available for downloading, please refer to OTDA Intranet site: http://otda.state.nyenet/ldss_eforms/default.htm.

2. Availability of Desk Review Forms

While recipients of services who wish to request a desk review may obtain a desk review request form and instructions by telephoning the New York State Customer Service Helpline at 1-888-208-4485, they may also obtain this form and instructions in person at local districts. See the April 22, 2008 "Dear Colleague" letter entitled "Availability of Desk Review Request Form and Instructions" for further information. The desk review form and instructions will be posted to ERS for local district worker access should an in-person request be received.

VI. Systems Implications

A. Child Support Enforcement

The pass-through/disregard process within the Child Support Management System (CSMS) has been modified to reflect the increase in the maximum pass-through from \$50.00 to \$100.00. Report titles, column titles and related calculations which incorporate the pass-through amount have been revised, including the CSMS 8649 report "Obligations and Collections Greater Than Assistance Granted," Disregard Informational Lists, and BICS and COLD reports.

B. Temporary Assistance and Food Stamps

The IV-D Payment file will be passed by the CSMS to WMS in November 2008 listing support collected in October 2008. Disregard payments of up to \$100.00 will be authorized effective with the 11/08 IV-D MRB/A for support collected in 10/08. Disregard payments for support collected prior to 10/1/08 will remain \$50.00. Affected FS cases should show this increase beginning with their 12/1/08 budget.

1. NYC

For TA ABEL budgets calculated as of October 20, 2008 with a "FROM Date" of 11/01/08 or later, that have unearned income source 14 - "Court Ordered Alimony/Spousal Support, Child Support Payment" or 61 - "Alimony/Spousal /Child Support Assigned to Agency" entered, the new increased Child Support Disregard will be \$100 per case. The total amount of unassigned support (Income Source 14) is counted as income for FS.

When unearned income source 61(NYC) is used, ABEL will automatically disregard the first \$100 for the TA Gross Income Test. If the Gross Income Test is passed, the entire amount of support is then excluded from the TA calculation.

2. Rest of State

For TA ABEL budgets calculated as of August 25, 2008 with a "FROM Date" of 10/01/08 or later, that have unearned income source 02 "Alimony/Spousal Support (Non-arrears)", 06 "Child Support Payment", or 13 "Child/Spousal Support Assigned to Agency (PA Only)" entered, the new increased child support disregard will be \$100 per case. The total amount of un-assigned support is counted as income for FS.

When unearned income source 13 is used, ABEL will not count the support against the TA needs. However, when the assigned support amount, less the appropriate disregard, either alone or combined with other countable income would cause a TA surplus, a warning "W" is produced in the CD / AMT field in the ABEL budget.

VII. Additional Information

A. Claiming Instructions

Revisions have been made to the Fiscal Reference Manual (FRM), Volume 2 Chapter 3 to update instructions for the LDSS-2517 Schedule A-1: Title IV-D Summary for Collections and Distributions.

The LDSS-2517 Schedule A-1 has been revised to provide for a new line in the Distributed Collections section of the Schedule A-1 for reporting of Collections Passed Through to Current IV-Assistance Cases (this includes Family Assistance and Safety Net FP Cases) and Safety Net FNP Assistance Cases. Passed Through Collections distributed to families should not be included on line 13, Distributed as Assistance Reimbursement, of the Schedule A-1 effective October 1, 2008. Districts will need to manually reduce the amount Distributed as Assistance Reimbursement on the CSMS Schedule A-1 by the amount identified as Passed Through Collections on the BICS (Benefit Issuance and Control System) Composites; that result will be entered on Line 13, Distributed as Assistance Reimbursement, of the Automated Claiming System (ACS) Schedule A-1. No Federal, State or Local share will be calculated for the amount reported on line 12, Collections Passed Through, of the Schedule A-1.

Changes have also been made to the footnote section of the LDSS-2517 Schedule A-1 to provide the necessary category distinctions to allow for federal reporting of appropriate payments as TANF MOE. Effective August 15, 2008, revisions were made to the Schedule A-1 IV-D claim section of the BICS Composite Summary Report to identify passed through payments by the categories corresponding to these footnote distinctions.

Under the DRA provisions, appropriate use of pay type 18 (Child Support Disregard) is still considered an FNP payment. These amounts are not passed through collections therefore they are not reported on the Schedule A-1. They will be reported on either the Schedule A or Schedule C, BICS Composite Summary, depending on the Case Type. Refer to the Payment Issuance and Control Subsystem Manual Appendix D for claiming charts.

VIII. Effective Date

This Administrative Directive is effective immediately. The Phase I increase in the pass-through and disregard, and the revised documents implementing those changes attached hereto, become effective October 1, 2008. Phase II of the increase to pass-through and disregard do not become effective until January 1, 2010. Further information on Phase II will be provided at a later date.

Issued By

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