

**Calculation Worksheet**  
**for Cases Reported on PART B of the**  
**CSMS 8649 Report - “Obligation and Collection Greater Than Assistance Granted”**

|                     |  |                    |  |
|---------------------|--|--------------------|--|
| <b>Case Name</b>    |  | <b>Case Number</b> |  |
| <b>Completed By</b> |  | <b>Date</b>        |  |

**PART A**

1. When was the case first reported on the CSMS 8649 report, Section A? \_\_\_\_\_month/year (enter as month 1 in **PART B**)

*If a case is on Part B of the CSMS 8649 report, then it has been on Part A for at least 3 previous months. In order to determine the date that the case was first reported on the CSMS 8649 report, the TA worker must compare the current CSMS 8649 report to previous CSMS 8649 reports. If the TA worker does not have the previous CSMS 8649 reports they will have to contact their child support collection unit and request the previous reports. These reports are stored on COLD.*

2. Can the case be closed with timely notice by the end of the current month?

If yes, enter today’s date \_\_\_\_\_month/year

If no, enter next month’s date \_\_\_\_\_month/year

3. What is the number of months (inclusive of the months entered in questions 1 and 2) from the date entered in question 1 and the date entered in question 2? \_\_\_\_\_

*For example, 05/09 is entered in question 1 and 10/09 is entered in question 2. The number of months between would be 6.*

4. If the answer to question 3 is three months or less, close case with CNS case reason code E32 (timely notice). No further action is required. **STOP**

If the answer to question 3 is four months or more, go to question 5.

5. Has the case received an Excess Support Arrears (payment type D4 ROS or 72 NYC) payment in month 4 or in any month following month 4?

If yes, go to **PART B** and enter 0 in columns (c) and (d) for all months. Column (f) will be a negative amount. This amount is an overpayment and a claim must be established.

*D4 payments are automatically authorized within 2 business days following the end of the Child Support accounting month. For example, the Child Support accounting month ends on Friday, May 29<sup>th</sup>, the payment should be issued on May 31<sup>st</sup>, but if May 31<sup>st</sup> is a Sunday the payment will be issued June 1<sup>st</sup>. You should enter the D4 amount for the month of May.*

If no, go to **PART B**.

**PART B**

| <b>(a)</b><br><b>Month Case on CSMS<br/>8649 Report</b>   | <b>(b)</b><br><b>Enter<br/>Month and<br/>Year</b> | <b>(c)</b><br><b>Enter the child support collected up<br/>to the monthly child support<br/>obligation for the month.</b><br>(This is the current support amount and<br>must be obtained from the SCU) | <b>(d)</b><br><b>Enter the sum of all TA<br/>“Assistance” payments for<br/>month</b><br>(See 09 ADM-04 for a list of<br>assistance pay types) | <b>(e)</b><br><b>Enter the amount<br/>of the Child<br/>Support Pass-<br/>through the<br/>household received</b> | <b>(f)</b><br><b>Current<br/>Child Support<br/>Collections Due to<br/>the Family<br/>(c) – (d+e)</b> |
|---|---|---|---|---|--|
| Month 1<br>(from question 1 in Part A)  |   |   |   |   | <b>\$0.00</b>  |
| Month 2   |   |   |   |   | <b>\$0.00</b>  |
| Month 3   |   |   |   |   | <b>\$0.00</b>  |
| <b>Month 4:</b><br>TA closure should have been<br>completed by end of Month 3.<br>Determine \$ due for this<br>month and subsequent months.   |   |   |   |   |  |
| Month 5   |   |   |   |   |  |
| Month 6   |   |   |   |   |  |
| Month 7   |   |   |   |   |  |
| Month 8   |   |   |   |   |  |
| <b>Total of Column (f)</b><br><i>If the total of Column (f) is a <b>positive</b> amount, issue this amount with Pay Type N2 and close case with CNS reason code E32.</i><br><i>If the total of Column (f) is a <b>negative</b> amount, it is a TA overpayment. Establish claim and close case with CNS reason code E32.</i> |   |   |   |   |  |

**NOTE:**

If the answer to question 5 on **PART A** is yes, Columns (c) and (d) must have zeros entered for all months. For any month in which a child support pass-through was issued, the amount in Column (f) will be negative and a TA overpayment must be established for the negative amount.

July 2009