

CASE EXAMPLES FOR COMPLETION OF THE CALCULATION WORKSHEET**Example 1 - Case Appears for Two Consecutive Months on Part A of the CSMS 8649 Report**

The Temporary Assistance (TA) unit received the CSMS 8649 report on October 2, 2009. Mrs. Daniels' name appears on Section A of the CSMS 8649 report in the month of October 2009 for current support collected in September 2009. Her name also appeared in Section A of the CSMS 8649 report in September 2009 for support collections in August 2009. Mrs. Daniels is not a TEAP participant. The current support collected up to the obligation amount for each of the support obligations, was entered in her TA budget each month she appeared on the CSMS 8649 report using income source 06 – *Child Support Payments*. ABEL counts the support collections, minus the pass-through/disregard amount, against the TA needs and creates a surplus in the ABEL budget.

The TA worker processes the case within the required review timeframe which requires that the review must be conducted no later than the second month after the month in which the TA unit receives notification of the information on the CSMS-8649 report. The TA worker does not have to complete the *Calculation Worksheet for Cases Reported on PART B of the CSMS 8649 Report - "Obligation and Collection Greater Than Assistance Granted"* for this case. The case is closed effective October 31, 2009.

The child support enforcement unit receives the information about the TA closing via the daily IV-A/IV-D interface report and takes the appropriate actions to change the child support account to a non-TA account to ensure that Mrs. Daniels receives support collections directly to be effective on the date that the TA case is closed.

Example 2 - TEAP Case Appears on CSMS 8649 Report

Ms. Oren's case first appeared on Section A of the CSMS 8649 report in August 2009. The TA worker is familiar with Ms. Oren's case and knows that she is a TEAP participant who began working in subsidized employment in June 2009. Ms. Oren received her first pay in the beginning of July 2009 and, due to the administrative processing period, the earned income was not included in the TA budget until August 1, 2009.

With the earned income budgeted, Ms. Oren's budget deficit is zero. However, even with a zero deficit, her TA case remains open during the remainder of the TEAP contract period that is due to expire in December 2009. The TEAP payment that is diverted to the employer is not considered an assistance payment. The current support collected for the Oren family is in excess of the assistance provided to the family for the months that the earned income from the subsidized employment is counted in the budget. Usually, the TA unit would have to take the appropriate action on the case within the month the case appears on Section A of the CSMS 8649 for the second consecutive month and by the second month following the month that child support collected in excess of the TA deficit was reported, which in this case would be by the end of October 2009. This is not required when a case is within a TEAP contract period. **Rather, the appropriate action must be taken by the end of the month following the expiration of the TEAP contract.**

In this case the TEAP contract is due to expire in December 2009; therefore, action to review the case for TA closing would be required in January 2010. If the employment is retained by the former trainee, then the current budgeted earnings plus the current support collections must be used to determine continued eligibility. If Ms. Oren is not retained by the employer, the TA worker must determine if the

current support alone is enough to close the TA case. If so, and if the action is taken timely, no N2 support payments will be due to Ms. Oren.

Example 3 – Case Appears on Part B of the CSMS 8649 Report (No D4 ROS or 72 NYC Payment)

Ms. Wood and her two children are in receipt of TA and her case appears on the CSMS 8649 report, Section A, for the first time in August 2009. Ms. Wood continues to appear on the CSMS 8649 report, Section A, for the next six months and reports the same TA grant, pass-through, and current support collection amounts each month (September 2009-February 2010). Ms. Wood did not receive any excess support arrears (D4 ROS or 72 NYC) payment since her case appeared on the CSMS 8649 report.

In October 2009, Ms. Wood's case appears on Section B of the CSMS 8649 report for the first time. Her case continues to appear on the CSMS 8649 report, Section B, each month until February 2010.

In February 2010, a TA worker reviews TA eligibility for Ms. Wood's case and completes the following steps:

1. Based on the CSMS 8649 report, Ms. Wood received a monthly TA grant of \$275. Ms. Wood's TA grant does not include any non-assistance payments. \$115.39 per week of current support was collected on her behalf and she received a \$100 pass-through payment each month. The TA worker must convert the child support obligation to a monthly amount ($115.39 \times 4.333 = \$500.00$) before entering in the ABEL budget. The TA worker creates an ABEL budget using the current support collected up to the obligation amount as an unearned income source code "06"- *Child Support Payment ROS or code "14"- Court Ordered Alimony, Spousal Support, Child Support Payment in NYC*. Other sources of income must also be included in the ABEL budget where appropriate.
2. The ABEL budget reflects a Surplus "S" amount once the current support is included as unearned income source code "06" *ROS or code "14" in NYC*, so the case must be discontinued. The TA worker stores the new ABEL budget. *(If the ABEL budget did not create a surplus and the child support obligation amount remains the same, the budget must not be stored and no further action is necessary.)*
3. The TA worker completes the *Calculation Worksheet for Cases Reported on PART B of the CSMS 8649 Report - "Obligation and Collection Greater Than Assistance Granted."*
4. The TA worker reviews payments on Ms. Wood's case and determines that Ms. Wood did not receive any D4 or 72 payments since the case first appeared on the CSMS 8649.
5. After completing the Calculation Worksheet, the TA worker issues an N2 payment of \$500 (see Calculation Worksheet in Exhibit A below).
6. The TA worker closes the case effective February 28, 2010 and provides adequate and timely notice to Ms. Wood using CNS reason code E32.

Note: *If the previous ABEL budget contained the child support obligation of \$500.00 entered as unearned income source code "13" – Child/Spousal Support Assigned to the Agency ROS or "61"- Alimony/Spousal/Child Support Assigned to the Agency in NYC, the ABEL budget would have reflected a "W" which alerts the TA worker that support collections may make the case ineligible for TA and should be monitored.*

Calculation Worksheet

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

Case Name	Ms. Wood	Case Number	PA345
Completed By	TA Worker	Date	2/15/2010

PART A

1. When was the case first reported on the CSMS 8649 report, Section A? 8/09 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 2/2010 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? 7

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 29th, the payment should be issued on May 31st, but if May 31st is a Sunday the payment will be issued June 1st. You should enter the D4 amount for the month of May.

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

PART B

(a) Month Case on CSMS 8649 Report	(b) Enter Month and Year	(c) Enter the child support collected up to the monthly child support obligation for the month. (This is the current support amount and must be obtained from the SCU)	(d) Enter the sum of all TA “Assistance” payments for month (See 09 ADM-04 for a list of assistance pay types)	(e) Enter the amount of the Child Support Pass-through the household received	(f) Current Child Support Collections Due to the Family (c) – (d+e)
Month 1 (from question 1 in Part A)	8/09				\$0.00
Month 2	9/09				\$0.00
Month 3	10/09				\$0.00
Month 4: TA closure should have been completed by end of Month 3. Determine \$ due for this month and subsequent months.	11/09	\$500	\$275	\$100	\$125
Month 5	12/09	\$500	\$275	\$100	\$125
Month 6	1/2010	\$500	\$275	\$100	\$125
Month 7	2/2010	\$500	\$275	\$100	\$125
Month 8					
Total of Column (f) <i>If the total of Column (f) is a positive amount, issue this amount with Pay Type N2 and close case with CNS reason code E32. If the total of Column (f) is a negative amount, it is a TA overpayment. Establish claim and close case with CNS reason code E32.</i>					\$500

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 months that 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.

Attachment 4
Exhibit B – Mrs. Nock Case Example #4 Calculation Worksheet

Example 4 - Case Appears on Part B of the CSMS 8649 Report (D4 or 72 Payment)

Ms. Nock and her two children are in receipt of TA and her case appears on Section A of the CSMS 8649 report for the first time in August 2009. Based on the CSMS 8649 report, Ms. Nock receives a monthly TA grant of \$275. \$115.39 per week in support was collected on her behalf and she received a \$100 pass-through payment for each month from those collections. Ms. Nock also received an excess support arrears (D4 ROS or 72 NYC) payment of \$75 in August 2009. Ms. Nock continues to appear on the CSMS-8649 Report in Section A for the next six months and receives the same TA grant amount, and the same amount of support collections is received which provides for the same amount of pass-through payment and excess support arrears each month (September 2009- February 2010).

In October 2009, Ms. Nock's case appears on Section B of the CSMS 8649 report for the first time. Her case continues to appear on the CSMS 8649 report on Section B each month until February 2010.

In February 2010, a TA worker reviews TA eligibility for Ms. Nock's case and completes the following steps:

1. The TA worker creates an ABEL budget using the current support collected up to the obligation amount as an income source code "06"- Child Support Payment ROS or code "14"- Court Ordered Alimony, Spousal Support, Child Support Payment in NYC. When entering the support obligation, it must be converted to a monthly amount ($115.39 \times 4.333 = \$500.00$). Other sources of income must also be included in the ABEL budget where appropriate.
2. The ABEL budget reflects a Surplus "S" amount once the current support is included as unearned income source code "06" ROS or code "14" in NYC, so the case must be discontinued. The TA worker stores the new ABEL budget. *(If the ABEL budget did not create a surplus and the child support obligation amount remains the same, the budget must not be stored and no further action is necessary.)*
3. The TA worker completes the *Calculation Worksheet for Cases Reported on PART B of the CSMS 8649 Report - "Obligation and Collection Greater Than Assistance Granted"*.
4. The TA worker reviews payments on Ms. Nock's case and determines that Ms. Nock received D4 payments of \$75.00 each month since the case first appeared on the CSMS 8649 report.
5. After completing the calculation worksheet, the TA worker establishes an overpayment of \$400 (see Calculation Worksheet in Exhibit B below).
6. The TA worker closes the case effective February 28, 2010 and provides adequate and timely notice to Ms. Wood using CNS reason code E32.

Note: *If the previous ABEL budget contained the child support obligation of \$500.00 entered as unearned income source code "13" – Child/Spousal Support Assigned to the Agency ROS or "61"- Alimony/Spousal/Child Support Assigned to the Agency in NYC, the ABEL budget would have reflected a "W" which alerts the TA worker that support collections may make the case ineligible for TA and should be monitored.*

Calculation Worksheet

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

Case Name	Ms. Nock	Case Number	PA6789
Completed By	TA Worker	Date	2/16/2010

PART A

1. When was the case first reported on the CSMS 8649 report, Section A? 8/09 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 2/2010 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? 7

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 29th, the payment should be issued on May 31st, but if May 31st is a Sunday the payment will be issued June 1st. You should enter the D4 amount for the month of May.

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

Exhibit B – Mrs. Nock Case Example #4 Calculation Worksheet

PART B

(a) Month Case on CSMS 8649 Report	(b) Enter Month and Year	(c) Enter the child support collected up to the monthly child support obligation for the month. (This is the current support amount and must be obtained from the SCU)	(d) Enter the sum of all TA “Assistance” payments for month (See 09 ADM-04 for a list of assistance pay types)	(e) Enter the amount of the Child Support Pass-through the household received	(f) Current Child Support Collections Due to the Family (c) – (d+e)
Month 1 (from question 1 in Part A)	8/09				\$0.00
Month 2	9/09				\$0.00
Month 3	10/09				\$0.00
Month 4: TA closure should have been completed by end of Month 3. Determine \$ due for this month and subsequent months.	11/09	0	0	\$100	-\$100
Month 5	12/09	0	0	\$100	-\$100
Month 6	1/2010	0	0	\$100	-\$100
Month 7	2/2010	0	0	\$100	-\$100
Month 8					
Total of Column (f) <i>If the total of Column (f) is a positive amount, issue this amount with Pay Type N2 and close case with CNS reason code E32. If the total of Column (f) is a negative amount, it is a TA overpayment. Establish claim and close case with CNS reason code E32.</i>					-\$400

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 months that 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.