Information and Instructions for Completing the
"Calculations Worksheet Desk Review of Excess Current Support"
(Available for Collections Received through June 30, 2009 Only)

The "Calculations Worksheet Desk Review of Excess Current Support" has been created for use by the Support Collection Unit (SCU) and the Social Service District (SSD) workers in properly calculating excess current support desk review requests. The process for excess current support terminates effective July 1, 2009. No excess current support payments will be determined for collections pertaining to current monthly support obligations beginning July 1, 2009, and thereafter. However, desk review requests for excess current support for collections pertaining to any current monthly support obligations through June 30, 2009 may be received through January 31, 2011. This worksheet must be completed to include each month for which an excess current support desk review is requested.

STEPS 1 AND 2 ARE TO BE COMPLETED BY THE SCU WORKER AND, IF A SECOND-LEVEL DESK REVIEW IS REQUESTED, CHECKED/CORRECTED BY THE CCWB REVIEWER

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

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 the case records first, before entering the required information on the worksheet. For example, workers should 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 under an assignment and in receipt of temporary assistance during this same period. Verification can be done by reviewing CSMS, ASSETS, or the Daily IV-A/IV-D Interface Reports.

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, and to enter the date the request form was received and date stamped in the EFF ST DT field.

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

Period Covered by Excess Support 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, **AND** a desk review of support payments may be requested by a current or former recipient of public assistance for the month(s) during which an assignment of support rights was in effect. For any desk review request form that is received by the SCU during the month of January, a desk review may be conducted for up to the two previous calendar years, for a maximum total review of a 24 month period terminating with the December immediately preceding the month of request.

Recipient Name: Enter the name of the individual requesting a desk review. This is found on the desk review request form.

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 temporary 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.

Current Obligation Amount(s) and Frequency(ies) for Each CSMS Case No(s) Identified Above: Enter the current obligation amount(s) and frequency(ies) as due for each CSMS Case No. identified for this case, in the same respective order as the CSMS Case No(s) are entered above. The current obligation amount may be found in the OBLIG-AMT field on the individual current ledger page(s) of the IVDQRY screen on CSMS. The frequency may be found in the OBLIG-FREQ field on the same individual current ledger page(s) of the IVDQRY screen on CSMS

= Total Current Obligation Amount: Enter the total of the current obligation amounts with the frequency for all CSMS Case Nos. involved in the desk review request and entered per the above.

Temporary Assistance Case No(s) (CAN): Enter the temporary assistance CAN. The CAN number is a twelve field alphanumeric number (consisting of the WMS Case number (maximum ten alphanumeric) plus the two digit county code) assigned to a specific assistance case. This may be found in the PA CAN field on the IVDJCH screen on CSMS.

Temporary Assistance Case Suffix (NYC Only): Enter the temporary assistance case suffix. The case suffix is a two-digit value assigned to temporary assistance case numbers (e.g. 01, 02, etc) in NYC only. The same temporary assistance case number with a different suffix is considered a new temporary assistance case number. This may be found in the SUFF field following the PA CAN field on the IVDJCH screen on CSMS.

CIN No: Enter the Client Identification Number(s) (CIN) for the temporary assistance case head. The CIN number is an eight position identifier code which is assigned to each member of a temporary 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 in the CIN field 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 Temporary Assistance: Enter the beginning and ending date of the temporary assistance grant(s) involved.

Active: Check the appropriate box to identify whether the CAN is active on CSMS. The information may be located in the PA -STAT field on the CSMS IVDJCH screen for each custodial parent and child record. Active temporary assistance case statuses are determined by the WMS individual status (disposition) codes that appear in the PA-STAT field on CSMS and include for upstate: 07 (Active) and 10 (Inactive, sanctioned); and for New York City: 07 (Active), 10 (Inactive, sanctioned), 16 (NY City code-Active), and 17 (Alternate NYC City code – Active). Every member of the temporary 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. (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. For any desk review request form that is received by the SCU during the month of January, a desk review may be conducted for up to the two previous calendar years, for a maximum total review of a 24 month period terminating with the December immediately preceding the month of request.

(b)   CSMS Case No(s) (enter CSMS Case No(s) for each Case involved in the Desk Review): See above information in Step 1 regarding CSMS Case Numbers. Enter CSMS Case Number(s) for all cases involved in the desk review.

COLLECTIONS RECEIVED

(c)   Amount of Current Support Collected for each CSMS Case No: For each month of the review period, enter the amount of current support collected for each CSMS account included in the review, as it appears on the account tab, MONEY screen, on ASSETS, for each CSMS account. 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.

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. 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.

Current support means support which is paid (or withheld from the child support payer's wages) in the month when the support is due. In certain situations, the payment for the current support may be received in the month that follows and will need to be considered as part of the desk review conducted. It does not include past-due support/arrears collections by federal tax refund offset, nor payments that were applied to past-due support/arrears. Please note that collections for current support would appear in the PAID column on the money screens as noted above as batches 50, 53, 54, 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, and 77 transactions, for the month in question.

SCU workers must consider the batch type payment along with the ledger type to determine payments systematically applied to current support and payments systematically applied to past-due support/arrears.

(d) **Receipt Date of Collections in Column (c):** Enter the date that each current support payment was received for the batches identified above.

DISTRIBUTION OF CURRENT SUPPORT COLLECTED

(e) **Amount of Current Disbursed to SSD by the SCU:** Enter the amount of the distribution to the SSD by the SCU. These will 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.

(f) **Amount of Current Support Disbursed to the Custodial Parent by SCU:** 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.

(g) **Date of Disbursements in Columns (e) through (f):** Enter the date that the current payments were disbursed and/or authorized to the SSD or to the custodial parent.

SUPPORT PAYMENTS FOR FUTURE MONTHS

(h) **Amount of Available Future Support Payments, if Any (Available but Unapplied):** 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. This is support that is not due or not yet available to disburse to the family. This means that until the money is applied to current support due, and the SCU/SSD month end accounting process is completed, the family will not receive any benefit from that support including the pass-through payment. For example, a payment of $600 is received in the month of August. $150 is the current support ordered amount. No arrears are due for past months. $150 of the support is applied to the current month. $450 remains as future support. In each of the three following months, as the month arrives, $150 will be applied to the current amount due in the month until the future payment is depleted. Typically, future support payments are represented by the last available unapplied payments.

TOTALS

(i) **TOTALS:** Enter the totals for columns (c), (e), (f), and (h).

SCU WORKER COMMENTS: Enter any comments relevant to desk review that may assist the SSD worker with resolution of the desk review. Examples include:

- Conference call notes such as a change in the type of desk review requested;
- No payment has been received or payment received was not appropriate for the type of desk review payment at issue;
- The issue raised is not one to be handled through the desk review process (e.g., it is an SCU account statement matter);
- Any period or portion of the desk review period which falls outside of the allowable desk review timeframes;
- The period or portion of the desk review period includes a period which falls after elimination of the excess current support process.

- Reference that the case records does not support the type of desk review request;
- The recipient is not/was not on temporary assistance for the period of the desk review request;
- No support account had been established with the Support Collection Unit for the period of the review;
- The desk review requests involves an issue which cannot be handled through the SCU or SSD;
- All support collected has been forwarded to another jurisdiction (provide that jurisdiction name and address); or
- Any other relevant comments to the desk review (E.g., the desk review request indicates that the court order shows a modified amount, and the SCU worker determines that the modified court order is accurately reflected on CSMS. In the calculations provided, the worker may enter "Modified court order accurately reflected in the calculation").

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 Center for Child Well-Being (CCWB), a CCWB reviewer will confirm the information provided on the worksheet by entering the name and initials, title, and telephone number of the CCWB 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 CCWB 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 worksheet,, and forward the worksheet to the Center for Employment and Economic Supports (CEES) to complete the second-level desk review.

NOTE: Account maintenance of the CSMS case and ledgers may be required prior to completing Steps 1 and 2 of the worksheet. Examples include determining whether the CSMS case ledger(s) accurately reflect the status of temporary 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 temporary assistance information by utilizing the IV-A/IV-D Interface Reports; by accessing temporary 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 temporary 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 temporary 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 Steps 1 and 2 of the worksheet, the worksheet must be forwarded to the SSD worker so that they may complete Steps 3, 4, 5, and 6, and provide with the final determination:

1)   The "Desk Review for Excess Support Calculations Worksheet" with Steps 1 and 2 completed and signed by the SCU worker and a supervisor;
2)   The "Instructions for Completing the Desk Review for Excess Support Calculations Worksheet" for reference only; and
3)   The original "Request for First-Level Desk Review of the Distribution of Child Support Payments" form.

> **STEPS 3, 4, 5, AND 6 ARE TO BE COMPLETED BY THE SSD WORKER AND, IF A SECOND-LEVEL DESK REVIEW IS REQUESTED, CHECKED/CORRECTED BY THE CEES 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 temporary 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.

Step 3:   EXCESS CURRENT SUPPORT CALCULATION

(j)   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.

SUPPORT COLLECTED

(k)   Amount of Current Support Collected for each CSMS Case No (from Column (c) above: Enter the amount of current support collected for each CSMS account included in the review from column (c) above.

(l)   Sum of Current Support Collected for each Month/Year of the Review as listed in Column (k): Total each month's current support collected as carried down to column (k). Enter the total amount of current support collected for each month identified in the desk review request. For example, if column (k) includes two payments of $100 and $120 for 03/06, enter the total of $220 for the month 03/06. This will allow transformation to a monthly calculation going forward.

CALCULATION

(m)   Countable Temporary Assistance Amount for the Month/Year of Review: Enter the total countable temporary assistance amount for the month/year of the review. For payments issued for the period 12/96 or later, include only "assistance" payments. Do not include payments that are designated as "non-assistance." SSD workers may locate this on the WMS/BICS "Case Record of Assistance (CRA)" which provides individual's benefit information.

(n)   Pass-Through Amount Disbursed to the Recipient on EBT Card/Paper Check for Month/Year of Review (column (q) above): Enter the total amount of pass-through disbursed to the recipient on the EBT card and/or by paper check for the month/year of the review. SSD workers may also locate this on the WMS/BICS "Case Record of Assistance (CRA)."

(o)   Total Temporary Assistance Amount for the Month/Year (Column [m] plus Column [n]): Enter the sum of the Total Temporary Assistance Amount for the Month/Year of the Review (PLUS) the Total Pass-Through Amount Disbursed to the Recipient on the EBT Card/Paper Check in the Month/Year of the Review.

(p)   Excess Current Support (Column [l] minus Column [o]): Enter the difference between the Sum of Current Support Collected for each Month/Year of the Review (from column [l]) (MINUS) Total Temporary Assistance Amount for the Month/Year (from column [o]).

(q)   Excess Current Support Amount Already Disbursed to the Recipient on EBT Card/Paper 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.

(r)   Remaining Excess Current Support Due to Recipient with this Desk Review (Column [p] minus Column [q]): Enter the difference between the Excess Current Support (column [p]) (MINUS) Excess Current

Revised: 07/01/2009

Support Amount Already Disbursed to the Recipient (column [q]). This is the amount of excess current support now due to the recipient via the desk review calculation.

(s)   TOTALS: Enter the totals for columns (l), (m), (n), (o), (p), (q), and (r).

Step 4:   TOTAL DUE TO RECIPIENT

Total Remaining Excess Current Support Due to Recipient with this Desk Review, from Step 3: Enter the total amount of excess current support due to recipient as calculated in step 3, column (r), and entered in total row (s).

Step 5:   IF APPLICABLE, PAYMENTS AVAILABLE FOR FUTURE SUPPORT

Total Support Payments identified by SCU for future months, from Step 2: Enter the amount of any available future support payments calculated by the SCU in step 2, column (h), row (i).

Step 6:   RESULTS OF FIRST-LEVEL DESK REVIEW OF EXCESS SUPPORT PAYMENTS

The SSD worker must provide the results of the desk review by completing the "Determination of the Request for a First-Level Desk Review of the Distribution of Child Support Payments." There are three options boxes available that provide for reporting the results of a comparison of support collected to required payments disbursed to the recipient: 1) the correct amount of pass-through payments have been paid to the recipient to date; 2) an additional pass-through payment amount is owed to the recipient in the amount of $_____; 3) too much in pass-through payments have been paid to the recipient to date and the recipient now owes $_____; or 4) the budgeting of the temporary assistance benefits included the pass-through disregard amount, and the recipient is not entitled to another pass-through payment for the same month. The SSD worker must check the appropriate box which accurately reflects the results and 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 support payments have been identified by the SCU as available for future support obligations that become due, this needs to be reported to the recipient as well. If an amount has been carried down to Step 5, complete the "Determination of the Request for a First-Level Desk Review of the Distribution of Child Support Payments" by checking the appropriate option box for future payments and entering the amount of future support as carried down.

SSD WORKER COMMENTS: Enter any comments relevant to resolution of the desk review. For example, if the desk review request indicates temporary assistance covers a full month's period and the actual records reflect temporary assistance for a partial month, the SSD worker may enter "Temporary assistance benefits stopped on (enter actual date)." **Please note:** If there is a discrepancy between the information that the SCU has indicated and the information known to the SSD, the difference must be reconciled with the SCU because it may impact the desk review. It may also result in a determination that the SCU may be required to do an accounting of the child support case outside of the desk review process.

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 CCWB reviewer has forwarded the second-level request to CEES, a CEES reviewer will confirm the information provided on the worksheet by entering the name and initials, title, and telephone number of the CEES 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 CEES reviewer will cross out any incorrect information and enter any correct information legibly, carry that correction forward in steps 3, 4, 5, and 6, 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 Steps 3, 4, 5, and 6 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. 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 Steps 3, 4, 5, and 6 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 "Desk Review for Excess Current Support Calculations Worksheet" with Steps 1 and 2 completed as appropriate and signed by the SCU worker, and Steps 3, 4, 5, and 6 completed 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."