

**Information and Instructions for Completing the
Calculations Worksheet for Desk Review of Cumulative Excess Support Payments**

The *Calculations Worksheet for Desk Review of Cumulative Excess Support Payments* (hereinafter referred to as “*Worksheet*”) has been created for use by the Social Services District’s (SSD’s) Support Collection Unit (SCU) and the Temporary Assistance (TA) Units in properly calculating cumulative excess support desk review requests. Regardless of the period identified by the recipient on the desk review request form, the completed *Worksheet* for a cumulative excess support desk review must include a record of all collections distributed and disbursed in accordance with an assignment of support rights.

A **cumulative excess support payment** occurs when the total amount of support collected and retained by the SSD exceeds the total unreimbursed assistance (URA), plus any previously issued excess current support, cumulative excess support or N2 payments made to the recipient, over the life of the TA case. The total URA represents the amount of all countable TA payments, less any repayments or recoveries made towards those TA payments (see the *Dear Temporary Assistance Director* letter dated November 17, 2005, for the TA Unit’s responsibility to identify sources of repayments or recoveries).

Cumulative excess support payments are issued monthly where appropriate through an automated process. The automated process captures most, but not all, necessary financial information for the case. For example, repayments from sources such as lawsuit settlements, liens on real property, cash repayments by SSI interim assistance reimbursement, etc. are not considered in the automated process. However, the automated lottery offset for repayment of TA is considered in the automated process.

Cumulative excess support payments are made using Payment Type Code “**D4**” (*Excess Support Arrears*) with special claiming code N (Non-reimbursable) in Rest of State (ROS), and Code “**72**” (*Excess Arrears Support*) in New York City (NYC). The date that CSMS uses to capture the opening balance of URA is the date of TA initial eligibility or the date of birth of the oldest child, whichever is later. Where medical verification has been provided to the TA Unit and that Unit has made a referral to the child support enforcement unit, this period should include the period of time that the recipient was pregnant. The automated process includes in its calculation certain previously issued payments, such as: (1) cumulative excess support payments as described above; (2) excess current support payments (using Payment Type Code “**D3**” (*Excess Current Support*) for ROS and “**71**” (*Excess Current Support*) for NYC; and any payments made to the recipient using Payment Type Code “**N2**” (*Child Support Due Client - Period of Ineligibility*) for ROS. It does not include pass-through payments issued using Payment Type Codes “**D1**” (*IV-D Payment*) for ROS, or “**54**” (*Child Support Bonus Payment - Manual Issuance*) and “**70**” (*Child Support Bonus Payment – System Generated*) for NYC, for support collected December 1996 or later, and does not include "non-assistance" payments made for the period December 1996 or later.

Any additional cumulative excess support payments due to the recipient through the desk review process must be issued to the recipient as a special payment through WMS/BICS using Payment Type Code “**D4**” (*Excess Support Arrears*) for ROS or Code “**72**” (*Excess Arrears Support*) for NYC.

**STEPS 1 AND 2 OF THE WORKSHEET ARE TO BE COMPLETED BY THE SCU.
IF A SECOND-LEVEL DESK REVIEW IS REQUESTED, STEPS 1 AND 2 ARE
CHECKED/CORRECTED BY OTDA.**

Identify the level of desk review being performed. For the SCU, the box for first-level desk review must be checked. For the Office of Temporary and Disability Assistance (OTDA) reviewer, the box for second-level desk review must be checked. If the SCU must revise the first-level desk review based on a second-level desk review request, the box for revised first-level desk review must be checked.

For any information identified below, the SCU must first review the information provided on the *Request for a First-Level Desk Review of the Distribution and Disbursement of Child Support Collections* form received and compare and verify it to the information on the case records before entering the required information on the *Worksheet*. For example, the SCU 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 TA. Verification can be done by reviewing CSMS, ASSETS, or the Daily *IV-A/IV-D Interface Report*.

NOTE: Account maintenance of the CSMS account and ledgers may be required prior to completing Steps 1 and 2 of the *Worksheet*. Examples include determining whether the CSMS account ledger(s) accurately reflect the status of TA; whether the CAN and CIN information on CSMS are in agreement with Welfare Management System (WMS)/ Benefit Issuance and Control System (BICS) 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. SCUs must verify that the obligation, due, paid, and applied are correct based on the records. For example, SCUs should review each Batch 79 transaction on IVDHST in the month and the specific ledger or ledgers to confirm that what has been applied is correct.

The SCU may verify TA information by utilizing the *IV-A/IV-D Interface Report*; by accessing TA records through CSMS (select F-12 [ROS] or F-2 [NYC]) to determine whether the CAN or CIN information on CSMS is in agreement with WMS/BICS records); or by reviewing TA 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 TA information).

The SCU 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 TA Unit.

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 and Disbursement of Child Support Collections* form was received by the SCU. Be sure to enter the appropriate status code of **H001 04 (REQUEST FOR DESK REVIEW RECD)** on the CSMS IVDJSI screen for the case, and the date the request form was received in the EFF ST DT field.

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

Period Covered by Cumulative 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, distributions, and disbursements made during the current calendar year of the desk review request and the previous calendar year. The desk review period is further limited to the month(s) during which an assignment of support rights was in effect. This means that a desk review request may be properly made by either a current or former recipient of assistance. For cumulative excess support desk reviews, this means that collections, distributions, and disbursements must be made during the calendar year in which the desk review is requested and/or the calendar year preceding the calendar year in which the desk review is requested in order to be eligible for a desk review. **If the desk review request meets the eligibility requirements, the desk review must be conducted for the entire period which begins on the first date of any TA assignment, forward, and must include all periods through to the last month that a disbursement was made to the SSD for such assignments.**

For any desk review request form that is received by the SCU during the month of January, the request must be treated as if it was received during the preceding month of December.

Recipient Name: Enter the name of the individual requesting a desk review.

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 should also verify that the SSN/ITIN agrees with the IVDJCH screen on CSMS for the custodial parent. If it does not, the SCU 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 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.

Temporary Assistance Case No(s) (TA-CAN): Enter the TA-CAN. The CAN is a twelve character 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 CAN field on the IVDJCH screen on CSMS. For NYC only, enter the TA case suffix. The case suffix is a two-digit value assigned to TA-CANs (e.g., 01, 02, etc) in NYC only. The same TA-CAN with a different suffix is considered a new TA-CAN. The suffix may be found in the SUF field following the CAN field on the IVDJCH screen on CSMS.

Client Identification Number (CIN): Enter the CIN for the TA case head. The CIN is an eight position identifier code which is assigned to each member of a TA 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 the IVDJCH screen on CSMS.

Date(s) of Temporary Assistance: Enter the beginning and ending date(s) of the TA grant(s) involved.

Active: Check the appropriate box(es) to identify whether the CAN is active on CSMS. The information may be located in the IVA-STAT field on the IVDJCH screen on CSMS for each custodial parent and child record. Active TA case statuses are determined by the WMS individual status (disposition) codes that appear in the IVA-STAT field on CSMS and include for ROS: 07 (*Active*) and 10 (*Inactive, sanctioned*); and for NYC: 07 (*Active*), 10 (*Inactive, sanctioned*), 16 (*NY City code-Active*), and 17 (*Alternate NYC City code – Active*). Every member of the TA 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.

Related New York Case Identifier(s): Enter the unique nine character alphanumeric (e.g., AA12345K1) identifier(s) (CSMS account) assigned to each related custodial parent/noncustodial parent relationship. If the custodial parent has more than one New York Case Identifier, the SCU should determine whether each CSMS account is relevant to the desk review request. A relevant CSMS account should reflect the relationship to the TA case by matching the CAN entered on the CAN field on the IVDJCH screen with the CAN entered on the desk review request form. The CSMS accounts included may involve a payment which impacted more than one New York Case Identifier, or an account that may involve more than one local district.

Step 2: CHILD SUPPORT COLLECTIONS AND DISBURSEMENT CALCULATIONS

Step 2 is for child support collections and disbursements only. Information for Step 2 must be recorded for the entire period which covers the assignment of support rights so that it properly includes the period for which the cumulative excess support desk review is requested.

Period of Cumulative Excess Support Review: Enter the beginning and ending date for the cumulative excess support review. Use month/year date format (MM/CCYY). Regardless of the period stated by the recipient on the desk review request form, the period for a cumulative excess support desk review must include all periods of TA so that collections and disbursements can be reported accurately for purposes of the desk review. This may include periods when the recipient was a former-assistance recipient and must include all disbursements to DSS.

For example, if the desk review request is for January through June 2008 and January and June of 2009, and the periods of TA were January through June 2006, January through June 2008 and January through June 2009, then the desk review must be conducted beginning from January 2006, through to June 2009, in order to accurately report the distribution and disbursement of collections received for the entire period of assistance. If, in this same example, additional distributions towards support arrears/past due support were disbursed to DSS in December 2009, then the desk review must be conducted from January 2006 through to December 2009.

Total Collections for Period of Cumulative Excess Support Review: Enter the total amount of support collected for each New York Case Identifier included in the review as it appears on the account tab, MONEY screen, on ASSETS. You may also locate the information on the IVDHTM, IVDITM (most current three months), IVDHTO, or 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 collections and disbursements for a set period of time. If the period requires records not available on ASSETS or CSMS, you will need to obtain archived collection, distribution and disbursement information (e.g., microfiche or paper records) and maintain copies of those records used to support the desk review. Additionally, if a second-level desk review is requested, those records used in the cumulative excess support desk review must be made available to OTDA.

Collections for both current support and support arrears/past due support would appear in the PAID column on the money screens as noted above as batches 50, 53, 54, 55, 56, and 57 transactions, and will appear in the APPL (Applied) column on the money screens as noted above as batches 71, 72, 74, 75, and 77 transactions, for the month in question. The SCU must consider the payment batch type along with the ledger type to determine collections systematically applied to current support and collections systematically applied to support arrears/past due support.

Because cumulative excess support involves current and former-recipients of TA, all ledgers will require review in this process. All eligible excess support ledgers are 2_A___, 2_BJ___, 2_BI___, 2_BP___, 2_BR___, 2_CA___, 24AX, or 24BX. Cumulative excess support review may also include review of all ledgers with a "1" in the first position for custodial parents as beneficiaries.

DISBURSEMENT OF TOTAL COLLECTIONS

Total Collections 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, IVDITM (most current three months), IVDHTO, or IVDITO (nine months prior) screens on CSMS.

Total Collections Disbursed to the Custodial Parent by the 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.

Total Collections Disbursed to a Third Party by the SCU: Enter the amount of any distribution transaction during the month to any third party. These would appear as batch 89 transactions with a beneficiary indicator of -3- or -4- in the BATCH NO. field.

Total Disbursements: Enter the total of all disbursements of total collections.

COLLECTIONS WHICH HAVE NOT YET BEEN DISBURSED

Amount of Available Future Support Collections, if Any (Available but Unapplied): Enter the amount of any known support collections available for future month disbursements for the last month reviewed, including any collections 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 and no support arrears /past due support are due for past months. \$150 of the support is applied to the current month and \$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. Future support collections are represented by the last available unapplied payments and can be identified on the account tab, MONEY screen, on ASSETS or the IVDHTM screen as a 79 UNAP transaction at the end of the month.

Note: The total *Disbursement of Total Collections* and *Collections Which Have Not Yet Been Disbursed* must equal the *Total Collections for the Period of the Cumulative Excess Support Review* as reported in this section. See example below. In the example, the *Disbursement of Total Collections* (\$12,000) plus *Collections Which Have Not Yet Been Disbursed* (\$500) equal the *Total Collections for the Period of the Cumulative Excess Support Review* (\$12,500):

Step 2: CHILD SUPPORT COLLECTIONS AND DISBURSEMENT CALCULATIONS

Period of Cumulative Excess Support Review (includes all periods of assistance) Period <u>1/07</u> to <u>1/10</u>	
Total Collections for Period of the Cumulative Excess Support Review	12,500
Disbursement of Total Collections:	
Total Collections Disbursed to the SSD by the SCU	4,000
Total Collections Disbursed to the Custodial Parent by the SCU	6,000
Total Collections Disbursed to a Third Party by the SCU	2,000
Total Disbursements	12,000
Collections Which Have Not Yet Been Disbursed:	
Amount of Available Future Support Collections, if Any (Available, but Unapplied)	500

SUPPORT COLLECTION UNIT COMMENTS: Enter any comments relevant to desk review that may assist the TA Unit with resolution of the desk review. For example, the SCU should identify, but not be limited to, the following:

- Conference call notes such as an agreement to change the type of desk review requested by the recipient and that is therefore being conducted;
- Any period or portion of the desk review period which falls outside of the allowable desk review timeframes;
- Any period or portion of the desk review period where no payment was received or payment received was not appropriate for the type of desk review payment at issue;
- An adjustment to the support account made during the period of the desk review request; or
- Any other comments relevant to the desk review (e.g., the desk review request indicates that the court order shows a modified amount, and the SCU determines that the modified court order is accurately reflected on CSMS. In the comment section, the SCU may enter “*Modified court order accurately reflected in the calculation.*”)

First-Level Desk Review Completed by the Support Collection Unit: Check the box and enter the name, initials, title, and telephone number of the SCU who completed the *Worksheet* and the date that the SCU worker completed their portion of the *Worksheet*.

Once the SCU completes the CSMS account review and Steps 1 and 2 of the *Worksheet*, the SCU must forward the following documents to the TA Unit for completion of the review as explained in the steps that follow:

- 1) The *Calculations Worksheet for Desk Review of Cumulative Excess Support Payments* with Steps 1 and 2 completed and signed by the SCU; and
- 2) The original *Request for First-Level Desk Review of the Distribution and Disbursement of Child Support Collections* form, as well as any documentation that was provided.

If Applicable, Second-Level Desk Review Completed by OTDA: If a second-level desk review has been requested through OTDA, an OTDA reviewer will confirm the information provided in steps 1 and 2 of this section of the *Worksheet*. If the first-level desk review contains errors, or new information is provided with the second-level desk review request that modifies the calculations, the OTDA reviewer will ensure that any incorrect information on the *Worksheet* is corrected. After confirming the information in this section of the *Worksheet*, the OTDA reviewer must check the box indicating that a second-level desk review of this section of the *Worksheet* has been completed and enter their name and initials, title, telephone number, and the date. The initial OTDA reviewer must then forward the *Worksheet* to the next appropriate OTDA reviewer to complete the next section of the second-level desk review.

**STEPS 3, 4, 5, 6, 7, AND 8 OF THE *WORKSHEET* ARE TO BE COMPLETED BY THE TA UNIT.
IF A SECOND-LEVEL DESK REVIEW IS REQUESTED, STEPS 3, 4, 5, 6, 7, AND 8 ARE
CHECKED/CORRECTED BY OTDA.**

Note: Account maintenance of the WMS case and/or records may be required prior to completing Steps 3, 4, 5, 6, 7, and 8 of the *Worksheet*. Examples include determining whether the WMS case record CAN and CIN agree with the CSMS number(s) reported; whether the recipient address on WMS is the same address as provided with the desk review request; whether any pass-through payments require review as reported on the *IV-D Exception Report*; or whether previous pass-through disbursements on a recipient EBT card have been expunged (expired) and funds remain due. The TA Unit must review the case records and reports to determine whether updates to WMS must be completed and perform those updates before proceeding with the desk review.

Additionally, the TA Unit must maintain copies of all TA records used in the first-level desk review, whether or not such records are available electronically on WMS/BICS, and make those records available to OTDA upon notification of a second-level desk review request.

Step 3: REPAYMENTS TO TEMPORARY ASSISTANCE

This step is established to identify any repayments made to TA towards offsetting TA benefits received. The TA Unit will need to inquire through their accounting department to determine if any of the items listed (SSI Interim Assistance Amount; Lottery Amount; Lien/Mortgage/Judgment Amount; Cash Repayment Amount; Lawsuit Settlement Amount; or any other repayments) have occurred. If no TA repayments have occurred, enter the period of the review and check the box that states *No assistance repayments for TA have been received*. If TA repayments have occurred, enter the period of review, check the box that states that *Assistance repayments for TA have been received as follows* and complete the table by indicating the type(s) of repayment(s) received and the date(s) and amount(s) for those repayments.

Period of Temporary Assistance Grant Review: Enter the beginning (FROM) and ending (TO) period to identify the entire TA grant review period for which repayments are being reviewed. The format is MM/CCYY.

Type of Repayment: Check the appropriate box that identifies the type(s) of repayments that have been identified by the SSD accounting department. If the repayment is from a source not identified, check the box for “Other Repayment” and enter a description of the type of repayment.

Date of Repayment: Enter the date of each repayment identified.

Amount of Repayment to be Credited: Enter the amount of each repayment that is to be credited during the period of assignment for the grant.

Total Repayment: Enter the total amount of repayment to be credited.

Step 4: TEMPORARY ASSISTANCE PAYMENTS FOR ENTIRE PERIOD OF REVIEW

Month/Year: Enter the month/year for the entire period that the recipient received TA benefits. Note that a month by month review must be conducted for the entire period of assistance. Use month/year date format (MM/CCYY). Make as many copies of the table in Step 4 as necessary to ensure each month is represented in the review.

For purposes of determining the start date of the assistance period that is to be used to capture payment history for the cumulative excess support desk review process, the TA Unit must use the date the TA case first opened unless the recipient was in receipt of assistance while pregnant. In these instances the start date of the assistance period that is to be used to capture payment history for the cumulative excess support desk review process must be the date the pregnancy was medically verified.

Amount of Temporary Assistance Payments: Enter the amount of each TA payment for each month/year included for the entire period of review. The TA amount for period includes the countable "assistance" payments, excess current support payments and cumulative excess support payments. Do not include pass-through payments (“D3” ROS or “54” and “70” NYC) issued for support collected 12/96 or later and do not include "non-assistance" payments made for the period 12/96 or later. Include pass-through and emergency payments only for periods prior to 12/96. The TA Unit may locate this on the WMS/BICS *Case Record of Assistance* (CRA) which provides individual’s benefit information.

Temporary Assistance Pay Type: Enter the Pay Type Code associated with each entry of a TA payment. For more information, refer to 09-ADM-04, issued March 9, 2009, entitled *Temporary Assistance (TA) Payment Type Codes – Designations as Assistance or Non-Assistance*.

Total Payments: Enter the total amount of temporary assistance payments.

Step 5: CUMULATIVE EXCESS SUPPORT CALCULATION

Period(s) of Temporary Assistance Grant Review: Enter the beginning (From) and ending (To) period included in the desk review request. The date/month format is MM/CCYY.

Total Amount of Temporary Assistance Payments for the Period from Step 4: Enter the total amount of TA payments for the period as determined in Step 4.

Total Assistance Repayments from Step 3: Enter the total amount of any repayments calculated in Step 3. This information may be available through the accounting department of the SSD.

Total Unreimbursed Temporary Assistance Amount for the Period: Enter the difference between the *Temporary Assistance Amount for the Period* minus the *Total Assistance Repayments*.

CALCULATION OF CUMULATIVE EXCESS SUPPORT AMOUNT:

Total Amount of Support Disbursed to SSD by SCU from Step 2. Enter the total of the amount of support disbursed to the SSD by the SCU in Step 2 on page 2 of the *Worksheet*.

Total Unreimbursed Temporary Assistance Amount for the Period, as calculated above: Enter the amount calculated in this Step.

Total Cumulative Excess Support Amount: Enter the difference between the *Total Amount of Support Disbursed to SSD by SCU* minus *Total Unreimbursed Temporary Assistance Amount for the Period*. If this amount is greater than zero, this is the total amount of cumulative excess support due to the recipient via the desk review calculations. If this amount is not greater than zero, there is no cumulative excess support due to the recipient.

PAYMENTS ALREADY SENT TO RECIPIENT:

Excess Current Support Payments (D3 ROS or 71 NYC): Enter the total amount of any excess current support payments (D3 for ROS or 71 for NYC) previously sent to the recipient. These payments can be found in BICS.

Cumulative Excess Support Payments (D4 ROS or 72 NYC): Enter the total amount of any cumulative excess support payments (D4 for ROS or 72 for NYC) previously sent to the recipient. These payments can be found in BICS.

N2 Payments: Enter the total amount of any N2 payments previously sent to the recipient for the period of TA ineligibility. These payments can be found in BICS. Refer to 09-ADM-21, issued November 13, 2009, entitled *Temporary Assistance Excess Support Process and Procedures for Reviewing Cases that have Support Collections in Excess of Temporary Assistance Deficit*, for further information regarding N2 payments.

Total Amount of Previous Payments Sent to the Recipient: Enter the total of *Excess Current Support Payments (D3 ROS or 71 NYC)* plus *Cumulative Excess Support Payments (D4 ROS or 72 NYC)* plus *N2 Payments*.

CALCULATE CUMULATIVE EXCESS SUPPORT AMOUNT DUE TO RECIPIENT:

Total Cumulative Excess Support Amount from above: Enter the Cumulative Excess Support Amount calculated above.

Total Amount of Previous Payments Sent to the Recipient from above: Enter the Total Amount of Previous Payments Sent to the Recipient calculated above.

Total Cumulative Excess Support Due to the Recipient: Enter the difference between *Cumulative Excess Support Amount* minus *Total Amount of Previous Payments Sent to the Recipient*. This is the amount of cumulative excess support now due to the recipient.

Step 6: TOTAL DUE TO RECIPIENT

Cumulative Excess Support Due to the Recipient with this Desk Review from Step 5: Enter the amount of the Cumulative Excess Support Due to the Recipient with this desk review from Step 5.

Step 7: IF APPLICABLE, COLLECTIONS AVAILABLE FOR FUTURE SUPPORT

Total Support Collections Identified by the SCU for Future Months, if Any, from Step 2: Enter the amount of any available future support collections identified by the SCU in Step 2.

Step 8: RESULTS OF FIRST-LEVEL DESK REVIEW OF CUMULATIVE EXCESS SUPPORT PAYMENTS

The TA Unit must provide the results of the desk review by completing the *First-Level Desk Review Determination*. The TA Unit must check the appropriate box which accurately reflects the results and enter the amounts where indicated. If too much money has been paid to the recipient, indicate the overpayment by entering brackets around the amounts entered.

Additionally, if support collections have been identified by the SCU as available for future support obligations that become due, this information needs to be reported to the recipient. If an amount has been entered in Step 7, complete the *First-Level Desk Review Determination* by checking the appropriate option box for future collections and entering the amount of future support reported.

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

First-Level Desk Review Completed by the Temporary Assistance Unit: Check the box and enter the name, initials, title, and telephone number of the TA Unit who completed the *Worksheet* and the date that the TA Unit worker completed their portion of the *Worksheet*.

Once the TA Unit completes the WMS/BICS case review and Steps 3, 4, 5, 6, 7, and 8 of the *Worksheet*, they must finalize the first-level final determination by completing a *First-Level Desk Review Determination*. A copy of each of the following must be attached to the *First-Level Desk Review Determination* and become part of the final determination package:

- 1) The original *Request for a First-Level Desk Review of the Distribution and Disbursement of Child Support Collections* form and any documentation provided by the recipient for the desk review;
- 2) The *Calculations Worksheet for Desk Review of Cumulative Excess Support Payments* with Steps 1 and 2 completed as appropriate and signed by the SCU worker, and Steps 3, 4, 5, 6, 7, and 8 completed and signed by the TA Unit worker;
- 3) A *Request to New York State for a Second-Level Desk Review of the Distribution and Disbursement of Child Support Collections* form; and
- 4) *Information and Instructions for Completing the Request to New York State for a Second-Level Desk Review of the Distribution and Disbursement of Child Support Collections*.

If Applicable, Second-level Desk Review Completed by OTDA: If a second-level desk review has been requested and the initial OTDA reviewer has forwarded the second-level request to another OTDA reviewer, that second reviewer will confirm the information provided in steps 3, 4, 5, 6, 7, and 8 of this section of the *Worksheet*. If the first-level desk review contains errors, or new information is provided with the second-level desk review request that modifies the calculations, the second OTDA reviewer will ensure that any incorrect information on the *Worksheet* is corrected and complete the second-level desk review. After confirming the information in this section of the *Worksheet* and completing the second-level desk review, the second OTDA reviewer must check the box indicating that a second-level desk review has been completed and enter their name and initials, title, telephone number, and the date.