

**TO:** \_\_\_\_\_, IV-D Coordinator, \_\_\_\_\_ County

**FROM:** \_\_\_\_\_, New York State Office of Temporary and Disability Assistance,  
Division of Child Support Services

**DATE:** \_\_\_\_\_

**SUBJECT:** Notification of a Second-Level Desk Review Request

The New York State Office of Temporary and Disability Assistance (OTDA) received a *Request for a Second-Level Desk Review of Pass-through Payment or Cumulative Excess Support Payment* on \_\_\_\_\_ for Temporary Assistance Case Number \_\_\_\_\_, New York Case Identifier(s) \_\_\_\_\_:

In order for OTDA to conduct the second-level desk review, your social services district (district) must promptly provide copies of the Temporary Assistance Unit records which are not currently available in BICS and were used in the *First-Level Desk Review Determination* issued by your district on \_\_\_\_\_. You must provide those Temporary Assistance Unit records by e-mail, fax, or mail to the following address no later than \_\_\_\_\_:

**E-mail:** [otda.sm.cees.tabureau.@otda.ny.gov](mailto:otda.sm.cees.tabureau.@otda.ny.gov)

**Fax:** (518) 473-0511

**Mail:**

New York State Office of Temporary and Disability Assistance  
40 North Pearl Street, 11-A  
Albany, NY 12243-0001  
Attention: Bureau of Temporary Assistance, Second-Level Desk Review

- In addition, the second-level desk review includes Support Collection Unit records which are not available electronically through the automated child support system. You must provide copies of those Support Collection Unit records by e-mail, fax, or mail to the following address no later than \_\_\_\_\_:

**E-mail:** [otda.sm.dcse.bpo@otda.state.ny.us](mailto:otda.sm.dcse.bpo@otda.state.ny.us)

**Fax:** (518) 486-3127

**Mail:**

New York State Office of Temporary and Disability Assistance  
40 North Pearl Street, 13-C  
Albany, NY 12243-0001  
Attention: Bureau of Program Operations and Contract Administration, Second-Level Desk Review

Please include a copy of this *Notification of a Second-Level Desk Review Request* with copies of the documentation requested above.