



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

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Commissioner

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Executive Deputy Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	22-LCM-02-P
To:	Social Services District Commissioners
Issuing Division/Office:	Child Support Services
Date:	March 22, 2023
Subject:	Implementation of Administrative Directive 21-ADM-08: Questions and Answers
Contact Person(s):	Child Support Services – County Representative otda.sm.dcse.bpo@otda.ny.gov Office of Legal Affairs: 518-474-9052
Attachments:	Attachment 1 - Questions and Answers Regarding the Implementation of Administrative Directive 21-ADM-08

Section 2

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to provide social services district (district) child support enforcement units and support collection units (collectively CSEUs) with supplemental information regarding the Administrative Directive, 21-ADM-08, titled *Unclaimed Support Funds*. **This LCM is being reissued to update Attachment 1 to:**

1. Clarify the types of undistributed collections **ineligible** for inclusion in the annual transfer to the state comptroller (see Response 13);
2. Provide additional information about the batching associated with administrative accounts (see Response 14); and
3. Reflect a new type of “Reporter Class” implemented by the Office of the State Comptroller, Office of Unclaimed Funds (see Response 27).

II. Background

On December 20, 2021, the Office of Temporary and Disability Assistance (OTDA) issued 21-ADM-08 to advise CSEUs of new guidance resulting from the implementation of Chapter 316 of the Laws of 2021, which clarified and simplified the process by which the support collection unit transfers undisbursed funds to the Office of the State Comptroller, Office of Unclaimed Funds.

The ADM described the administrative process, including applicable dates, by which unclaimed child or combined child and spousal support funds are transferred annually to the state comptroller pursuant to Chapter 316 of the Laws of 2021.

On December 28, 2021, the Division of Child Support Services presented a Webex session to discuss the implementation of 21-ADM-08.

The *Questions and Answers Regarding the Implementation of 21-ADM-08* document (**Attachment 1**) reflects questions asked by CSEUs after the circulation of the draft ADM and the issuance of 21-ADM-08 and during the December 28, 2021 presentation. The responses to these questions provide further guidance that should be of interest to all districts.

III. Program Implications

Please share these **updated** *Questions and Answers Regarding the Implementation of 21-ADM-08* with your CSEU and its legal counsel.

Issued By:

Name: Eileen Stack

Title: Deputy Commissioner

Division/Office: Child Support Services