

**DATE:** January 11, 2016

**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, Temporary Assistance Directors,  
Accounting Supervisors, Fraud/Recovery Directors

**FROM:** Phyllis Morris, Deputy Commissioner  
Center for Employment and Economic Supports

**SUBJECT:** Availability of New Cognos Report: Biennial Accounting Report

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Program Questions: Temporary Assistance Bureau: 1-800-343-8859,  
ext: 4-9344

Finance Questions: Dan Stuhlman: 518-474-7549 or  
[Dan.Stuhlman@otda.ny.gov](mailto:Dan.Stuhlman@otda.ny.gov)

Technical Questions: [otda.sm.cognos.reporting](http://otda.sm.cognos.reporting) or Customer Care  
Center at 1-800-697-1323 and request to have an incident ticket  
opened and assigned to: L2 OTDA COGNOS.

The purpose of this General Information System (GIS) message is to advise Social Services Districts (SSDs) of the availability of the Biennial Accounting Report in Cognos. This report was designed to assist SSDs with the completion of the mandated "LDSS-5069: Biennial Accounting Letter," as described in "15-ADM-05-T: Recovery of Liens and Requirement to Provide Biennial Accounting," and can be accessed, using Cognos, immediately.

Benefits Issuance Control System (BICS):

On 11/13/15, SSDs were advised to input their active, real property liens into the new BICS menu selection "29-Lien Accounting". Information required for real property liens, in BICS includes:

- Case Name
- Case Number(s)
- Lien Status
- Property Owner Name
- Property Address
- Signed by Owner Date
- Filed by Clerk/Court Date

The information in the "Lien Accounting Data Entry" section of the "Lien Accounting" menu is used by Cognos to produce the "Biennial Accounting Report".

TA payments issued on a Non-TA Supplemental Nutrition Assistance Program (NTA-SNAP) case and/or Medicaid Case will be included in the “Biennial Accounting Report” as long as the SSD has included the NTA-SNAP or Medicaid case number in the lien record in BICS. See “03-ADM-08: Issuing Nonrecurring Temporary Assistance (TA) Emergency Payments and TANF Services Block Grant Payments on an Active Non-Temporary Assistance Food Stamp Case, an Active Medicaid Case or at the Time of a TA Application Denial,” for more information.

Cognos:

Information from Welfare Reporting and Tracking System (WRTS) and CAMS is gathered in Cognos and used to produce the “Biennial Accounting Report”. Temporary Assistance (TA) payment and recovery information is available, back to December 2, 1996. See Attachment 1 for a listing of recoverable TA payments.

SSDs must request access to Cognos, through their System Administrator. Once access has been granted, the report is accessed through Centraport under the “Links” section. See Attachment 2 for additional instructions on how to access the “Biennial Accounting Report.”

To produce the “Biennial Accounting Report,” the SSD must input the “Lien Number” and a biennial accounting period. The “Biennial Accounting Report,” will provide the following information:

- District Name, Date of Report, Case Name, Case Number(s), Lien Number, Property Owner Name, Property Address, Biennial Accounting Period.
- Information on TA payments and recoveries for the biennial accounting period requested and for case numbers associated with the “Lien Number” including:

<b>Payment Section</b>	<b>Recovery Section</b>
Check/EBT Number	Receipt Type
Assistance/Non-Assistance Payment	Credit/Claim/Vendor Receipt Number
Check Date	Posting Date
Payment Type	Payment/Recovery Type
Payment Status	Posting Status
Payment Amount	Recovery Amount
Recoupment Amount	Recovery Source Type (if available)
Payment Period	Recovery Period
	Source Date
	Posting Source
	Issuance Posting Type and Description/Revenue Reason and Description
	Recoupment Case Number

- In addition, the report contains a Summary of Payments by Case Number, Summary of Recoveries by Case Number and a Summary of Payments and Recoveries for Lien Number.

Information provided in the “Biennial Accounting Report” regarding payments and recoveries is only available from December 2, 1996-forward. Any payments and recoveries prior to this time must be reviewed manually and included in the calculation of the real property lien. The SSD must maintain any paper files, microfiche or any other methods SSDs used to document the amount of a real property lien.

SSDs were notified in “GIS TA/DC055: Biennial Accounting for Liens and Child Support Recoveries” to coordinate with their Support Collection Unit (SCU) to obtain information on TA payments that have been recovered through the collection of child support.

SSDs are reminded that they **MUST** not recover, through a real property lien, any TA payments issued to the household for any real property lien period when the SSD does not have documentation of TA payments and recoveries to support the amount of the real property lien.

The first “Biennial Accounting “Letter” **MUST** be mailed by **FEBRUARY 1, 2016**. Failure to mail the letter timely will result in a permanent penalty for the SSDs which include the recovery of TA for the most recently completed fiscal years of 2014 and 2015. SSDs can still recover through other methods. See “15-ADM-05-T: Recovery of Liens and Requirement to Provide Biennial Accounting” for additional information.

Enclosures

<b>REST OF STATE (ROS) PAYMENT TYPE CODES</b>		
<b>ASSISTANCE OR NON-ASSISTANCE</b>	<b>PAYMENT TYPE</b>	<b>DESCRIPTION</b>
A	01	Expenses Incident to Pregnancy (Disabled)
A	05	Case Recurring Grant
A	06	Partial Allowance
A	07	Underpayment Adjustment
A	08	SES-In (Code to be disabled)
A	09	SES-Out (Code to be disabled)
A	10	Shelter
A	11	Fuel
A	12	Utilities
N	13	Guaranteed Utility Account Payment
N	14	TEAP
N	18	Child Support Disregard
A	20	Dinner Allowance Disabled
A	21	Lunch, Dinner Allowance Disabled
A	22	All Meals Allowance Disabled
A	23	Water Disabled
A	25	Life Insurance Premiums
A	26	Chattel Mortgage
A	28	Cooking Fuel
A	29	Related Foster Care Expenses (Code to be disabled)
A	35	Home Delivered Meals
A	40	Room and Board
N	41	Appliance Repair Cost Estimate
N	42	Replacement of Lost/Stolen Cash Grant
N	43	Heating Equipment-Repair/Replacement
N	44	Cooking Stove-Repair/Replacement
N	45	Refrigerator-Repair/Replacement
A	46	Private Rent
A	47	Mortgages, Taxes and Assessments on Client-owned Home
A	48	Public Housing Rent Allowance
N	49	Housing Development Cooperative Unit
A	50	Temporary Residence in Hotel/Motel
N	51	Cost of Repairs to Recipient Owned Home
N	52	Emergency Allowance to Forestall Eviction/Foreclosure
N	53	Allowance to Retain Shelter During Temporary Absence in Medical Facility (Disabled)
A	54	Restaurant Allowance-Dinner
A	55	Restaurant Allowance-Lunch and Dinner

A	56	Restaurant Allowance-All Meals
N	57	Emergency Food Grant Allowance
A	58	Natural Gas
A	59	Other than Natural Gas
N	60	Emergency Utility Payment to Prevent Shut-Off or Restore Service
A	62	Taxes and Interest
A	63	Water Bills
A	64	Real Property Expenses
N	65	Moving Expenses
A	66	Storing Expenses
N	67	Payment on Security Agreement
N	68	Broker's Finder's Fee
A	69	Cash Grant Unrestricted
N	70	Cash Replacement of Lost, Stolen or Mismanaged SSI Grant
A	71	Other
N	72	Living Room
N	73	Bedroom with Single Bed
N	74	Bedroom with Two Single Beds
N	75	Bedroom with Double Bed
N	76	Kitchen (Excluding Appliances)
N	77	Range
N	78	Refrigerator
N	79	Bathroom
A	81	Housekeeping
A	82	Camp Fees
N	83	Red Cross
N	84	Payment on Furniture
N	85	Burial
N	86	Transportation Expenses-Removal from State
A	87	Cash Grant for Income not Received
N	88	Cabinet for Linens
N	89	Stove for Heating
N	90	Cost of Clothing
N	98	Home Repairs
N	A5	Medical EAF (Disabled)
A	A6	Approved Facility/Congregate Care Facility
A	A7	Refrigerator Rental Allowance for Homeless Family Temporarily Placed in a Hotel/Motel
N	C2	Furniture Allowance for Establishment of a Home
N	C6	Transitional Child Care (Disabled)
A	C7	Transportation for Homeless Families

N	C8	Child Care in Homeless Facilities (Disabled)
N	C9	Payment for Services to Cope with Emergency
N	D1	IV-D Payment
A	D2	Child Visitation Allowance
N	D3	Excess Current Support
N	D4	Excess Support Arrears
N	D6	Merit Incentive (Disabled)
N	D7	Transitional Services Payment
N	D8	Private Adult Care Institution
N	D9	Diversion Transportation Payment
A	E1	Grant to Essential Person
A	E3	Rental Supplement
A	E5	Enhanced Shelter Allowance
A	E6	Fuel for Heating Refund
A	E7	Electricity
N	E8	Emergency Shelter Payment
A	E9	Restricted PNA
N	F5	Shelter Related Expenses and Mortgage/Tax Arrears
N	F6	Diversion Rental Payment
A	G1	Shelter/Room and Board to Guardian
A	K1	CAP Grant
A	K7	Regular Recurring CAP (Disabled)
A	L7	Learnfare Refund (Disabled)
N	N1	Emergency Non-Utility Fuel Payment
A	Q1	Family Shelter Tier I
A	Q2	Family Shelter Tier II
A	Q4	Transitional Housing
N	Q5	Upfront Cash Security Deposit (to "N" in October 2003)
A	Q6	Residential Domestic Violence
A	R7	Transportation
A	R9	Employment and Training Essential Needs
N	T1	On the Job Training Grant
N	T2	Extended Supportive Services
N	T3	Training Tuition and Fees (to "N" 3/4/2009)
N	T5	TANF Services Block Grant/Flexible Funding
A	W1	Court Ordered Retroactive Payment-Check (to "A" effective 8/31/07)
A	W2	Court Ordered Retroactive Payment-Cash

## How to Access Cognos and Produce Biennial Accounting Report

### Adding the OTDA Reporting and Agency Portal Tabs:

1. In Centraport, under the **Links** section, click on **Applications**.
2. Select **Cognos**.
3. Click **I Accept** after reading the **Warning**.



4. From the Cognos Connection screen, click on the **Tab Menu** button located to the left of the **Public Folders**.
5. Select **Add tabs...** from the resulting list.
6. Click on the link for **Public Folders**.
7. Click on the link for **Global Reports**.
8. Click on the link for **Portal Pages**.
9. In the Available Entries section, click in the box to the left of **OTDA Reporting** as well as your County/Agency.
10. Scroll back to the top and click on the green arrow in the center of the window to move this item to the **Selected Entries** section.
11. Click on the **OK** button in the lower left of the window.

### Modifying the Order of the Portal Tabs:

1. After adding the OTDA Reporting tab and your Agency tab, click on the **Tab Menu** button located to the left of the **Public Folders**.
2. Select **Modify the sequence of tabs...** from the resulting list.
3. Click on each tab and using the direction links in the bottom right corner, (**Up, Down, To top, To bottom**) move it to its desired position. The recommended tab order is listed below, but you can place them in any order that you wish.

My Folders  
 County/Agency  
 OTDA Reporting  
 Public Folders

4. Click on the **OK** button when done.

**Producing Biennial Accounting Report:**

1. The Biennial Accounting Report can be found in Cognos under:  
**Public Folders > Global Reports> OTDA> LIEN**
2. Enter a Lien Number and Date Range for the report. Click **Run**.



The screenshot shows a web form titled "Biennial Accounting Report". It contains the following fields and controls:

- Enter Lien Number:** A text input field containing the value "00000001".
- Date Range:** A section containing two date pickers:
  - From:** A date picker set to "Jan 1, 1997".
  - To:** A date picker set to "Jan 7, 2016".
- Run:** A rectangular button located below the date range fields.