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**TO:** Subscribers

**SUGGESTED DISTRIBUTION:** Commissioners, TA Directors, Child Support Directors, SNAP Directors, Staff Development Coordinators

**FROM:** Jeffrey Gaskell, Assistant Deputy Commissioner  
Employment and Income Support Programs

**SUBJECT:** Release of LDSS-5088 "IV-D Payment (Pass-Through) Mass Reauthorization (MRB/A)" Desk Guide

**EFFECTIVE DATE:** Immediately

**CONTACT PERSON:** Temporary Assistance Bureau at (518) 474-9344

The purpose of this GIS message is to introduce the newly created LDSS-5088 "IV-D Payment (Pass-Through) Mass Reauthorization (MRB/A)" desk guide.

The LDSS-5088 was developed to provide local district staff with a tool to interpret the child support pass through MRB/A eligible and exception report.

The LDSS-5088 "IV-D Payment (Pass-Through) Mass Reauthorization (MRB/A)" desk guide will not be printed, but is attached in PDF format. The LDSS-5088 may be accessed through [http://otda.state.ny.net/ldss\\_eforms/eforms/5088.pdf](http://otda.state.ny.net/ldss_eforms/eforms/5088.pdf).

A master copy can be ordered through the normal forms ordering procedures listed below. Any request for a master copy should be submitted on OTDA-876 "Request for Forms or Publications," and should be sent to:

Office of Temporary and Disability Assistance  
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## **IV-D Payment (Pass-Through) Mass Reauthorization (MRB/A)**

The IV-D Payment Mass Reauthorization (MRB/A) is a monthly automated action to authorize IV-D pass-through payments to eligible Temporary Assistance (TA) cases and to re-budget affected SNAP cases for IV-D pass-through payment income.

IV-D MRB/A results are available through the IV-D Payment Inquiry Selection (function 06) on the ABEL (WMS PA/FS Budget Calculation) Menu by WMS OFFICE/UNIT/WORKER codes. Complete eligible and exception lists are also transmitted through the Benefits Issuance Control Systems (BICS).

Cases on either the eligible or exception lists that require resolution must be reviewed and any action needed must be completed by the 20<sup>th</sup> of each month.

### **Review of the IV-D MRB/A Eligible List**

**For each case on the eligible list districts must review the MESSAGE #1, MESSAGE #2, SPEC ALERTS, CUR FA and PRE FA fields to determine if action is required.**

- The MESSAGE #1 and MESSAGE #2 fields report up to two special situations for any one case. The messages for the IV-D MRB/A are:

PA WARNING	Either the ABEL TA budget reports a surplus or the Total Current Support Paid exceeds the deficit amount. This message alerts the worker to the potential termination of TA eligibility due to increased support payments.
FS CASE NUMBER	When a TA budget contains an entry in the FS CASE NO. field, this message notifies the worker to follow-up rebudgeting in FS-MIX and cooperative case situations.
CLOCK DOWN	A close transaction was completed for the case. This places the case in "Active/Clockdown" status until the authorization TO date passes. After the TO date the case automatically closes.

- If the Special Alerts (SPEC ALERTS) field of the IV-D eligible list is populated with one of the following codes, worker review is needed to determine if action is required.

Code	Explanation
1	The TA/FS code indicates a possible SNAP authorization on a co-op TA case. If SNAP is authorized on a co-op case the worker must update the SNAP budget to include the pass-through income.
2	The IV-D income for SNAP is equal to the current IV-D payment amount. The SNAP budget has not been recalculated.
3	A SNAP claim was recalculated in the SNAP rebudgeting. The SNAP Claims Tracking Subsystem was updated upon the claim recalculation.
4	The SNAP rebudgeting resulted in no change to the SNAP allotment.
5	The SNAP rebudgeting resulted in a zero SNAP entitlement (allotment + claim)
6	The SNAP rebudgeting resulted in a zero SNAP allotment with a recalculated SNAP claim.
7	The WMS case type is SAFETY NET.
8	Unresolved Resource File Integration (RFI) status.
9	Zero SNAP Entitlement/Categorically Eligible.
A	The amount of Family Arrears currently stored on ABEL does not match the average of the two most recent Family Arrears payments. The worker must review to determine if the family arrears amount needs to be updated in the budget.
B	The case has a PREV1 and/or PREV2 pass-through payment but does not have any payment history. Consequently, to calculate the pass-through payment a default Exempt amount of \$100.00 was used to help determine the maximum payment for the month. The worker must review to determine if the case is due to an additional amount of pass-through.

Code	Explanation
D	TA budget calculation is for a different district. ABEL cross-district calculation is in use.
E	There is a current month pass-through payment that is equal to last month's pass-through payment. However, the SNAP budget cannot be updated because the current SNAP budget expires at the end of the month. The worker must review the SNAP budget.
Q	A default value was used for the Exempt Amount in determining a payment that is due for a now closed case, covering a period when it was still an active TA case. Contact the SCU to initiate a Manual Child Support Pass-Through Payment Determination Worksheet.
R	A TA recoupment is present with the balance adjusted in the MRB/A.
S	The TA case is closed and the SNAP budget has an "X" or a "T" in the separate determination field.

- The Family Arrears (CUR FA, PRE FA) fields report the dollar amount of family arrears payments received by the TA household for both the current (CUR FA) and previous (PREV FA) months. Worker review is needed to determine if a change must be made to the TA budget.

### Review of the IV-D MRB/A Exception List

For each case on the exception list districts must review the MESSAGE #1, MESSAGE #2, EXCEPTION REASON, ACTION REQUIRED, CUR FA and PRE FA fields to determine the action or actions that must be taken and manually issue any pass-through payments.

- The MESSAGE #1 and MESSAGE #2 fields report up to two special situations for any one case. The messages for the IV-D MRB/A are:

PA WARNING	Either the ABEL TA budget reports a surplus or the Total Current Support Paid exceeds the deficit amount. This message alerts the worker to the potential termination of TA eligibility due to increased support payments.
FS CASE NUMBER	When a TA budget contains an entry in the FS CASE NO. field, this message notifies the worker to follow-up rebudgeting in FS-MIX and cooperative case situations.
CLOCK DOWN	A close transaction was completed for the case. This places the case in "Active/Clockdown" status until the authorization TO date passes. After the TO date the case automatically closes.

- The Exception Reason field contains the reason the case was not automatically authorized as a pass-through payment. The following IV-D and WMS exception reasons require worker review of each case on the list.

- IV-D Exception Reasons – the child support unit is responsible to review cases that appear on the exception list with IV-D listed as the unit.

Exception Reason	Explanation
NO TA CASE #	The CSMS file lacks a TA case number for the WMS match.
NO CIN	The CSMS file lacks a WMS client identification number.
CUR COLL, NO MTH OBLI	There is a current month's collection amount but there is no monthly obligation amount.

- B. WMS Exception Reasons - The TA unit is responsible to resolve all exceptions except those that have IV-D listed as the unit. The TA unit must manually authorize payment amounts (PREV2, PREV1 and CUM IVD) in the resolution process and update the SNAP budget and paylines when appropriate.

CASE TYPE UNMATCH	The record's case type does not match the case type in the ABEL budget.
IV-D INDICATOR	The IVD-indicator on screen 01 of the case record contains an "X", "N" or "P". These selections indicate a worker decision to remove the case from the automated action.
INV CASE TYPE	The case reported in the CSMS file is not FA, SN-FP or SN-FNP.
APP STATUS	The case is in application or closed status.
PENDING STATUS	The case is in a pending status when the MRB/A ran.
Already MRA	A problem exist in the MRB/A. The case authorization number indicates it has already been reauthorized in the current MRB/A.
NO BUDGET RECORD	The case has no budget stored. TA, FS or BL; a FS re-budgeting is necessary to process the IV-D Payment.
INCOMPL PREV HIST	A pass-through payment is reported for a previous month, but a gap exists in the MRB/A record for the specific previous month. Worker review of the Authorization/Payment history is necessary to determine if a pass-through payment has already been authorized for the specific amount in question.
UNMATCH – XX99999X	The CIN reported in CSMS for a TA case does not match any CIN for that case in WMS. The unmatched CIN will be reported in the exception list.
INACTV – XX99999X	The CIN provided in CSMS is inactive in WMS. The inactive CIN will be reported in the exception list.
RECURRING IV-D LINE	The case contains a recurring IV-D payment line: payment type = D1, issuance code = 1.
NO BLANK LINE	All lines on screen 06 are filed and an IV-D Payment or SNAP allotment line must be authorized.
NO BLANK LINE FOR IV- D	Two or three IV-D payments must be authorized and only one or two blank lines are available.
FAM ARR EXCEEDS DEF	The current Family Arrears payment is greater than the case budget deficit.
REMOVE FAM ARR BDGT	No Family Arrears payments have been received for the current month and an amount is currently stored on the TA case budget. This needs to be removed as the case is no longer in receipt of Family Arrears Income.
FAM ARR TO BUDGET	Two consecutive months of Family Arrears payments have been received and it is now considered a recurring payment which now needs to be stored as unearned income on the TA case budget.
Invalid TA TO Date (INV TA BDGT – MM/DD/YY)	The TA Budget TO Date does not extend beyond the end of the month of the MRB/A and therefore cannot be updated.
Future TA Budget (FUTURE TA BDGT)	The TA Budget FROM Date begins after the first of the month following the MRB/A.
NO PA BUDGET	A case has neither a TA nor a Bottom-Line Budget.

PA and BL BUDGET	A case has both a TA and Bottom-Line Budget.
PA RECOUPMENT	A recoupment is present but the FROM Date is not the first of the month. The recoupment balance cannot be recalculated in the MRB/A.
MULTI ASSIGN SUPPRT	The TA Budget contains more than one occurrence of Unearned Income'13' (Child/Spousal Support Assigned to Agency).
No Available Unearned Income Line (NO AVAIL UNE INC LINE)	The TA Budget does not have an unfilled Unearned Income Line available to store the Monthly Obligation And Exempt amounts.
DIRECT SUPPORT	The TA Budget contains unearned income source 06 (Child Support Payments) paid directly to the recipient.
NO C UNDER 21	On the TA case there are no active individuals, or individuals subject to pro-rata sanction, that are under 21 years of age. (This exception should be referred to the Child Support Unit if the case was closed prior to three months before the month of the current IV-D MRB/A.)
TEMP ABSENT	A non-group home case with either a PA ADD NEEDS type of "40" or "41" in the PA ALLOWANCE field on ABEL.
TRANS SHLT	The Shelter Type is 06, 19, 20, 21, 22, 33, 36 or 37.
PA AUTH – MM/DD/YY	The TA authorization TO date does not extend into the MRB/A month.
CASE DENIAL	The case is not currently an active TA case on WMS, as of the MRB/A run date. The case is in denial status.
PA CLOSE – MM/DD/YY	The case is closed and the date it was closed.
FS AUTH OTH CASE	No pass-through payment is reported for the present MRB/A, but the record indicates a pass-through payment was authorized in the previous MRB/A. The TA case has a TA/FS code "04" (Do not authorize – Non-TA person in the household).
FS AUTH PENDING	The TA case has a TA/FS code of 05 (FS Authorization Pending).
FS AUTH – MM/DD/YY	A SNAP allotment must be authorized, but the FS authorization TO date ends before the date of the MRB/A.
BL BUDGET EXISTS	The case has a BL budget stored. However, without an ABEL SNAP budget, SNAP re-budgeting is necessary for the IV-D payment.
NO FS RECORD	The SNAP benefit must be re-budgeted for the IV-D payment, but a SNAP budget does not exist.
NO FS UPDATE	The SNAP benefit must be re-budgeted for the IV-D payment, but the SNAP budget was not stored following the last TA budget storage.
FS AND BL EXIST	The SNAP benefit must be re-budgeted for the IV-D payment, but both an ABEL SNAP and BL budget are stored in the TA/SNAP case.
SEP DET STATUS	The TA case with a TA/FS code of 07 or 08 is closed within two months of the MRB/A and a separate determination indicator exists on the ABEL SNAP budget.

SEP DET IND	The TA/SNAP case is active, but the SNAP budget contains an "X" in the separate determination field.
FS BDGT – MM/DD/YY	The SNAP benefit must be re-budgeted for the IV-D payment, but the SNAP budget TO date does not extend beyond the current month.
FUTURE FS BDGT	The SNAP budget FROM date begins after the first of the month following the MRB/A.
MULT IV-D INCOMES	The SNAP budget contains more than one unearned income source 87 (IV-D Payment).
NO IVD IN FS	The MRB/A record indicates a IV-D payment must be deleted from the SNAP budget, but the stored SNAP budget does not contain an IV-D payment.
NO AVAIL INC SRC	All four unearned incomes on the SNAP budget are being used and none of them is source code 87 (IV-D Payment).
BGT EXTENDS AUTH	The SNAP budget TO date extends beyond the FS authorization TO date.
NO BLANK LINE FS	No blank payment line is available to write a new SNAP payment line.
NO FS REF LINE	A new allotment must be authorized, but there is no recurring SNAP benefit ('96') payline to reference.

3. The ACTION REQUIRED field displays the code which summarizes the action required for each case.

Action Required Field Action Codes	Worker Action
C	Write pass-through line for current support month.
P 1	Write pass-through line for month prior to current support month.
P 2	Write pass-through line for two months prior to current support month.
F	Re-budget SNAP to update pass-through payment income. Write SNAP payment line when appropriate.
C P 1 2 F	All of the above codes in one case.

4. The Family Arrears (CUR FA, PRE FA) fields report the dollar amount of family arrears payments received by the TA household for both the current (CUR FA) and previous (PREV FA) months. Worker review is needed to determine if the case remains eligible for TA or if a change must be made to the TA budget.

Format of the IV-D MRB/A Eligible and Exception Lists

The Eligible list will be produced in the following format:

WMS MASS REBUDGETING – IVD ELIGIBLE LIST										MM/YY	PAGE XX of XX	
WMRIV2	DIST	CHEM	OFC	UNIT	WRKR	MRB/A	CASE NAME	ORDER			MM/DD/YY	
CASE NAME						MESSAGE #1	PREV 2	PREV 1	CUR IVD	NEW FS	CUR FA	SPEC ALERTS
CASE NUMBER						MESSAGE #2	CUM2	CUM1	CUR CUM	OLD FS	PRE FA	ACTION CODE
						MONTH OBL	EXMT2	EXMT1	EXMT CUR			

The Exception list will be produced in the following format:

WMS MASS REBUDGETING – IVD EXCEPTION LIST										MM/YY	PAGE XX	
WMRIV1	DIST	CHEM	OFC	UNIT	WRKR	MRB/A	CASE NAME	ORDER			MM/DD/YY	
CASE NAME						MESSAGE #1	PREV 2	PREV 1	CUR IVD	CUR FA		EXCEPTION REASON
CASE NUMBER						MESSAGE #2	CUM2	CUM1	CUR CUM	PRE FA		ACTION REQUIRED
						MONTH OBL	EXMT2	EXMT1	EXMT CUR			

The fields in the exception list are the same as the eligible list, except for the last column. The fields in the last column of the exception list are titled EXCEPTION REASON and ACTION REQUIRED. Additionally, the exception list does not report SNAP amounts because SNAP was not re-budgeted in the MRB/A but may have to be manually re-budgeted during the resolution process.

ELIGIBLE AND EXCEPTION LISTS FIELDS AND DESCRIPTIONS			
FIELD	DESCRIPTION	FIELD	DESCRIPTION
Case Name	The name of the WMS TA case reported in the support collection file	Case Number	The WMS case number reported in the support collection file.
Message #1 Message #2	<p>The message lines report up to two special situations for any one case.</p> <p><b>MESSAGE PA WARNING</b> Either the ABEL TA budget reports a surplus or the Total Current Support Paid exceeds the deficit amount. This message alerts the worker to the potential termination of TA eligibility due to increased support payments.</p> <p><b>FS CASE NUMBER</b> When a TA budget contains an entry in the FS CASE NO. field, this message notifies the worker to follow-up rebudgeting in FS-MIX and cooperative case situations.</p> <p><b>CLOCK DOWN</b> A close transaction was completed for the case. This places the case in "Active/Clockdown" status until the authorization TO date passes. After the TO date the case automatically closes.</p>	PREV2 PREV1	This is the amount of the pass-through payment authorized for the two months (PREV2) or month (PREV1) prior to the current support month.
CUM2 CUM1	This is the total child support reported in the two months (CUM2) or month (CUM1) prior to the current support month. This amount may not exceed \$200.	CUR IVD	This amount is the IV-D payment authorized for the current support month, just prior to the MRB/A. This field will always equal the CUR CUM field.
CUR CUM	This is the total IV-D payment reported for the current support month. This field will always equal the CUR IVD field.	NEW FS/ OLD FS	An amount will be reported in this field only if a SNAP rebudgeting occurs. The NEW FS reports the result of the MRB/A calculation. The OLD FS reports the preceding amount of the SNAP entitlement. The NEW FS amount will be the amount of the SNAP payment unless a SNAP claim is present in the case.
MONTH OBL	This is the current Monthly Obligation amount.	EXMT2 EXMT1	This is the amount used for the Exempt Amount during previous two month's (EXMT2) or the previous month's(EXMT1) IV-D MRB/A.

EXMT CUR	This is the amount used for the exempt amount during the current month's IV-D MRB/A.	CUR FA	Current family arrears payment.
PRE FA	Previous month's family arrears payment.	SPEC ALERTS	The special alerts line reports special case of budget situations in numerical code. Alerts indicate possible worker follow-up to a MRB/A action. The IV-D MRB/A has sixteen alerts.
ACTION CODE	This line summarizes the MRB/A action with a set of codes.		

**The Action Codes on the Eligible list are for information only and tell the district what action was taken during MRB/A. No district action is required.**

Action Codes for the Eligible List	Action Taken
C	Pass-through issued for current support month.
P 1	Pass-through issued for month prior to current support month.
P 2	Pass-through issued for two months prior to current support month.
F	Re-budget SNAP to update pass-through payment income. Updated pay lines if needed.
C P 1 2 F	All of the above in one case.