



**NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY  
ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NY 12243-0001**

**David A. Paterson**  
*Governor*

**David A. Hansell**  
*Commissioner*

**Informational Letter**

**Section 1**

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|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Transmittal:</b>                    | 09-INF-10                                                                                                                                                                                                                |
| <b>To:</b>                             | Local District Commissioners                                                                                                                                                                                             |
| <b>Issuing Division/Office:</b>        | Center for Employment and Economic Supports                                                                                                                                                                              |
| <b>Date:</b>                           | April 28, 2009                                                                                                                                                                                                           |
| <b>Subject:</b>                        | Modifications made to the Upstate CSMS 8649: "Obligation and Collection Greater Than Assistance Granted" Report and New York City CSMS 8649: "Obligation and Collection Greater Than Assistance Granted" Report          |
| <b>Suggested Distribution:</b>         | Temporary Assistance Staff<br>Food Stamps Staff<br>Transitional Opportunities Program (TOP) Coordinators<br>Medical Assistance Staff<br>Staff Development Coordinators<br>Employment Staff<br>Child Support Coordinators |
| <b>Contact Person(s):</b>              | Policy Questions: Temporary Assistance Bureau @ 1-800-343-8859, extension 4-9344                                                                                                                                         |
| <b>Attachments:</b>                    | 1. Sample Part B for the Upstate CSMS 8649 Report<br>2. Sample Part B for the New York City CSMS 8649 Report                                                                                                             |
| <b>Attachment Available On – Line:</b> | <input checked="" type="checkbox"/>                                                                                                                                                                                      |

**Filing References**

| <b>Previous ADMs/INFs</b> | <b>Releases Cancelled</b> | <b>Dept. Regs.</b>                                                                 | <b>Soc. Serv. Law &amp; Other Legal Ref.</b>                                                       | <b>Manual Ref.</b>                                                               | <b>Misc. Ref.</b>                       |
|---------------------------|---------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------|
| 09 ADM-04<br>08 ADM-08    |                           | 347.12<br>347.13<br>352.15<br>352.31(a)<br>360-3.3(c)<br>369.2 (b)<br>370.2 (d)(8) | SSL 111-b;<br>111-c (2)(a),<br>(b) and (d);<br>SSL 131-a<br>(8)(a)(v);<br>SSL 158<br>(e);SSL 349-b | ABEL Manual<br><br>Temporary Assistance Source Book (TASB) Section S, Chapter 9. | Dear Colleague Letter November 21, 1995 |

## Section 2

### I. Purpose

The purpose of this Informational Letter (INF) is to introduce modifications made to the upstate CSMS 8649: “*Obligation and Collection Greater Than Assistance Granted*” report (hereinafter “upstate CSMS 8649 report”) and New York City CSMS 8649: “*Obligation and Collection Greater Than Assistance Granted*” report (hereinafter “NYC CSMS 8649 report”) and to apprise local districts that this modified report was put into production on January 30, 2009.

### II. Background

Effective January 30, 2009, modifications were made to both the upstate and NYC CSMS 8649 report to include a new Section B, entitled “At Least Three Consecutive Months Greater.” Additionally, Section A of the NYC CSMS 8649 has also been modified to include the Public Assistance (PA) suffixes of Temporary Assistance (TA) cases.

### III. Program Implications

The upstate CSMS 8649 report (Attachment 1) and NYC CSMS 8649 report (Attachment 2) continue to assist local district staff in identifying cases that require review for appropriate case action by reporting TA cases which meet the conditions below:

- the sum of all current child support obligations exceeds the TA needs and potential pass-through payment; **and**
- the sum of all child support collections for the month exceed the TA needs amount and potential pass-through payment.

Effective February 2009, both the upstate and NYC versions of the CSMS 8649 report have been modified to include the following additional information:

#### A. NYC Only

NYC CSMS 8649 report has been modified to include the PA Suffix of TA cases listed on Section A of the report.

#### B. Upstate and NYC

The upstate CSMS 8649 report and NYC CSMS 8649 report have been modified to include new Section B, “At Least Three Consecutive Months Greater.”

##### 1. Section B: “At least Three Consecutive Months Greater”

New Section B, “*At Least Three Consecutive Months Greater*,” will contain the same data elements as cases listed on Section A; however, only TA cases listed on Section A of the current month of the report which were also listed on Section A of the two prior monthly reports will be listed in Section B. Thus, cases identified in Section B will have appeared

in Section A for at least three consecutive months and require review for possible case action.

Please note that no case information will appear in the new Section B, “*At Least Three Consecutive Months Greater*” for the January 2009 or February 2009 reports. It will take three months of processing and data collection under the new format for TA cases to appear in Section B of the report. For this reason, information will first appear in Section B of the report at the end of March 2009.

Cases that appear on Section B of the report will almost always be cases that should be processed for TA case closing because the current monthly child support collections have exceeded the TA needs (plus the amount of the child support pass-through) for three consecutive months. Managers must review cases reported in Section B with the responsible worker to determine if continuing TA eligibility exists or if the case must be closed. The modified report enables district managers to use Section B: “*At Least Three Consecutive Months Greater*,” as a management tool to monitor the TA cases described above more effectively.

**Note:** *TA workers must continue to confer with IV-D when a case first appears on Section A of the CSMS 8649 report or NYC CSMS 8649 report to verify the obligation amount, determine whether the obligation amount is expected to be received regularly, and take action to close the case, where appropriate.*

## 2. **Accessing the CSMS 8649 Report**

For Upstate, the CSMS 8649 report continues to be a Benefit Issuance Control System (BICS) report and is available by accessing the BICS queue on the first Friday of each month. Upstate districts’ BICS operators must process the monthly report for immediate distribution to TA workers. The report is also available on CSMS Worker Reports on COLD as a report named “MSUPPGTRGRNTD”.

For NYC, a text file of the NYC CSMS 8649 report is sent to NYC Human Resource Administration (HRA) for monthly processing.

## 3. **Additional Information**

TA worker responsibilities related to the use of the above-mentioned reports are outlined in Chapter 9, Section S, #14, of the Temporary Assistance Source Book.

District staff must continue to use their respective upstate CSMS 8649 report and NYC CSMS 8649 report to identify cases where the current monthly child support collections have exceeded the TA needs (plus the amount of the pass-through) and must be reviewed for appropriate case action, including discontinuance of assistance, if necessary.

Additional information regarding the CSMS 8649 report and the NYC CSMS 8649 report will be released in a forthcoming ADM.

**Issued By**

**Name:** Russell Sykes

**Title:** Deputy Commissioner

**Division/Office:** Center for Employment and Economic Supports