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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 91 LCM-79

Date: May 3, 1991

Division: Income Maintenance

TO: Local District Commissioners

SUBJECT: Child Support Pass-Throughs

ATTACHMENTS: None

Districts are required to disregard and "pass-through" the first \$50 of current support collected each month for each public assistance household. Households which are due pass-through payments are identified in the monthly IV-D mass-rebudget/authorization (IV-D MRB/A), which is available to districts on the first Monday following the second day of each month (i.e., between the 3rd and the 9th of the month). The IV-D MRB/A authorizes pass-through payments, rebudgets the next month's food stamp benefits for cases on the "eligibles" list, and produces an "exceptions" list of cases which require a determination of whether a household is owed a pass-through. If it is determined that a household on the exceptions list is owed a pass-through, the district must manually authorize the issuance and manually rebudget the next month's food stamp benefits.

To ensure that pass-through payments are issued timely and that timely and adequate notice of any resulting reductions in food stamp benefits are provided, as appropriate, districts should adhere to the following guidelines, effective immediately:

1. Districts Outside New York City
  - a. BICS printing of IV-D pass-through payments should be requested immediately upon receipt of the monthly IV-D MRB/A "eligibles" list; and
  - b. subsequent BICS runs of IV-D pass-through payments should be requested at least once a week during the remainder of the month to process the "exceptions" cases and re-issuances of lost or stolen checks; and

2. All Districts (Including New York City)

All pass-through payments, including manually authorized "exceptions" payments, must be issued by the 20th day of each month.

Contact Persons

Public Assistance - 1-800-342-3715  
Carolyn Karins, ext. 4-9343

Child Support/CSMS - 1-800-342-3012  
County Representative

Food Stamps - 1-800-342-3715  
County FS Representative, ext. 4-9225

WMS - 1-800-342-3715  
Jim Lougen, ext. 4-9340

Distribution

Please provide copies of this memorandum to your Income Maintenance, Food Stamp, Child Support Enforcement and Support Collection staffs and your BICS coordinator.

Additional Information

An Administrative Directive will be forthcoming.

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Oscar R. Best, Jr.  
Deputy Commissioner  
Division of Income Maintenance