

# Request for a First-Level Desk Review of Pass-through Payment or Cumulative Excess Support Payment

Read the enclosed information and instructions before completing this form.

You can request a first-level desk review if you believe you are owed money from a child support pass-through payment, or if you believe the social services district (district) has kept more child support than you received in Temporary Assistance (TA).

## Section A - Your Information

Name: \_\_\_\_\_ SSN or ITIN: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Client Identification Number (CIN): \_\_\_\_\_

Temporary Assistance Case Number(s) (TA CAN[s]): \_\_\_\_\_

New York Case Identifier(s) (Child Support Account Number[s]): \_\_\_\_\_  
(If more than one, please list all.)

## Section B - Type of Request

I am requesting a first-level desk review

The best time to contact me is:

I am requesting a conference with the Support Collection Unit and a first-level desk review.

\_\_\_\_\_ a.m. p.m.

**Agency Use Only:** Conference held on: \_\_\_\_\_ Notes in Doc Log? Yes No

## Section C - Type of Review

I am requesting a first-level desk review of a:

**Pass-through payment** – Check this box if you believe you are owed money from a pass-through payment for the time period of \_\_\_\_\_ (month/year) to \_\_\_\_\_ (month/year).

**Pass-through payments are an amount up to:**

- \$100.00 per month of current support collected or up to the current support obligation amount, whichever is less, for a family with one individual under the age of 21 active on the TA case; or
- \$200.00 per month of current support collected or up to the current support obligation amount, whichever is less, for a family with two or more individuals under the age of 21 active on the TA case.

**The review period for a pass-through payment desk review is limited to the calendar year in which the desk review is requested and the previous calendar year, and only for the months during which an assignment of support rights was in effect.** That is, the desk review may, at most, only go back to January of the previous calendar year.

**Cumulative excess support payment** – Check this box if you believe the district has kept more child support than you have received in TA.

The time period for a cumulative excess support payment desk review includes the entire time period that you received TA. The desk review period will begin on the first date you received TA and will end on the last month child support was kept by the district.

I am requesting a first-level desk review because: (attach additional sheets if necessary)

You may attach documentation to support your reason for requesting a first-level desk review.

Are you attaching any documentation? Yes No

## Section D - Signature and Date

This form was completed and submitted by:

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Return this form to the Support Collection Unit in the county that handles your child support account. See the enclosed instructions for more information.