

IPAY
IM PAYMENT SCREEN

PURPOSE AND USES:

Use transaction IPAY to:

- Obtain a listing of each Income Maintenance payment received by an individual payee for the past 36 months;
- Determine if a check was issued , check number, date and the amount;
- Determine the status of checks including pulled, returned, remailed, recoupment, aged EBT payments, pended EBT payments, and cancellation information;
- Help in determining the amount of underpayment of overpayment.

Regular monthly payroll, retroactive and deficiency payments are recorded.

SOURCE OF DATA/UPDATE:

Income Maintenance payroll file. Information is updated as the payroll file is updated. Payment information is retained through the 36th month after issuance. For payments older than 36 months, see Assistance Payments Posting Fiche.

INPUT DATA

1. Name of screen (IPAY)
2. Categorical prefix, sequence code if other than '1', DCN of payee.

OUTPUT DATA

IPAY SCREEN:

CASE NO: Categorical prefix,
3 digit pay county and 8
Digit Departmental Client
Number of payee.

NAME: Last, first, middle initial of payee for whom information is being requested.

NO. PERSONS:

Number of Temporary Assistance children included in check amount.

CHECK SER-NO:

“K” = regular monthly payroll, paper check

“M” = daily paper check (i.e. deficiency or retroactive)

“A” = check issued to replace an outlawed check

“Y” = direct deposit regular payroll

“X” = direct deposit daily

“D” = EBT regular payroll

“C” = EBT daily

“W” = wage supplementation – the grant has been diverted to an employer

NOTE: County office workers cannot pull a “C” issuance. Budget and Finance (DBF) must be contacted to pull these issuances.

PARTIAL-AMOUNT:

The partial amount is the amount of Temporary Assistance benefits returned to the state due to the aging process, from an electronic benefit transfer (EBT) account, by the EBT contractor. In these situations, the check number is repeated on the line immediately above the original payment. Otherwise, the amount is the amount of cash benefits issued.

DATE:

Date the check was issued. MMDDYY.

CODES:

These codes depend upon their position under the letters “O”, “D”, “E”, and “S” of “CODES”.

If “S” is listed below “O”, the case includes a 2nd parent.

If “V”, “W”, “X”, “Y”, “B”, “P”, etc. is listed below “D”, it corresponds to the codes for level of care, field 13G, IM-5/IMU5 code sheet.

If “I” or “Q” is listed here it indicates a \$50 Pass-Thru check from Child Support Enforcement.

NOTE: This will be in history only. Pass-Thru checks are not issued currently.

If “G” appears below “E”, it means caretaker payment is included.
 If “U” appears here it indicates two-parent household case.

The other letters which may appear under “E”, are the same as the codes for refugees, field 26, IM-5/IMU5 code sheet.

If an asterisk (*) appears under the “S” of codes, the check is an SNC personal needs check.

STATUS DATE:

This field contains a check status code and an effective date for that code. The codes and their definitions are as follows:

“C” = The payment has been cancelled.

“CA” = A Temporary Assistance payment originally issued to an EBT account, has been returned due to the aging process.

“CP” = A Temporary Assistance payment was never issued as no photo or photo exempt reason was not entered.

NOTE: This will be history only as no photo is required at this time.

“E” = The check was pulled in error.

“H” = The worker requested the check be pulled and the system has accepted that request.

“I” = Returned to DBF.

“J” = Re-mailed to claimant.

“K” = Re-mailed to county.

“L” = Stop payment request.

“M” = The check had an “H” check status code but was mailed in error.

“N” = Stop payment release.

“O” = The check has been outlawed.

“P” = The check has been physically pulled.

“U” = the payment was returned as undeliverable and could not be re-mailed within the month of intended use. This may be the result of:

- a check returned to B & F by the postal service;
- a check returned by the county office with and Check Transmittal (IM-206);
- a direct deposit returned by a recipient’s bank;
- or a payment authorized via EBT which cannot e posted to an EBT account because no photograph of the recipient as been made, or an incorrect client type has be used. This will change to “CP” next month after the 2nd cancellation.

NOTE: This will be in history only. No photo requirement exists at this time.

“W” = The check was returned by the county office on a CARS-2 but was not endorsed.

“R” = A replacement check has been issued.

“F” = The check was forged and has been replaced.

For “R” and “F” codes the date will be the mail date of the replacement check.

“PD” = Around the fifth of each month, IPAY is updated to verify checks that were cashed in the previous month. The code “PD” appears in the status column along with its paid date.

NOTE: This “PD” code does not change the current policy of contacting DBF PRIOR to completing the Affidavit For Forgery or the Affidavit of Replacement Check. DBF must still be called PRIOR to sending the forms. If they are not contacted PRIOR to sending the forms, the Affidavits will be marked “VOID” and will be returned to the originating county.

RESTIT XREF:

If restitution was made from the check, the amount appears in this field.

When an aged Temporary Assistance benefit is restored to an EBT account or paid to direct deposit, the original authorization number appears here.

If an outlawed check is replaced, an "A" series check is issued. The XREF area will reflect the corresponding "A" series number for the "K" or the "M" series check and vice versa.

COUNTY LOAD:

The numeric pay county code for the case appears under "CNTY". The load number of the individual authorizing the payment appears under "LOAD".

COMPUTER MESSAGES:

NO CHECK RECORD ON FILE: The case number entered matches to an IM record but there are no check records on file for this DCN.

RECORD NOT ON FILE: The case number entered does not match to an IM record on file or the check has not yet been written.

Additional information about the payment tracking system is found in Chapter XII, Administrative procedures.