

	Agency Name	Office of Family Support (OFS)			
	Chapter No./Name	09 – Support Enforcement Services (SES)			
	Part No./Name	B. Program Overview			
	Section No./Name	B-500 Processing Fees and Payments			
	Document No./Name	B-590 Suspense Payments			
	Dates	Issue	March 1, 2010	Effective	March 1, 2010

Review all payments that go into suspense immediately to determine if the payment can be posted into a LASES case for distribution. If the payment cannot be distributed immediately, conduct regular periodic reviews to timely clear the suspense.

Make every effort to distribute all payments as soon as possible. To assist in timely distribution of support payments, a debt may be entered on a LASES case prior to receipt of a court order in some situations * (voluntary debts). **

Clear all suspense monies within 12 months of receipt, either through posting and distribution to the payee or by refund to the payor. The only exception is when the payment cannot be associated with a IV-D case and cannot be returned to the payor.

B-591 * UNCLAIMED PROPERTY

For SES purposes, unclaimed property is defined as collections that have been in suspense for more than 12 months in one of the following situations:

- the payment cannot be associated with a case, or
- the payment cannot be distributed to the custodial party, cannot be returned to the noncustodial parent, and cannot be applied to state owed arrears. **

In July of every year, each SES * District office must review the Suspense Control Report (LEM 5580 R1 run on or about June 30th) to determine which suspense items are to be declared unclaimed property. Payments, which have been in suspense for at least 12 months as of June 30th of the current year and meet the unclaimed property definition, should be reported to State Office in a memo by July 31st of each year. ** The memo shall provide all available payment information including at a minimum:

- Batch number and batch date,
- Payor name, if known,
- Payor address, if known,
- Collection date,
- Check date, if known,
- Check number,
- Check amount, and
- Social Security Number, if known.

SES * District ** Offices must retain a copy of the report for ten years.

Upon receipt of the report, SES State Office will remove these payments from suspense and notify OM&F to transfer these funds to the Department of * the Treasury. **

If the payment is identified after it has been sent to * the Department of the Treasury ** send a request to State Office to issue a refund to the party or to post the money into a LASES case.