U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-2092

Phone: (312) 751-7139
TTY: (312) 751-4701
Web: http://www.rrb.gov

17.100.10 Introduction

Adjustments due to unapplied cash are to be done without the folder, where possible. Unapplied cash adjustments are based on records entered on the Unapplied Table (UNAP) on PARS by the Debt Recovery Division of the Bureau of Fiscal Operations (BFO-DRD). The following procedure defines the responsibilities of BFO-DRD and claims examiners and authorizers of the Office of Programs and explains how to apply the unapplied cash once the examiner has determined where the unapplied cash is to be credited.

The following are excluded from folderless processing.

- Cases where the folder is charged to another adjudicative unit. (An annuity adjustment may be ongoing.)
- Cases where an annuity accrual was withheld and applied to an overpayment and another cash receipt is subsequently received and applied to the overpayment.
- Cases involving unusual circumstances that warrant review of the folder.

17.100.11 Assignment of work

Examiners are given a "slash folder" containing a white route slip showing the claim number and including a copy of the UNAP screen and any other information supplied by DRD. Examiners will be responsible for securing all information necessary to process the adjustment(s) for each unapplied cash receipt. Unapplied cash does not always mean there is money to be paid out. Often it is a matter of correcting the PAR record. You must determine why the cash receipt has been listed as unapplied and what action should be taken.

If you determine that a folder should be secured, provide the senior claims examiner with the reason on the white route slip attached to the "slash folder", along with your name.

17.100.12 Source of unapplied cash

Unapplied cash can result from any of the following transactions received by BFO-DRD.

1. Unsolicited cash refunds from financial institutions, executor of estates, and family members.

U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-2092

Phone: (312) 751-7139
TTY: (312) 751-4701
Web: http://www.rrb.gov

2. Cash refund received in a case where the debt has not been established on PAR.

3. Incorrect PAR balance.

4. Treasury credits.

5. Overreimbursement by annuitant, financial institution, annuitant's family, or a representive of the annuitant's family.

6. Two overpayments repaid with one check.

17.100.13 BFO-DRD responsibilities

BFO-DRD will take the following steps when unapplied cash occurs.

Step	Action
1	Validate the claim number associated with the unapplied cash receipt.
2	Search for PAR record (either RRA, RUIA or MEDICARE).
3	Reconcile SSA Trust Funds type cases.

17.100.14 Claims examiner responsibilities

Senior Examiners access the UNAP screen daily to identify new unapplied cash records. The examiner is then responsible for checking the following mechanical systems to determine why the credit is listed as unapplied cash: (Make screen prints that will assist in preparing any award or correction action.)

- PAR – Verify that the debt information is correct.
- PREH - View RHRRID(3200), RRADDR(3273), RHACOPO(3275) to check for term/susp cause and effective dates, direct deposit information, payments made, credits reversed and overpayments computed on mechanical vouchers.
- DATAQ - Check the term/susp cause code and effective date.
- PAYBACK - Check for any returned payments.

U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-2092

Phone: (312) 751-7139
TTY: (312) 751-4701
Web: http://www.rrb.gov

- FOMF - Check the name, address and telephone number of the financial organization.
- PISTATUS - Check for status of non-receipt claims and cancellation requests.

It may not be necessary to access all systems listed above. In addition, others not listed may need to be used if they contain information needed to complete the action on the unapplied cash record on the UNAP Table.

17.100.15 Disposition of unapplied cash case

After determining why the credit is listed as unapplied cash, access the UNAP Table on PARS by entering “N” in the ACTION field and “UNAP” in the TABLEID field, and take the action(s) described below.

Applying entire cash amount

The following table explains how to apply cash to an existing billing document.

Step	Action
1	Enter “C” in the action field.
2	Enter billing document ID and press ENTER.

PAR Processing

The cash receipt will be applied to the billing document that night. The unapplied cash receipt will be gone from the UNAP table the next day.

Applying cash to a new billing document

The following table explains how to apply the full amount of the unapplied cash to a new billing document.

Step	Action
1	Enter “C” in the action field.
2	Enter billing document ID.

U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-2092

Phone: (312) 751-7139
TTY: (312) 751-4701
Web: http://www.rrb.gov

3	Enter “Y” in “NEW BD”.
4	Enter the cause code of the overpayment in “CAUS”.
5	Enter the source code of the overpayment in “SRCE”.
6	Enter the type of annuitant code in “TYP”.

PAR Processing

A PDIT record will be added and a billing document will be processed that night. A cash receipt modification will be created decreasing the overpayment to zero and adding a new line to apply the cash to the new billing document.

Applying partial cash to an existing billing document

The following table explains how to apply a partial amount of the unapplied cash to an existing billing document.

Step	Action
1	Enter “C” in the action field.
2	Enter the amount of the unapplied cash that you wish to apply to the existing billing document (Cannot be greater than the unapplied amount).
3	Enter the the billing document ID and press ENTER.

PAR Processing

A cash receipt document modification will be processed decreasing the line by the amount applied to the existing billing document. A new line will be added to apply the cash to the overpayment on the indicated billing document.

Applying partial cash to a new billing document

The following table explains how to apply a partial amount of the unapplied cash to a new billing document.

U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-2092
Phone: (312) 751-7139
TTY: (312) 751-4701
Web: http://www.rrb.gov

Step	Action
1	Enter “C” in the action field.
2	Enter the amount of the unapplied cash you wish to apply to the new billing document. Do not enter an amount greater than the unapplied amount.
3	Enter the billing document ID.
4	Enter “Y” in NEW BD.
5	Enter the cause code of the overpayment in “CAUS”.
6	Enter the source code of the overpayment in “SRCE”.
7	Enter the type of annuitant code in “TYP”.
8	Press ENTER.

PAR Processing

A PDIT record will be added and a billing document will be processed. A cash receipt modification will be created decreasing this line by the amount applied to the billing document and adding a new line to apply the cash to the new billing document.

Applying cash to over reimbursement

The following table explains how to apply cash to an over reimbursement.

Step	Action
1	Enter “C” in the action field.
2	Enter “P” (paid out) or “U” (not paid out) in OVERREIM.
3	Press ENTER.

PAR Processing

U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-2092

Phone: (312) 751-7139
TTY: (312) 751-4701
Web: http://www.rrb.gov

A cash receipt document modification will be processed, decreasing this line to zero. A C3 cash receipt will be created to apply the money to the applicable B3 document.

Applying partial cash to overreimbursement

The following table explains how to apply partial cash to an overeimbursement.

Step	Action
1	Enter "C" in the action field.
2	Enter amount you wish to apply and enter "P" (paid out) or "U" (not paid out) in OVERREIM.
3	Press ENTER.

PAR Processing

A cash receipt document modification will be processed, decreasing this line by the amount entered. A C3 cash receipt will be created to apply the money to the applicable B3 document.

Applying partial cash to an existing billing document, remainder to overreimbursement

The following table explains how to apply partial cash to an existing billing document and the remainder to overreimbursement.

Step	Action
1	Enter "C" in the action field.
2	Enter the amount you wish to apply to the billing document (cannot be greater than unapplied amount).
3	Enter the billing document ID.
4	Enter "P" (paid out) or "U" (not paid out) in OVERREIM.
5	Press ENTER.

U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-2092
Phone: (312) 751-7139
TTY: (312) 751-4701
Web: http://www.rrb.gov

PAR Processing

A cash receipt document modification will be processed decreasing this line to zero and adding a new line to apply the cash to the indicated billing document. A C3 cash receipt will be created applying the remainder to the applicable B3 document.

Applying partial cash to a new billing document, remainder to overreimbursement

The following table explains how to apply partial cash to a new billing document and the remainder to overreimbursement.

Step	Action
1	Enter “C” in the action field.
2	Enter amount you wish to apply to the new billing document (cannot be greater than the unapplied amount.
3	Enter the billing document ID.
4	Enter “Y” in NEW BD.
5	Enter the cause code of the overpayment in CAUS.
6	Enter the source code of the overpayment in SRCE.
7	Enter the type code of the annuitant in TYP.
8	Enter “P” (paid out) or “U” (not paid out) in OVERREIM.
9	Press ENTER.

Unapplied Cash is MEDICARE or check reclamation credit

The following table explains action to be taken if the unapplied cash represents MEDICARE or check reclamation credit that must be reversed through the Treasury Department.

Step	Action

U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-2092
Phone: (312) 751-7139
TTY: (312) 751-4701
Web: http://www.rrb.gov

1	Enter "C" in the action field.
2	Enter "M" in OVERREIM to apply cash to Medicare or "T" to apply cash to TRACS.
3	Enter claim number (SSN) and suffix.
4	Press ENTER.

Applying Partial Cash to an Existing Billing Document, Remainder to MEDICARE or TRACS

The following table explains how to apply partial cash to an existing billing document and the remainder to Medicare.

Step	Action
1	Enter "C" in the action field.
2	Enter the amount you wish to apply to the billing document (cannot be greater than unapplied amount).
3	Enter the billing document ID.
4	Enter "M" in OVERREIM to apply to Medicare or "T" to apply to TRACS.
5	Enter the claim number (SSN) and suffix.
6	Press ENTER.

PAR Processing

A cash receipt document modification will be processed decreasing this line to zero and adding a new line to apply the cash to the indicated billing document. A C3 cash receipt will be created applying the remainder to the applicable B3 document.

Applying partial cash to a new billing Document, Remainder to Medicare or TRACS

The following table explains how to apply partial cash to a new billing document and the remainder to Medicare.

U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-2092

Phone: (312) 751-7139
TTY: (312) 751-4701
Web: http://www.rrb.gov

Step	Action
1	Enter “C” in the action field.
2	Enter the amount you wish to apply to the new billing document (cannot be greater than the unapplied amount).
3	Enter the billing document ID.
4	Enter “Y” in NEW BD.
5	Enter the cause code of the overpayment in CAUS.
6	Enter the source code of the overpayment in SRCE.
7	Enter the type code of the annuitant in TYP.
8	Enter “M” in OVERREIM to apply to Medicare or “T” to apply to TRACS.
9	Enter the claim number (SSN) and suffix.
10	Press ENTER.

PAR Processing

A PDIT will be added and a billing document will be created. A cash receipt modification will be processed decreasing this line to zero and adding a new line to apply the cash to the new billing document. A C3 cash receipt will be created applying the portion not applied to the applicable B3 document.

Applying Cash to Social Security

The following table explains how to apply cash to Social Security.

Step	Action
1	Enter “C” in the action field.
2	Enter “S” in OVERREIM.

U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-2092
Phone: (312) 751-7139
TTY: (312) 751-4701
Web: http://www.rrb.gov

3	Enter the SSA claim center code (GLP = Great Lakes, NEP = Northeastern, SEP = Southeastern, MAT = Mid-Atlantic, MAM = Mid-America, WPS = Western), SSN and alpha suffix to the right of SSA.
4	Press ENTER.

PAR Processing

A cash receipt document modification will be processed decreasing this line to zero. A C3 cash receipt will be created to apply the money to the B3 Social Security document.

Applying Partial Cash to Social Security

The following explains how to apply partial cash to Social Security.

Step	Action
1	Enter “C” in the action field.
2	Enter the amount you wish to apply (cannot be greater than the unapplied cash amount).
3	Enter “S” in OVERREIM.
4	Enter the SSA claim center code (GLP = Great Lakes, NEP = Northeastern, SEP = Southeastern, MAT = Mid-Atlantic, MAM = Mid-America, WPS = Western), SSN and alpha suffix to the right of SSA.
5	Press ENTER.

PAR Processing

A cash receipt document modification will be processed decreasing this line to zero. A C3 cash receipt will be created to apply the money to the B3 social security document.

Applying Partial Cash to an Existing Billing Document, Remainder to Social Security

The following table explains how to apply partial cash to an existing billing document and the remainder to Social Security.

U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-2092

Phone: (312) 751-7139
TTY: (312) 751-4701
Web: http://www.rrb.gov

Step	Action
1	Enter “C” in the action field.
2	Enter the amount you wish to apply to the billing document (cannot be greater than the unapplied amount).
3	Enter the billing document ID.
4	Enter “S” in OVERREIM.
5	Enter the SSA claim center code (GLP = Great Lakes, NEP = Northeastern, SEP = Southeastern, MAT = Mid-Atlantic, MAM = Mid-America, WPS = Western), SSN and alpha suffix to the right of SSA.
6	Press ENTER.

PAR Processing

A cash receipt document modification will be processed decreasing this line to zero and adding a new line to apply the cash to the indicated billing document. A C3 cash receipt will be created applying the portion not applied to the B3 social security document.

Applying Partial Cash to a New Billing Document, Remainder to Social Security

The following table explains how to apply partial cash to a new billing document and the remainder to Social Security.

Step	Action
1	Enter “C” in the action field.
2	Enter the amount you wish to apply to the billing document (Cannot be greater than unapplied amount).
3	Enter the billing document ID.
4	Enter “S” in OVERREIM.

U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-2092

Phone: (312) 751-7139
TTY: (312) 751-4701
Web: http://www.rrb.gov

5	Enter “Y” in NEW BD.
6	Enter the cause code of the overpayment in CAUS.
7	Enter the source code of the overpayment in SRCE.
8	Enter the type code of the annuitant in TYP.
9	Press ENTER.

PAR Processing

A PDIT record will be added and a billing document will be created. A cash receipt modification will be processed decreasing this line to zero and adding a new line to apply the cash to the indicated billing document. A C3 cash receipt will be created applying the portion not applied to the B3 social security document.

Applying Cash to Multiple Billing Documents – Step 1

Applying cash to multiple billing documents requires two steps. The following table explains how to apply cash to the first of the multiple billing documents.

Step	Action
1	Enter “C” in the action field.
2	Enter the amount you wish to apply to the first billing document (cannot be greater than the unapplied amount).
3	Enter the billing document ID.
4	Press ENTER.

PAR Processing

A cash receipt document modification will be processed decreasing this line and adding a new line to apply the cash to the indicated billing document.

Applying Cash to Multiple Billing Documents – Step 2

Applying cash to multiple billing documents requires two steps. The following table explains how to apply cash to the second and subsequent billing documents.

Step	Action
1	Enter “A” in the action field.
2	Increment the cash receipt line number by 1.
3	Enter the amount you wish to apply to the next billing document.
4	Enter the billing document ID of the next billing document.
5	Press ENTER.

PAR Processing

A new line will be added to the cash receipt document to post this debt. This step may be repeated as often as needed, always incrementing the cash receipt line number by 1. If the cash receipt is over-applied, the document will reject and be displayed on the SUSF file.

Changing Payor Number for New Billing Document

The following table explains how to change the payor number for a new billing document.

Step	Action
1	Enter “A” in the action field.
2	Change the payor suffix.
3	Enter the amount you wish to apply to the billing document (cannot be greater than unapplied amount).
4	Enter the billing document ID.
5	Enter “Y” in NEW BD.

U.S. Railroad Retirement Board
844 North Rush Street
Chicago Illinois, 60611-2092

Phone: (312) 751-7139
TTY: (312) 751-4701
Web: http://www.rrb.gov

6	Enter the cause code of the overpayment in CAUS.
7	Enter the source code of the overpayment in SRCE.
8	Enter the type code of the annuitant in TYP.
9	Press ENTER.

PAR Processing

A PDIT will be added and a billing document will be created. A cash receipt document modification will be processed decreasing this line and adding a new line to apply the cash to the indicated billing document.

After taking the necessary action above, route the “slash folder” through authorization. The authorizor will review the action taken and forward the “slash folder” to the senior claims examiner.

17.100.17 Tracking of Unapplied Cash Cases

Unapplied cash cases are controlled on the UNAP table on PARS. Subsequent to the actions taken above, the unapplied cash case is considered complete.

17.100.18 Folder Documentation After Award Clears

The award output (ROC/SURPASS/PC Award) and the G-205/G-205A/G-206 are available on the imaging system. A copy of the cash receipt is available in DRD. All screen prints from other systems are discarded.