

DRU Checklist

The Debt Recalculation Utility (DRU) is a tool to determine unpaid support obligations. The Debt Recalculation Utility is only as good as the data imported and/or entered. It is the user's responsibility to analyze DRU results for accuracy by reviewing the DRU Debts/Obligations, Payments & Adjustments, Case Ledger and the AG Report.

ATLAS CASE #: _____ **DRU VERSION:** _____

CP NAME: _____ **NCP NAME:** _____

ATLAS, Court Orders, and Court Order Interpretations

Questions	Yes or No	Explanations/CAAL documentation
Does the case review worksheet and SUOD(s) match all court order(s) in the imaged file?		
Did you check OnBase for any missing court orders?		
Did you review the docket # case history on the COC website for any possible missing order?		
Do any of the orders have variable obligations on SUOD panel 3?		
If there is a foreign order did you call the other jurisdiction for all court orders?		
Did you properly research CAAL narratives?		
When was the last calculation completed?		
Why was the calculation completed?		
Was the last calculation approved?		
Did you review previous debt adjustments in RELI?		
When does the last child emancipate or what is the presumed termination date?		
Is there an order which stops accrual?		
Is there a reverse case, caretaker case, foster care, or any other case related to this case? Check for overlapping dates or implied terminations.		ATLAS Case #'s and type of cases:
Were any of the court orders removed after import? If yes, please explain why.		
Is there a zero arrears line on the CCH debt for every judgment on arrears debt (JCH)?		
Is there a Temporary Order?		
If there is a Temporary Order does the Divorce Decree preserve the arrears from the Temporary		

DRU Checklist

Order?		
Are any of the orders Direct Pay orders? If yes, get legal advice on whether the debts are proper.		
Did you check CAHL for all hearings?		
Did you review LETL for previous instructions which would affect the calculation?		
Did you need a LETL for this calculation?		Note LETL Date:
In the version comments did you explain why the calculation was needed?		
In the version comments did you explain your technique for the calculation, such as, how you applied a waiver? CPW manual payment, override to a debt, interest adjustment or combination		

Payments, Credits, and Adjustments

Questions	Yes or No	Explanations/CAAL documentation
Did you check for a N4D case?		N4D case #:
Is there a N4D pay history?		
If the pay begin date is prior to 1999, did you check for Clerk of Court pay history (ACS)?		
If there is a N4D pay history was it imported?		
Were any payments from any pay history excluded from the calculation? If yes, why?		
Is there a payment history prior to 1999? If yes, did you review for "disregard", "gift", "excess", etc. payments?		
Are there any payments that were partial applied and partially refunded from 1995-2001? (On the printed PALC is there an "ADJ" on the far right of the page.)		
If YES to the above 2 questions did you check to be sure they credited correctly?		
If applicable, did you check for an OJ pay history?		
Did you check INTL for OJ tax intercepts that should be added to the calculation?		
Are there any payments in suspense? If yes, why?		

DRU Checklist

Are there any CP waivers or court ordered waivers?		
Are there any ADP's or court ordered credits?		
Are there any issues with credits overlapping or inconsistent credits?		
If you added a manual payment(s), please explain why		
If you added an interest adjustment, please explain why		
Is the interest indicator off on any support debt? If so, why?		
Did you check to see if there as SSD credits for this case?		
Did you check QUICK?		
Did you include MAPA payments? Why or why not?		
If there are MAPA payments what payments or credits do they represent? Please give as much information as possible, such as, INTD dates, CAALs, N4D case #, etc.		N4D ADP Waiver OJ Pay History OJ Tax Intercept Other Credit

Justification of DRU results if they differ from DELN currently

DRU Completed By: _____ **Date:** _____

DRU Approved By: _____ **Date:** _____