# AGREEMENT FOR REPAYMENT DELAYED UC CHECKS

CASE NAME (LAST, FIRST, M.I.)			CO.	RECORD NO.	CAT.	GG	CTR. DIG.	DIST.
UC CLAIMANT SOCIAL SECURITY N		UC CLAIMANT N		IFICATION , FIRST, M.I., APP)				
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# **INSTRUCTIONS FOR COMPLETING THE OIG 176-U**

### CASE IDENTIFICATION

- CASE NAME Enter the payment name (Last name, First name, Middle initial.)
- co Enter the two digit county code.
- **RECORD NO.** Enter the seven digit record number. If necessary, use zeros in front of a number to increase the digits to seven.
- **CAT** Enter the letter(s) indicating the cash category of assistance.
- **GG** Enter the single budget group number if there is more than one cash budget with the same category (e.g. C and C2).
- CTR. DIG. Enter the single digit established for the cash budget group.
- DIST. Enter the letter or number of the district office, if appropriate.

## UC CLAIMANT IDENTIFICATION

- UC CLAIMANT SOCIAL SECURITY NUMBER Enter the UC claimant's nine digit social security number.
- **UC CLAIMANT NAME** Enter the UC claimant's name (Last name, First name, Middle initial, Appellation.)
- **DATE CASH ELIGIBILITY BEGAN** Enter the date (mo/dd/yr) eligibility began for cash assistance for the UC claimant.
- NO. OF PERSONS IN BUDGET GROUP FOR WHOM CLAIMANT IS LIABLE Enter the number of persons for whom the UC claimant is legally responsible, including the UC claimant.
- **LOCAL OES OFFICE NO.** Enter the four digit number where the UC claimant has applied for UC benefits. The four digit number is located below "Job Center" on the front of the claimant's ES-350 card.
- **DATE BENEFIT YEAR BEGINS** Enter the date (mo/dd/yr) the UC benefit year begins. The benefit year is found in the inside section of the claimant's ES-350 card.

#### **AGREEMENT**

- BLANK SPACES AFTER THE WORDS "I/OF" Enter the name and address of the UC claimant.
- **UC CLAIMANT SIGNATURE/DATE LINES** Obtain the signature of the UC claimant. Have the UC claimant enter the date he/she signs the agreement.
- CAO WITNESS SIGNATURE/DATE LINES Income Maintenance Worker's signature and date witnessed.

#### **DISTRIBUTE AS FOLLOWS:**

- 1. Forward pages 1 and 3 to OIG within 1 day of completion.
  - OIG Reimbursement and Recovery Unit P.O. Box 8016 Harrisburg, PA 17105
- 2. Give page 2 to the UC claimant.