

# Sample Emails from PAAR

## Email for SARP without Adjustments

Good Afternoon,

PAAR has begun the process of issuing this month's SARP fees to the counties. Your county should receive \$ 209,742.01; this amount includes all administrative monies on SARP (other than IV-A or Medical due to the State). The SARP screens for your county will provide the breakdown of this total amount.

If your county believes that this amount is incorrect, please contact PAAR via FC\_MC\_REQUESTS via GroupWise by 5:00 p.m., Monday, December 7, 2015. Please provide verification of any disputed amounts that you are requesting an adjustment for, in the e-mail request. PAAR will contact your county to resolve any disputes. If the amount provided is correct, contact PAAR and they will initiate your SARP check at that time. If PAAR is not contacted, PAAR will automatically issue the checks beginning on Tuesday, December 8, 2015. If PAAR does receive a request for an adjustment, PAAR will contact your county to resolve any disputes.

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## Email for SARP with Adjustments

Good Afternoon,

PAAR has begun the process of issuing this month's SARP fees to the counties. Your county should receive \$193435.71, this amount includes all administrative monies on SARP (other than IV-A or Medical due to the State).

The adjusted cases on the attached spreadsheet are not reflected on the SARP screen in SETS, either due to a SETS technical problem or to the buckets being manually adjusted on the case. PAAR has modified your county's SARP fees to reflect the modification to the SARP screen made by these cases.

If your county believes that this amount is incorrect, please contact PAAR via FC\_MC\_REQUESTS via GroupWise by 4:00 p.m., Monday, December 7, 2015. Please provide verification of any disputed amounts that you are requesting an adjustment for, in the e-mail request. PAAR will contact your county to resolve any disputes.

If the amount provided is correct, contact PAAR and your SARP check will be initiated at that time. If PAAR is not contacted, PAAR will automatically issue the checks beginning on Tuesday, December 8, 2015. If PAAR does receive a request for adjustment, PAAR will contact your county to resolve any disputes.

**\*\*Please note, if amounts are highlighted in "pink" they are positive adjustments.\*\***

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## Email for Negative SARP

Good Afternoon,

Please see the attached spreadsheet providing the supporting documentation for your county's Administrative Fee check for February 2016. Your SARP total for the month of February 2016 is \$\_\_\_\_\_. There is a tax adjustment for \$\_\_\_\_\_; leaving a negative balance of \$\_\_\_\_\_.

The negative SARP amount of \$\_\_\_\_\_ will be carried forward for February 2016 SARP adjustments.

Please feel free to contact me if you have any questions.