

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION

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Office of Workers' Compensation Programs  
Division of Coal Mine Workers' Compensation

Washington, D.C. 20210



BLBA BULLETIN NO. 84-3

Issue Date: February 8, 1984

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Expiration Date: February 7, 1985

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Subject: Implementation of Lockbox Time System Procedures

Background: To expedite the processing of monies owed to DCMWC, a lockbox time system for remittances has been established. These procedures will enhance DCMWC's participation in the U.S. Department of Treasury's cash management practices by accelerating the availability of reimbursements which decreases the need for borrowing funds. The lockbox time system will have same day deposit of funds with immediate confirmation to DOL. The lockbox will be operated by the Mellon Bank in cooperation with Treasury under a memorandum of understanding with DOL.

Purpose and Scope: This Bulletin sets forth the method for making remittances to the lockbox time system.

Applicability: Appropriate OWCP personnel (BLBA Operations).

Reference: Treasury Fiscal Requirements Manual, Chapter 8020.30.

Actions:

1. The lockbox time system will be effective February 13, 1984.
2. All requests for reimbursement of monies owed to DCMWC by claimants, responsible mine operators, or providers must instruct the payor to make the remittance payable to "U.S. Department of Labor, Black Lung Program."
3. The remittance must have the black lung claim number (alpha office code and numeric SSN) and the claim type (LM, LW, etc.).
4. If any reimbursement is for more than one claimant, the payor should be instructed to specify each claim number and the amount of the remittance for each claim.
5. The DO must accept any cash which is tendered as reimbursement. The DO shall purchase a money order for remittance to the lockbox. The cost of the money order will be deducted from the cash tendered. The DO will give the payor a receipt showing the cash tendered, the cost of the money order and the net amount accepted as reimbursement.

6. A medical provider returning an incorrect payment should be asked to provide a copy of the RA (remittance advice). The Mellon Bank will provide DCMWC with a copy of each remittance, plus any correspondence.

7. The payor must mail the remittance to:

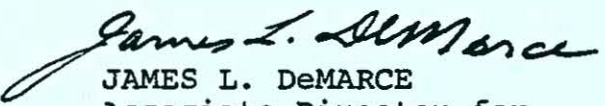
U.S. Department of Labor  
Black Lung Program  
P.O. Box 360413M  
Pittsburgh, PA. 15251

8. Remittances received in the National Office must be hand-carried immediately to the Accounting Section for processing.

9. Remittances received in the District Offices must be mailed immediately to the lockbox address indicated in item 7.

10. The Branch of Accountability and Enforcement, Accounting Section, will notify the appropriate office, using a CM-1153, Cash Receipt Voucher, when a remittance is received.

Disposition: Retain this Bulletin until the expiration date or until the instructions are incorporated into the Coal Mine (BLBA) Procedure Manual.

  
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Distribution: List No. 3  
(All Supervisors and Claims Examiners)