

Directive 208.01 Collection Agency Directive

4.2 Timing of Payments

4.2.1 The offender will pay all monies owed to the Department directly to a collection agency. If the entire debt is paid within 30 days of intake, then no collection charge will be added to the amounts owed. Any portion of the debt that is paid within 30 days will also not be assessed the collection charge.

4.2.2 Any balance due after the first 30 days will have an amount added to it that represents a percentage of the remaining amount owed as a collection charge. The collection charge will also be added to any supervision fees paid after the first 30 days. This percentage is subject to negotiation with the collection agency and may change with each new contract.

4.3 Place of Payment

4.3.1 At the time of intake, all offenders will be given the address of the collection agency and directions to make all payments in cash or money order directly to the collection agency. Payments will not be accepted at the CRSU offices. If a site receives a payment in the mail they will send it directly to the collection agency without writing a receipt or stamping the back of the check or money order. The offender will be notified by the administrative personnel to send all future payments directly to the collection agency. However, we will not send payments back to the offender.

4.4 Remittance by Collection Agency

4.4.1 After the end of each month, the collection agency will remit all payments, less the collection fee, to each CRSU office. Each CRSU office will remit the total of all fines and fees collected to the State Treasurer along with a Treasurer's Remittance Voucher. Restitution collected will be posted to the restitution cards and checks sent to the victims monthly.

4.5 Monthly Reports

4.5.1 Each office will still be responsible for requesting and printing out the following monthly reports: cash record, additions, deductions and quarterly. From these reports, each office will then prepare the "End of Month Balances to be Collected" report. From the restitution cards, each office will prepare the "Worksheet Reconciling Checkbook with Restitution Ledger Cards" report,

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reconcile the checkbook with the bank statement and send copies of all reports to the contract auditor.

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

9. Responsible Director and Draft Participants