

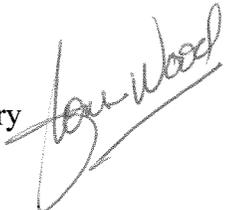
GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER



Office of Finance and Treasury

MEMORANDUM

TO: All ACFO's, AFO's, Controllers, and Agency Directors

FROM: Clarice Wood, Associate Treasurer, Office of Finance and Treasury 

DATE: February 20, 2013

SUBJECT: Central Collections Unit (CCU) Delinquent Debt Transfer Procedures

With the enactment of the Delinquent Debt Recovery Act of 2012, this memorandum serves as notice of the initial procedures and requirements to be followed to transfer delinquent debts to the Central Collections Unit (CCU). The CCU is not fully operational. However, this memo delineates what will be required of each agency to transfer delinquent debts. Each agency should identify resources and document procedures now to comply with the tasks below. The transfer of accounts receivable or delinquent debt over 90 days to the CCU is a legislative requirement, not an option. You will be contacted by the CCU to discuss your specific debts, files, requirements to transfer, and timing.

1. Responsibility of District Agencies to Transfer and Refer Delinquent Debt to the CCU:
 - a. Each agency must prepare policies and procedures that document, for each revenue source, its process for internal collection, if any, and the process that will be used to determine delinquency and transfer to the CCU. OFOS will be assisting the agencies, if needed, in documenting their revenue source procedures. Wilma Mathias is the OFOS contact, 202-478-1437.
 - b. Delinquent debts must be established as valid with any hearings or dispute resolution procedures completed prior to transfer to the CCU.
 - c. If the agency has determined that the debts are an account receivable (A/R), the agency must supply an aging report detailing the delinquent debt from the respective agency's accounting system or SOAR. In addition, an electronic XML format data file that supports the A/R report and a copy of a journal entry for each revenue type will need to be submitted. The report must include the amount reserved for doubtful accounts.
 - d. If the debts are not classified as an accounts receivable, a detailed report of the debt accounts, example journal entries, and supporting electronic XML format data file will also be required.
 - e. OFOS will be developing the accounting procedures for the transition of the delinquent debts from your agency to the CCU.
 - f. As part of the March 2013 interim close package, your agency will be asked to transition debts more than one year to the CCU. Accounting entries will also be provided.

g. New debts will be transferred to the CCU on a monthly basis in an electronic XML format containing the data fields indicated below. Each agency needs to identify resources now to prepare their files in the correct format to send to the CCU with the required data fields indicated below. A collection file from the CCU to the agency will be sent in XML format to update the agencies' records on collected debts. The frequency of the update and data required by the agency will be determined at the agency discussion meeting.

h. Required XML file data fields:

Agency Name
Account No.
Citation/Invoice No.
Date of Debt
Debtor Name
Street Address
City, State, Zip
Phone No.
Description/Type of Debt
Amount of Debt
Penalties
Payment Amt
Payment Method
Payment Acct Type
Payment Date
Bad Check Charge
Collection Fee
Services Suspended (Y or N)
Document Image
Other

i. These data fields may be amended as the CCU's database system is established.

2. Questions regarding this memo should be addressed to:

Tony Lappas, CCU

202-442-6305

Anthony.Lappas@dc.gov

3. The initial list of agencies that are required to comply with the Delinquent Debt Recovery Act of 2012 are listed below. Additional agencies will be added as the CCU is established. All District agencies are compelled to comply with the legislation except OTR, WASA and child support.

Agencies
DCRA – Department of Consumer and Regulatory Affairs
DHCD - Department of Housing and Community Development
DISB - Department of Insurance, Securities and Banking
DMV – Department of Motor Vehicles
UMC – United Medical Center
DOES - Department of Employment Services,
DMPED - Office of the Deputy Mayor Planning and Economic Development
EOM/DCHR - Department of Human Resources
DGS - Department of General Services
DCPL – District of Columbia Public Library
DCCSB – District of Columbia Charter School Board
OAG - Office of the Attorney General
OFRM/OCA - Office of the City Administrator
OCTO - Office of the Chief Technology Officer
DCOA/ORM - Office on Aging
OPEFM - Office of Public Education Facilities Modernization
UDC – University of the District of Columbia
DDOE - District Department of the Environment
DDOT - District Department of Transportation
DPW – Department of Public Works
CFSA - Child and Family Services Agency
DDS/ODR - Department of Disability Services
DHS - Department of Human Services
DMH - Department of Mental Health
DOH - Department of Health
DHCF - Department of Health Care Finance
DPR - Department of Parks and Recreation
DYRS - Department of Youth Rehabilitation Services
DOC - Department of Corrections
FEMS - Fire and Emergency Medical Services Department
MPD - Metropolitan Police Department
DCPS - District of Columbia Public Schools
OSSE - Office of the State Superintendent of Education,
DCLB - District of Columbia Lottery Board

cc: Jeffrey Barnette