

## WARREN COUNTY HEALTH DEPARTMENT

### POLICY

**TITLE:** Debt Set Off Policy

**DEVELOPED:** 2/17/2009

**DATES REVISED:** 11/16/2012

**DATES REVIEWED:**

**Purpose:** To attempt to collect monies owed the department for services rendered.

**Policy:** Collect fees incurred by clients through the Department's participation in the NC Debt Set Off Program, NC G.S. 105A-3

**Procedure:**

1. As authorized by NC General Statutes 105A-3, the Setoff Debt Collection Act (the "Act"), the Warren County Health Department will utilize the NC Debt Set Off Program to collect payment for unpaid debt, \$50.00 or greater and without any payment activity within 90 days or longer.

The Debt Set Off documentation will consist of a copy of the Debt Set Off worksheet and a copy of the letter sent to the patient notifying them of possible submission of account to Debt Set Off.

2. A notification letter will be sent to the client indicating the amount past due and the county department owed, referencing "Take Notice" Warren County intends to submit debt listed to the North Carolina Department of Revenue for collection, and is handled through Warren County Tax Office. The letter also notifies the client that they have the right to contest the action, by filing a written request for a hearing with the Warren County Debt Set Off Officer within Thirty (30) days from the postmarked date of the letter. They are advised that failure to request a hearing within the 30 day time limit will result in the setoff of the debt. The local collection assistance fee will be added. However, if payment is received within this 30 day time period, then no Debt Set Off action will be taken, unless the remaining debt again reaches the 90 day period of inactivity.
3. The Health Department Finance staff will receive a report from the Warren County Tax Office reflecting the amounts garnished through the Debt Set Off programs. Payments will be posted to the patients' accounts.

**References:**

North Carolina General Statute 105A-3, the Setoff Debt Collection Act (the "Act")  
Warren County Health Department Debt Set Off Notification Letter  
Warren County Debt Set Off policy