

Supervision Fee System Training Manual

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Supervision Fee System Training Manual

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MISSION STATEMENT

The Mission of the Fee System Network (FSN) is:

To incorporate statewide policies and procedures that enable financial accountability while insuring fiscal responsibility and offender accountability.

To develop and implement standardized procedures to document, maintain and transfer accurate records of offender costs of supervision.

By maintaining consistency within the DOC Fee System, we bring the capability to track offender fiscal conditions throughout the state. We also create offender accounts that are easily transferred to another county requiring minimal or no adjustment by the receiving county.

FSN accomplishes this mission by increasing our knowledge of and implementing the policies and procedures created, sharing information and expertise, and promoting statewide support and staff participation.

Quarterly FSN meetings allow for analysis and solution of problems or issues concerning Fee System accounts, policies and procedures. Attendance by all Fee System users is encouraged. Minutes are taken and distributed to all Fee System users and representatives.

Don't Do This!

- Never take a payment on another county's account. If the offender has the money in hand and absolutely must pay, handwrite a receipt and forward to the other county.
- Never close another county's DOR or COLL account. The system will no longer allow you to post to these accounts of another county's. This and COLL are the only type of accounts that do not transfer with the offender to a new county.
- Never do entry work in the Fee System from the Info Window (F11, 4).

FEE ACCOUNT TYPES

ASSE	Assessment	POLY	Polygraph Fee
ASSP	MULT special program	PREV	Previous Cycle Fee(s)
BRBA	Breaking Barriers	RE01	Reimbursement 1
CLAS	In-House Classes	RE02	Reimbursement 2
CMPO	Compact Fee	RE03	Reimbursement 3
COLL**	Collection Account (private)	RE04	Reimbursement 4
CSW	Community service fee	RTCF	Returned Check Fee
DAYR	Day Reporting Program	SUPM*	Supervision Fee – Misdemeanor
DCRT	Drug Court	SUPV*	Supervision Fee
DIVR	Marijuana Diversion Program	TANF	TANF Welfare Program
DMV	DMV Identification Fee	TRAV	Travel Permit Fee
DNA	DNA/Buccal Testing Fee	TRHS	Transitional Housing
DOR**	Department of Revenue	TX01	Treatment 1
DUII	DUII Assessment	TX02	Treatment 2
ESP	Electronic Monitoring	TX03	Treatment 3
MAIN	Maintenance Fee	TX04	Treatment 4
MHCT	Mental Health Court	URIN	Pay for Urinalysis
MISC	Miscellaneous Account	WORK	In/Out Custody Programs
MSC2	Miscellaneous 2	XFER	County Transfer Fee
NOSH	No Show For Appointment		

***Please Note: The SUPV account type is auto created during the ADMISSIONS Process and the SUPM account type can be manually created if used by your office. With both account types the record MUST have an open offense line before monthly auto BILLING can occur. Monthly auto BILLING stops when an offense reaches its Max Date, even when the offense is still open.**

****Please Note: DOR and COLL account types do not transfer with the offender. You can create a DOR or COLL account even if the offender is at another location and the account will stay with your county. You should also zero out the DOR account after it is returned as uncollectible and before it is sent to a private collection agency. Also, per DOR, if your contract with them is for full collection services, you cannot send the collection assignment to DOR and a collection agency at the same time. Please check your DOR contract if you are unsure of your county's collection services level.**

CREATING AN ACCOUNT

- From your menu choose the option for W/W Supervision Fees
CC Support Menu - #16
CC Fee Menu - #6

CCSUPPORT	Corrections Information Systems	(TEST)
AZEVEDOP	CC Support Menu	

Select one of the following:

1. Offender Information
-
3. Admissions
4. CC Release Process
5. W/W Court Orders
6. CC Support Data Entry/Update
7. CC EPR Process
8. CC Abscond Return Process
9. CC Transfer Process
10. Change Primary Caseload Process
11. W/W Risk Assessments
12. W/W Sex Offender Assessments

More...

Selection: _____ Job: _____

F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu

- The system will automatically default to your county. If you need to view another county F12 once and type in the four letter code for the county you wish to view and press <ENTER>. To select an offender, type in the SID # or use the F4 prompt, type in the offenders name and press <ENTER>.

CMS280I	Corrections Information Systems	(TEST)
AZEVEDOP	Fee Transaction Entry	
	Klamath County Community Corrections	

Offender Id/Name . 06307216 SMITH, JOHN C Copies: 1

F3=Exit F4=Prompt F5=Refresh F6=Create F7=Fee accounts
F8=Post transactions F11=Menu bar F12=Cancel F16=Revenue report

- To create an account press F6.

CMS280I Corrections Information Systems (TEST)
 AZEVEDOP Fee Transaction Entry
 Klamath County Community Corrections

Offender Id. . . . 06307216 SMITH, JOHN C Copies: 1
 Resp location. . . Klamath County Community Corrections
 Caseload CLERICAL WORKING CASELOAD
 Transaction type. PMT Payment Amount distributed
 Amount received
 Document type & number. . . .
 Transaction comment

1=Sel Trans Amount Type Cnty Cycle Last paid Balance due

No records found

F3=Exit F4=Prompt F5=Refresh **F6=Create** F7=Fee accounts
 F8=Post transactions F11=Menu bar F12=Cancel F16=Revenue report

- This is the screen to create a new account.
- Use the F4 prompt key you choose the type of account or billing cycle code.

CMS280I Corrections Information Systems (TEST)
 Fee Transaction Entry
 Klamath County Community Corrections

Offender Id. . . . 06307216 SMITH, JOHN C Copies: 1
 Resp location. . . Klamath County Community Corrections
 Caseload CLERICAL WORKING CASELOAD

Maintain fee for offender
 Offender: 06307216 SMITH, JOHN C
 Responsible location: Klamath County Community Corrections

Fee type	Total billed. 00
Fee amount	Total paid. 00
Cycle code	Total adjustments. 00
Start date	Total returned. . . 00
Expire date	Total due 00
Court ordered amt . <u>N</u>	
Co. override amt . . .	
Override End date . . .	
Print statement . . . <u>Y</u>	

F4=Prompt F5=Refresh F12=Cancel

- Position the cursor to account code for the type of account you wish to create and press <ENTER>, or type in the code on the line next to “Position” to prompt and press <ENTER>. To view more codes, use the [page down] key.

CMS280I		Corrections Information Systems (TEST)																									
AZEVEDOP		Fee Transaction Entry																									
Klamath County Community Corrections																											
Offender Id. . . . 06307216 SMITH, JOHN C		Copies: 1																									
Maintain fee for offender																											
Offender: 06307216 SMITH, JOHN C																											
Responsible location: Klamath County Community Corrections																											
Fee Account Type Fee type. . . . _____ Fee amount. . . _____ Cycle code. . . . _____ Start date. . . . _____ Expire date . . . _____ Court ordered amt _____ Co. override amt. <u>N</u> Override End Date . . . _____ Print statement <u>Y</u> F4=Prompt F5=Refresh		<table border="1"> <tr> <td>Position to</td> <td><u>CSW</u></td> </tr> <tr> <td colspan="2">Code Description</td> </tr> <tr> <td colspan="2">ASSE Assessment</td> </tr> <tr> <td colspan="2">ASSP MULT special program</td> </tr> <tr> <td colspan="2">BRBA Breaking Barriers</td> </tr> <tr> <td colspan="2">CMPO compact Fee</td> </tr> <tr> <td colspan="2">CSW Community service fee</td> </tr> <tr> <td colspan="2">DAYR Day Reporting Program</td> </tr> <tr> <td colspan="2">DOR Department of Revenue</td> </tr> <tr> <td colspan="2">DCRT Drug Court</td> </tr> <tr> <td colspan="2">DUII DUII Assessment</td> </tr> <tr> <td colspan="2">ESP Electronic Monitoring</td> </tr> </table>		Position to	<u>CSW</u>	Code Description		ASSE Assessment		ASSP MULT special program		BRBA Breaking Barriers		CMPO compact Fee		CSW Community service fee		DAYR Day Reporting Program		DOR Department of Revenue		DCRT Drug Court		DUII DUII Assessment		ESP Electronic Monitoring	
Position to	<u>CSW</u>																										
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DAYR Day Reporting Program																											
DOR Department of Revenue																											
DCRT Drug Court																											
DUII DUII Assessment																											
ESP Electronic Monitoring																											

- The Court ordered amount will reflect the default from the Maintenance Table (see page 54). Changes can be made to individual accounts from this screen.
- The next piece of data you need to enter is the amount of the fee.
- The Print statement section defaults to 'Y'. This will allow a bill to be printed when you run your billing process. This should only be changed to 'N' if you DO NOT want a bill to print.
- Next you will need to fill in the billing cycle code. Use the F4 prompt to pull up a table of codes.
- You need to position your cursor on the code you wish to use and press <ENTER>.

CMS280I Corrections Information Systems (TEST)
AZEVEDOP Fee Transaction Entry
Klamath County Community Corrections

Offender Id. . . . 06307216 SMITH, JOHN C Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload CLERICAL WORKING CASELOAD

Maintain fee for offender

Offender: 06307216
Responsible location

Fee Billing Cycle

Position to
Code Description
D Daily Fee
M Monthly Fee
W Weekly Fe
1 One Time Fee

Fee type. . . .
Fee amount. . .
Cycle code. . .
Start date. . . 8/29
Expire date . .
Court ordered amt .
Co. override amt . .
Override End date .
Print statement. . .

Bottom

F3=E: F4=Prompt F5=Refresh F12=Cancel

It is important to remember that if you are manually creating a supervision fee account, it will back bill from the start date immediately.

If the supervision fee account is auto-created through the admissions process, it will back bill, based on the offense begin date, on the next billing cycle. If the account is not auto-billing, check the movement history for any discrepancies.

- Next you need to fill in the start date if different from the date you are creating the account.
- Now you are finished. Press <ENTER> to create the account.

```

CMS280I  Corrections Information Systems      (TEST)
AZEVEDOP      Fee Transaction Entry
                Klamath County Community Corrections

Offender Id. . . . 06307216  SMITH, JOHN C    Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload . . . . . CLERICAL WORKING CASELOAD

  Maintain fee for offender

Offender: 06307216  SMITH, JOHN C
Responsible location: Klamath County Community Corrections

Fee type. . . . CSW                      Total billed. . . . .00
Fee amount. . . 20.00                    Total paid. . . . .00
Cycle code. . . 1                        Total adjustments .00
Start date. . . 8/30/2000                Total returned. . .00
Expire date . . .                        Total due . . . . .00
Court ordered amt N
Co. override amt . ____
Override End date : ____
Print statement . . . Y
  
```

- The account has been created.

```

CMS280I  Corrections Information Systems      (TEST)
AZEVEDOP      Fee Transaction Entry          8/30/00
                Klamath County Community Corrections

Offender Id. . . . 06307216  SMITH, JOHN      Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload . . . . . CLERICAL WORKING CASELOAD

Transaction type. . . . . PMT Payment      Amount distributed
Amount received . . . . .
Document type & number. . .
Transaction comment . . .

1=Sel  Trans Amount  Type  Cnty          Cycle          Last paid  Balance due
-----
          CSW          One Time          20.00
                                Bottom
F3=Exit      F4=Prompt    F5=Refresh    F6=CreateF7=Fee accounts
F8=Post transactions  F11=Menu bar  F12=Cancel    F16=Revenue report
  
```

The Expire Date will default to the supervision expiration date unless another date is entered. A report can be printed (Option 17 from CCFEE or Option 11 from CCFEERPT) that list offenders having one or more open accounts with an Expire Date that is different than the supervision expiration date. See the CCFEE Menu Options/Reports section in this manual for more information on the report options available.

It is not recommended to post to newly created accounts. F12 out of the fee account then hit <ENTER> again before posting to the new fee account.

COUNTY OVERRIDE

The purpose of the Override fields is to provide counties with an electronic method of adjusting an offender's monthly fee amount for a specific period of time and to then automatically return the account to the default fee amount when the time period has expired. Use will be a county-by-county decision and based on your internal policies and/or practices. No one is required to use the override feature. An example of an override use would be to reduce the supervision fee amount as an incentive measure, i.e. reduce SUPV fees while offender is going to school.

CMS311I		Maintain fee for offender	Change
Offender: 11188086 CHAVEZ,CORINA			
Supervising Location: COOS Coos County Community Corrections			
Fee type.	SUPV Sup Fee	Total billed. . . .	105.00
Fee amount. . . .	5.00	Total paid.	70.00
Cycle code. . . .	M Monthly Fee	Total adjustments . .	.00
Start date. . . .	10/05/2009	Total returned.00
Expire date		Total due	35.00
Court ordered amt .	N		
Co. override amt. .			
Override End date .			
Print statement . .	Y		
			More...
F4=Prompt F5=Refresh F9=Transn F12=Cancel F14=Cls Acct			

- County override amt field can ONLY be set to "Y" when Court ordered amt field is "N".
- When County override amt field is set to "Y", an Override End date is required.
- You may use the Override End date field when Court ordered amt is "Y", but it is not required.
- A new "nightly" job will run behind the scenes to look for Override End dates that are equal or prior to the system date. When the record reaches its Override End date, the system will change the Fee amount back to the location's default amount, and return the County override amt and Override End date fields to "blank".
- If the County override amt field is set to "Y" and the offender is transferred and admitted to a new location prior to the Override End date, the Fee Amt will change to the new location's default fee amount and the County override amt and Override End date fields will return to "blank".

VIEW ACCOUNT HISTORY

- To view the transaction history on an account, press F7, press F8 twice or put your cursor next to the account you want to view, press F8 once. The transactions are listed in descending order so that the most recent transactions are listed first. The balance owing is shown at the top of the "Transactions" screen.

CMS280I		Corrections Information Systems		(TEST)	
AZEVEDOP		Fee Transaction Entry			
Klamath County Community Corrections					
Offender Id. . . . 11198837		SMITH,JOHN		Copies: 1	
Resp location. . .		Klamath County Community Corrections			
Caseload		CLERICAL WORKING CASELOAD			
Transaction type.		PMT Payment		Amount distributed	

Transactions					
Offender: 11198837 SMITH,JOHN				Balance:	
Fee desc. Supervision Fee				140.00	
Tran	Amount	Tran Date	Doc	Document Number	Rcpt #
BILL	35.00	12/01/2003	AUTO		
BILL	35.00	11/01/2003	AUTO		
PMT	70.00	10/09/2003	CK	90-7172/486 NH	KLAM 51829
BILL	35.00	10/01/2003	AUTO		
BILL	35.00	09/01/2003	AUTO		
BILL	35.00	08/01/2003	AUTO		
BILL	35.00	07/01/2003	AUTO		
F12=Cancel		F10=Print			

- To view old or closed accounts, press F7, then F16.

CMS280I		Corrections Information Systems		(TEST)	
AZEVEDOP		Fee Transaction Entry			
Klamath County Community Corrections					
Offender Id. . . . 11198837		SMITH,JOHN		Copies: 1	
Resp location. . .		Klamath County Community Corrections			
Caseload		CLERICAL WORKING CASELOAD			
Transaction type.		PMT Payment		Amount distributed	

All Fees					
Offender: 11198837 SMITH, JOHN					
Type	CntyCycle	Amount	Start Date	Last Paid Balance	Close
SUPV	Monthly Fee	25.00	2/09/1999		Viol
SUPV	Monthly Fee	25.00	2/09/1999	4/10/2000 125.00-	
Bottom					
F5=Refresh F6=Create F8=View transactions F9=Add transaction					
F10=Print F12=Cancel F16=Exclude discontinued F18=View Closure					

RECORDING A TRANSACTION

- Choose the option for W/W Supervision Fees from your menu.
- The system will automatically default to your county. Type in the offender's SID# or name at Selection line and press <ENTER>

CMS280I	Corrections Information Systems	13:34:57																								
LEEPJ	Fee Transaction Entry	1/18/07																								
Coos County Community Corrections																										
Offender Id. . . . 07788982	Howard, Del	Copies: 1																								
Resp location. . . Coos County Community Corrections																										
Caseload FERRY, JAMES C.																										
Transaction type. . . . PMT	Payment	Amount distributed																								
Amount received 35		35.00																								
Document type & number. CK 1257		Total amount due																								
Transaction comment . . BANK OF AMERICA		762.00																								
<table border="1"> <thead> <tr> <th>l=Sel</th> <th>Trans</th> <th>Amount</th> <th>Type</th> <th>Cnty</th> <th>Cycle</th> <th>Last paid</th> <th>Balance due</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>35</td> <td>SUPV</td> <td>COOS</td> <td>Monthly Fee</td> <td>5/30/2006</td> <td>655.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>TX01</td> <td>COOS</td> <td>One Time</td> <td>6/23/2005</td> <td>72.00</td> </tr> </tbody> </table>			l=Sel	Trans	Amount	Type	Cnty	Cycle	Last paid	Balance due	1		35	SUPV	COOS	Monthly Fee	5/30/2006	655.00				TX01	COOS	One Time	6/23/2005	72.00
l=Sel	Trans	Amount	Type	Cnty	Cycle	Last paid	Balance due																			
1		35	SUPV	COOS	Monthly Fee	5/30/2006	655.00																			
			TX01	COOS	One Time	6/23/2005	72.00																			
Bottom																										
F3=Exit	F4=Prompt	F5=Refresh																								
F6=Create	F7=Fee accounts	F9=Note																								
F8=Post transactions	F11=Menu bar	F12=Cancel																								
F16=Revenue report																										

- Choose type of Transaction
 - Use F4=Prompt to pull up a table of transaction types if you don't already know the type you need
 - ADDL = Additional Billing
 - ADJ = Adjustment
 - BILL = Auto Billing
 - NSF = Check Returned - NSF
 - OPM = Over Payment
 - PMT = Payment
 - PREV = Previous Balance Adjustment
 - STOP = Stop Payment - Check
 - UPM = Under Payment
 - WAVR = Waiver
 - WIL = Work in Lieu of Payment
- Enter dollar amount (zeros can be dropped if whole number). When using ADJ for deduction of balance put a '-' [minus sign] after the dollar amount.
- Choose type of document
 - Use F4=Prompt to pull up a table of document types
 - AUTO = System Generated, Automatic
 - BA = Original Balance
 - BK = Bank Card
 - CA = Cash
 - CK = Check
 - ET = Electronic Transfer of Funds
 - LB = LockBox Payments
 - MO = Money Order
 - WI = Wired

- Use 'Transaction comment' for any further explanation, i.e. bank name, third party check, etc.
- Type a '1' on 1=Sel line and the dollar amount on the next line.
- Select number of copies.
- Press <ENTER> to view the transaction.
- The 'Total amount due' will not change until after the transaction is posted.
- Press F8 to Post the transaction (receipt(s) will automatically print).

POSTING A WAIVER

A WAVR can be entered by posting directly from the Fee Transaction Entry screen. Or you can use the F7 function key, tab down to the account you want to post a waiver to and press F9. By using the F9 function, you can also use the Fee Waiver Type. The Fee Waiver Type menu can be accessed by pressing F4 in the Exception reason field. An entry is required in the Comment field.

- Choose type of Fee Waiver
 - Use F4=Prompt in the Exception reason field to pull up a table of fee waiver types

- ABSC	= Abscond Waiver
- CMPO	= Compact
- CORT	= Court Ordered Waiver
- CSW	= Fee converted to CSW
- DIED	= Death
- DSP	= Dom Violence Special Program
- IMMI	= Immigration status
- INDG	= Indigent
- JAIL	= In Custody
- PODS	= PO Discretion
- REST	= High Restitution Obligation
- SICK	= Offender Illness
- SSD	= Social Security &/or Disabled
- TREA	= In Residential Treatment Pgm
- UNAB	= Unable to Pay
- UNEM	= Unemployed

MAKING CHANGES TO FEE TRANSACTIONS

The Fee System program will allow you to make changes to transactions you created, as long as they are **NOT** more than 7 days old. You cannot change/correct a transaction entered by someone else or any transactions more than 7 days old.

- From the Fee Transaction Entry screen for your offender, F7 for Fee Accounts.
- Place cursor on account and F8 for View Transactions.

```
CMS280I                      Corrections Information Systems          12:20:38
AZEVEDOP                      Fee Transaction Entry                3/24/03
                               Klamath County Community Corrections

Offender Id. . . . 06002737                      Hull, Byron              Copies: 1
Resp location. . . Klamath County Community Corrections
Caseload . . . . . WILKENLOH, WILLIAM
Transaction type. . . . . PMT Payment              Amount distributed

                               Transactions
Of  Offender: 06002737  HULL, BYRON
Fee desc. Supervision Fee
   Tran    Amount    Tran Date  Doc    Document Number  Receipt Nbr
   BILL      35.00    12/01/2002  AUTO
   BILL      35.00     1/01/2003  AUTO
   BILL      35.00     2/01/2003  AUTO
   WAVR     105.00     3/24/2003              KLAM  46125
                               Bottom

F12=Cancel  F10=Print
```

- Place cursor on the transaction you need to change or correct, press <enter>.

Fee Transaction			
			Change
Offender: 06002737 HULL BYRON			
Responsible location: Klamath County Community Corrections			
Fee type SUPV Sup Fee		Copies: 1	
Transaction type WAVR		Trans Date. . 3/24/2003	
Amount	105.00	Bal Due	950.00
Doc type	Number		
Exception reason ABSC		Authorized by PM	
Comment. . . . <u>Credit for 4 mos abscond time</u>			
F12=Cancel			

- If authorized to make a change, the Fee Transaction window will be in "Change" mode.
- Make whatever changes you need and press <ENTER>.

Fee Transaction		Change
Offender: 06002737 HULL BYRON		
Responsible location: Klamath County Community Corrections		
Fee type SUPV Sup Fee Copies: 1		
Transaction type WAVR Waiver Trans Date. . 3/24/2003		
Amount	100.00	Bal Due 955.00
Doc type Number		
Exception reason ABSC Abscond Authorized by PM		
Comment. . . . <u>Credit for 4 mos abscond time</u>		
F12=Cancel		
Press F8 to Post Transaction or F12 to Exit		

- Make sure "Bal Due" has changed correctly and F8 to post transaction.

Transactions					
Offender: 06002737 HULL,BYRON					
Fee desc. Supervision Fee					
Tran	Amount	Tran Date	Doc	Document Number	Receipt Nbr
BILL	35.00	12/01/2002	AUTO		
BILL	35.00	1/01/2003	AUTO		
BILL	35.00	2/01/2003	AUTO		
WAVR	105.00	3/24/2003	KLAM		46125
WAVR	5.00-	3/24/2003	KLAM		46126
F12=Cancel F10=Print					
Bottom					
Waiver Transaction created and Sup Fee changed.					

- The system will add a new transaction line with the correct information. Also the phrase "Waiver Transaction created and Sup Fee Changed" will be shown at the bottom of your screen.
- If you requested one, the system will print a new receipt.
- The programming does not allow changes to the Fee Type, Transaction Date, or Transaction Type. Do not use to change Doc Type.

EXPLANATION OF FEE TRANSACTION TYPES

TRANSACTION COMMENT IS ALWAYS RECOMMENDED IF NOT REQUIRED

ADJ	ADJUSTMENT UP ~ Generates an increase in the balance owing when a positive number (25) is entered. Use 'BA' as the document type. This can be used to transfer a balance due from a previous location to current location or an account that had been closed to violation, (see discontinued account to retrieve this figure).
ADJ	ADJUSTMENT DOWN ~ Decrease the balance owing when a negative number (25-) is entered. Be sure to use the negative sign in both the 'amount received' and the 'transaction amount' in the select section. Use 'BA' as the document type. This can be used to record prior payments. Use a negative behind the number to generate a negative adjustment.
BILL	BILLING ~ Auto-generates an increase in balance due. This bills the account by the amount set-up in the account, i.e. \$25 (or more) for supervision fees. This is done by the system at the first of each month. <i>Please Note: The SUPV account is auto created during the ADMISSIONS Process. Monthly SUPV BILLING will not start until the first day of the month AFTER the offense has been entered.</i>
NSF	CHECK RETURNED ~ Generates an increase in balance due. This adds back to the amount due the amount of the NSF check. Use "CK" as the document type and check number as document number. Comment should be made referring the NSF payment date.
OPM	OVER PAYMENT ~ Generates an increase in the balance due. Use the same document type and number as used for the PMT. Used when a PMT has been incorrectly recorded.
PMT	PAYMENT ~ Generates a decrease in the balance due. Reflects receipt of cash, check, money order or wire transfer, and to be used <u>SOLELY</u> for that purpose.
PREV	PREVIOUS BALANCE ADJUSTMENT ~ Generates an increase in the balance due. Use this when it is necessary to bring a balance forward, usually used for supervision fee accounts closed due to violation.
STOP	STOP PAYMENT – CHECK ~ Generates an increase in balance due. This adds back to the amount due the amount of the check that was stopped. Use "CK" as the document type as well as the check number.
UPM	UNDER PAYMENT ~ Generates a decrease in the balance due. Use the same document type and number as used of the PMT. Used when PMT has been incorrectly recorded.
WAVR	WAIVER ~ Generates a decrease in the balance due. Transaction comment <i>must</i> be used for explanation of waiver. The waiver should be done for each month the balance or portion of the balance is waived.
WIL	WORK IN LIEU OF PAYMENT ~ Generates a decrease in the balance due. Transaction comment <i>must</i> be used.

LOCAL CONTROL ACCOUNTS

- To create an account for a Local Control offender, choose the option from your menu for W/W Supervision Fees.

CCSUPPORT	Corrections Information Systems
AZEVEDOP	CC Support Menu
Select one of the following:	
1. Offender Information	
2. LEDS/OJIN/Other Systems Menu	
3. Admissions	
4. CC Release Process	
5. W/W Court Orders	
6. CC Support Data Entry/Update	
7. CC EPR Process	
8. CC Abscond Return Process	
9. CC Transfer Process	
10. Change Primary Caseload Process	
11. W/W Risk Assessments	
12. W/W Sex Offender Assessments	
More...	
Selection:_____Job:_____	
F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu	

- Press F12 to move back one screen to change the location code.

CMS280I	Corrections Information Systems	(TEST)
AZEVEDOP	Fee Transaction Entry	
	Klamath County Community Corrections	
Offender Id/Name . _____		Copies: 1
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel		

- On this screen you can enter the location code for the Local Control offender, such as LKLA for Klamath Local Control. Press <ENTER>.

CMS280I	Corrections Information Systems	(TEST)
AZEVEDOP	Specify Current Location	
Type choice, press Enter.		
Location code. . . <u>LKLA</u>		Code, F4 for list
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel		

- Now you are back at the offender prompt screen. Enter the SID # for the offender or you can use the F4=prompt.

CMS280I	Corrections Information Systems	(TEST)
AZEVEDOP	Fee Transaction Entry	
Klamath County Jail		
Offender Id/Name .	<u>07318045</u> SMITH, KENYON D	Copies: 1
F3=Exit F4=Prompt F5=Refresh F6=Create F7=Fee accounts		
F8=Post transactions F11=Menu bar F12=Cancel F16=Revenue report		

- Once you have found the offender, press <ENTER>.

- To create a Day Reporting fee for this offender, press F6=Create.
- You must enter the Fee type, amount & Cycle code the same as for a regular account.
- When you finish entering all the information, press <ENTER>.

```

CMS280I           Corrections Information Systems           (TEST)
AZEVEDOP          Fee Transaction Entry
                  Klamath County Jail
Offender Id. . . . 07318045    SMITH, KENYON D    Copies: 1

    Maintain fee for offender

Offender: 07318045 SMITH, KENYON D
Responsible location: Klamath County Community Corrections

Fee type. . . . DAYR      Total billed. . . . .00
Amount. . . . 7          Total paid. . . . .00
Cycle code. . . . D      Total adjustments . . . .00
Start date. . . . 9/06/2000 Total returned. . . .00
Expire date . . . 10/25/2000 Total due . . . .00

F8=Post transactions  F11=Menu bar  F12=Cancel  F16=Revenue
  
```

- The account has been created. You can post payments to this account the same as regular accounts. Just remember to do a F12 at the offender prompt screen to change the location code to the same one of the offender. ***You must also run your Fee Reports by the Local Control location code.***

```

CMS280I           Corrections Information Systems           (TEST)
AZEVEDOP          Fee Transaction Entry
                  Klamath County Jail

Offender Id. . . . 07318045    SMITH, KENYON D    Copies: 1
Resp location. . . Klamath County Jail
Caseload. . . . JAIL INTAKE
Transaction type . . . . .PMT  Payment
Amount received . . . . .
Document type & number. .
Transaction comment . . . .

1=Sel  Trans Amount  Type  Cnty  Cycle      Last paid  Balance due
-----
      ESP           Daily Fee      435.00
      DAYR          Daily Fee      224.00

F3=Exit  F4=Prompt  F5=Refresh    F6=Create  F7=Fee accounts
F8=Post transactions  F11=Menu bar  F12=Cancel
  
```

The Local Control location codes will automatically change once the offender is put on post prison supervision.

SUPERVISION FEES THROUGH W/W CASELOADS

- From the CC Support Menu choose option 22, W/W Caseloads or from the CCPPO menu choose option 2.
- Position your cursor next to the offender you wish to work with, type “18,” and press <ENTER>. The following screen will appear:

CMS203I	Corrections Information Systems	13:43:21
AZEVEDOP	Work with Offenders Summary	11/18/02

Caseload number . . . 0633 HAMMOND, OLEAVIA LYNETTE
Position to . . . _____

Enter option...

14=Names 15=Address history 16=Notes 17=Description 18=Fees
19=Struct sanctions 21=Caseload 22=Change primary caseload

=====

All Fees

Offender: 10733368 ADAMS, JENNIFER FAYE

Type	Loca	Cycle	Amount	Start Date	Last Paid	Balance	Clos
SUPV	KLAM	Monthly Fee	35.00	12/21/2000	10/15/2002	155.00	

Bottom

F5=Refresh F6=Create F8=View transactions F9=Add transaction
F10=Print F12=Cancel F16=Include discontinued

Although entry work can be done from this screen, it is not recommended.

ACCOUNT CLOSURES

- From your menu choose the option for W/W Supervision Fees.
- Select an offender by typing in SID # or use the F4 prompt and press <ENTER> twice.
- Use the F7 function key, then tab down to the account you wish to close and press <ENTER>.
- Press F14 to close account.

CMS280I	Corrections Information Systems
AZEVEDOP	Fee Transaction Entry
	Klamath County Community Corrections
Offender Id. . . . 10279616 WALKER, RICHARD IVY Copies: 1	
Resp location. . . Klamath County Community Corrections	
Caseload PARKER, KIKI	

Maintain fee for offender

Change

Offender: 10279616 WALKER, RICHARD IVY

Responsible location: Klamath County Community Corrections

Sup Fee

Fee type. . . .	SUPV	Total billed. . .	375 .00
Fee amount. . .	25.00	Total paid. . . .	375 .00
Cycle code. . .	M Monthly Fee	Total adjustments	.00
Start date. . .	10/29/1999	Total returned. .	.00
Expire date . .		Total due00

Court ordered amt.

Co. override amt. N

Override End date .

Print statement . Y

F4=Prompt F5=Refresh F9=Transaction F12=Cancel

F14=Close acct

- You will get a pop-up window asking for a comment. Enter a descriptive comment and press <ENTER>.
- You will be asked to press <ENTER> again to confirm.
- The account will immediately disappear from the screen.

VIEW CLOSED ACCOUNT

- Press F16 to view discontinued accounts, place your cursor on the account and press F18. This will allow you to view the account closure details.

CMS280I	Corrections Information Systems	
AZEVEDOP	Fee Transaction Entry	
	Klamath County Community Corrections	
Offender Id. . . .	10279616 WALKER, RICHARD IVY	Copies: 1
Resp location. . .	Klamath County Community Corrections	
Caseload	PARKER, KIKI	

All Fees

Offender: 10279616 WALKER, RICHARD IVY

Type	Cnty	Cycle	Amount	Start Date	Last Paid	Balance	Clos
SUPV		Monthly Fee	25.00	10/29/1999	1/16/2001		
POLY		One Time	175.00	4/26/2000		200.00	ADMN
POLY		One Time	175.00	6/14/2000			ADMN

Bottom

F5=Refresh F6=Create F8=View transactions F9=Add transaction
F10=Print F12=Cancel F16=Exclude discontinued F18=View Closure

CMS280I	Corrections Information Systems	
AZEVEDOP	Fee Transaction Entry	
	Klamath County Community Corrections	
Offender Id. . . .	10279616 WALKER, RICHARD IVY	Copies: 1
Resp location. . .	Klamath County Community Corrections	
Caseload	PARKER, KIKI	

Fee closure for offender

Offender: 10279616 WALKER, RICHARD IVY

Resp location: Klamath County Community Corrections

Fee type. POLY

Fee amount. 175.00

Close comment . . PAID IN FULL

Close code. ADMN

Close date. 6/14/2000

Last updated by . AZEVEDOP

F12=Cancel

POSTING TO A CLOSED ACCOUNT

- From your menu choose the option for W/W Supervision Fees.
- Select an offender by typing in SID # or use the F4 prompt and press <ENTER> twice.
- Use the F7 function key, then F16, then tab down to the account you wish to add a transaction to, press F9.

CMS280I		Corrections Information Systems	
AZEVEDOP		Fee Transaction Entry	
Klamath County Community Corrections			
Offender Id. . . .	10279616	WALKER, RICHARD IVY	Copies: 1
Resp location. . .	Klamath County Community Corrections		
Caseload	PARKER, KIKI		

All Fees						
Offender: 10279616 WALKER, RICHARD IVY						
Type	Cnty	Cycle	Amount	Start Date	Last Paid	Balance Clos
SUPV		Monthly Fee	25.00	10/29/1999	1/16/2001	
POLY		One Time	175.00	4/26/2000		200.00 ADMN
POLY		One Time	175.00	6/14/2000		ADMN
						Bottom
F5=Refresh F6=Create F8=View transactions F9=Add transaction						
F10=Print F12=Cancel F16=Exclude discontinued F18=View Closure						

- Enter information as any other payment, adjustment, etc.

CMS280I		Corrections Information Systems	
AZEVEDOP		Fee Transaction Entry	
Klamath County Community Corrections			
Offender Id. . . .	10279616	WALKER, RICHARD IVY	Copies: 1
Resp location. . .	Klamath County Community Corrections		
Caseload	PARKER, KIKI		
Transaction type.	PMT	Payment	Amount distributed

Fee Transaction			
Offender: 10279616 WALKER RICHARD			
Responsible location: Klamath County Community Corrections			
POL	Fee type	POLY Polygraph	Copies: 1
Transaction type	Trans Date. . 1/30/2001		
Amount			
Doc type	Number		
Exception reason	Authorized by		
Comment.			
F4=Prompt F5=Refresh F12=Cancel			

CCFEE MENU OPTIONS/REPORTS

OPT 1. Caseload Collection Statistics

Detailed report of total monies billed, collected, credits, debits, etc.

Type begin/end date, location code (defaults to your location), caseload, fee type, include/exclude out counts, report type, summary/detail, display/print & press <ENTER>.

OPT 2. All Transactions Report

Detailed report of all transactions for a specific date(s).

Type in location code, start date, stop date, transaction type, fee type & press <ENTER>.

OPT 3. Daily Branch Receipts Report

Detailed report of transaction type, fee type, offender name, document type & number, receipt number & amount of payment.

Type in location code, start date, stop date, payment transaction type, document type & press <ENTER>.

OPT 5. Fee Billing Statement

This will generate & print billing statements.

Default settings are set to your location, current date, all fee types, all dollar limits, your entire office caseload, and sorted alphabetically by last name of offender. Any or all of the default settings can be changed.

Choose all fee types or use the F4=Prompt function to run statements for particular account types.

Choose all dollar limits or enter a lower and upper dollar limit.

Choose all caseloads or an individual caseload number.

Run ONE statement by choosing an individual ID number or leave at *ALL.

Run certain portions of the alphabet by entering beginning and ending letters in the names from/to field.

You may also sort the statements by name, zip code, or caseload order.

OPT 7. Reconciliation Screen

This screen acts as a cash box statement.

Type '1' in front of the recorded payments you wish to deposit (or use F13 to select all payments) & press <ENTER>, then F10. Your selections will be removed from the screen and will print immediately.

OPT 8. Reconciliation Report

Detailed report of the deposits made for a given date.

Type location code, deposit date & press <ENTER>.

OPT 9. PO Account Report

Detailed report by caseload of offender SID#, name, type of account, amount per month, balance owed & last date paid.

Type location code, caseload, run option, only supv (Y/N) & press <ENTER>.

OPT 10. Transactions by Receipt Number

Detailed report of all transactions by computer generated receipt number.

Type location code, date range, document type and transaction type.

OPT 11. Print STMT / Bad Address Rpt

Detailed report of all offenders by print switch code.

Type location type, report selection, outcount, caseload, sort by, fee account type, print statement, bad address flag, bad address date before & press <ENTER>.

OPT 12. Discontinued Fees Report

Report used for identifying cases that have been closed with money still owing.

Type discontinued after date, office, total due over amount, credit balances, display/print & press <ENTER>.

OPT 13. County Override Report

Report used to identify accounts that have been overridden by your county. The date range used is for the override end date.

Type location type, location code, outcount, caseload, sort by, fee account type, county override flag, date range & press <ENTER>.

OPT 14. W/W SUPV Fees/Printer/DOR (See Page 54)**OPT 15. Fee Text (See Page 58)**

This option is to be used prior to running # 5 (Billing Statement)

OPT 16. DOR Collect Acct Status Report

Report used for identifying a list of collection account assignments and/or adjustment memos.

Type location type, location, caseload, report type, print/display & press <ENTER>.

OPT 17. Open Fee Accts w/Expire Dates

Report lists offenders having one or more open accounts with an expiration date. The date range is for the fee expiration date.

Type report type, location, caseload, outcount, cycle code, fee account type, date range, sort by, print/display & press <ENTER>.

OPTION 1 - CASELOAD COLLECTION STATISTICS

- Collection statistics per selected criteria. Column definitions as well as the selection criteria are found at the bottom or last page of each report.
- These reports print immediately.

CMS513BP	Corrections Information Systems	11:31:26
LEEPJ	Supervision Fee Collections	7/11/13

Type choices, press Enter.

Date Range ... from: 6/01/2013 Thru: 6/30/2013

Location COOS *All, Code, F4 to prompt

Caseload *ALL *All, Caseload, F4 to prompt

Fee Type *ALL *ALL, F4 to Prompt

Include Outcounts? N Y=Yes, N=No

Report Type. 1 1=Supervision Fee Collections
2=Caseload Statistics

Summary or Detail layout . S S=Summary, D=Detail

Display or Print. D D=Display, P=Print

NOTE: Display option may take a while to load.

Report beginning/ending date: Default - previous month; dates can be changed to another date range whenever necessary.

Location: Default - user's location; can be changed to *ALL locations or another specific location (use F4 prompt for list of available location codes).

Fee Type: Default - *ALL; can be changed to an individual fee type whenever necessary (use F4 prompt for list of available fee type codes).

Include Outcounts?: Default – N; can be changed to Y for data on outcount (ABSC, IMMI, etc) cases.

Report Type: Default - 1=Supervision Fee Collections; can be changed to option 2=Caseload Statistics. Data is listed by caseload number when run for individual location and listed by office location when run using *ALL location.

Option 1=Supervision Fee Collections: Provides amounts collected, payments, average paid and percent paid for the selected criteria.

Option 2=Caseload Statistics: Provides amounts of balance forward, billings, payments, credits, debits, and open balance for selected criteria.

Summary or Detail Layout: Default – S=Summary; can be changed to D=Detail which will produce a detailed report by offender.

Display or Print: Default – D=Display; can be changed to P which will print the report using the selected criteria.

Caseload	Collected	Count	Payments	Ave Paid	Perc Paid
6202 HERNING, TRACY	4,149.78	201	4,149.78	20.65	41.7%
6204 REEVES, STEPHEN	1,645.42	80	1,645.42	20.57	22.5%
6205 LARSON, ERIN	320.00	76	320.00	4.21	10.5%
6206 DISCONTINUED	36.35	0	36.35	.00	.0%
6207 DISCONTINUED	66.16	0	66.16	.00	.0%
6209 HERNING, TRACY L	770.00	41	770.00	18.78	29.2%
6211 WEBLEY, CHRIS	599.00	79	599.00	7.58	16.4%
6212 BROWN, ANNA	1,595.68	72	1,595.68	22.16	38.8%
6213 LARSON, DARIN	369.40	75	369.40	4.93	8.0%
6218 BROWN, ANNA	702.00	23	702.00	30.52	60.8%
6222 OUT-OF-STATE CASELOAD	35.00	1	35.00	35.00	.0%
Totals:	10,288.79	648	10,288.79	15.88	28.2%

Column Definitions:

Collected = All transactions of (PMT + UPM) - OPM
 Count = The count of active (billing) Master fee records.
 Payments = (PMT + UPM) - (OPM + NSF + STOP)
 Ave Paid = Payments divided by Count
 Perc Paid = (the count of offenders with PMT transactions during
 the report date selection parameter) divided by
 (the count of offenders) multiplied by 100.

Selection Criteria:

Report beginning date 6/01/2013
 Report ending date. 6/30/2013
 Location. COOS *All, Code
 Caseload. *ALL *All, Code
 Fee type. *ALL *All, Code
 Include Outcounts?. N Yes or No
 Report type 1 1=Supervision Fee Collections
 2=Caseload Statistics
 Summary or Detail S S=Summary, D=Detail

Option 1, Selection 1, Detail

CMS530R		Corrections Information Systems				7/16/13	
LEEPJ		Supervision Fee Collections - Details				9:40:36	
		From 6/01/2013 through 6/30/2013				Page 1	
Location: COOS Coos County Community Corrections							
Case						Ave	Perc
load	SID	Type	Name	Collected	Payments	Paid	Paid

6218	13666441	SUPV	ACKERMAN, JEREMIAH D	.00	.00		
6218	15296779	SUPV	BERRY, JIMMIE DEWAYNE	35.00	35.00		
6218	15283885	SUPV	BLOMQUIST, ALLEN ERIC	35.00	35.00		
6218	06337980	POLY	BOLTON, DEAN RICHARD	.00	.00		
6218	06337980	SUPV	BOLTON, DEAN RICHARD	.00	.00		
6218	13546734	POLY	BRIDGES, JACK J	.00	.00		
6218	13546734	SUPV	BRIDGES, JACK J	.00	.00		
6218	07582713	POLY	BROWN, CHESTER P	.00	.00		
6218	07582713	SUPV	BROWN, CHESTER P	120.00	120.00		
6218	15452030	SUPV	COLLINS, KENNETH MITCHELL	40.00	40.00		
6218	15695606	SUPV	CONANT, DAVID NICHOLAS	35.00	35.00		
6218	08402350	SUPV	COZAD, ELMER BIGELOW Jr	35.00	35.00		
6218	14566668	SUPV	DAVIS, SONYA MARIE	140.00	140.00		
6218	12545552	POLY	JENKS, LARRY JOE Jr	.00	.00		
6218	12545552	SUPV	JENKS, LARRY JOE Jr	.00	.00		
6218	16834081	SUPV	JOHNSON, KELLY EUGENE	35.00	35.00		
6218	06645457	POLY	LOWDEN, RICHARD ERNEST	5.00	5.00		
6218	06645457	SUPV	LOWDEN, RICHARD ERNEST	35.00	35.00		
6218	17130308	POLY	OPYD, JOSEPH ALLEN	.00	.00		
6218	16857807	DOR	PORTNELL, ROBERT WAYNE	42.00	42.00		
6218	11712878	SUPV	SEAVELLO, RICHARD GLEN	35.00	35.00		
6218	08673706	SUPV	SERATT, KELLIE LYNN	.00	.00		
6218	05776912	POLY	SMITH, JACK PHILLIP	.00	.00		
6218	05776912	SUPV	SMITH, JACK PHILLIP	40.00	40.00		
6218	13158829	SUPV	STEWART, OMAR ROY	35.00	35.00		
6218	10830011	POLY	STUCKY, BILLY RAY III	.00	.00		
6218	10830011	SUPV	STUCKY, BILLY RAY III	.00	.00		
6218	03194347	SUPV	TARVIN, DOUGLAS LEE	35.00	35.00		
6218	07513167	SUPV	THURMAN, DELBERT R	.00	.00		
6218	07513167	TRAV	THURMAN, DELBERT R	.00	.00		
6218	14350952	SUPV	VAN-DEMARK, WAYNE ANDREW Jr	.00	.00		
Total # offenders listed:				23			
Active offenders :				23	702.00	30.52	60.8%

Option 1, Selection 2, Summary

CMS513B2
LEEPJCorrections Information Systems
Caseload Statistics
From 1/01/2018 through 1/26/20181/26/18
8:36:17
Page 1

Location: coos Coos County Community Corrections

Caseload	Count	Balance Forward	Billings	Payments	Credits	Debits	Open Balance
6200 INACTIVE	0	.00	.00	.00	.00	.00	.00
6201 DAVIS/DOWNWARD, MCKENZIE	9	105.00-	315.00	370.00	.00	.00	160.00-
6202 DAVIS, MCKENZIE	132	37,866.00	4,550.00	2,725.00	945.00-	.00	38,746.00
6204 REEVES, STEPHEN	50	26,922.00	1,750.00	360.00	35.00-	.00	28,277.00
6205 LARSON, ERIN	49	23,687.00	1,645.00	510.00	35.00-	543.00	25,330.00
6206 BROOKS, BETH	44	14,582.73	1,505.00	496.00	.00	120.00	15,711.73
6207 PATURZO, MICHAEL	51	31,088.40	1,680.00	205.00	615.00-	1,935.00	33,883.40
6208 WEBLEY/SO, CHRIS	14	3,421.00	455.00	295.00	.00	900.00	4,481.00
6209 DAVIS, MCKENZIE M	12	1,460.00	385.00	287.00	.00	.00	1,558.00
6210 DISCONTINUED	0	.00	.00	.00	.00	.00	.00
6211 WEBLEY, CHRIS	48	12,300.00	1,575.00	1,205.00	.00	618.00	13,288.00
6212 GILL, RICHARD	47	26,952.50	1,545.00	1,170.98	35.00-	.00	27,291.52
6213 LARSON, DARIN	54	29,694.20	1,855.00	485.00	.00	.00	31,064.20
6216 MULLINS-M57, JOSH	35	23,235.20	1,155.00	180.00	.00	.00	24,210.20
6217 HERNING, TRACY	35	9,991.00	1,225.00	580.00	.00	.00	10,636.00
6218 GILL, RICHARD	10	28.00-	350.00	140.00	.00	.00	182.00
6222 OUT-OF-STATE CASELOAD	0	.00	.00	.00	.00	.00	.00
Totals:	590	241,067.03	19,990.00	9,008.98	1,665.00-	4,116.00	254,499.05

Column Definitions:

Count = The cbunt of active (billing) Master file records.

Balance Forward = For each transaction that occurs prior to the beginning date of the report;
add all debit and billing transactions and subtract all credit and payment transactions.

Billings = The sum of all transactions that are BILL.

Payments = (PMT + UPM) - (OPM + NSF + STOP)

Credits = If the transaction amount is less than zero - decreases the Open Balance

Debits = If the transaction amount is greater than zero - increases the Open Balance

Open Balance = (Balance forward + Billings) - (Payments - Credits + Debits)

Selection Criteria:

Report beginning date 1/01/2018
Report ending date 1/26/2018

Location COOS *All, Code

Caseload *ALL *All, Code

Fee type SUPV *All, Code

Include Outcounts? N

Report tYPE 2 1=Supervision Fee Collections
2=Caseload Statistics

Summary or Detail S S=Summary, D=Detail

CMS530R2
LEEPJCorrections Information Systems
Caseload Statistics - Details
From 6/01/2013 through 6/30/20137/16/13
9:40:29
Page 1

Location: COOS Coos County Community Corrections

Case load	SID	Type Name	Balance Forward	Credits	Billings	Debits	Payments	Open Balance
6218	13666441	SUPV ACKERMAN, JEREMIAH D	5.00-		35.00		.00	
6218	15296779	SUPV BERRY, JIMMIE DEWAYNE	.00	30.00-	35.00	.00	35.00	.00
6218	15283885	SUPV BLOMQUIST, ALLEN ERIC	.00	.00	35.00	.00	35.00	.00
6218	06337980	POLY BOLTON, DEAN RICHARD	750.00	.00	.00	.00	.00	750.00
6218	06337980	SUPV BOLTON, DEAN RICHARD	1,483.00	.00	35.00	.00	.00	1,518.00
6218	13546734	POLY BRIDGES, JACK J	225.00	.00	.00	.00	.00	225.00
6218	13546734	SUPV BRIDGES, JACK J	450.00	.00	35.00	.00	.00	485.00
6218	07582713	POLY BROWN, CHESTER P	530.00	.00	.00	.00	.00	530.00
6218	07582713	SUPV BROWN, CHESTER P	55.00	.00	35.00	.00	120.00	30.00-
6218	15452030	SUPV COLLINS, KENNETH MITCHELL	.00	.00	35.00	.00	40.00	5.00-
6218	15695606	SUPV CONANT, DAVID NICHOLAS	.00	.00	35.00	.00	35.00	.00
6218	08402350	SUPV COZAD, ELMER BIGELOW Jr	430.00	.00	35.00	.00	35.00	430.00
6218	14566668	SUPV DAVIS, SONYA MARIE	114.00	.00	35.00	.00	140.00	9.00
6218	12545552	POLY JENKS, LARRY JOE Jr	925.00	.00	.00	.00	.00	925.00
6218	12545552	SUPV JENKS, LARRY JOE Jr	2,304.25	.00	35.00	.00	.00	2,339.25
6218	16834081	SUPV JOHNSON, KELLY EUGENE	.00	.00	35.00	.00	35.00	.00
6218	06645457	POLY LOWDEN, RICHARD ERNEST	40.00	.00	.00	.00	5.00	35.00
6218	06645457	SUPV LOWDEN, RICHARD ERNEST	20.00	.00	35.00	.00	35.00	20.00
6218	17130308	POLY OPYD, JOSEPH ALLEN	100.00	.00	.00	.00	.00	100.00
6218	16857807	DOR PORTNELL, ROBERT WAYNE	445.00	.00	.00	.00	42.00	395.00
6218	11712878	SUPV SEAVELLO, RICHARD GLEN	.00	8.00-	35.00	.00	35.00	.00
6218	08673706	SUPV SERATT, KELLIE LYNN	35.00-	.00	35.00	.00	.00	.00
6218	05776912	POLY SMITH, JACK PHILLIP	140.00	.00	.00	.00	.00	140.00
6218	05776912	SUPV SMITH, JACK PHILLIP	205.00	.00	35.00	.00	40.00	200.00

6218	13158829	SUPV STEWARD, OMAR ROY	.00		35.00		35.00		
6218	10830011	POLY STUCKY, BILLY RAY III	65.00	.00	.00	.00	.00	.00	
6218	10830011	SUPV STUCKY, BILLY RAY III	1,005.00	.00	35.00	.00	.00	65.00	
6218	03194347	SUPV TARVIN, DOUGLAS LEE	.00	.00	35.00	.00	35.00	1,040.00	
6218	07513167	SUPV THURMAN, DELBERT R	1,607.50	.00	35.00	.00	.00	.00	
6218	07513167	TRAV THURMAN, DELBERT R	.00	.00	.00	.00	.00	1,642.50	
6218	14350952	SUPV VAN-DEMARK, WAYNE ANDREW Jr	175.00	.00	35.00	.00	.00	.00	
				.00		.00		210.00	
Listed: 23 Active: 23			11,028.75		735.00		702.00		
				38.00-		.00		11,023.75	

OPTION 2 - ALL TRANSACTIONS REPORT

- All fee transactions per selected criteria.
- This report prints immediately.
- If you included the 1st of the month in your request and select *ALL for Transaction Type, the report will include all the BILL accounts---so use caution in your selection!
- Press the F4 prompt at Transaction type to bring up a table of transaction types. (*See page 13 for list of transaction types.*)
- Press the F4 prompt key at Fee type to bring up a table of fee account types. (*See page 5 for list of fee account types.*)

Fee System Transaction Listing (FEELSTTRN)

Type choices, press Enter.

*ALL, Location code, *CUR . . .	*CUR	*CUR, Location code, *ALL
Listing start date	*TODAY	Date (MMDDCCYY), *TODAY
Listing stop date	*TODAY	Date (MMDDCCYY), *TODAY
Transaction type	*ALL	*ALL, ADDL, ADJ, BILL...
Fee Type	*ALL	*ALL, ASSE, ASSP, BRBA...

Bottom

F3=Exit F4=Prompt F5=Refresh F12=Cancel F13=How to use this display F24=More keys

CMS284P
GOMEZK

DOC ISIS / CMI Systems (DEVL)
Fee Transactions

9/25/97
16:42:25

Location: LINC Lincoln County Community Corrections

Tran Type	Fee Type	Offender	Doc Type Doc number	Receipt nbr	Amount
BILL	URIN	SIMONSEN BRUCEW	ADJ	LINC	25.00
PMT	SUPV	SCHLAHT KELLYD	CA	LINC 04012	-100.00
PMT	SUPV	TYLER NICHOLASE	CA	LINC 04013	-25.00
3 Transaction (s) listed for 9/19/1997					-100.00
ADJ	SUPV	WHITE JEREMYN	BAL	LINC 04015	-925.00
PMT	SUPV	DANIELS DAVIDJ	CA #8744	LINC 04014	-10.00
PMT	SUPV	RASMUSSEN HARRYS	CK #6462	LINC 04016	-25.00
3 Transaction (s) listed for 9/22/1997					-960.00
PMT	SUPV	NASH ERICC	CA	LINC 04017	-50.00
PMT	SUPV	MILES BARRYJ	CA IN OFFICE	LINC 04018	-25.00
2 Transaction (s) listed for 9/23/97					-75.00
PMT	SUPV	GRASSL HEIDIM	CK #1415	LINC 04019	-50.00
PMT	SUPV	HUDSON CAROLES	MO #923288	LINC 04020	-25.00
PMT	SUPV	NICKENS GERARDA	CK #323	LINC 04021	-25.00
PMT	SUPV	LASHWAY LISAM	MO #387987	LINC 04022	-25.00
PMT	SUPV	CORNWALL RYANR	CK #115	LINC 04023	-25.00
PMT	SUPV	BURGIN PAULA	CA	LINC 04024	-25.00
6 Transaction (s) listed for 9/24/97					-175.00
PMT	SUPV	BELLER MICHAELD	CA IN OFFICE	LINC 04025	-25.00
PMT	SUPV	WERDER FRANKW	CA #8745	LINC 04026	-25.00
PMT	SUPV	WEBSTER JUNNIFERD	CA #8801	LINC 04027	-10.00
PMT	SUPV	PAYNE JAMESR	CA #8803	LINC 04028	-25.00
PMT	SUPV	LITFIN MICHAELA	CK #1411	LINC 04029	-25.00
PMT	SUPV	BAHR DALER	CA #8805	LINC 04030	-10.00
PMT	SUPV	JESSING FRANK	CA #8806	LINC 04031	-10.00
PMT	SUPV	PERRY KENTB	CA #8807	LINC 04032	-20.00
PMT	SUPV	TORRESGOLDEN RICKI	CA #8808	LINC 04033	-25.00
PMT	SUPV	ADAMS GERALDG	CA #8809	LINC 04034	-5.00
PMT	SUPV	LANGSTAFF GARY	CK #0957	LINC 04036	-25.00
PMT	SUPV	BRAY SHAWN M	CA #8812	LINC 04037	-20.00
PMT	SUPV	ANDUIZA ANTHONYB	CA #8810	LINC 04035	-25.00
13 Transaction (s) listed for 9/25/97					-250.00
27 Transaction (s) listed for Lincoln County Community Corrections					-1,560.00
27 Transaction (s) listed.					-1,560.00

OPTION 3 - DAILY BRANCH RECEIPTS REPORT

- Payment Transaction per selected criteria.
- This report runs immediately.

Fee Payment Transaction List (FEELSTPMT)

Type choices, press Enter.

Location code	<u>KLAM</u>	Location code, *ALL
Listing start date	<u>01222001</u>	Date (MMDDCCYY), *TODAY
Listing stop date	<u>01262001</u>	Date (MMDDCCYY), *TODAY
Payment Transaction type	<u>*ALL</u>	*ALL, PMT, UPM, OPM
Document Type	<u>*ALL</u>	*ALL, CASH, CHCK

F3=Exit F4=Prompt F5=Refresh F12=Cancel F13=How to use this display
F24=More keys

CMS284P
GOMEZK

DOC ISIS / CMI Systems (DEVL)
Fee Transactions

9/25/97
16:42:25

Location: LINC Lincoln County Community Corrections

Tran Type	Fee Type	Offender	Doc Type	Doc number	Receipt nbr	Amount
PMT	SUPV	SCHLAHT KELLYD	CA		LINC 04012	-100.00
PMT	SUPV	TYLER NICHOLAS	CA		LINC 04013	-25.00
		2 Transaction (s) listed for Document type, CA				-125.00
		2 Transaction (s) listed for 9/19/97				-125.00
PMT	SUPV	DANIELS DAVIDJ	CA	#8744	LINC 04014	-10.00
PMT	SUPV	RASMUSSEN HARRYS	CK	#6462	LINC 04016	-25.00
		1 Transaction (s) listed for Document type, CA				-10.00
		1 Transaction (s) listed for Document type, CA				-25.00
		2 Transaction (s) listed for 9/22/1997				-35.00
PMT	SUPV	NASH ERICC	CA		LINC 04017	-50.00
PMT	SUPV	MILES BARRYJ	CA		LINC 04018	-25.00
		2 Transaction (s) listed for Document type, CA				-75.00
		2 Transaction (s) listed for 9/23/97				-75.00
PMT	SUPV	GRASSL HEIDIM	CK	#1415	LINC 04019	-50.00
PMT	SUPV	HUDSON CAROLES	MO	#923288	LINC 04020	-25.00
PMT	SUPV	NICKENS GERARDA	CK	#323	LINC 04021	-25.00
PMT	SUPV	LASHWAY LISAM	MO	#387987	LINC 04022	-25.00
PMT	SUPV	CORNWALL RYANR	CK	#115	LINC 04023	-25.00
PMT	SUPV	BURGIN PAULA	CA		LINC 04024	-25.00
		1 Transaction (s) listed for Document type, CA				-25.00
		3 Transaction (s) listed for Document type, CK				-100.00
		2 Transaction (s) listed for Document type, MO				-50.00
		6 Transaction (s) listed for 9/24/97				-175.00
PMT	SUPV	BELLER MICHAELD	CA	IN OFFICE	LINC 04025	-25.00
PMT	SUPV	WERDER FRANKW	CA	#8745	LINC 04026	-25.00
PMT	SUPV	WEBSTER JUNNIFERD	CA	#8801	LINC 04027	-10.00
PMT	SUPV	PAYNE JAMESR	CA	#8803	LINC 04028	-25.00
PMT	SUPV	LITFIN MICHAELA	CK	#1411	LINC 04029	-25.00
PMT	SUPV	BAHR DALER	CA	#8805	LINC 04030	-10.00
PMT	SUPV	JESSING FRANK	CA	#8806	LINC 04031	-10.00
PMT	SUPV	PERRY KENTB	CA	#8807	LINC 04032	-20.00
PMT	SUPV	TORRESGOLDEN RICKI	CA	#8808	LINC 04033	-25.00
PMT	SUPV	ADAMS GERALDG	CA	#8809	LINC 04034	-5.00
PMT	SUPV	LANGSTAFF GARY	CK	#0957	LINC 04036	-25.00
PMT	SUPV	BRAY SHAWN M	CA	#8812	LINC 04037	-20.00
PMT	URIN	ANDUIZA ANTHONYB	CA	#8810	LINC 04035	-25.00
		11 Transaction (s) listed for Document type, CA				-200.00
		2 Transaction (s) listed for Document type, CK				-50.00
		13 Transaction (s) listed for 9/25/97				-250.00
		17 Transaction (s) listed for Document type, CA				-435.00
		6 Transaction (s) listed for Document type, CK				-175.00
		2 Transaction (s) listed for Document type, MO				-50.00
		25 Transaction (s) listed for Lincoln County Community Corrections				-660.00
		25 Transaction (s) listed.				-660.00

OPTION 5 - FEE BILLING STATEMENT

- This prints bills per selected criteria.

Corrections Information Systems			
Fee statement print prompt			
Type choices, press Enter.			
Location	<u>KLAM</u>		
As of Date	<u>5/13/2002</u>		
Fee type	<u>*ALL</u>	*ALL, Code	
Lower/Upper dollar limit	<u>.00</u>	<u>9999999.00</u>	*ALL, Code
<u>Selection Criteria</u>			
Caseload	<u>*ALL</u>	*ALL, Number	
ID number.	<u>*ALL</u>	Include leading zeros	
Names from/to.	<u>*BEGIN</u>	<u>*END</u>	Partial last names or *BEGIN *END
<u>Sort Criteria</u>			
Name order	<u>Y</u>		
Zip order.	<u>N</u>		
Caseload/name order. .	<u>N</u>		
F3=Exit F4=Prompt F5=Refresh F12=Cancel Enter=Submit			

The default settings for the Fee Billing Statements are set to your location, current date, *ALL fee types, all dollar limits, your entire office caseload, and sorted alphabetically by last name of offender. You may change any or all of the default settings.

- Choose all fee types or use the F4 = Prompt function to run statements for a particular account
- Select account type and <ENTER>

Corrections Information Systems	
Fee statement print prompt	
Type choices, press Enter.	
Location	<u>KLAM</u>
As of Date	<u>5/13/2002</u>
Fee type	<u>*ALL</u> *ALL, Code
	<div style="border: 1px solid black; padding: 5px;"> Fee Account Type Position to . . _____ Code Description ASSE Assessment ASSP MULT special program BRBA Breaking Barriers CMPO Compact Fee CSW Community service fee </div>
<u>Selection Criteria</u>	
Caseload	<u>*ALL</u> *ALL, Number
ID number.	<u>*ALL</u> Include leading zeros
Names from/to. . .	<u>*BEGIN</u> <u>*END</u> Partial last names or *BEGIN *END
<u>Sort Criteria</u>	
Name order	<u>Y</u>
Zip order.	<u>N</u>
Caseload/name order.	<u>N</u>
F3=Exit F4=Prompt F5=Refresh F12=Cancel Enter=Submit	

- Choose all dollar limits or enter a lower and upper dollar amount. To print statements with a credit balance, enter a minus (-) after you enter the dollar amount.
- Choose all caseloads or enter an individual caseload number.
- Run **ONE** statement by choosing an individual ID number or leave at *ALL. Use the F4=Prompt to find a particular offender's ID number.
- Run certain portions of the alphabet by entering beginning and ending letters in the Names from/to field i.e. **A to BZ**.
- You may also sort the statements either by name, zip code or caseload.

SAMPLE STATEMENT – HIGHLIGHTED AREAS ARE FREE TEXT

Klamath County Community Corrections
220 Main St Klamath Falls, OR 97601
541) 880-5500

5/13/2002

Steven Atwood
1860 ESPLANADE
KLAMATH FALLS, OR 97601

RE: SID# 10013305

PO: WILKENLOH, WILLIAM

You are required by state law or condition of release to pay the costs of supervision.

Our records show as of 5/13/2002, you owe a Total of \$0.00 on the following accounts.

<u>Account Type</u>	<u>Start Date</u>	<u>End Date</u>	<u>Rate</u>	<u>Paid</u>	<u>Balance</u>
Sup Fee	11/01/2001	10/31/2002	25.00	/ M 175.00	

The above listed fees are ordered as part of your Probation/Post Prison Supervision. Please pay the above fees within 15 days of this date, or call your Parole/Probation Officer to develop a satisfactory payment schedule.

Thank you for your cooperation.

Please return this portion with your payment.
(por favor regrese esta porcion de la cuenta con su pago.)

Balance Due / (Total que debe:) \$0.00

Amount Enclosed / (Cantidad Incluida:)\$

NOTE: ALL UNPAID BALANCES WILL BE FORWARDED TO THE OREGON DEPARTMENT OF REVENUE FOR COLLECTION AT THE TIME OF SENTENCE EXPIRATION/DISCHARGE.

Steven Atwood Jayne

10013305

WILKENLOH, WILLIAM

Example of labels that can be used on billings:

Your account with Marion County Sheriff's Office is currently past due. Pay on your account, or we will <u>order you back to the State of Oregon.</u>	Your account is extremely overdue. We need to see activity on your account, or a SANCTION maybe issued for non-compliance.	Talk to your P.O. to see if you are eligible to do Community Service in lieu of your past due supervision fees.
WHY HAVEN'T YOU MADE A SUPERVISION FEE PAYMENT YET????	Would you like your PO to come to your <u>home</u> and collect your supervision fees amount due? Or will you send a payment in?	Pay <u>TOTAL</u> amount due before the end of the month.
You need to make a payment on your supervision fee account now. Pay \$50.00 by the end of the month!	A payment on your supervision fee account is demanded. Pay \$75.00 by the end of the month!	A payment on your supervision fee account is demanded. Pay \$100.00 by the end of the month!
A payment on your supervision fee account is demanded. Pay \$150.00 by the end of the month!	A payment on your supervision fee account is demanded. Pay \$175.00 by the end of the month!	A payment on your supervision fee account is demanded. Pay \$200.00 by the end of the month!
A payment on your supervision fee account is demanded. Pay \$225.00 by the end of the month!	A payment on your supervision fee account is demanded. Pay \$250.00 by the end of the month!	A payment on your supervision fee account is demanded. Pay \$300.00 by the end of the month!
A payment on your supervision fee account is demanded. Pay \$350.00 by the end of the month!	A payment on your supervision fee account is demanded. Pay \$400.00 by the end of the month!	A payment on your supervision fee account is demanded. Pay \$450.00 by the end of the month!
A payment on your supervision fee account is demanded. Pay \$500.00 by the end of the month!	Your immediate attention is needed. Your supervision fee account is past due and needs a payment made on it.	Your account is currently past due . Your payment, in full must be made to this office immediately!
<i>You haven't made 1 payment since your probation began.</i> Make a payment immediately!	You have failed to pay your Supervision Fees, lowered by your PO. You will NOW be required to pay \$35.00 per month!	Your account is currently past due. Bring your payment in full to this office immediately!
Your account is seriously past due. We need to see activity on your account by the end of the month!	You haven't made a payment since your probation began. Pay the total due or you maybe in violation of your probation.	You have <i>failed to comply</i> with your payment arrangements. FULL PAYMENT IS NOW DUE.

Pay your supervision fees today, or you could be in VIOLATION OF YOUR PROBATION!	Contact this office, or you may be in <i>VIOLATION OF YOUR PROBATION</i> FOR NON-PAYMENT!	You <i>could be in violation</i> of your probation, if a payment is not received by the end of the month!
You are 3 months PAST DUE . A payment of \$55 is due in this office by the end of the month. NO EXCUSES!	You pay under the \$35 a month Supervision Fee. Get your account paid up or we will bring your fees back up to \$35 per month.	<i>Thank you for making a payment.</i> Please try to double your payments, to be able to catch up on your account.
PAST DUE	Your account is seriously past due. You need to communicate with this office immediately.	NO TRAVEL PERMITS WILL NOT BE ISSUED UNTIL YOUR ACCOUNT IS CURRENT!

Additional Label examples: Close to Expire

Thank you for making a payment. In order for you to get off supervision, this account MUST be paid in full before you expire. IS CURRENT!	If you expire before your account is paid off, your account will be turned over to Department of Revenue.	Get this account paid up before your probation is extended for <i>non-compliance</i> of your conditions of supervision.
If your account is not paid off in full , a \$50 processing fee will be added and your account will be turned over to the Department of Revenue.	Don't allow this to be on your credit report. <i>Pay your supervision fees.</i> Pay this before it is turned over to a collection agency.	Pay on your account before it is turned over to the Department of Revenue.

Used on the outside of the envelope

OPEN IMMEDIATELY	URGENT	Time sensitive materials enclosed.
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OPTION 7 - RECONCILIATION SCREEN

- To select Payment Deposits for a given day.
- The report will print by using F10=Print or by selecting Option 8.
- This screen prints immediately.

CMS290I Corrections Information Systems 12:21:57

AZEVEDOP Select Payments for Deposit 1/24/01

Location KLAM Klamath County Community Corrections

Deposit date . . . 1/24/2001

1=Select

Opt	SID#	Name	Pay Date	Amount	Document
___	13849931	COOLEY, WILLIAM THOMAS	1/24/2001	20.00	CA AH
___	10250663	DAWSON, DANIEL EDWIN	1/24/2001	25.00	CA PM
___	11920557	DETER, SEAN AVERY	1/24/2001	25.00	CA AH

Bottom

F3=Exit F4=Prompt F5=Refresh F10=Print

F11=Menu bar F12=Cancel **F13=Select all**

OPTION 8 - RECONCILIATION REPORT

- To print Payment Deposits for selected day only if you use Option 7 Reconciliation Screen.
- This report prints immediately

Supervision Fee Deposits (PRTSFDEP)		
Type choices, press Enter.		
Location	*CUR	Character value, *ALL, *CUR
Deposit date	*TODAY	*Today or Date, (MMDDYY)
		Bottom
F3=Exit	F4=Prompt	F5=Refresh
F24=More keys	F12=Cancel	F13=How to use this display

Location: LINC Lincoln County Community Corrections

SID#	Name	Pay Date	Amount	Document
5335406	TERRY, JACK	9/17/1997	25.00	CA IN OFFICE
6102055	JEFFERS, DONALD	9/17/1997	75.00	MO #57086
7017354	NORTHEY, LARRY	9/17/1997	25.00	CA IN OFFICE
5594053	WELCH, WALLACE	9/17/1997	25.00	CA
6929890	KIRSCH, BRYAN	9/17/1997	50.00	CK #2264
3571072	BAFFORD, RONALD	9/17/1997	25.00	MO #70974
6617012	BOOZER, BRET	9/17/1997	10.00	CK #1231
3240702	HUNT, ROBERT	9/17/1997	30.00	MO #105559
3536620	LANGSTAFF, GARY	9/17/1997	25.00	CK #0949
7052274	LEDGERWOOD, TIMOTHY	9/17/1997	25.00	CK #952
5246315	MONTGOMERY, BOBBY	9/17/1997	25.00	MO #320008
7702073	NAVARRO, DONALD	9/17/1997	50.00	CK #0601
11289963	STAUSS, ANTHONY	9/17/1997	25.00	CK #3177
3986825	JONES, JAMES	9/17/1997	25.00	MO #5055832
11045189	MILLS, JOHN	9/17/1997	25.00	MO #27825237
6496433	BECK, DAVID	9/17/1997	25.00	CK #1383
11065216	CHAPMAN, THOMAS	9/17/1997	45.00	MO #9030440286
8867449	LECHNAR, SHAWN	9/17/1997	10.00	MO #2128970433
6925642	REGAN, JAMES	9/17/1997	75.00	CK #397
6925642	PEDDYCOART, ROBERT	9/18/1997	75.00	CA
7483636	PEDDYCOART, ROBERT	9/18/1997	25.00	CA
7483636	WOOD, NORMAN	9/18/1997	80.00	CA IN OFFICE

800.00 Total deposits

OPTION 9 - PO ACCOUNT REPORT

- This report will print/display a list of all offenders on a caseload and their respective fees.
- **DO NOT** select *ALL for Specific Location.
- Can be selected by individual caseload or all caseloads at a specific location.
- This report prints/displays immediately.

Supervision Fees Report (PRTPOFEE)

Type choices, press Enter.

Specific Location or *ALL ...	*CUR	Character value, *ALL, *CUR
Specific Caseload or *ALL ...	*ALL	Character value, *ALL
Run option	*DSP	*DSP, *PRT, *ALL
Only SUPV	*NO	*YES, *NO

Report Location: COOS Coos County Community Corrections

Caseload: 6208

CASELOAD SELECTED: 6208 Run Option: *DSP Supervision Only: *NO

SID No.	Name	CASELOAD	Type	Amount	CrtOrd	Balance	Last Paid
70326116	ARSON, RICKY	6208	SUPV	35.00	N	70.00	11/27/2006
8880689	BENSON, VINCENT	6208	SUPV	35.00	N	1,020.00	10/20/2006
8880689	BENSON, VINCENT	6208	TX01	6.00	N	47.00	10/20/2006
10337833	BESSEY, ANNETTE	6208	SUPV	35.00	N	235.00	11/07/2006
10337833	BESSEY, ANNETTE	6208	TX01	6.00	N	62.00	7/18/2006
15608540	BLOOMER, GARRETT	6208	SUPV	35.00	N	595.00	1/03/2006
14380423	BOWDEN, KENT	6208	SUPV	35.00	N	965.00	6/02/2006
14380423	BOWDEN, KENT	6208	TX01	36.00	N	84.00	

CASELOAD	Amount	Balance Total
5 PO Caseload Count	223.00	3,078.00
5 Offenders selected	223.00	3,078.00

OPTION 10 - TRANSACTIONS BY RECEIPT NUMBER

- This prints all transactions by the computer generated receipt number.
- This report prints immediately.

CMS581BP	Corrections Information Systems	16:37:09
LEEPJ	PO Transactions by Receipt Number	9/15/05

Type choices, press Enter.

Location COOS Code

Date range from date. . . 09152005

Date range to date. . . 09152005

Fee Payment Document Type *ALL *ALL, Code

Fee Transaction Type. . . *ALL *ALL, Code

F4=Prompt F12=Cancel Enter=Print

CMS581BR

Corrections Information Systems

LEEPJ

PO Transactions by Receipt Number Report

From 9/15/2005 to 9/15/2005

Location COOS

Document Type *ALL

Payment Transaction Type *ALL

Receipt	Doc	Trn	Fee					
Rcpt#	Document	Date	Typ	Amount	Typ	Typ	Idno	Offender

36061	28686	9/15/2005	CA	10.00	PMT	SUPV	14661975	MOYLE, BENJ
36062	24983	9/15/2005	CA	35.00	PMT	SUPV	14029534	OLSON, JERA
36063	25000	9/15/2005	CA	20.00	PMT	SUPV	15036575	WEBORG, SEA
36064	24999	9/15/2005	CA	35.00	PMT	SUPV	8278072	BLANCHARD,
36065	24998	9/15/2005	CA	40.00	PMT	SUPV	10973423	BELL, PREST
36066	3508	9/15/2005	CK	70.00	PMT	SUPV	6201567	LOEW, SCOTT
36067	9/15/2005	9/15/2005	BA	3.00	ADJ	TX01	14914398	BOGUE, JIMM
36068	9/15/2005	9/15/2005	BA	3.00	ADJ	TX01	12704502	ELDREDGE, B
36069	9/15/2005	9/15/2005	BA	3.00	ADJ	TX01	12452584	KIMMEY, ALA
36070	9/15/2005	9/15/2005	BA	3.00	ADJ	TX01	12876513	YOST, GEORG
36071	ABSC TIME	9/15/2005	BA	175.00-	ADJ	SUPV	8888894	MOON, PHILL
36072	9210	9/15/2005	CK	35.00	PMT	SUPV	7796224	WILLIAMSON,
36073	TO DOR FOR	9/15/2005	BA	370.00-	ADJ	SUPV	15233298	BOESEN, JON
36074		9/15/2005	CA	260.00	PMT	SUPV	14937847	ELLIOTT, DE
36075	3724	9/15/2005	CK	95.00	PMT	SUPV	15652477	FOWLER, TEJ
36076		9/15/2005	CA	35.00	PMT	SUPV	7470201	ONEIL, MICH
34016	0	9/15/2005	BA	625.00-	ADJ	SUPV	8133921	SHIPP, CHRI

17 COOS Receipts Found For The Selection Criteria.

OPTION 11 – PRINT STMT / BAD ADDRESS RPT

- Report of offenders based on print switch code.
- This report prints immediately.

CMS269BP	Corrections Information Systems	16:32:47
LEEPJ	Print Statement Report	3/13/14

Type choices, press Enter.

Location type	LOC	LOC, CNTY
Report selection. . . .	COOS	Location, county
	Coos County	Community Corrections
Outcount.	*NONE	*ALL, *NONE, *ONLY, code
Caseload.	*ALL	*ALL, caseload number
Sort by	C	C=Caseload, N=Name, B=Bad Addr Date
Fee account type. . . .	*ALL	*ALL, F4=Select
Print statement	*NO	*NO, *YES, *ALL
Bad Address Flag. . . .	*ALL	*NO, *YES, *ALL
Bad Addr Date before. .	_____	

F4=Prompt F5=Refresh F12=Cancel

ID Number	Name	Resp Loca	Acct Type	Prt Y/N	Bad Add	Effct Date	OC	Case- load
15898462	Soper, Jerry Benjami	COOS	SUPV	No	Yes	9/19/2012		6200
10016203	Bibens, Tiffany Anne	COOS	SUPV	No	Yes	2/18/2014		6202
19542520	Boren, Michael Howar	COOS	SUPV	No	No			6202
6416669	Chew, Charles Wayne	COOS	SUPV	No	Yes	1/06/2014		6202
6198224	Harrel, Diane Renee	COOS	SUPV	No	Yes	2/24/2014		6202
8284644	Hoover, Darryl James	COOS	SUPV	No	Yes	12/20/2013		6202
10722201	Reigard, Richard Tho	COOS	SUPV	No	Yes	12/31/2013		6202
12669278	Seiger, Christopher	COOS	SUPV	No	Yes	12/20/2013		6202
6254814	Withrow, Larae Kathl	COOS	SUPV	No	Yes	1/21/2014		6202
14455908	Curtis, Richard Wals	COOS	SUPV	No	No			6204
15189884	Golden, Kyle Leland	COOS	SUPV	No	Yes	1/23/2014		6204
14697039	Nightingale, Cameron	COOS	SUPV	No	Yes	2/24/2014		6205
16325714	Ornelas, Anthony Mic	COOS	SUPV	No	Yes	3/06/2014		6205
16268792	Gray, Kelly Annette	COOS	SUPV	No	Yes	3/11/2014		6209
16268792	Gray, Kelly Annette	COOS	RE02	No	Yes	3/11/2014		6209
6700502	Parks, Jedediah Hard	COOS	SUPV	No	Yes	4/11/2013		6209
17180432	Jarvis, Norman Thoma	COOS	SUPV	No	Yes	3/10/2014		6211
11507166	Murphy, Jason Patric	COOS	SUPV	No	No			6211
19454701	Perreault, Marco Pau	COOS	SUPV	No	Yes	2/26/2014		6211
13887474	Kliebenstein, Jordan	COOS	SUPV	No	Yes	2/18/2014		6212
13887474	Kliebenstein, Jordan	COOS	POLY	No	Yes	2/18/2014		6212
13273343	Rose, Eric Lee	COOS	SUPV	No	No			6212
13273343	Rose, Eric Lee	COOS	POLY	No	No			6212
15944002	Thomas, Jeremiah Lee	COOS	POLY	No	No			6212
11176278	Andrews, Larry Dean	COOS	SUPV	No	Yes	2/19/2014		6213
14134828	Back, Christopher Mi	COOS	SUPV	No	No			6213
11019055	Deross, Lamount Edwa	COOS	SUPV	No	Yes	1/21/2014		6213
19366206	Fitzhenry, Michael R	COOS	SUPV	No	Yes	1/21/2014		6213
5397667	Freeman, Donald Lee	COOS	SUPV	No	No			6213
18113551	Galindo, Jeremy Davi	COOS	SUPV	No	Yes	2/19/2014		6213
7076515	Gretzinger, Gary Car	COOS	SUPV	No	Yes	3/10/2014		6213
13714025	Holcomb, Robert Euge	COOS	SUPV	No	No			6213
13422103	McDonald, Tallon Jam	COOS	SUPV	No	Yes	3/10/2014		6213
16355670	Miller, Steven Patri	COOS	SUPV	No	Yes	10/08/2013		6213
8604835	Morgan, Christopher	COOS	TX01	No	No			6213
8604835	Morgan, Christopher	COOS	SUPV	No	No			6213
12191784	Pennie, Dean Athelon	COOS	SUPV	No	Yes	3/10/2014		6213
12532055	Perry, Justin Dale	COOS	SUPV	No	Yes	2/18/2014		6213
8334742	Reigard, Fred James	COOS	POLY	No	Yes	3/10/2014		6213
8334742	Reigard, Fred James	COOS	SUPV	No	Yes	3/10/2014		6213
10981266	Siemer, Curtis Micha	COOS	TX01	No	Yes	1/21/2014		6213
10981266	Siemer, Curtis Micha	COOS	SUPV	No	Yes	1/21/2014		6213
10981266	Siemer, Curtis Micha	COOS	POLY	No	Yes	1/21/2014		6213
12426565	Warnock, Apollo Gene	COOS	SUPV	No	Yes	3/10/2014		6213
16245257	Martinez-Perez, Alej	COOS	SUPV	No	No			6222

45 Records listed
38 Offenders listed

OPTION 12 - DISCONTINUED FEES REPORT

- Prints a report of closed accounts with a balance owing.
- You have the following selection criteria:
 - Discontinued after:** Field defaults to one month prior to current date and can be changed to any date in the past.
 - Office:** Field defaults to user's location. User can change to any other location code.
 - Total due over:** Field defaults to .99 and can be changed to any amount from .00 to 999999.00.
 - Credit Balances:** N (No) will not include credit balances in the report; Y (Yes) will **only** include credit balances.
 - Fee Type:** *ALL will print all fees; Or specify a fee type (POLY, URIN, etc)
 - Sort Order:** DATE will sort by discontinued date, NAME will sort by alphabet, TYPE will sort by fee type.
 - Print/Display:** Enter "P" for Print or "D" for Display.
- Both the printed report and the display will show your selection criteria in the header with the following columns:
 - ID number:** Offender's SID or Block number
 - Name:** Offender's name
 - Discontinued:** Date fee account was closed
 - Type:** Account type code, i.e. DOR, SUPV, URIN, etc.
 - Obl Amt:** May be the amount owing, as in a DOR account, or the monthly obligation, as in a SUPV account.
 - Total Due:** Total balance due on each listed account

CMS508BP
LEEPJ

Corrections Information Systems
Discontinued Fee Accounts

Type choices, press Enter.

Discontinued after: 09/09/2013 mm/dd/year

Office: COOS

Total due over: .99

Credit Balances: N N=Exclude accounts with credit balance
Y=Only accounts with credit balance
B=All accounts

Fee Type: *ALL *ALL, Type, F4=Prompt

Sort Order: DATE DATE = Discontinued Date
NAME = Offender Name
TYPE = Fee Type

Print/Display: P P=Print or D=Display

CMS508BR	Corrections Information Systems	10/09/13
LEEPJ	Discontinued Fee Account	13:50:51
Total due over:	.99 Discontinued after: 9/09/2013	
Location:	COOS Coos County Community Corrections	Page 1

ID Nbr	Name	Discontinued	Type	Obl Amt	Total Due
15255866	Mutton, William Robert	9/10/2013	DOR	2,175.00	2,175.00
14910337	Porter, Cheryl	9/13/2013	DOR	1,160.00	1,160.00
16800141	Smith, Julie Catherine	9/13/2013	DOR	128.00	128.00
16895421	Simones, David Lee	9/13/2013	DOR	612.00	612.00
17758681	Hobbs, Jordan Thomas	9/16/2013	DOR	1,060.00	1,060.00
7507882	Hollingsworth, Karen	9/24/2013	DOR	545.00	545.00
6581310	Thomas, John Henry	9/28/2013	DOR	420.00	420.00
14650860	Delano, Melissa Diane	9/28/2013	DOR	662.00	662.00
19272020	Duran, Esteban Ray	9/28/2013	DOR	105.00	105.00
14222486	Pettofrezzo, Anthony	10/03/2013	DOR	205.00	205.00
15257245	Smith, Brandon Lee	10/09/2013	DOR	604.00	604.00
18910633	Koser, Jered Bradley	10/09/2013	DOR	770.00	770.00

12 Offenders listed

End of report

OPTION 13 – COUNTY OVERRIDE REPORT

- Report used to identify accounts that have been overridden by your county based on override end date selection criteria.

CMS295BP	Corrections Information Systems	14:51:33
LEEPJ	County Override Report	10/14/13

Type choices, press Enter.

Location type LOC LOC, CNTY

Location code COOS Location, county
Coos County Community Corrections

Outcount. *NONE *ALL, *NONE, *ONLY, code

Caseload. *ALL *ALL, caseload number

Sort by C C=Caseload, N=Name, O=Override End Date

Fee account type. . . . *ALL *ALL, Code

County Override Flag . *YES *NO, *YES, *ALL

Date Range . . . from: 10/14/2013 To: 11/13/2013
NOTE: Date Range is for Override End Date.

F4=Prompt F5=Refresh F12=Cancel

ID No	Name	Resp Loca	Acct Type	Cty Ovr	Oblig Amount	Out- Count	Case- load	Override End Date
13137417	Achtemeier, Jonathan Dea	COOS	SUPV	Yes	20.00		6202	11/01/2013
15982948	Cagle, Ralph Jeremy	COOS	SUPV	Yes	20.00		6213	10/31/2013
8803869	Gardner, Timothy Edward	COOS	SUPV	Yes	15.00		6213	11/01/2013
3950144	Sanders, Jeffrey Wade	COOS	SUPV	Yes	15.00		6213	10/31/2013

4 Records listed
4 Offenders listed

OPTION 14 - W/W SUPV FEES/RECEIPT PRINTER/DOR

CMS108I		Corrections Information Systems		15:14:44		
LEEPJ		W/W Default Fees		3/13/14		
Position to						
Enter option...						
A=Audit stamp						
Opt	Loc	Description	Amount	U C/O	Print Outq DOR	Prim Sec Sort Sort
BAKR		Baker County Communi	35.00	N N	BAK3717P 7G3	
BENT		Benton County Commun	35.00	N N	BENTHPP 7G4	
BNPB		Revoked Bench Probat			*WRKSTN	
CBRO		IBRO location for of			*WRKSTN	
CCOM		Community Services C			*WRKSTN	
CLAC		Clackamas County Com	45.00	N N	CCT60P1 7G5	ALPH DESC
CLAT		Clatsop County Commu	40.00	N Y	CLATIPP1 7G6	

You will be able to see everyone's default settings, but you are only allowed to make changes to your individual county and "L" location.

The only "Option" available is A=Audit stamp which allows you to see who last made changes for your location.

Tab to the fields, type in the information and press <ENTER> to save.

The Amount column is for your local supervision fee amount. If your county has more than one default SUPV fee amount, such as one for misdemeanants and one for felons, you will have to decide which amount is used most often and enter that amount on the table. DO NOT use the \$ sign. **DO NOT HIT ENTER YET IF YOU WANT TO UPDATE ALL ACCOUNTS.** You can still modify individual accounts when necessary. If this field is left blank, your accounts will continue to use the system default of \$25.00 **NOTE:** *The system requires that a DOR Program Code be entered if you are entering data in the Amount field.*

The U (Update) column is a "Y" or "N" field. This field is used when your office decides to increase or decrease the default SUPV amount. Use "Y" when you want all accounts to update, use "N" when you only want accounts updated from that date forward. **NOTE:** *This is for supervision fees NOT marked "Y" for Court Ordered.*

The C/O (Court Ordered Amt) column is a "Y" or "N" field. Please set this field to Yes or No based on your Court's normal practice.

The Print Outq column currently lists the printer assigned to the RCPT printer profiles on the DOC400. Be sure to check both your county location and "L" location. Please remember, the printer name must be a recognized device on the DOC400 or it will not work.

The DOR (Department of Revenue) field is for your county's specific 3 digit DOR Program Code. If this field is left blank, the DOR form will continue to use the system default of 771.

NOTE: If you are entering a SUPV fee amount, the system will not allow you to leave the DOR field blank.

SORT FUNCTION

The Sort Function allows fees accounts to be sorted by Alpha, Descending or Ascending order by toggling through the sort orders using the function key F20. The six sort options are: Alph/Asc, Alph/Desc, Desc/Desc, Desc/Alph, Asc/Asc, Asc/Alph. The System default will remain as chronological order, oldest to newest (Asc/Asc). The only EXCEPTION to the sort rule is that open SUPV accounts will ALWAYS appear at the top of the account list.

The sort function will also apply when the F16=Include Discontinued view is selected. The accounts will be split into two blocks: Open (top block) and Discontinued (bottom block), and the selected sort will apply to each block. Again, open SUPV accounts will always be at the top of the list.

The Primary and Secondary default sort will be set by each County from W/W Default Fees. If values are put into the sort columns, the initial sort is in the chosen order. Only FSN Representatives have the ability to change the default sort order.

All users will have the ability to temporarily change the sort order using the F20 function key. If users press F5=Refresh, F3=Exit, or F12=Cancel, the sort order will revert to the default sort.

Printed documents including receipts, reports, etc., will follow the selected sort order, mirroring the screen.

Printed billing statements will follow the default sorts established from W/W Default Fees, with open SUPV accounts on top of list.

Sort Values:

Primary <u>Sort</u>	Secondary <u>Sort</u>	<u>Result</u>
ALPH	ASC/blank *	Account Type Alphabetically; Start Date Ascending order
ALPH	DESC	Account Type Alphabetically; Start Date Descending order
DESC	DESC/blank *	Start Date and Time created in Descending order
DESC	ALPH	Start Date Descending; Account Type Alphabetically
ASC	ASC/blank *	Start Date and Time created in Ascending order
ASC	ALPH	Start Date Ascending; Account Type Alphabetically
Blank	Blank	Start Date Ascending (System Default)

* denotes defaults

Secondary sort value is optional. If left blank, the default will be used. Primary option is required if the Secondary option is filled in.

The system only allows the above sort values. An error message will display at the bottom of the screen if user an incorrect value or a secondary sort value without first selecting a primary sort value. The F4=Prompt does not work in the sort fields.

View of CMS280I screen with F20 function:

CMS280I	Corrections Information Systems	10:34:06
HUNTM	Fee Transaction Entry	10/30/08
	Coos County Community Corrections	

Offender Id. . . .	12632083	ARELLANES, DAMIEN DALTON	Copies: 1
Resp location. . .	Coos County Community Corrections		
Caseload	LARSON, DARIN		
Transaction type. . . .	PMT	Payment	Amount distributed
Amount received			
Document type & number.	Total Balance Due		
Transaction comment . .	2,450.00		

1=Sel	Trans	Amount	Type	Cnty	Cycle	Last paid	Balance due
			SUPV	COOS	Monthly Fee	10/29/2008	2,000.00
			TX01	COOS	One Time		15.00
			URIN	COOS	One Time		10.00
			POLY	COOS	One Time		425.00

Bottom

F3=Exit	F4=Prompt	F5=Refresh	F6=Create	F7=Fee accounts	F9=Note
F8=Post trans	F11=Menu bar	F12=Cancel	F16=Revenue rpt	F20=ASC/ALPH	

- Open SUPV Accounts always on top.
- Initial entry will sort the account types in the order designated from W/W Default Fees.
- User has option to temporarily change sort using F20 key. If user wishes to return to the initial pre-set sort order, press F5=Refresh.
- Based on current sort order, F20 will display the next sort order:
 - a. If currently sorted Descending with DESC secondary sort, F20=Desc/Alpha
 - b. If currently sorted Descending with ALPH secondary sort, F20=Asc/Asc
 - c. If currently sorted Ascending with ASC secondary sort, F20=Asc/Alpha
 - d. If currently sorted Ascending with ALPH secondary sort, F20=Alpha/Asc
 - e. If currently sorted Alphabetically with ASC secondary sort, F20=Alpha/Desc
 - f. If currently sorted Alphabetically with DESC secondary sort, F20=Desc/Desc
- Sort settings are completely separate from other screen sort settings.

View of CMS310I screen with F20 function:

CMS310I		All Fees		Current sort: ASC/ASC		
Offender: 12632083 ARELLANES, DAMIEN DALTON				Tot Bal Due: 2,450.00		
Type Loca Cycle	Amount	Start Date	Last Paid	Balance	Clos	
SUPV COOS Monthly Fee	35.00	7/01/2008	10/29/2008	2,000.00		
TX01 COOS One Time	15.00	7/08/2008		15.00		
URIN COOS One Time	10.00	7/08/2008		10.00		
POLY COOS One Time	275.00	7/08/2008		425.00		
						Bottom
F5=Refresh	F6=Create	F8=View trans	F9=Add trans	F10=Print		
F12=Cancel	F16=Include discontinued			F20=ASC/ALPH		

After F16=Include discontinued screen change:

CMS310I		All Fees		Current sort: ASC/ASC		
Offender: 12632083 ARELLANES, DAMIEN DALTON				Tot Bal Due: 2,450.00		
Type Loca Cycle	Amount	Start Date	Last Paid	Balance	Clos	
SUPV COOS Monthly Fee	35.00	7/01/2008	10/29/2008	2,000.00		
TX01 COOS One Time	15.00	7/08/2008		15.00		
URIN COOS One Time	10.00	7/08/2008		10.00		
POLY COOS One Time	275.00	7/08/2008		425.00		
SUPV CLAT Monthly Fee	25.00	10/19/1998	7/02/1999		OLD	
SUPV LCOO Monthly Fee	25.00	10/19/1998			VIOL	
						More...
F5=Refresh	F6=Create	F8=View trans	F9=Add trans	F10=Print		
F12=Cancel	F16=Exclude discontinued			F18=View Closure	F20=ASC/ALPH	

- Sort settings are directly from pre-set sort order.
- Initial entry is for Open accounts only, excluding Discontinued accounts.
- Open SUPV accounts will always be at the top of the list, no matter which sort is selected.
- When F16=Include Discontinued, there will be two separate “blocks” of data. Both blocks of data will individually sort in the same order as the pre-set or the current F20 sort setting.
 - a. Open accounts appear at the top of the list.
 - b. Discontinued accounts are always at the bottom of the list.
- User has option to temporarily change sort using F20 key. To return to the initial pre-set sort order, press F5=Refresh.
- Based on current sort order, F20 will display the next sort order:
 - a. If currently sorted Descending with DESC secondary sort, F20=Desc/Alpha
 - b. If currently sorted Descending with ALPH secondary sort, F20=Asc/Asc
 - c. If currently sorted Ascending with ASC secondary sort, F20=Asc/Alpha
 - d. If currently sorted Ascending with ALPH secondary sort, F20=Alpha/Asc
 - e. If currently sorted Alphabetically with ASC secondary sort, F20=Alpha/Desc
 - f. If currently sorted Alphabetically with DESC secondary sort, F20=Desc/Desc

- Free form text to print on Billing Statements.
 - Type in the location you wish to run statements for (if not default location).
 - F4 function on Statement type will give you the following options:
 - COMP – Computer Printed Form – refers to the full-sheet statement
 - FORM – Printed Form type – refers to the half-sheet, preprinted forms
 - You have 8 lines available in the Upper text field and 2 lines available in the Lower text field. Whether these fields are used or not is at the discretion of each individual office.
 - Once the text has been entered and the Statement type has been chosen, this information will appear on **ALL** billing statements, until you manually change the information.

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OPTION 16 - DOR COLLECT ACCT STATUS REPORT

- Prints a report for the status of DOR Collection Assignments and/or Adjustment Memos based on the selection criteria.

CMS562BP Corrections Information Systems 14:00:24
LEEPJ Dept. of Revenue Collection Acct Assignments & Adjustments 10/09/13

Type choices, press Enter.

Location Type . . OFFI OFFI=Office; CNTY=County

Location. COOS Code, F4

Caseload. *ALL *All, Caseload, F4

Report Type . . . C C = Collection Account Assignment
 A = Adjustment Memo
 B = Both

Status. DOCQ Code, F4

Print/Display . . D P=Print or D=Display

F3=Exit F4=Prompt F5=Refresh F12=Cancel

Location: COOS Coos County Community Corrections

Caseload: *ALL All Caseloads

Collection Account Assignments:

Offender	ID#	Create Date	Total Amount Due
KOSER, JERED B	18910633	10/07/2013	\$770.00
PETTOFREZZO, ANTHONY	14222486	10/03/2013	\$205.00
SMITH, BRANDON L	15257245	10/08/2013	\$604.00

Selection criteria:

Location Type:	OFFI	Location:	COOS
Caseload:	*ALL	Report Type:	C
Status:	DOCQ	Print/Display:	D

End of report

OPTION 17 - OPEN FEE ACCTS W/EXPIRE DATE

- Lists all fee open fee accounts with an expiration date based on selection criteria.

CMS309BP	Corrections Information Systems	14:25:50
LEEPJ	Open Fee Accounts with Expiration Dates	10/09/13

Type choices, press Enter.

Report Type	LOC	LOC=Location; CNTY=County
Location.	COOS	Code, F4=Prompt
Caseload.	*ALL	*All, Caseload, F4=Prompt
Outcount.	*NONE	*NONE, *ALL, Code, F4=Prompt
Cycle Code.	*ALL	*ALL, Code, F4=Prompt
Fee Account Type. .	*ALL	*ALL, Code, F4=Prompt
Date Range. .	From: 0/00/0000 Thru: 99/99/9999	
	Date range is for the Fee Expiration Date.	
Sort by	C	C=Caseload, N=Name, F=Frequency, A=Acct type
Print/Display . . .	D	P=Print or D=Display

NOTE: Entering *ALL for any field may cause delay in report generation.

F3=Exit F4=Prompt F12=Cancel

CMS309BR
LEEPJ

Corrections Information System
Open Fee Accounts with Expiration Dates Report

10/09/13
14:24:15
Page 1

Location: COOS Coos County Community Corrections

Caseload: *ALL All Caseloads

Name	ID No	Loca	Case	Outct	Total	Due	Type	Frq	Expire	Dt
HENDERSON, STEVEN DALE	5531400	COOS	6202				TRAV	1	9/29/2013	
SPATZ, JENNIFER SUE	16077584	COOS	6202				TRAV	1	8/11/2013	
WALTERS, FRANK LLOYD	14121888	COOS	6212				TRAV	1	8/19/2013	

3 Records printed

Selection criteria:

Report Type: LOC
Location: COOS
Caseload: *ALL
Outcount: *NONE

DEPARTMENT OF REVENUE

Step 1 – Create Collection Account Assignment

From CMS280I, Fee Transaction Entry screen, use F16=W/W DOR Report.

CMS280I	Corrections Information Systems (TEST)	14:01:44
TESTMH	Fee Transaction Entry	2/12/13
Lane County Parole & Probation Services		
Offender Id. . . .	08497205	GREEN, MICHAEL S
Resp location. . .	Lane County Parole & Probation Services	
Caseload	MASLOW, MICHAEL ANNE	Current sort: ASC/ALPH
Transaction type. . . .	PMT Payment	Amount distributed
Amount received		
Document type & number.	Total Balance Due	
Transaction comment . .		
1=Sel Trans Amount Type Cnty Cycle Last paid Balance due		
No records found		
F3=Exit F4=Prompt F5=Refresh F6=Create F7=Fee accounts F9=Notes		
F8=Post trans F11=Menu bar F12=Cancel F16=W/W DOR Report F20=ALPH/ASC		
Check old accounts for balances still owing		

From CMS542I, W/W DOR Collection Account Assignments screen, use F6=Create

CMS542I	Corrections Information Systems (TEST)	14:06:15
TESTMH	W/W DOR Collection Account Assignments	2/12/13
Offender.....	8497205 GREEN, MICHAEL S	
Current status..	Discharge	LANE Lane County Parole & Probation
		Position to Create Dt. .
Enter option...		
2=Change 4=Delete 5=Display 7=Return to PEND 8=Adjustment Memo 10=Print		
Opt Create Date	Agency	Program Code
Status Transmittal Date Adjustment		
No records found		
F3=Exit F4=Prompt F5=Refresh F6=Create F10=Print F11=Menu bar		
F12=Cancel F13=Repeat F17=Subset		

CMS520I – Department of Revenue – Collection Account Assignment screen. Several fields (including those blacked out) auto fill from CIS data. Use the F4 prompts where available and the Open Text F6, F7 and F8 prompts when needed. Press <enter> to save the document.

CMS520I	Corrections Information Systems (TEST)	14:08:57
TESTMH	Department of Revenue - COLLECTION ACCOUNT ASSIGNMENT	2/12/13
		CREATE
Agency No (County/IDNO): LANE / 8497205	Program Code: 7J1	
Name: GREEN, MICHAEL S	Soc Sec#: [REDACTED]	
Address:		Phone: (253) 720-6845
Mailing/Current (F8): 2184 17TH CT.		
City: EUGENE	State: OR	Zip: 97402
Tot Principal:\$	- Paid: \$	= \$ Tot Amt Due
Lic #: OR [REDACTED] ID	AKA (F4):	
Date of Birth: 4/23/1974	Employment:	
Bank Name/Acct #:		
Nearest Relative:		
Judgment #/Date (F4):		
Additional Information: (Aliases, Other Numbers, Open Text)		
Open:		
AKA/F4		
#s/F4		
#s/F4		
Open:		
F3=Exit F4=Prompt F12=Cancel Open Text: F6=AKAs/F7=Other#s/F8=Addresses		

- Fill in the form as completely as possible. Press <ENTER> and the 'Total Due' will automatically calculate.
- **Reminder:** It is important to supply as much information on the Collection Assignment form to DOR as possible. The more information that they have the more likely they are to collect on the debt, i.e. AKA's, bank information, employer information, other DOB's & SSN's.

Step 2 – Send Collection Account Assignment to DOR

Once data has been entered and saved, a message will appear at the bottom of the screen with the SID# and "record added". A new 'Status' field appears and document will show as PEND (initial status). At this point, you also have two additional functions at the bottom – F10=Print and F13=Send DOR. You can use either function now or press <enter> again or F12=Cancel to return to the previous screen. If you use F13=Send DOR from this screen, the Status field will change to DOCQ (in the DOC queue, waiting to be sent to DOR). Documents in DOCQ status will be 'sent' weekly to DOR. Currently, this is done on Wednesday night.

CMS520I	Corrections Information Systems (TEST)	14:29:09
TESTMH	Department of Revenue - COLLECTION ACCOUNT ASSIGNMENT	2/12/13
		CHANGE
Agency No (County/IDNO): LANE / 8497205	Program Code: 7J1	
Name: GREEN, MICHAEL S	Soc Sec#: 999-99-9999	
Status: PEND		
Address:		Phone: (253) 720-6845
Mailing/Current (F8): 2184 17TH CT.		
City: EUGENE	State: OR	Zip: 97402
Tot Principal:\$ 1,000.00	- Paid: \$ 100.00	= \$ 900.00 Tot Amt Due
Lic #: OR 9999999 ID	AKA (F4): JENKINS, MICHAEL SEAN	
Date of Birth: 4/23/1974	Employment: TEST CASE	
Bank Name/Acct #: TEST CASE		
Nearest Relative: MOTHER		
Judgment #/Date (F4): 050834956/01 05/26/2006		
Additional Information: (Aliases, Other Numbers, Open Text)		
Open: AKA: SCHINAULT, CHARLES		
AKA/F4 AKA: SMITH, CHARLES	AKA: CROXTON, CHARLES	
#s/F4 OTH: 882990 AIRS	DOB: 01231972	
#s/F4		
Open: DOB: 04231972		
F12=Cancel F10=Print Open Text: F6=AKAs/F7=Other#s/F8=Addresses F13=Send DOR		
08497205 record added.		

Your new Assignment now displays on CMS542I – W/W DOR Collection Account Assignment screen. If your form is still in PEND status, you must use Option 2=Change and then F13=Send DOR. There is no time limit on how long a form can remain in PEND status, so feel free to ‘Send’ at your convenience and per your individual office policies.

CMS542I	Corrections Information Systems (TEST)	14:45:14
TESTMH	W/W DOR Collection Account Assignments	2/12/13
Offender..... 8497205 GREEN, MICHAEL S		
Current status.. Discharge LANE Lane County Parole & Probation		
Position to Create Dt. .		
Enter option...		
2=Change 4=Delete 5=Display 7=Return to PEND 8=Adjustment Memo 10=Print		
Opt	Create Date	Agency Program Code Status Transmittal Date Adjustment
	2/12/2013	LANE 7J1 PEND
Bottom		
F3=Exit	F4=Prompt	F5=Refresh
F12=Cancel	F13=Repeat	F17=Subset
F6=Create	F10=Print	F11=Menu bar

Step 3 – Modify or Delete Collection Account Assignment – Return to PEND Status

After using F13=Send DOR, the Assignment now displays as DOCQ Status. The following rules apply:

1. There can be ONLY one ‘Pending’ (PEND or DOCQ status) form per offender per location.
2. Option 2=Change available ONLY while form is in PEND or DOCQ status and ONLY by Responsible location.
3. Option 4=Delete available ONLY while form is in PEND status and ONLY by Responsible location.
4. Option 5=Display available to anyone with authority to the program and is not location or status specific.
5. Option 7=Return to PEND status available ONLY while form is in DOCQ status and ONLY by Responsible location. Use this option if you change your mind about sending the form to DOR or if you want to delete the form. After it has been returned to PEND status, you can use F13=Send DOR again to return the form to DOCQ status.
6. Option 8=Adjustment Memo available ONLY when form is in DOR status and ONLY by Responsible location.
7. Option 10=Print available to anyone with authority to the program and is not location or status specific.

The F10=Print function provides you with the list of forms as shown on the screen.

The F17=Subset function allows you to print the list by specific location and/or status.

All other functions work the same as they do throughout CIS.

```

CMS542I      Corrections Information Systems (TEST)      15:15:36
TESTMH      W/W DOR Collection Account Assignments      2/12/13

Offender..... 8497205 GREEN, MICHAEL S
Current status.. Discharge      LANE Lane County Parole & Probation
                                   Position to Create Dt. .
Enter option...
  2=Change  4=Delete  5=Display 7=Return to PEND 8=Adjustment Memo 10=Print

Opt Create Date  Agency  Program Code  Status  Transmittal Date  Adjustment
   2/12/2013    LANE    7J1          DOCQ

                                           Bottom
F3=Exit      F4=Prompt    F5=Refresh    F6=Create  F10=Print  F11=Menu bar
F12=Cancel   F13=Repeat   F17=Subset

```

Step 4 – Change Collection Account Assignment from DOCQ to DOR Status

DOC will run a weekly ‘SEND’ job, currently on Wednesday nights. All Assignments in DOCQ status will be ‘Sent’ to DOR that night and the status will change from DOCQ to DOR. The Transmittal date will also display on the screen below and on the Assignment form. Once in DOR status NO changes can be made to the document. ONLY the following options are available:

- Option 5=Display – available to anyone with authority to the program.
- Option 8=Adjustment Memo – available to Responsible location ONLY.
- Option 10=Print – available to anyone with authority to the program.

```

CMS542I      Corrections Information Systems (TEST)      15:46:23
HUNTM      W/W DOR Collection Account Assignments      2/12/13

Offender..... 7571846 ANDERSON, CORA SUE
Current status.. Probation      COOS Coos County Community Correcti
                                   Position to Create Dt. .
Enter option...
  2=Change  4=Delete  5=Display 7=Return to PEND 8=Adjustment Memo 10=Print

Opt Create Date  Agency  Program Code  Status  Transmittal Date  Adjustment
   1/22/2013    COOS    7G8          DOR      1/31/2013

                                           Bottom
F3=Exit      F4=Prompt    F5=Refresh    F6=Create  F10=Print  F11=Menu bar
F12=Cancel   F13=Repeat   F17=Subset

```

Step 5 – Create DOR Adjustment Memo

Using Option 8=Adjustment Memo from the previous screen, takes you to CMS522I – W/W DOR Adjustment Memos screen. Use F6=Create.

CMS522I	Corrections Information Systems (TEST)	15:58:59
HUNTM	W/W DOR Adjustment Memos	2/12/13
DOR Collection Account Assignment Create Date: 1/22/2013		
Offender..... 7571846 ANDERSON, CORA SUE		
Current status.. Probation COOS Coos County Community Correcti		
Enter option...		
2=Change 4=Delete 5=Display 7=Return to PEND		
Opt	Create Dt	Type
No records found		
Amount	Reason	Status Transmttl Dt
Bottom		
F3=Exit	F4=Prompt	F5=Refresh
F12=Cancel	F13=Repeat	F17=Subset
F6=Create	F10=Print	F11=Menu bar

CMS523I – Department of Revenue – Adjustment Memo. The Adjustment Memo can ONLY be created by the location responsible for the creation of the associated Assignment form. Like the Assignment form, the Adjustment Memo auto fills several fields from CIS. Use F4=Prompt on the Transaction Type field for the list of ‘adjustment types’. They are:

CHGA=Change Amount

PADV=Payment Advice

RTRQ=Return Request

Fill in the Transaction Date, Transaction Amt., and/or Reason. Press <enter> to save.

PLEASE NOTE: DOR has said they do not use the data in the Reason field, so this is strictly for your information.

CMS523I	Corrections Information Systems (TEST)	16:07:35
HUNTM	Department of Revenue - ADJUSTMENT MEMO	2/12/13
CREATE		
Agency No (County/IDNO): COOS / 7571846		
Name: ANDERSON, CORA SUE SS#: 574-50-1751		
Program Code: 7G8 Year: 2013 Period No: 01 Liability No: 01		
EXPLANATION OF ADJUSTMENT: ** PADV must be within 30 days of receipt **		
Transaction Type:		
Transaction Date:		
Transaction Amt: AND/OR Reason:		
Assignor Agency Authorized Signature:		
Phone: (503)945-9052 Create Date:		
F3=Exit	F4=Prompt	F12=Cancel

Step 6 – Send Adjustment Memo to DOR

Once data has been entered and saved, a message will appear at the bottom of the screen with the SID# and “record added.” A new ‘Status’ field appears and document will show as PEND (initial status). At this point, you also have two additional functions at the bottom – F10=Print and F13=Send DOR. You can use either function now or press <enter> again or F12=Cancel to return to the previous screen. If you use F13=Send DOR from this screen, the Status field will change to DOCQ (in the DOC queue, waiting to be sent to DOR). Documents in DOCQ status will be ‘sent’ weekly to DOR. Currently, it is done on Wednesday night.

CMS523I	Corrections Information Systems (TEST)	16:18:09
HUNTM	Department of Revenue - ADJUSTMENT MEMO	2/12/13
		CHANGE
Agency No (County/IDNO): COOS / 7571846		
Name: ANDERSON, CORA SUE		SS#: 574-50-1751
Status: PEND		
Program Code: 7G8 Year: 2013 Period No: 01 Liability No: 01		
EXPLANATION OF ADJUSTMENT: ** PADV must be within 30 days of receipt **		
Transaction Type: RTRQ Return Request		
Transaction Date: 2/12/3012		
Transaction Amt:		AND/OR Reason: JUST BECAUSE
Assignor Agency Authorized Signature: Mary Hunt		
Phone: (503)945-9052		Create Date: 2/12/2013
F3=Exit F10=Print F12=Cancel F13=Send DOR		
07571846 record added.		

Step 7 – Modify or Delete Adjustment Memo – Return to PEND Status

After using F13=Send DOR, the Adjustment Memo now displays as DOCQ Status. The following rules apply:

1. There can be ONLY one ‘Pending’ (PEND or DOCQ status) Adjustment Memo per Assignment form.
2. The Adjustment Memo can ONLY be created by the location that created the associated Assignment form.
3. Option 2=Change available ONLY while form is in PEND or DOCQ status and ONLY by Responsible location.
4. Option 4=Delete available ONLY while form is in PEND status and ONLY by Responsible location.
5. Option 5=Display available to anyone with authority to the program and is not location or status specific.
6. Option 7=Return to PEND status available ONLY while form is in DOCQ status and ONLY by Responsible location. Use this option if you change your mind about sending to DOR or if you want to delete. After it has been returned to PEND status, you can use F13=Send DOR again to return to DOCQ status.

The F10=Print function provides you with the list of forms as shown on the screen.

The F17=Subset function allows you to print the list by specific location and/or status.

All other functions work the same as they do throughout CIS.

```

CMS522I                      Corrections Information Systems (TEST)                      16:27:12
HUNTM                        W/W DOR Adjustment Memos                                2/12/13
                             DOR Collection Account Assignment Create Date: 1/22/2013
Offender..... 7571846 ANDERSON, CORA SUE
Current status.. Probation          COOS Coos County Community Correcti

Enter option...
  2=Change  4=Delete  5=Display 7=Return to PEND

Opt Create Dt  Type      Amount      Reason      Status Transmttl Dt
  2/12/2013 RTRQ                JUST BECAUSE  DOCQ

                                           Bottom
F3=Exit      F4=Prompt    F5=Refresh   F6=Create   F10=Print   F11=Menu bar
F12=Cancel   F13=Repeat    F17=Subset

```

Step 8 – Change Adjustment Memo from DOCQ to DOR Status

DOC will run a weekly ‘SEND’ job, currently on Wednesday nights. All Adjustment Memos in DOCQ status will be ‘Sent’ to DOR that night and the status will change from DOCQ to DOR. The Transmittal date will also display on the screen below and on the Adjustment Memo. Once in DOR status NO changes can be made to the document. Only Option 5=Display is available to those with authority to the program.

```

CMS522I                      Corrections Information Systems (TEST)                      16:27:12
HUNTM                        W/W DOR Adjustment Memos                                2/12/13
                             DOR Collection Account Assignment Create Date: 1/22/2013
Offender..... 7571846 ANDERSON, CORA SUE
Current status.. Probation          COOS Coos County Community Correcti

Enter option...
  2=Change  4=Delete  5=Display 7=Return to PEND

Opt Create Dt  Type      Amount      Reason      Status Transmttl Dt
  2/12/2013 RTRQ                JUST BECAUSE  DOR      2/12/2013

                                           Bottom
F3=Exit      F4=Prompt    F5=Refresh   F6=Create   F10=Print   F11=Menu bar
F12=Cancel   F13=Repeat    F17=Subset

```

Note: You can check the DOR Aging Report for account balances at DOR (see page 74 for DOR report explanation).

Creating a DOR Account

A DOR account will always show the location of the creator, no matter where the offender is currently being supervised.

Using the F6=Create function from either the Fee Transaction Entry screen or the All Fees window takes you to the Maintain Fee for Offender window (CMS311I). When you type DOR as the Fee type, add a Fee amount and Cycle code, and press enter to save, a data line called "Fee Location" will display on the window - located directly below the Supervising Location line.

The new Fee Location field will be underlined, meaning it is changeable. The Fee Location can only be changed by someone with authority to that location, and only while the DOR account remains open. Once the DOR account is closed, the Fee Location field will no longer be underlined and cannot be changed by the users. In effect, it will be locked. If for some reason the location needs to be changed after the account has been closed, it will be necessary to contact the Help Desk and ask for a ticket to Development. We are hoping this won't be necessary very often.

Please note that even though the Fee Location field becomes locked when the account is closed, you are not locked out of the account. You can continue to post transactions and conduct business as usual.

Special Note:

Most offices only have authority to one location code, so once your DOR account has been created, with your Fee Location, you probably won't need to make any changes to the Fee Location prior to closing the account. However, offices like Multnomah County who have authority to many MT location codes, will likely need to change the Fee Location once the account has been created and BEFORE the account is closed and locked. Other offices, like Klamath/Lake, Union/Wallowa, Umatilla/Morrow, and Tri-County, may run into the same situation. If a KLAM user creates a DOR account for LAKE, the DOR account will initially show a Fee Location of KLAM with a Supervising Location of LAKE. If the DOR account needs to belong to LAKE, someone at KLAM or LAKE will have to make that change BEFORE they close the account. We apologize for any inconvenience this may cause, but there is no way for the system to know which Fee Location you want to use when you have authority over multiple locations.

DOR General Information:

- DOR collects for 160 different state agencies, including Circuit and District Courts, Traffic Courts, Student Loans, OHSU patient accounts, DCBS Civil penalties and Corrections Fees – Parole and Probation.
- DOR only cares about the total amount being sent in for collection. The collection form can be completed with either the total in “Tot Principal” or it can be broken down. (i.e. $\$850 - 0 = \850 vs. $\$900 - \$50 = \$850$)
- Supervision fees, collected through Department of Corrections are considered *Unrestricted Accounts*, which means that the accounts receive full collection services and the agency is charged a 10% fee for offset collections and 15% for all others (direct payments, garnishments, etc.). The collection fee charged to the agency is 15%. If collections exceed the amount to maintain non-profit status, counties are sent a rebate.
- All accounts assigned to Other Agency Accounts must be a liquidated debt.
- Counties are required to notify the offenders before they are turned over to DOR. This can be through the billing process or notification at the time of expiration.
- Court fines, fees and restitution comprise 80% of OAA accounts, while 20% is from corrections, student loans and hospital accounts.
- Within 5 days of an account being sent to DOR, the client will receive a demand letter, which requests a payment within 30 days. If the client responds they are set up on a payment plan, with a minimum payment of \$25 per month. If the client does not contact DOR, more research is done to locate client through various resources such as DMV, Employment Division, E-Court, etc. If there is still no response then a Destraint Warrant is issued and a wage garnishment (25%) or a bank garnishment (100%) may be requested. A wage garnishment will stay in effect until the debt is paid in full. An attempt to reach a client by phone may be made at any stage of this process.
- State tax refunds as well as State Land Board funds may be applied to the debt, but no Federal offsets are attached.
- Only clients who make at least minimum wage can be garnished and an employer garnishment is always done before a bank garnishment.
- After an account has gone through the collection process, it goes into a pot. If the debt is determined to be collectible by a revenue agent, it is held for future financial review. If it is determined to be uncollectible it is returned to the sending agency. At that time the agency will need to decide whether to turn it over to a private collection agency or write it off as a bad debt.
- The reporting agency can update information, report any changes or payments received, or send adjustment memos to DOR either by telephone, faxing to 503-947-2050, emailing oaa.accounttech3@dor.state.or.us, or using Revenue Online.
- DOR does not take third party checks/money orders. You can either take the payment and send DOR notification the client has paid or give it back to the client and have them send a payment made out to DOR.
- There are currently five reports that are generated by DOR. These reports are available, usually the first week of the month, by accessing Revenue Online except the OAA Payment Report that is sent by e-mail.

New reports will be listed under Alerts as unread messages. Past reports (since the conversion to the new programming) can be accessed in your Message Inbox. The FSN Rep of each county has been given access capabilities to their directory. The reports are as follows:

1. Daily Response Report – Weekly report of accounts sent to OAA
2. Monthly Zero Report –Accounts with a zero balance either through payment in full or being returned by DOR
3. Monthly Aging Report – Accounts still open
4. Monthly Payment Report – Payments received by DOR during the previous month
5. Monthly Stats Report – All accounts with any activity such as new accounts or those returned to the county

The FSN Rep will also receive via e-mail, the OAA Payment Report.

DOR Stats Report Codes and Meanings

126 – C/L-Unable to Verify SSN
 138 – C/L-Return to Agency, Debtor Bankruptcy Chapter 7
 139 – C/L-Return to Agency, Debtor Bankruptcy Chapter 11
 140 – C/L-Return to Agency, Debtor Bankruptcy Chapter 13
 141 – Return for Collection Agency Referral
 794 – C/L-Business Closed, Predecessor/Successor Issue
 875 – C/L-Taxpayer Deceased; No Assets
 876 – C/L-Unable to Locate Taxpayer
 878 – C/L-Business Defunct; No Assets
 879 - Agency Requests Return of Liability
 880 - C/L-Liability is Uncollectible
 881 – C/L-Uncollectible; No Assets
 882 – C/L-Per Approved Settlement Offer
 885 – C/L-Corporation Closed; No Assets
 886 – C/L-Balance is too Small to Pursue
 888 – C/L-Return to Agency-Out of State
 891 – C/L-Setup in Error
 893 – C/L-Taxpayer Incarcerated
 895 – C/L-Return to Agency-Duplicate Assignment
 898 – Uncollectible Within Time Specifications
 899 – C/L-Return to Agency-Disputed Liability

DOR Abbreviation Cheat Sheet

CCP	Credit Card Payment	OFFS	Offset
CCK	Cancelled Check	PADV	Payment Received by Agency
GPMT	Garnishment Payment	PMT	Payment
CASH	Payment Pending	PADV	Reversed Payment Received by Agency
NSF	Non-sufficient Funds	REF	Refund

RULES

BUSINESS

WAIVER of SUPERVISION FEES:

Approval according to your county Business Practices.

Comment: **'TRANSACTION COMMENT' FIELD IS REQUIRED FOR ALL WAIVERS**

Fees may be waived for jail and in-house treatment programs.

WAIVER OF SUPV FEES ALTOGETHER FOR GIVEN OFFENDER:

Account can be closed. [F7=Fee Acct]; Tab to acct line <ENTER> [F14=Close acct]. The system requires a note (comments or reasons) for closure of an account. The best method to close an account is to first waive the remaining balance and enter comments at this time.

ABSCOND TIME:

When offender is closed to abscond or other outcount, fees should be suspended. The system will automatically do this for you (Print statement = N as well as discontinue billing). It will also turn the "Print Statement" back to "Y" and resume billing when offender is re-opened from abscond or other outcount.

Some counties continue to charge offenders for abscond time, but instead of calling it a supervision fee, they call it a File Maintenance fee.

IN CUSTODY:

Offenders in custody or jail will not be responsible for payment of supervision fees while in custody. When an offender is moved to the Institution or Local Control, the Fee system will automatically close the SUPV fee account to VIOL. When the offender is returned to Supervision the system will automatically open a new account. If the offender had a balance on his old account, you will need to adjust the old account to '0' and add the balance to the new account by adjusting it or creating a PREV account.

UNPAID SUPERVISION FEES:

When offender reaches the end of his/her term of probation/Post Prison Supervision, and there is an outstanding balance, this balance can be turned over to the Department of Revenue. See that section for more information.

PROBATION EXTENSIONS:

Probation can be extended for non-payment of supervision fees by the courts.

DOR ACCOUNTS

DOR accounts are to be created for DOR only. If DOR returns the account and a private collection agency is used, you can use account type COLL.

COMPACT

RELEASING TO/ADMITTING FROM COMPACT

When an offender is released to CMPO (outgoing compact) the Fee System will automatically turn the “Print Statement” to (N) and it will no longer bill monthly fees.

If the offender returns to supervision in Oregon and has been admitted back from outcount status, the Fee system will automatically change the “Print Statement” back to (Y) and will not “back bill” for those months offender was out of the state.

TRANSFER

When an offender is transferred to another location, all open accounts will automatically transfer to the receiving county. The only exceptions are DOR accounts. These will remain with the county that opened the line.

If your county has other fees (i.e. URIN, POLY) that you do not want to transfer, you must zero out the line item, close it and track outside the fee system. These fees can be turned over to DOR prior to expiration.

TEMP LEAVE OFFENDERS

The Automation Committee approved the charging of supervision fees to “temp” leave offenders. This decision was unanimous and it will be up to the individual counties as to whether to charge the fee or not during this leave time. NOTE – it is written in the State Statute that while an offender is on temporary leave, they can pay fees.

MISCELLANEOUS

Frequently Asked Questions:

Q: How should I handle a balance forward?

A: There are two ways to bring a balance forward. You can use a Transaction Type of PREV or you can create a new PREV account.

Q: When an offender asks: “Why do I have a supervision fee balance when I just got out of prison?”

A: An offender needs to be told that his supervision fee balance does not ever go away or get “forgiven”. It is just put on hold and when he goes back on community supervision, the balance is brought forward.

Q: Is it legal to deny transfer when a client has a supervision fee balance?

A: It appears to be a county by county policy and should be discussed with your supervisor. Some counties make the offender pay any balance owing, before transferring, while some counties charge a fee to do the paperwork

Q: Is it OK to transfer an offender with a credit balance?

A: Yes, credit balances that are due to prepaying the fees are rare and it is OK to transfer offenders with a credit balance. In the long run these will balance out.

Q: When an offender has fees owing and requests to move to another state, what happens to the money he owes?

A: It is really hard to collect money from an offender who has moved out of state. We can continue to bill him for the fees owed prior to the transfer, but really have no power to collect. It is more difficult for DOR to collect when an offender is out of state. It is best if the fees are collected prior to transfer out of state.

Q: Bankruptcy – Do you go to the hearing? Do you return paperwork?

A: You should at least follow-up on notices received. While it is in litigation, you cannot try to collect, but after the bankruptcy has been discharged you can proceed with collections. Supervision fees are not a dischargeable debt and are collectible after the bankruptcy is discharged. Be sure to turn the “Print Statement” to (N) during this period.

Q: If all fees are turned over to DOR for collection and that offender files bankruptcy, can he list the DOR bill?

A: Yes, if you receive a bankruptcy notice on a client that has been turned over to DOR, then DOR needs to be notified. This is still not a dischargeable debt. You are not allowed to try to collect while bankruptcy proceedings are going on. Once it is settled you can collect these fees.

Q: Should fees be waived while an offender is in sanction custody?

A: The consensus is this appears to be a per PO policy and that each office/County is different in this policy. Contact your supervisor.

Q: Do I have to manually close the fee accounts when an offender expires?

A: No, all accounts are auto-closed.

Q: Should offenders be given the chance to dispute their supervision fee balance and pay it before it is sent to DOR? Are counties required to send a 30-day letter?

A: No, per DOR. Their response being the fact that supervision fees are a court ordered fee and that the offender is liable and responsible for payment. Therefore we are not required to send a warning letter before turning over the balance to DOR. However, counties are required to notify the offender of their balance before sending it to DOR. If your county does not send billings or document notification to the offender, a letter would be required at expiration.

Q: Are there any fees that cannot be turned over to collection?

A: All fees can be turned over for collection

Q: Do we have to wait until supervision expiration to turn over other fees (ESP or Treatment) owed?

A: You can turn over other fees to DOR before the offender expires as long as the offender is no longer accruing these fees.

Q: When an offender is on Unsupervised Probation, can we send DOR the account (they are no longer charged for supervision fees and their account is closed)?

A: No, offender has to be officially discharged in order to send to DOR.

Q: What happens if two counties send a collection notice to DOR? Which would be paid first?

A: First in first out; whichever county turned in the form first will be paid first.

Q: How long does DOR keep an account?

A: One year if there is no collection. If they receive even \$1, they can hold the account for another year.

Q: When an offender's account is closed by DOR, can we get a list of the closures?

A: Yes, DOR sends out this list monthly.

Q: How do I cancel a DOR form?

A: Do an adjustment memo and send to DOR if the account was sent to DOR before February 13, 2013. This can be mailed, faxed, e-mailed or called in. If the account was sent to DOR after February 13, 2013, see DOR section.

Phone: 1-877-222-2346 toll free (Option 4)

Fax: (503) 947-2050

E-Mail oaa.accounttech3@state.or.us

Address: 955 Center Street NE, Salem, OR 97310

TIPS-N-TRICKS

- Marion County reports they charge a \$50 handling fee for all accounts that go to DOR. By doing this, they are guaranteed being able to turn over every account for collection even those as low as \$25. This went through their county commissioners for approval before being implemented.
- Coos County send letters to offenders assigned to caseloads that were not collecting much in supervision fees. The letters inform the offender that if they did not pay their fees, they were going to be given one day of community service.
- Klamath County has the Corrections Assistants who take money add their initials to the “Document Number” field. This field shows up on the reports and allows whoever is balancing the daily receipts to see who is taking money. If there is a discrepancy, a balance for each person can easily be added up to find out where the discrepancy is.
- When printing statements, the system looks at the mailing address first, then the main address. If you experience problems with an address, you may try clearing out all the information, waiting overnight and re-entering it the next day. When reading the address, it picks up the first and third lines for the billing statement.
- To avoid having statements run over onto two pages because of several accounts of one kind, these accounts can be combined into one. i.e. more than one account for URIN, add total of all, create new account with that balance, zero out and close all others.

- Klamath County has a form that is filled out by any PO requesting adjustments/waivers to offenders' accounts (see below). Once the transaction is completed, the person entering the information put their initials in the bottom right corner, if a receipt is produced attach it to this form and give to the PO to keep in the file.

Klamath County Community Corrections FEE WAIVER/ADJUSTMENT							
NAME_____				PO_____			
AMOUNT_____		SID #_____		DATE_____			
TYPE OF FEE: ASSE ASSP BRBA CMPO CSW DAYR DOR DUII ESP MISC MSC2 NOSH POLY RE01 RE02 RE03 RE04 SUPV TX01 TX02 TX03 TX04 URIN WORK XFER							
WAIVER: ABSC CMPO CORT CSW DIED DSP-dom viol prgm IMMI INDG-indigent JAIL PODS-PO discretion REST SICK SSD TREA UNAB-unable to pay UNEM-unemployed OTHER_____							
ANY AMOUNT OVER \$100 MUST BE APPROVED BY SUPERVISOR							
_____ Parole/Probation Officer		_____ Date		_____ Supervisor		_____ Date	
Comp Entry							

- Coos County has developed the following form that is used for all supervision fee transactions other than payments.

COOS COUNTY COMMUNITY CORRECTIONS Probation Fee Accounts				
Name: _____		SID #: _____		
Docket/Case #: _____				
Create account:				
	Amount	Monthly	One-time	
<input type="checkbox"/> Supervision Fee	_____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> CCCTC	_____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Polygraph	_____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Electronic Monitor	_____	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Other	_____	<input type="checkbox"/>	<input type="checkbox"/>	
Close Account:				
<input type="checkbox"/> Supervision fees waived by the court (copy of court order must be attached).				
<input type="checkbox"/> CCCTC				
<input type="checkbox"/> Other _____				
Adjustments/Waiver:				
Adjustment amount: _____ per month for _____ month(s).				
Previous amounts owed/adjust the account balance to: _____				
Reduce monthly fees to _____ per month beginning _____				
Reason for adjustment: _____				

PO: _____		Date: _____		
Director's signature required for waivers only				
Director: _____		Date: _____		
Date entered: _____ Entered by: _____ Balance: _____				

CREATING A MACRO

What is a Macro?

A macro is a series of commands/keystrokes that you can group together as a single command to accomplish a repeated task automatically.

Typical uses for a Macro:

- ↔ To speed up routine editing and data entry
- ↔ To automate a complex series of tasks
- ↔ To combine multiple commands into one

You can create a MACRO that is stored permanently in a library for you to use anytime, like when performing repetitive transactions (during Waiver Week you perform a waiver for every payment received).

- Open the “Record a Transaction” screen. Hit <Record>.
- You will be asked to name the macro.
- **Be sure to mark the Record Format as a Macro file or the text will not wrap around (default will be a VBScript file).**
- Choose the OK button.
- At this time you will be back at the Transaction window. Everything you type at this time is being recorded so type slowly and carefully. Type the information you wish to be stored in your macro including back tabs. Be sure to end up in the amount field so that when the macro is finished playing all you have to do is type in the amount and hit Enter, F8.
- When the all the information is as you like it, hit <Stop>. You are now ready to use your Macro.
- Make sure your cursor is in the same beginning place to play a Macro as it was when you recorded it.
- Hit <Play>, choose the macro you wish to play and then press OK. All the fields which you had typed information into during the recording will automatically fill in.

(**Tip:** Klamath County used “1” as the name of their macro when having their Waiver Week. Since numbers come up before letters on the list of macros, it actually cut down on keystrokes. After making sure that the cursor is in the correct starting position, press <Play>, “1”, and hit <Enter>. The number of steps to complete everything on a waiver except the amount is reduced to 3. If you need assistance setting up a macro, call a fellow Fee Rep for assistance.)

COUNTERFEIT MONEY

Become familiar with genuine currency by noting the following features that are most likely to be changed in a counterfeit bill:

Paper – Genuine currency is printed on paper composed of cotton and linen, not wood fiber like ordinary paper.

Printing – Photocopiers and desktop printers cannot reproduce the higher resolution of the backgrounds, microprinting, or details of genuine currency.

Special Features – Genuine currency has watermarks which show the denomination of the bill. Security threads embedded in the paper will glow under UV light. Currency higher than \$5 has color-shifting ink that changes color when viewed at an angle.

For more information, go to www.secretservice.gov and select “Know Your Money.”

If you suspect a bill is counterfeit, please follow the process set out below:

- **DO NOT** refuse to accept the bill or return the bill to the passer.
- NOTE the passer’s description, the description of a companion and the license number of the vehicle used. (Since you are taking the payment for fees, PRESS the Screen Print button, for a copy of the name, SID and PO name.)
- TELEPHONE the nearest County Sheriff’s Office or the United States Secret Service (1-503-326-2162) if you are certain the bill is counterfeit. If you are uncertain if the bill is counterfeit, send it to the Treasurer’s Office.
- HANDLE the bill as little as possible to preserve any fingerprints and place it in a protective cover (envelopes or sheet protectors work well).
- SURRENDER the bill only to the police, the Treasurer’s office, or the U.S. Secret Service.
- **DO NOT DO ANYTHING TO ENDANGER YOURSELF.**

MONEY GENERATING IDEAS

- Coos County charges an up front fee for any offender that requests a transfer. This fee is to help offset the costs involved for paperwork and staff time. The fee is collected **BEFORE** the paperwork is started. **Note:** Coos County had to go through their County Counsel and Commissioner's for approval.
- Marion County charges a \$50 handling fee for all accounts that go to DOR. By doing this, they are guaranteed being able to turn over every account for collection no matter how small. **Note:** This went through their County Commissioners for approval before being implemented.
- Coos County sent letters to offenders assigned to a PO's caseload that was only collecting \$200 per month. The letters informed the offender that if they did not pay their supervision fees, they were going to be given one day of community service. Apparently this worked. The next month the same PO ended up collecting over \$1000.
- Marion County have the following Past Due Waivers:
Pay your past due balance in full and receive a \$70 credit. (\$500.00 and up).
Pay your past due balance in full and receive a \$35 credit (\$499.99 and below)
- Amnesty Week
Marion County had their first Amnesty Week on April 30th - May 4th, 2001. It was **VERY SUCCESSFUL!** In 1 week, they brought in \$47,000.00+ They would only take payments from April 30th - May 4th. They did take a few cash payments before the amnesty date, due to having cash, right then & there. They would not allow any waiving of future supervision fees, this was only for PAST DUE AMOUNTS.
- Examples of signs & labels used by Marion County:

Collection Labels

Lobby signs

<p>AMNESTY WEEK!!!! April 30th - May 4th, 2001. Pay 50% of supervision account & <u>we will waive the rest!</u> <i>One time offer only.</i></p>	<p>ASK US ABOUT AMNESTY WEEK!</p>	<p>AMNESTY WEEK Pay 50% of your Supervision Fees between April 30th & May 4th and we will waive the remaining balance. <i>(This is a one time offer only)</i></p>	<p>AMNESTY WEEK April 30th - May 4th, 2001. Pay ½ of your Supervision Fee <u>balance</u> and we will waive the other 1/2.</p>
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RECORD RETENTION

The standard retention period is 2 years for all receipts and A/R records per Secretary of State Audit office. It is recommended to check with local county policy.

CHECK ENDORSEMENT

(Submitted by Linda Liming/Lincoln County)

Occasionally a check needs to be endorsed so that it can be turned over to another county since the offender has transferred and they were billed prior to the transfer. They then send one more check to the transferring county. The back of the check should be endorsed to say:

County stamp: For Deposit only

DEPARTMENT OF CORRECTIONS

Write beneath it: by (please write your own name)

Paid to the Order of (County check is going to)

Please check with your county accounting office first as they may not accept third party checks.

BANKRUPTCY INFORMATION

What is Bankruptcy?

Bankruptcy is Federal Law and is written into the Constitution. It dates back to 1780's-1790 and was created in order to allow people who are financially destitute a chance to clear some or all of their debt and to get a fresh start financially. Due to the fact that Bankruptcy is a Federal Law, it is considered supreme and will overrule State Law. Bankruptcy filings are usually due to the economy and are common among our clients.

How does Bankruptcy clear debt?

As soon as a person files bankruptcy, an automatic stay is issued which means that any creditor that the debtor owes money cannot try to collect on that debt until a ruling has been made. If you are listed as a debtor in the bankruptcy paperwork, the bankruptcy court will notify you in writing. All collection proceedings must stop; including phone calls, billings and statements, until after the debtor gets through the proceeding and a decision is made. If you/your company is listed as a debtor, it is likely that you will receive payment for the debt. Word of mouth also applies to notice and if you hear the person is in bankruptcy, it is recommended that steps be taken to verify the information.

Discharge

The Bankruptcy is discharged after the debtor goes through the proceedings and creditors are identified. Fees will not be discharged if they are part of a criminal fine or restitution.

Are Supervision Fees dischargeable?

The answer to this is unclear. It has not been asked or challenged before, and according to Mr. Rosenhouse, until it is, we should consider Supervision Fees to not be a dischargeable debt.

CHAPTER 7 is the most common bankruptcy and means that all assets are liquidated to the Court, then the trustee sells assets and distributes to the creditors to pay off the debt. Chapter 7 bankruptcies are generally discharged 75 days after the meeting of the creditors.

CHAPTER 13 is when the debtor submits a plan to the bankruptcy court for paying off creditors and makes payments to the trustee, which is then distributed to the creditors. The debtor usually has a 3-5 year plan and in order to qualify for this they must have a steady income.

General information regarding bankruptcy:

- ⇒ Federal bankruptcy cases are only heard in federal bankruptcy courts, not State.
- ⇒ Anything that is accrued up to the moment of filing is generally dischargeable, however, new charges accrued are not discharged or stayed and can be billed for.
- ⇒ If you violate the discharge injunction, you will be subject to all repercussions as if you violated a court order.
- ⇒ The case can end with either a Notice of Discharge or Dismissal.
- ⇒ Fees that are not ordered by the court may be discharged and could include UA's, breaking barriers, polygraphs, etc. Generally, if it is not ordered by the court, it could be discharged and questioned.
- ⇒ Discharge of case should be 60 days after the meeting of creditors – total time is generally 120 days from start to finish.

If you receive paperwork from the bankruptcy court listing supervision fees as a debt, you must return the paperwork or your fees could be discharged.

How are Counties supposed to handle an ongoing / accruing supervision fee? We can only collect on fees which are accrued AFTER the client files bankruptcy IF it is a Chapter 7, but not a Chapter 13. If you are not sure which chapter your client filed under, it was suggested to wait until after a decision has been made before you start the collection process again. It was also suggested that a new account could be opened for fees accruing AFTER the client has filed, which you could send statements for and leave the old account with a balance, but with an end date.

Be careful not to actively pursue the old debt if you have notice of bankruptcy.

If you have any questions regarding a bankruptcy proceeding, call 1-866-222-8029.

QUICK REFERENCE:

- Creating an Account
 - CC Support Menu - #16
 - Enter SID # <ENTER>
 - F6, <TAB>
 - F4, pick the account type you want to create, <TAB>
 - Enter fee amount<TAB>
 - F4 for billing cycle codes
 - Select the type of billing cycle, <ENTER>
 - Enter the date for which the account is to be started <ENTER>

- View Account History
 - CC Support Menu - #16
 - Enter SID # <ENTER>
 - F7, tab to the account you would like to inquire
 - F8
 - Page up to view history

- Recording a Transaction
 - CC Support Menu - #16
 - Enter SID # <ENTER>
 - F4 to choose the type of transaction, <TAB>
 - Enter the dollar amount, <TAB>
 - F4 to choose the document type, <TAB>
 - Type "1" on the line item the transaction is taken on, <TAB>
 - Type dollar amount again, <ENTER>
 - F8, to post the transaction – receipt will then print

- Creating an Account for Local Control Offenders
 - CC Support Menu - #16
 - F12 to back up a screen
 - Enter Local Control location
 - Enter SID #
 - F6 to create
 - Select the fee type, amount and cycle code
 - <ENTER>

- Closing an Account
 - CC Support Menu - #16
 - Enter SID # <ENTER>
 - F7, tab to the account you wish to close
 - <ENTER>
 - F14 to close account
 - Enter comment in comment line, <ENTER>

- Posting a Payment or Adjustment to Closed Account
 - CC Support Menu - #16
 - Enter SID # <ENTER>
 - F7
 - F16 to include discontinued accounts
 - Tab to the account you wish to post or adjust
 - F9
 - Enter transaction type, amount and document type
 - <ENTER>
 - F8 to post

- View Closed Account
 - CC Support Menu - #16
 - Enter SID # <ENTER>
 - F7
 - F16, to view closed accounts
 - F18, to view closure comment
 - **If you wish to view transactions on this closed account:**
 - Tab to the account you wish to view
 - F8, Page down to view history

- Change Individual Fee Amount
 - CC Support Menu - #16
 - Enter SID # <ENTER>
 - F7
 - Tab to the account you wish to change
 - <ENTER>
 - Tab down the Fee Amount
 - Change to new fee amount
 - <ENTER>
 - **If this is a County Override, see page 11 for further instructions**

OREGON ACCOUNTING MANUAL

SUBJECT: Accounting and Financial Reporting	Number: 35.30.50
DIVISION: Chief Financial Office	Effective date: April 15, 2013
Chapter: Accounts Receivable Management	
Part: Account Activity	
Section: Letter Collections	
APPROVED: George Naughton, Chief Financial Officer	Signature on file

PURPOSE: This policy provides standards for the proper use of letters and mailings as tools for collection of accounts receivable. In addition, the policy emphasizes the importance of providing proper notification of a debt in order to meet the legal requirements of due process and of following through with further collection actions as stated in collection letters.

AUTHORITY: [ORS 291.015](#)
[ORS 293.240](#)
[ORS 293.250](#)
[ORS 293.590](#)
[ORS 646.639](#)

APPLICABILITY: This policy applies to all state agencies included in the State's annual financial statements, except for those agencies specifically exempted by [OAM 01.05.00](#).

POLICY:

101. Agency management must ensure that agency personnel employ appropriate and lawful practices in the collection of accounts receivable.
102. State agencies must comply with the Oregon Unlawful Debt Collection Practices statute, [ORS 646.639](#), related to consumer debt. Agency staff undertaking letter collections must read, understand, and comply with the provisions of ORS 646.639.
103. State employees who collect debt during the performance of their official duties are specifically exempt from coverage under the [Federal Debt Collections Practices law \(15 U.S.C. §§1692a \(6\)\(C\)\)](#). This law does not bind state employees whose specific job entails collecting debt; however, the State of Oregon sees the value of the Federal Debt Collections Practices law and recommends that all agencies voluntarily comply. Many provisions of the state and federal laws overlap.
104. State agencies are required to make letter contact an integral part of their collection effort.

PROCEDURES:

Using Letters in the Collection Process

105. The letter is a cost effective measure for soliciting payment and an essential component for providing proper notification to the debtor before an agency begins more stringent action.
106. Notification is a paramount component to meeting legal due process requirements. Each agency's mailing practices should address proper notification, including the use of certified mailings and the handling of returned mail. Letters serve to document the contact and place the debtor on notice. The letter may also serve as a gentle reminder of an obligation that the debtor may have simply forgotten.
107. Agencies should check records and unprocessed receipts before contact to avoid contacting a debtor who has already made payment. The use of electronic payment methods, such as automated clearinghouse (ACH) transfers, eliminates the possibility of unrecorded payments. Agencies must keep a copy or record of letters sent to debtors in the debtor's file. Agencies must maintain a file on each past due account, including documentation of all correspondence and all telephone contacts or meetings.
108. In making the demand for payment, it is important to be aware of any provisions of the debt documents that specify a length of time for the debtor to make payments. For example, many contracts require 30 days written notice before considering the contract terminated or the debtor in default. In this case, the date indicated for payment in a collection letter may not be earlier than the period set forth in the contract.
109. Follow through on the demand for payment. If the time set forth in the collection letter expires without a response from the debtor, or if the debtor has not made payment, proceed with the action promised. Any delays in collection actions may make the debt more difficult to collect. Establish a system to ensure the agency will review the matter if the agency does not receive a response by the date specified.
110. If the account holder has moved and left no forwarding address, or if the address provided proves to be inaccurate, see [OAM 35.30.70](#) for information on skip tracing. It is important to follow up on all returned mail promptly.

Collection Letter Content

111. Collection letters should be as simple and concise as possible while still communicating the required information. The debtor will be more inclined to read a short letter.
112. When developing collection letters, it is important to use a business letter format and to compose the content using professional language that the reader will easily understand. All letters must be on agency letterhead and need to include the full name and address of the debtor. Salutations should be businesslike in nature such as Dear Mr. Jones or Dear Ms. Smith, rather than informal such as Dear Joe.
113. An agency must send a collection letter before they may take any legal action to collect the debt. The collection letter needs to contain the following elements, depending on the level of progressive action (refer to [OAM 35.30.30](#) for notification requirements to classify a debt as liquidated):

- a. The name, address, and phone number of the state agency making the demand for payment
 - b. The amount owed by the debtor, including principal, interest, and penalties, if any
 - c. A request for action (payment)
 - d. The pertinent facts leading to the existence of the obligation
 - e. The date payment is due and the address to send the payment to
 - f. A statement explaining what will happen if the debtor does not make payment by the date set forth in the letter
 - g. An encouragement for the debtor to take action (i.e., continue as a customer, preserve credit rating, avoid penalty and interest charges, avoid withholding of services, etc.)
 - h. Information on how the debtor may correct any errors, and the existence and application of any appeal rights that the debtor may have
114. The collector must know their agency's guidelines concerning debt collections, since the agency's guidelines may be more stringent than Oregon Accounting Manual guidelines.
115. The severity in tone of the letter should increase the longer an account remains outstanding. The tone and style of the letter can also vary depending on the type of account and the debtor's relationship with the agency. Due to legal considerations, avoid humor or threats. It is important to know the options that the agency may pursue if a debtor does not make a payment. When the collector suggests refusal of future service or reporting the account to a credit bureau, he should do so in a positive manner. For example, the collector may ask the debtor to keep the account current so the collector may continue to offer full services, or the collector may remind the debtor that immediate payment will avoid jeopardizing the debtor's credit record.

Adding the Cost of Collection to the Debt; Debtor Notification

116. [ORS 293.231 \(12\)](#) authorizes state agencies to add the cost of collection to the debt when using a private collection firm, as long as proper notification has been given to the debtor:
- a. Of the existence of the debt;
 - b. That the debt may be assigned to a private collection firm for collection; and
 - c. Of the amount of the fee that may be added to the debt under ORS 293.231.
117. The Department of Justice has provided the following language to be incorporated into agency collection letters when state agencies add the cost of collection under ORS 293.231 (12):

"As of {Date}, you owe [state creditor-agency] the sum of \$ _____ (principal amount plus interest accrued to date) for _____ [describe the nature of the debt, fine, restitution, judgment, or other liability, etc.]. The amount you owe will increase [over time/monthly/other period to be recomputed] as interest accrues at a rate of {Interest Rate} on the unpaid principal amount.

Under [ORS 293.231](#), [state creditor-agency] must refer your account to the Oregon Department of Revenue or a private collection firm for collection if it has received no payment on the account for more than [prescribed statutory period]. If the [state creditor-agency] does not receive a payment from you by [date], then the [state creditor-agency]

will assign your account to collection. At that time, you also will become responsible for the payment of an additional collection fee of (*or up to) {**Collection Rate} percent of the amount you owe. This additional percentage will apply to any increase in the amount you owe due to the accrual of interest on the unpaid principal amount."

**Notices using the "up to" terminology should only be used when absolutely necessary, and only to cover the highest contractor collection fee possible in the case of a creditor-agency that has multiple collection contractors.*

*** Collection Rate: When at all possible, a specific collection fee percentage should be stated using the formula "rate/(1-rate)". (Rate= Private Collection Firm contracted collection fee.)*

Examples of Collection Letters

118. The following examples provide language for the body of the collection letter. Combine this information with the required elements identified in paragraph 111 through 115.

First Past Due Letter. For accounts less than 30 days past due, a friendly reminder tone is appropriate. Following are two examples of letters that may be used (only content is illustrated):

- a. Example 1: A formal letter, suitable for correspondence with a large company

Our records indicate that your account is now past due in the amount of \$_____ for invoice No. _____ which was due on <month><day>, <year>. (The letter could also show multiple invoices less previous payments made with a net amount owed and a date of the last payment, if any.) The invoice is for (state the service or reason for the invoice, such as license renewal request on December 15, 2012).

Please send your payment today. If you have questions regarding your account, you may contact us at _____-_____ between the hours of _____a.m. and _____p.m.

- b. Example 2: A letter that is less formal than Example 1, but still businesslike in tone. This is a friendly reminder that is usually effective for an individual.

RE: Invoice No. _____ Amount due \$_____

We have not received payment on your account for (state the service or reason for the invoice, such as license renewal request on December 15, 2012). Have we overlooked it? If you have made a payment, please contact us with information regarding when, to whom, for what amount, and whether the check has cleared.

If you have not made a payment, please make your payment today. If you have questions or concerns, you may contact us at _____-_____ between the hours of _____a.m. and _____p.m.

119. Second Past Due Letter: For accounts between 30 and 60 days past due, use a letter with slightly stronger tone. In addition, this letter must address the subjects of hearing/dispute rights and deadlines to meet the definition of liquidated ([OAM 35.30.30](#)). Following are two examples of letters that may be used (only content is illustrated):

a. Example 1

RE: Invoice No: _____ Invoice Date: _____ Amount due \$ _____

We are concerned about your failure to reply to our previous notice dated {date of first letter} concerning your account which is past due in the amount of {amount due}. Our records currently reflect that (no payment has been made on your account or the last payment made on your account was in the amount of \$ _____ on _____).

If you dispute the balance, {insert agency dispute resolution policy}. If we do not hear from you by {dispute deadline}, we will consider the debt liquidated and proceed with collection actions as required by ORS 293.231.

If you would like to discuss possible payment arrangements or if you have a question or concern, you may contact us immediately at _____ - _____ between the hours of _____ a.m. and _____ p.m.

Please send your payment promptly to avoid further collection actions.

b. Example 2

RE: Invoice No: _____ Invoice Date: _____ Amount due \$ _____

Our records indicate your account still has an outstanding balance. We have not received a response on previous attempts to call your attention to this matter.

Your payment must be received by <month><day>, <year> in order for our agency to continue providing you service.

If you dispute the balance, {insert agency dispute resolution policy}. If we do not hear from you by {dispute deadline}, we will consider the debt liquidated and proceed with collection actions as required by ORS 293.231.

If you would like to discuss possible payment arrangements or if you have questions regarding this account, you may contact me at _____ - _____ between _____ a.m. and _____ p.m.

Please send your payment promptly to avoid further collection actions.

120. Third Past Due Letter: For accounts over 60 days past due that have not responded to the two previous reminders, an even stronger tone is required. A reason to take action becomes very important; however, do not make statements about what the agency will do unless the agency intends to carry them out. For example, if the letter indicates the agency will forward the account to a collection firm if the agency does not receive payment by a certain date, the agency must take this action by the date expressed in the letter. Below are three examples of letters that may be used (only content is illustrated):

a. Example 1

Since we have not received your response to our first two letters dated {letter dates}, we are now considering your account liquidated according to ORS 293.231.

{State Agency Name} must receive payment in full of your past due account by <month><day>, <year> to prevent us from forwarding your account to collection without further notification to you.

{Insert language from paragraph 117 if your agency adds the cost of collection according to ORS 293.231 (12) when using a private collection firm}

You may contact me at ____ - ____ between ____ a.m. and ____ p.m.

b. Example 2

Your account is now ____ days past due. Since we have not received your response to our first two letters dated {letter dates}, we are now considering your account liquidated according to ORS 293.231. {State agency name} is now authorized under {agency statute or ORS 82.010} to charge interest of {interest rate} and penalties of {amount and statute}.

{State Agency Name} must receive payment in full of your past due account by <month><day>, <year> to prevent us from forwarding your account to collection without further notification to you.

{Insert language from paragraph 117 if your agency adds the cost of collection according to ORS 293.231 (12) when using a private collection firm}

You may contact me at ____ - ____ between ____ a.m. and ____ p.m.

c. Example 3

Our records indicate that your account is seriously past due. Since we have not received your response to our first two letters dated {letter dates}, we are now considering your account liquidated according to ORS 293.231. {State agency name} is now authorized under {agency statute or ORS 82.010} to charge interest of {interest rate} and penalties of {amount and statute}.

{State Agency Name} must receive payment in full of your past due account by <month><day>, <year> to prevent us from forwarding your account to collection without further notification to you.

{Insert language from section 117 if your agency adds the cost of collection according to ORS 293.231 (12) when using a private collection firm}

You may contact me at ____ - ____ between ____ a.m. and ____ p.m.

121. Rehearsing the opening statements for the telephone call will enable the collector to sound confident and professional.

OREGON ACCOUNTING MANUAL

SUBJECT: Accounting and Financial Reporting	Number: 35.40.30
DIVISION: Chief Financial Office	Effective date: July 1, 2013
Chapter: Accounts Receivable Management	
Part: Account Assignments	
Section: Assignments-Department of Revenue	
APPROVED: George Naughton, Chief Financial Officer	Signature on file

PURPOSE: This policy provides state agencies with guidelines for using the Department of Revenue (DOR) Other Agency Accounts (OAA) Unit for the collection of liquidated and delinquent debt.

AUTHORITY:

<u>ORS 1.197</u>	<u>ORS 1.204</u>
<u>ORS 18.385</u>	<u>ORS 183.413</u>
<u>ORS 183.470</u>	<u>ORS 183.502</u>
<u>ORS 183.635</u>	<u>ORS 291.015</u>
<u>ORS 293.231</u>	<u>ORS 293.233</u>
<u>ORS 293.250</u>	<u>ORS 293.590</u>
<u>ORS 314.415</u>	

APPLICABILITY: This policy applies to all state agencies included in the State's annual financial statements, except for those agencies specifically exempted by [OAM 01.05.00](#).

DEFINITIONS:

Apportionment: When a couple files a joint tax return and either partner has an outstanding debt with OAA, any refund will apply to the debt. The partner without the debt is the "injured spouse". Either partner can file a request to receive their portion of a tax refund. OAA will apportion the refund based on the adjusted gross income of each person.

Automated Clearing House (ACH) Transfer: Electronic funds transfer through the Federal Reserve Fedline system.

Collection Unit: As used in [ORS 293.250](#), the OAA Unit in the DOR.

Full Collection Services Program: Liquidated and delinquent debts that agencies assign to the OAA Unit for collections using a full range of collection services, including offset.

Refund Offset Only Program: Liquidated and delinquent debts that agencies assign to the OAA Unit for collections through application of any refunds or amounts due the debtor from the DOR or any other state agency.

Restricted: See Refund Offset Only Program for definition.

Setoff: As used in [ORS 293.250](#), more commonly referred to as offset; see Refund Offset Only Program for definition.

SOIL: Acronym for Set-Off Individual Liability Program; see Refund Offset Only Program for definition.

Unrestricted: See Full Collection Services Program for definition.

POLICY:

101. Agency management must ensure that agency personnel employ appropriate practices in the management and collection of accounts receivable.

Use of DOR/ OAA Unit

102. The State's policy is to collect all receivables due to state agencies and to establish procedures to effect the timely collection of all amounts owed. Where a state agency has exhausted their own collection activity, or the statutory time permitted for an agency's self-collection on a debt has expired (see [ORS 293.231](#) and/or [OAM 35.40.10](#)), the agency must assign the account to a PCF or the Department of Revenue Other Agency Accounts (OAA) Unit. If the OAA Unit does not collect a payment and returns the account to the agency, the agency must immediately assign the account to a PCF.
103. The OAA Unit can only collect liquidated and delinquent debt per ORS 293.250; (see the definition of liquidated and delinquent debt in [OAM 35.30.30](#)).
104. The agency assigning a debt to the OAA Unit and the debtors shall abide by the laws, rules, and procedures adopted by and governing the OAA Unit for the Refund Offset Only or Full Collection Services Programs.
105. The debtor must receive proper notice as referenced in [OAM 35.30.50](#), [ORS 183.413](#), or in [ORS 183.502](#). In order to meet due process requirements, the OAA Unit will send a notice of demand for payment prior to proceeding to garnishment on debts assigned by other state agencies.
106. If required under ORS 183.635, the agency must utilize the Office of Administrative Hearings, or pursue alternative means of dispute resolution as authorized in ORS 183.675 and as described in ORS 183.502.
107. DOR will collect debt that agencies assign to the Refund Offset Only Program through refund offsets only.
108. Agencies may not assign a debt to both the OAA Unit's Full Collection Services Program and the Refund Offset Only Program at the same time.
109. Agencies may assign a debt to the OAA Unit's Refund Offset Only Program for offset and a private collection firm at the same time.
110. Agencies may not assign a debt to both the OAA Unit's Full Collection Services Program and a private collection firm at the same time.

PROCEDURES:

Assignment of Liquidated and Delinquent Debt

111. Each agency that OAA performs collections services for must enter into a Service Agreement. Before OAA will conduct business with an agency, the agency must complete and return the agreement to OAA. The agreement outlines the type of debt that the agency is assigning, the collection services that OAA will provide, and the collection fee. Debt assigned to OAA for collection services must meet certain criteria. For example, the debt must be liquidated and delinquent, and the debt must be defined as to whether OAA may issue warrants and garnishments as determined by the client agency (see paragraph 129.c).
112. Since agencies may assign only liquidated and delinquent debt to the OAA Unit for collection, the assigning agency must determine whether their debt is liquidated and delinquent according to the definitions in [OAM 35.30.30](#). In addition, for debt that qualifies as liquidated per subsections 5-9 of the definition, if the debtor disputes whether the debt is owed or liquidated, the debt will no longer be considered liquidated.
113. An agency will notify OAA of any disputes on an assigned debt and OAA will notify the agency of any disputes. OAA will place disputed debt in a non-collection status until the agency satisfies the dispute. The agency must review the dispute and provide determination to OAA within 30 days of notification. If the agency does not notify OAA, OAA may return the debt to the agency.
114. For debt that an agency submits with a social security number, the agency must have received informed consent from the individual when they obtained the social security number. As per [5 U.S.C. § 552a Sec. 7\(b\)](#): "Any Federal, State or local government agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it."
115. Agencies may assign debt of juvenile debtors of working age to the OAA Unit.
116. Agencies may assign debt of incarcerated debtors to the OAA Unit. The agency needs to indicate the anticipated release date when assigning the debt.
117. Agencies may not assign debt of bankrupt debtors to the OAA Unit. If a debtor files bankruptcy after the agency assigns the debt to the OAA Unit, upon discovery OAA will return the debt to the assigning agency. The agency may reassign the debt to the OAA Unit after the agency determines that the debt survived bankruptcy.
118. OAA charges assigning agencies a fee for collection based on services designated in the service agreement. OAA does not add any fees to the assigned debt, nor does OAA charge a fee to the debtor. OAA retains a collection fee from the gross amount collected, and remits the net amount to the agency. Agencies must always credit the gross amount collected to the debtor's liability. If an assigning agency does not credit the gross amount collected to the debtor, the liabilities assigned to OAA will be out of balance. OAA's legislative authority for charging a collection fee is ORS 293.250. If the assigning agency has legislative authority to pass OAA's collection fee on to the debtor, the assigning agency needs to notify the debtor of this fee, then add that additional amount to the debt and send the total balance to OAA for collection.

Refund Offset Only Program

119. Agencies submit debt for possible offsets against any refund the DOR may issue or other refunds owed the debtor from a state agency. The DOR deducts the amount owing to an agency from the refund, and the individual receives a check for the difference.
120. Debt that agencies assign to the Refund Offset Only Program must include a social security number.
121. Agencies may submit Refund Offset Only Program debt via data transfer only. Contact the DOR, OAA Unit for further information on submission requirements http://www.oregon.gov/dor/OAA/Pages/contact_oaa.aspx.
122. Agencies must maintain debt balances. Agencies make adjustments via the account maintenance tools for balance changes.
123. The OAA Unit will inform a debtor of any offset either through a letter that OAA sends with the refund check or with a letter sent independently where OAA offsets the entire refund.
124. The OAA Unit will review any apportionment (division of a tax refund on a joint return) request and make a determination as to whether an apportionment is appropriate. Where appropriate, they will calculate the amount and send a refund. OAA will charge any resultant change in the refund amount back to the assigning agency's account. OAA will send notification of the apportionment request to the assigning agency.
125. The agency submitting debt that is subject to offset will hold any hearings as required by [OAM 35.30.30](#) and will inform the OAA Unit of its findings. Any claims that the agency finds to be not due, or not liquidated and delinquent, must be withdrawn from the Refund Offset Only Program by the assigning agency.
126. OAA refers debtors to the agency for questions regarding debt balances.

Full Collection Services Program

127. Agencies may submit debts to the Full Collection Services Program via paper or electronically.
128. The OAA Unit may set up debts assigned for the Full Collection Services Program without a social security number.
129. The OAA Unit has no restrictions as to the collection methods they may use for debt assigned to the Full Collection Services Program.
 - a. In order to be successful in collecting from debtors, the OAA Unit shall have full authority over the assigned debt. If the assigning agency intervenes without consent, the OAA Unit may discontinue its efforts, assess the collection fee, and return the assigned debt.
 - b. Assigning agencies must not continue to pursue collection from a debtor after assigning the debt to the OAA Unit's Full Collection Services Program.
 - c. Each agency must determine whether they can request OAA to issue warrants and garnishments as part of the Full Collection Services Program. The definition of liquidated debt in [OAM 35.30.30](#) includes nine conditions under which a debt qualifies as liquidated. For those debts that meet conditions 1-4, the OAA Unit has the authority to

utilize all potential collection tools, including warrants. For those debts that meet conditions 5-9, the OAA Unit does not have authority to issue warrants. If warrant authority is necessary for effective collection, the agency must take appropriate action to qualify the debt under conditions 1-4.

130. The following are guidelines for agencies in submitting liquidated and delinquent debt for collection under the Full Collection Services Program:
- a. Agencies must submit the entire balance of a liquidated and delinquent debt, not just a portion.
 - b. Comments identifying the nature of the liability will assist the OAA Unit in answering debtors' questions and reduce the number of calls to the assigning agency.
 - c. Agencies may receive a request to provide necessary and appropriate supporting documents including, but not limited to:
 - Credit/loan application
 - Copy of promissory note
 - Credit information statement
 - Invoices or billings
 - Negotiable instruments, including NSF checks
 - Narrative statements of prior collection activity
 - Copies of key collection letters
 - Detailed statement of the debt showing beginning balance, payments made, ending balance, dates, interest, charges, etc.
 - Substantiation of collection charges or fees made against the debt prior to assignment
 - Details of any other debt with debtor
 - Proof of informed consent
 - Information obtained with regard to bankruptcy filings
 - Estate/asset information for deceased debtors
 - Estimated date of release for incarcerated debtors
131. Agencies must maintain debt balances. Agencies make adjustments via the account maintenance tools for balance changes.
132. Agencies may withdraw an assigned debt by submitting notice to the OAA Unit. The OAA Unit reserves the right to request additional information from the agency requesting the return to determine if they will charge the agency a collection fee. Refer to the service agreement for situations in which a collection fee may still apply.
133. OAA will return to the submitting agency, with no collection fees charged, debts that the OAA Unit determines are uncollectible. The OAA unit will also return debts where the statutory time permitted for the OAA Unit's collection activity has expired (see [ORS 293.231\(4\)](#) and [ORS 1.197](#)).
134. The assigning agency's name will appear in the offset notification letters to the debtors, and the DOR is the agency listed to receive the dispute request (see [ORS 293.250 \(d\)](#)).

Reporting

- 135. The OAA Unit will provide monthly reports to each agency regarding the agency's debts. The assigning agency must update their records monthly based on the status reports that the OAA Unit sends.
- 136. An assigning agency must notify the OAA Unit of all payments received from the debtor or any other adjustment to a debt balance. For the OAA Unit's records, agencies should include the reason for changes to the balance in the notification.

Remittances and Refunds

- 137. The OAA Unit accumulates any moneys collected and remits them, minus a collection fee, to the respective agencies monthly.
- 138. The OAA Unit makes all payments to an agency by ACH transfer. The OAA Unit will not issue checks.
- 139. Agencies should refer to [OAM 15.35.00](#) for information on recording payments collected and remitted to them by the OAA Unit.
- 140. If a debtor is due a refund for overpayment of the debtor's liability, OAA or the agency will issue the refund according to the terms of the service agreement. An exception to this is if a garnishment overpays a debt or a garnishment payment or other payment is misapplied. According to DOR policy, OAA must refund any overpayment received for an OAA issued garnishment.

DIVISION 65

RESTITUTION AND SUPERVISION FEES

255-065-0005

When Restitution, Fines and Fees are Ordered: Payment Schedule

- (1) For a crime committed after October 4, 1977, when the court sentences a person to pay restitution pursuant to ORS 137.106 and defers any portion of that payment until after release from imprisonment, the Board shall order restitution as a parole or post-prison supervision condition. The court order must specifically order restitution for a specific amount to a specific party.
- (2) For a crime committed after November 1, 1981, when the court sentences a person to pay a compensatory fine pursuant to ORS 137.101 and defers any portion of that payment until after release from imprisonment, the Board shall order a compensatory fine as a parole or post-prison supervision condition. The court order must specifically order a compensatory fine for a specific amount.
- (3) When the court has sentenced a person to pay attorney fees pursuant to ORS 161.665 and defers any portion of that payment until after release from imprisonment, the Board may order payment of attorney fees as a parole or post-prison supervision condition. The court order must specifically order attorney fees for a specific amount.
- (4) In establishing and supervising a schedule for the resumption of payments, the Board shall consider:
 - (a) The offender's financial resources, including salary, savings, and liquid assets not including place of residence, or those tools or vehicles essential to personal livelihood;
 - (b) The burden that will impose in light of the person's overall obligations (e.g., family and necessary living expenses);
 - (c) Ability to pay installment or other conditions to be set by the Board; and
 - (d) The rehabilitation affect of the payment and the method of payment.
- (5) Normal payments shall range up to twenty (20) percent of a person's take-home salary without voluntary payroll deductions, unless significant savings or liquid assets not including place of residence or tools or vehicle essential to personal livelihood permit larger amounts.
- (6) The Board shall provide to the sentencing court a copy of the schedule of payments and any modifications.

Stat. Auth.: ORS 137.101, ORS 137.106, ORS 144.102 ORS 144.275, ORS 161.665 & ORS 423.570

Stats. Implemented: ORS 137.101, ORS 137.106, ORS 137.551, ORS 144 & ORS 161.665

Hist.: 2PB 1-1979, f. & ef. 2-1-79; 2PB 6-1981(Temp), f. & ef. 11-4-81; 2PB 1-1982, f. & ef. 5-19-82; 2PB 14-1985, f. & ef. 5-31-85; PAR 6-1988, f. & ef. 5-19-88; PAR 4-1989, f. & ef. 11-1-89; PAR 8-1992, f. & cert. ef. 10-9-92; PAR 5-1998, f. & cert. ef. 11-9-98

255-065-0015

Supervision of Payments: Conditions; Default; Effect on Discharge

- (1) The offender shall make payments of restitution, compensatory fines, or attorney fees to the clerk of the court of the county of sentencing.
- (2) The supervising officer shall establish the method and manner of payment for the Board's approval.

(3) If the offender has not made total payment of restitution or compensatory fines by the completion of the designated minimum period of supervision, the Board shall continue the offender on parole until the offender completes payment or until his/her sentence expires, whichever occurs first.

(4) If the offender has not made total payment of attorney fees by the completion of the designated minimum period of supervision, the Board may continue the offender on parole until the offender completes payment or until his/her sentence expires, whichever occurs first.

(5) The Board may require a person to pay restitution as a condition of post-prison supervision imposed for an offense other than the offense for which the restitution was ordered if the person:

(a) Was ordered to pay restitution as a result of another conviction; and

(b) Has not fully paid the restitution by the time the person has completed the period of post-prison supervision imposed for the offense for which the restitution was ordered.

Stat. Auth.: ORS 137.101, ORS 137.106, ORS 144.102, ORS 144.275, ORS 161.665 & ORS 423.570

Stats. Implemented: ORS 137.551 & ORS 144

Hist.: 2PB 1-1979, f. & ef. 2-1-79; 2PB 6-1981(Temp), f. & ef. 11-4-81; 2PB 1-1982, f. & ef. 5-19-82; 2PB 14-1985, f. & ef. 5-31-85; PAR 6-1988, f. & ef. 5-19-88; PAR 4-1989, f. & ef. 11-1-89; PAR 3-1990, f. 6-29-90, cert. ef. 7-1-90; PAR 8-1992, f. & cert. ef. 10-9-92; PAR 5-1998, f. & cert. ef. 11-9-98

255-065-0020

Establishment of Supervision Fees: Criteria, Disbursement of Fees

(1) When a person is placed on parole or post-prison supervision, subject to supervision by either the Department of Corrections or a community corrections program established under ORS 423.500 to 423.560, the person shall pay a monthly fee to offset the costs of supervising parole or post-prison supervision. Fees are payable according to the terms set forth in ORS 423.570.

(2) The supervision fee shall be at a rate established by the supervising community corrections program. In no case shall the fee be less than twenty-five dollars (\$25) per month. If the community corrections program fails to establish the amount of the fee, the fee shall be \$25.

(3) The Board shall order the payment of the supervision fee as a parole or post-prison supervision condition and intentional and willful failure to pay the fee may be grounds for revocation of parole and post-prison supervision or, in the case of parole, extension of the supervision period.

(4) In cases of financial hardship or when otherwise advisable in the interest of the released person's rehabilitation, the community program director or the Director of the Department of Corrections, whichever is appropriate, may waive or reduce the amount of the fee.

(5) Fees collected shall be transferred to the Department of Corrections or retained by the county as provided by statute.

Stat. Auth.: ORS 137.101, ORS 137.106, ORS 144.102, ORS 144.275, ORS 161.665 & ORS 423.570

Stats. Implemented: ORS 137.551 & ORS 144

Hist.: 2PB 6-1981(Temp), f. & ef. 11-4-81; 2PB 1-1982, f. & ef. 5-19-82; 2PB 14-1985, f. & ef. 5-31-85; PAR 6-1988, f. & ef. 5-19-88; PAR 4-1989, f. & ef. 11-1-89; PAR 3-1990, f. 6-29-90, cert. ef. 7-1-90; PAR 8-1992, f. & cert. ef. 10-9-92; PAR 5-1998, f. & cert. ef. 11-9-98

EXPIRATION AND EXTENSION OF JUDGMENT REMEDIES

18.180 Expiration of judgment remedies in circuit court. (1) Judgment remedies for a judgment expire upon full satisfaction of the money award portion of the judgment.

(2) If a judgment lien arises out of a support award under ORS 18.150 (3) or 18.152 (3), a support arrearage lien attaching to real property under the judgment lien expires upon satisfaction of the unpaid installment that gave rise to the support arrearage lien.

(3) Except as provided in ORS 18.180 to 18.190, judgment remedies for a judgment in a civil action expire 10 years after the entry of the judgment.

(4) Except as provided in this subsection, judgment remedies for a judgment in a criminal action expire 20 years after the entry of the judgment. Judgment remedies for a judgment in a criminal action that includes a money award for restitution expire 50 years after the entry of the judgment.

(5) Judgment remedies for the child support award portion of a judgment, and any lump sum support award for child support, expire 35 years after the entry of the judgment that first establishes the support obligation.

(6)(a) Except as provided by paragraph (b) of this subsection and ORS 18.190, judgment remedies for any unpaid installment under the spousal support award portion of a judgment, including any installment arrearage lien arising under the judgment, expire 25 years after the entry of the judgment that first establishes the support obligation, or 10 years after an installment comes due under the judgment and is not paid, whichever is later.

(b) The judgment lien for the spousal support award portion of a judgment that is entered on or after January 1, 2004, including any installment arrearage lien arising under the judgment, expires 25 years after the entry of the judgment that first establishes the support obligation unless a certificate of extension is filed under ORS 18.185.

(7)(a) If a money award in a judgment under ORS 107.105 (1)(f) provides for a future payment of money, judgment remedies for the portion of the judgment providing for future payment expire 10 years after the date on which the future payment becomes due. At any time before the judgment remedies for a money award described in this subsection expire, judgment remedies for the portion of the judgment providing for a future payment may be extended as provided in ORS 18.182.

(b) This subsection does not apply to support awards.

(8) This section does not apply to justice courts, municipal courts or county courts performing judicial functions. [2003 c.576 §18; 2005 c.568 §22; 2005 c.618 §1; 2007 c.22 §1; 2009 c.354 §1; 2015 c.212 §22]

Note: See note under 18.048.

Note: Section 2, chapter 354, Oregon Laws 2009, provides:

Sec. 2. (1) Except as provided in subsection (2) of this section, the amendments to ORS 18.180 by section 1 of this 2009 Act apply to all judgments, whether entered before, on or after the effective date of this 2009 Act [January 1, 2010].

(2) The amendments to ORS 18.180 by section 1 of this 2009 Act do not operate to revive any judgment remedies that expired before the effective date of this 2009 Act under the provisions of ORS 18.180 as in effect immediately before the effective date of this 2009 Act. [2009 c.354 §2]

293.231 Collection of liquidated and delinquent accounts by private collection agency or Department of Revenue; rules; fee added to debt. (1) Except as provided in subsections (4) to (9) of this section, a state agency, unless otherwise prohibited by law, shall offer for assignment every liquidated and delinquent account to a private collection agency or to the Department of Revenue as provided in ORS 293.250 not later than:

(a) Ninety days from the date the account was liquidated if no payment has been received on the account within the 90-day period; or

(b) Ninety days from the date of receipt of the most recent payment on the account.

(2) Nothing in subsection (1) of this section prohibits a state agency from offering for assignment a liquidated and delinquent account to a private collection agency at any time within the 90-day period.

(3) If, after a reasonable time, the private collection agency is unable to collect the account, the private collection agency shall notify the state agency that assigned the account that it has been unable to collect the account and shall relinquish the account to the state agency. A private collection agency that collects an account under this section shall be held to the same standard of confidentiality, service and courtesy imposed on the state agency that assigned the account.

(4) If a state agency assigns a liquidated and delinquent account to the Department of Revenue as provided in ORS 293.250, the department shall have six months from the date of assignment to collect a payment. If the department does not collect a payment within that six-month period or if six months have elapsed since the date of receipt of the most recent payment on the account, the department shall notify the state agency. The state agency shall then immediately offer for assignment the debt to a private collection agency.

(5) The provisions of subsection (1) of this section do not apply to a liquidated and delinquent account that is prohibited by state or federal law or regulation from assignment or collection.

(6) The Oregon Department of Administrative Services may adopt rules exempting specified kinds of liquidated and delinquent accounts from the time periods established in subsections (1), (2) and (4) of this section.

(7) The Oregon Department of Administrative Services shall adopt rules exempting liquidated and delinquent accounts that originate in the Department of Revenue or the Employment Department from the time periods established in subsections (1), (2) and (4) of this section.

(8) A liquidated and delinquent account that is subject to assignment under this section shall be assigned to a private collection agency if more than one year has elapsed without a payment on the account.

(9) Notwithstanding subsection (1) of this section, a state agency may, at its discretion, choose not to offer for assignment to a private collection agency a liquidated and delinquent account that:

(a) Is secured by a consensual security interest in real or personal property;

(b) Is a court-ordered judgment that includes restitution or a payment to the Department of Justice Crime Victims' Assistance Section;

(c) Is in litigation, including bankruptcy, arbitration and mediation;

(d) Is a student loan owed by a student who is attending school;

(e) Is owed to a state agency by a local or state government or by the federal government;

(f) Is owed by a debtor who is hospitalized in a state hospital as defined in ORS 162.135, who receives public assistance as defined in ORS 411.010 or who receives medical assistance as defined in ORS 414.025;

(g) Is owed by a debtor who is imprisoned;

(h) Is less than \$100, including penalties;

(i) Would result in loss of federal funding if assigned;

(j) Is owed by an estate and the state agency has notice that the estate has closed; or

(k) Is eligible for suspension of collection as provided in ORS 305.155.

(10) Nothing in this section prohibits a state agency from collecting a tax offset after a liquidated and delinquent account is assigned to a private collection agency.

(11) For the purposes of this section, a state agency shall be deemed to have offered for assignment an account if:

(a) The terms of the offer are of a type generally acceptable within the collections industry for the type of account offered for assignment; and

(b) The offer is made to a private collection agency that engages in collecting on accounts of the type sought to be assigned or is made generally available to private collection agencies through a bid or request for proposal process.

(12)(a) A state agency that assigns a liquidated and delinquent account to the Department of Revenue under ORS 293.250 may add a fee to be paid by the debtor to the amount of the liquidated and delinquent account.

(b) A fee may not be added under this subsection unless the state agency has provided notice to the debtor:

(A) Of the existence of the debt;

(B) That the debt may be assigned to the Department of Revenue for collection; and

(C) Of the amount of the fee that may be added to the debt under this subsection.

(13) A state agency that retains a private collection agency under this section may add a fee to the amount of the liquidated and delinquent account as provided in ORS 697.105. A fee may not be added under this subsection unless the state agency has provided notice to the debtor:

(a) Of the existence of the debt;

(b) That the debt may be assigned to a private collection agency for collection; and

(c) Of the amount of the fee that may be added to the debt under this subsection.

(14) Except as provided by federal law, the state agency may not add a fee under subsection (13) of this section that exceeds the collection fee of the private collection agency. [1999 c.1092 §3; 2001 c.218 §1; 2001 c.233 §1; 2003 c.66 §3; 2003 c.805 §1; 2013 c.688 §27; 2015 c.319 §1; 2015 c.643 §2; 2015 c.766 §3]

PAYMENTS BY SUPERVISED PERSON

423.570 Monthly fee payable by person on supervised release; use; payment as condition of release; waiver. (1) A person sentenced to probation or placed by an authority on parole, post-prison supervision or other form of release, subject to supervision by a community corrections program established under ORS 423.500 to 423.560, shall be required to pay a monthly fee to offset costs of supervising the probation, parole, post-prison supervision or other supervised release.

(2) A person sentenced to probation or placed by an authority on parole, post-prison supervision or other form of release, subject to supervision other than by a community corrections program established under ORS 423.500 to 423.560, may be required by the releasing authority to pay a monthly fee to offset costs of supervising the probation, parole, post-prison supervision or other supervised release.

(3) When a fee is required under subsection (1) of this section, the fee shall be determined and fixed by the releasing authority but shall be at least \$25, and if the releasing authority fails to establish the amount of a released person's required fee, the fee shall be \$25.

(4) Fees are payable one month following the commencement of probation, parole, post-prison supervision or other supervised release and at one-month intervals thereafter. If the released person is supervised under county authority, the county shall collect or provide by contract for the collection of the fee from the released person and shall retain the fee to be used by the county for funding of its community corrections program.

(5) Except in the case of a probation granted by a court before that date, the fee requirements imposed by this section apply beginning July 1, 1981, to all persons under supervised probation, parole, post-prison supervision or other form of supervised release pursuant to subsection (1) of this section, including persons on such supervised release in this state under any interstate agreement. Timely payment of the fee is hereby made a condition of such probation, parole, post-prison supervision or other supervised release. In the case of a probation granted by a court prior to July 1, 1981, the court may amend its order granting probation to provide for payment of the fee.

(6) In cases of financial hardship or when otherwise advisable in the interest of the released person's rehabilitation:

(a) The community corrections manager may waive or reduce the amount of the fee.

(b) The sentencing court may waive or reduce the amount of the fee for any person whom the court has sentenced to probation. If any of the fee requirement is reduced by the court, only the court may restore the requirement. [1981 c.169 §1; 1983 c.252 §1; 1987 c.320 §229; 1989 c.497 §1; 1989 c.790 §67; 1993 c.14 §23; 1995 c.423 §14]