

Fee System Network Decision Log

JULY 2016

Notice to offenders of fees owed prior to sending to DOR	DOR states we should give a reasonable attempt to notify the offender the balance of their unpaid debt before sending them to DOR. We should have some type of verbiage for the offender to be made aware that collection fees may be added or they may be garnished. DOR will send specific language we can use for this.
Minutes retention	A decision log will be created and kept so that minutes retention can be lessened.
CDRP acronym definition	This definition will be added to the OPS manual
Distribution of minutes	Minutes will be distributed to CCB ALL clerical instead of just the FSN DL

OCTOBER 2016

Reference Section created for Fee Manual.	A Reference Section was created for the Fee Manual containing: OAM 35.30.50; OAM 35.40.30; ORS 18.180; ORS 293.231; ORS 423.570 and OAR Division 65. All these sections have good information in them, along with examples of letters and mailings.
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JANUARY 2017

Punctuations & character in address field	It was requested that we notify everyone in our department to not use most punctuations or characters in the address field. According to Derrick McIntosh at DOR, not all punctuations/characters are bad, but they definitely cannot handle commas [,], periods [.] or quotation marks ['] in the address field. You still can use the pound/number/hashtag sign [#]. If you follow the USPS guidelines as closely as possible, you likely won't have a problem.
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APRIL 2017

Use of Social Security Numbers	If Community Corrections or any other agency receives the social security number from LEDES, they can legally use that number when sending a debt to DOR for collection purposes. Community Corrections can also use the SSN number from Intake paperwork as long as there is a notice on the paperwork stating: social security numbers may be used for collection purposes. If social security numbers are not in LEDES and the offender chooses not to provide it, you can still send the debt to DOR for collection.
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JULY 2017	
Including a complete address on a DOR assignment	You need to put <u>something</u> on the mailing address line, along with the city, state and zip code when submitting a DOR assignment. It could be an old address or the words homeless, transient or even “under the bridge”. But we do have to put some words in the “address” space, along with the city, state and zip code. The new system requires these lines to be completed.
OCTOBER 2017	
Use of Social Security Numbers	Per Nikki Bennett at Department of Revenue, we do not have to worry how we got an offender’s social security number. DOR doesn’t even look at that when we give them a debt.
JANUARY 2018	
When collecting on debts, there is no statute of limitations	ORS 12 provides for the statute of limitations on taking actions including how long creditors or collections have to take actions (specifically filing lawsuits). ORS 12.080 identifies that creditors have up to six years to file a suit in cases from a contract or liability, express or implied (debts), however ORS 12.250 says that unless otherwise made applicable (usually language within a contract), the limitations (time limits) prescribed (in ORS 12) shall not apply to actions brought in the name of the state, or any county , or other public corporation therein, or for its benefit. So ORS 12.250 is the statute that identifies there is no statute of limitations.
JANUARY 2019	
Emailing invoice to offenders	Email is not used by DOR as notification because when sending an email, you

Updated: January 24, 2019

	do not know who is opening that email. They do not consider an email as a notification of a debt. Nikki was not sure if this was due to an ORS reason or another legal reason, but Judy said if we can send email as a way to notify offenders, they might consider it. Judy will ask this question and verify if it is even a possibility.
Potential new Fee System	The Fee Group shared with Judy Bell their wants and needs, and discussed requirements and restrictions they felt were important in a new system.