

**Operational Services**

**Exhibit - Cover Page Documenting the Process to Seek Offset from the Office of the Comptroller**

*An Intergovernmental Agreement between the Ill. Office of the Comptroller and the District must be in place before the District may seek an offset to satisfy a delinquent debt. This cover page documents the steps for recovering a debt through an offset (reduction) of a future payment the State makes to an individual responsible for the delinquent debt. After completing a step, the responsible staff person must record the date, initial the step, and put all material into the claim folder.*

**Confidential Inter-Office Information**

Definitions

*Business Office* means the District department that provides the District’s fiscal and business management.

*Change in status* means, without limitation, payments received other than through a successful offset, the filing of a bankruptcy petition, the death of the debtor, or the expiration of the ability for the debt to remain subject to an offset, as provided for in the Intergovernmental Agreement.

*Claim* means the demand for payment of a delinquent debt.

*Claim folder* means the folder containing material for an individual claim; it includes this cover page, the Notice of Claim, relevant supporting information, and any material or explanation received from the Debtor.

*Debtor* means the person or entity that is responsible to satisfy a delinquent debt.

*IOC* means Illinois Office of the Comptroller.

*Notice of Claim* means Exhibit 4:45-E2, *Notice of Claim and Intent to Seek Debt Recovery; Challenge; and Response to Challenge.*

*Offset* means a deduction of the amount of a debt owed to the District from a future payment that the State makes to an individual or entity that is responsible to satisfy the debt.

\_\_\_\_\_  
Debtor

\_\_\_\_\_  
Contact information

**The claim is satisfied.**  
The process to seek offset from the Illinois Office of the Comptroller has ended and the claim folder is closed.

\_\_\_\_\_ \_\_\_\_\_  
Date Initials

**Until the claim is satisfied, the following steps will continue:**

Step	Date	Initials
District sent the Notice of Claim; certified mail, return receipt requested.		
Receipt of certificated receipt showing delivery of the Notice of Claim on		

Step	Date	Initials
_____.		
Receipt of the Debtor's challenge to the claim. <i>If no challenge is received by the deadline in the Notice of Claim, send the claim folder to the Superintendent's office for review and continued processing.</i>		
Receipt of Debtor's written explanation and/or any documentation.		
Arrangements made for informal proceeding with Debtor; scheduled for _____. <input type="checkbox"/> Telephone or <input type="checkbox"/> In-person		
Informal proceeding held with Debtor. <input type="checkbox"/> Telephone or <input type="checkbox"/> In-person Attendees: _____ _____		
<p><b>Decision of the Business Office</b></p> <p>Business office [name] _____, found that the debt should be considered: <input type="checkbox"/> Satisfied or <input type="checkbox"/> Enforceable.</p>		
Business office [name] _____, forwarded the claim folder to the Superintendent's office.		
If the Business office found that the claim is satisfied, the Superintendent or designee notified the Debtor that the claim is considered satisfied. He or she closed this claim folder and checked the " <b>claim is satisfied</b> " box above.		
<p><b>Review by Superintendent or designee</b></p> <p>If the Business office found the debt to be enforceable, the Superintendent or designee independently reviewed the claim and made the following finding:</p> <p><input type="checkbox"/> <b>Satisfied.</b> Debtor sent a notification on _____ _____. The "<b>claim is satisfied</b>" box is checked and the claim folder is closed.</p> <p><input type="checkbox"/> <b>Enforceable.</b> Debtor notified on _____ that the claim must be paid by _____ to void further collection efforts.</p>		
<p><b>Offset Processing with Illinois Office of the Comptroller</b></p> <p>Claim for offset certified to the IOC unless the Debtor paid the claim by the date indicated in the post-review notice (see the above row).</p>		
District informed the IOC of a change in status. This was done as soon as possible but no later than 30 days after being notified of a change in the status of an offset claim.		
District notified by the IOC that the Debtor is protesting the claim.		
District responded to a request from the IOC for assistance or information.		

Step	Date	Initials
District received offset from the IOC and the “ <b>claim is satisfied</b> ” box is checked and the claim folder is closed.		