

LDEQ ODR Referral Process

Unpaid Fees and Fines are referred to Legal as necessary throughout the year. This is done after attempts have been made to collect the debts through normal means.

Currently Legal will determine which debts are final and should be referred to ODR.

In the course of this determination, Legal may recommend a debt be considered uncollectible. In such case, a memo recommending a debt be uncollectible should be sent to financial services to be reviewed and approved.

ODR Referral Letter

Legal will send out an ODR referral letter in three instances: if the referral amount by Fiscal is \$800.00 or below, the facility is closed or when a judgment has not been paid.

If the referral amount is \$800 or below or the facility is closed, the first ODR demand gives the respondent 60 days to respond or make payment arrangements. If the debt is not addressed within 30 days of the 60 day letter, then a second letter is mailed which gives the respondent 30 remaining days to address the debt. Both the 60 day ODR demand letters and 30 day ODR demand letters are mailed by Certificate of Mailing.

If the delinquent amount is related to a judgment, which has not been paid, Legal will wait for the appeal delays to lapse (i.e. 60 days from the date the judgment is signed by the judge) to mail the 60 day ODR referral letter. The ODR 60 day referral letter is mailed by Certificate of Mailing.

Legal is required by law to provide notice to the respondent of a debt. Certificate of Mailing provides evidence that Legal sent the letter. Legal has a stamped copy of Certificate of Mailing receipts, which provides that the letter was sent and a copy of such receipt is retained in the legal file.

A copy of the letters should be submitted to EDMS. The Media is "Non-Applicable". The function is "Financial". The document type is "Financial". The document subtype is "Debt Recovery". The Description is "60 day referral letter".

After 60 days, Legal will provide Financial Services Division the information necessary for the referral to ODR

When possible this information should be verified by viewing the related EDMS documents and confirming the Responsible Party, any DBA information, the amount of the principal, attorney fees and penalty. Legal will call the court to obtain the updated court costs.

Creating Invoices for Referrals

If a single invoice already exists for the principal amount, such as for a waste tire audit or an expedited permit fee, the coding for the attorney's fees and penalty can be added where applicable to the existing invoice.

Attorney Fees should be coded to Revenue Object Code 1925-06 where applicable

Penalties should be coded to Revenue Object Code 1720 (HWSCF) where applicable

Court costs for fees assessed by the courts to close out the judgement will need to be confirmed and coded with the Attorney fees

Wherever possible, include both the company name and individuals name when creating an invoice record. When both names are available, the company name should be used as the Vendor Name. The Individuals name should be listed in Address 1.

All together the judgment principal, attorney fees, and penalty will be the “Principal Owed” in the ODR referral.

Memo to the File

A Memo to the file indicating the case is being referred to ODR for collections should be submitted to EDMS. A mail merge document has been created with the required information. The Media is “Non-Applicable”. The function is “Financial”. The document type is “Financial”. The document subtype is “Debt Recovery”. The Description is “Office of Debt Recovery placement memo”

Adjusting Invoice as referred to ODR

Invoices being referred to ODR should be adjusted as follows:

Adjustment code is I-26 (Referred to Office of Debt Recovery).

Adjustment justification is “Referred to Office of Debt Recovery” from the pick list. .

The appropriate documentation such as the legal referral, Judgment document or 60 day final letter should be attached to the adjustment.

Referral to ODR

Agency Name	ENVIRONMENTAL QLTY OFF OF SEC
State Program Code	13
State Funding Code	855
Agency ID	850
LATOGA Agency Code	16
LATOGA Program Code	100
LATOGA Region Code	1

Agency Debt ID	Invoice number
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Debt Short Description is being used for the AI number, Audit number and/or a description of the fee

Debt Long Description is being used for the backup documentation EDMS Document numbers and the EDMS website address to access them.

When payment is received

When the payment file is received, it should be saved to the invoices drive in the payments file folder.

When the payment is received, a copy of the check will be made on a copy of the payment file. 1 copy should accompany the check to be included in the deposit. A copy of the check should be kept in the convenience file in Billing, and a copy should be provided to legal.

An invoice adjustment should be done to the referred invoice by doing a negative number for an I-26 adjustment. The adjustment reason should be the ODR payment file name. A copy of the check on the copy of the payment file should be included with the account adjustment. This file should be saved with the check number as the file name. When attaching the documentation in BARS, put the ODR payment file name as the description of the document. When there are multiple payments received for a single invoice, this processes helps keep track of what has been done. It may be necessary to keep a separate excel spreadsheet for a single invoice, see invoice XWT001387

Recalling a Debt

In the event a debt needs to be recalled from ODR:

Use the appropriate file as provided by ODR. ODR has provided a list of recall codes to indicate the reason why a debt is recalled.

A recall memo should be created and submitted to EDMS. The memo should include the recall reason code. The Media is "Non-Applicable". The function is "Financial". The document type is "Financial". The document subtype is "Debt Recovery". The Description is "Office of Debt Recovery recall memo"

Reverse the I-26 adjustment with the justification that the file was recalled. The recall memo should be attached as the documentation.