

ATTACHMENT A

This will be the list of receivables requiring research.

DRAFT

ATTACHMENT B

Status Code Blank – These are delinquent receivables requiring your review. If collection should not be pursued, waivers, cancellations, or write-offs should be requested. **If we do not have written contact from your agency within ** days of this notice, collection procedures as described below will be initiated.**

Status Code HO – These are receivables for which your agency has requested a hold to be placed upon the collection process. Standard operating procedures in ABCO allow for a hold to be put on the account to suspend collections for 2 pay periods. If additional time is required to research the receivable, an additional hold may be requested. Holds cannot be placed on an account indefinitely. If collection should not be pursued, waivers, cancellations, or write-offs should be requested. **If we do not have written contact from your agency within ** days of this notice, the holds on the attached list will be suspended and collection procedures as described below will be initiated.**

WA / CA – These are receivables for which a waiver or cancellation have been applied, but all necessary documentation has not been received by ABCO. Please forward the documentation as requested in the attached listing to us. If after your review you determine that the waiver or cancellation request is not valid, please inform us in writing and we will initiate the collection procedures. **If we do not have the requested documentation from your agency within ** days of this notice, we will initiate the collection procedures as described below.**

Collection procedures on receivables described above will include administrative wage garnishment if the debtor is employed by an agency serviced by NFC and is in pay status. If the debtor is not employed by an NFC serviced agency and does not pay the debt, ABCO will initiate the process of referring the debt to the Claims section which can include additional charges to the debtor along with referral to TOP and transfer to Cross-Servicing.

** Days to be determined based upon the number of receivables included on the list.