

Kansas Treasury Offset Program

From: KTOP
Sent: Monday, January 12, 2015 11:02 AM
Subject: KTOP Contact Information and Due Process/Due Diligence
Attachments: KTOP Notice of Intent to Offset.pdf; Delinquency Date Agreement.docx; Sample Notice of Intent to Offset.docx; Creditor Agency Profile Updating.pdf

Importance: High

Beginning March 1, 2015, the State of Kansas will be partnering with the federal Treasury Offset Program (TOP) to match State of Kansas non-tax debts against federal non-tax payments. Creditor agencies must provide debtors with due process **prior** to referring debts for offset. At least **60 days** before submitting a debt to TOP, the creditor agency is required to provide written notification to debtors of the agency's intention to collect the debt through offset of federal payments. Please respond to this email and inform us if your agency will be providing written notification to the debtors, or if your agency would like KTOP to send notification to the debtors. **NOTE: KTOP can send the due diligence/due process letter to debtors at the request of the creditor agency.** An email was sent to agencies on December 12th with instructions on how to submit debts to TOP. If you would like for us to send your debts to KTOP for you, please complete the attached Delinquency Date Agreement form and email to ktop@da.ks.gov or fax to 785-296-2697 and attention to KTOP. If your agency has already submitted the Delinquency Date Agreement form to our office, you do not need to complete the form again.

CONTACT INFORMATION

For those creditor agencies that have already informed KTOP to notify the debtors, KTOP will begin mailing out the due diligence/due process letters to debtors this week (see attached pdf). With that in mind, **now** is a good time for all agencies to review their creditor agency contact information in KDRS/KTOP. The two systems are synced, so any modifications made in one system will be reflected in the other system.

Below are the usage guidelines for contacts in KDRS/KTOP:

General This contact is used for general correspondence by Setoff and KTOP.
This information is **NOT** given to debtors.

Notification This contact is used on notifications sent to debtors.
Since this information **IS** given to debtors, all fields should be generic, if possible. For example:

Name: Business Office
Address: PO Box 1234
Topeka, KS 66601-1234
Phone: (785) 296-0000
Fax: (785) 296-1111
Email: collections@email.com

Transfer This contact is used when funds are transferred to the creditor agency by Setoff and KTOP.
This information is **NOT** given to debtors.

As previously indicated, attached is a copy of the due process letter that KTOP will mail to debtors (file name: "KTOP Notice of Intent to Offset"). NOTE: On the second page of the letter, KTOP provides the debtor with **ALL** of the information for the notification contact, including the email address. Please ensure the notification email address, as

well as the general and transfer email address in KDRS/KTOP are accurate and reflected appropriately based upon the contact usage guidelines noted above. The attached pdf “Creditor Agency Profile Updating” contains instructions on how to modify/update creditor agency profiles.

DUE DILIGENCE/DUE PROCESS – 60 DAY NOTIFICATION PRIOR TO SUBMITTING DEBTS TO TOP

While KTOP is currently providing this service to creditor agencies at no cost, Policy Manual 8,001 (Management of Receivables) *Minimum Collection Procedures* required by the Office of the Chief Financial Officer, will soon be updated to comply with federal statutes and regulations in regards to TOP. State agencies are encouraged to include a due process letter in their collection efforts. Attached is a sample due process letter (file name: “Sample Notice of Intent to Offset”) provided by the U.S. Department of the Treasury, Bureau of the Fiscal Service, Debt Management Services.

If you have questions, please don’t hesitate to contact our office.

Kansas Treasury Offset Program
PO Box 2484 | Topeka, KS 66601-2484
(785) 296-4500 | (785) 296-2697 fax
ktop@da.ks.gov | www.admin.ks.gov



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