

STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Policy: 208

Subject: Collection Agency Policy

Effective Date: October 30, 1998 Review and Re-Issue Date:

Supersedes: NEW APA Rule Number:

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1 Pursuant to 28 V.S.A. sec 102 (b)(12), the Commissioner of Corrections is authorized to contract with private collection agencies for the collection of fees, fines, penalties and restitution. The Commissioner may agree to pay collection agencies a fixed rate or a percentage of the amount collected which shall not be deducted from any amounts but may be recovered as an administrative cost of collection.

2. Purpose:

2.1 A collection agency will collect all funds due to the Department, not just amounts in arrears. The offenders will bear the administrative cost of collections, not the State or victims. .

3. Applicability/Accessibility

3.1

4. Policy

4.1 It shall be the policy of the Vermont Department of Corrections that a collection agency will collect all amounts due to the Department.

4.1.1 Timing of Payments

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4.1.1.1 Any payments made within the first thirty days after intake will not be charged the collection fee. Any balance due after the first thirty days will have an amount added onto it that represents a percentage of the amount owed. This percentage is subject to negotiation with the collection agency and may change with each new contract. Each payment made will be prorated, with a percentage going towards the collection fee and a percentage to the balance due.

4.1.2 Place of Payments

4.1.2.1 All payments will be made by check or money order directly to the collection agency. All offenders will be given the address and directions for making payments at the time of intake. Payments will not be accepted at the Court and Reparative Service Unit (CRSU) offices.

4.1.2.2 Remittance by Collection Agency

4.1.2.3 After the end of each month the collection agency will remit all payments, less the collection fee, to each CRSU office. Each CRSU office will then remit all fines and fees to the State Treasurer and send restitution checks to the victims.

5. Training Method

5.1

6. Quality Assurance Processes

6.1

7. Financial Impact:

7.1

8. References

9. Responsible Director and Draft Participants