

## PROCEDURE

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<b>Series</b>	<b>Cash Management</b>	<b>COA: FIN 2, 7.02, 7.03, 7.05</b> <b>CFOP:</b>
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<b>Procedure Name:</b>	Collections and Write-Offs
<b>Procedure Number:</b>	AR630
<b>Reviewed Date:</b>	2/22/13
<b>Revision #/Date:</b>	(2) 08/11/14, (3) 9/2/2014, (4) 10/21/15 (5) 08/11/2020
<b>Effective Date:</b>	10/01/04

<b>Applicable to:</b>	All BFP Staff and Contract Providers
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SUBJECT: Collections and Write-Offs

PURPOSE: To provide a fair and aggressive collection of all outstanding accounts and to write-off uncollectible accounts.

PROCEDURE:

### References

Policies/Procedures: CG-302, CM-170, GOV-202, GOV-203, GOV-208

Recoup Tracking Log – Funds Outstanding for FYxxxx

CPA Contract Attachment (Manner of Service Provisions, sub-section: Service Tasks# 29 & 30)

### Definitions

CPA: A Child Placing Agency contracting with BFP to perform these services.

Executive Team: Executive body managing BFP Family of Agencies to include the Chief Executive Officer (CEO), Vice President of Operations, Chief Legal Officer, and Human Resources Director.

### General

Foster room & board, adoption subsidy and/or other support payments (i.e.: annual clothing allowance) are processed based upon the most accurate information at the time, but occasionally activities occur which changes the amount that should have been paid for these transactions. As a result, overpayments occur which need to be repaid by the party receiving the payment.

### Foster Board, Adoption or Other Support Payments

#### Foster Room & Board

The foster room and board payment processing occurs based on the FSFN Financial Batch Processing calendar. These payments are made based upon the child's placement during the

calendar month. If there is movement after the financial batch processing has occurred one of the following scenarios will occur:

- 1) The original foster parent is overpaid and they **have newly placed children** for which they receive room and board or other support payments: BFP will deduct the overpayment for the movement from the payments tabulated for the new children placed in the foster home. The remaining balance from this reconciliation will be paid to the foster parent during the monthly foster room & board payment processing.
- 2) The original foster parent is overpaid and they **do not have any other children** for which they receive room & board or other support payments:
  - a) A recoupment invoice is generated for the overpayment.
  - b) All pertinent data is recorded on the Recoup Tracking Log – Funds Outstanding for FYxxxx log.
  - c) A letter is prepared by the Finance Department explaining the reason for the recoupment. The letter and documentation are sent to the recipient within 7 days of the recoupment invoice date. The date mailed is recorded on the Recoup Tracking Log.
  - d) If there is no response from the recipient after 30 days, a second notice is sent.
  - e) If there is no response from the recipient after 60 days, a third notice is sent.
  - f) If no response from the recipient after 90 days, a final notice letter is sent. The recipient has 10 days to respond. If there is no response by the recipient to BFP's letters the account is written off to bad debt.
  - g) If the recipient is out of county and a Brevard County child has been placed there, the same procedure for sending letters is used noted above. If there is no response by the recipient to BFP's letters the account is written off to bad debt.
  - h) It should be noted that if a recipient can show a valid financial hardship due to the collection process, payment arrangements can be made with the CFO (or designee appointed by the CEO in the absence of the CFO).

### Adoption Subsidy

When BFP operational staff has determined that an adoption subsidy overpayment has occurred, the appropriate documentation should be forwarded to the Finance Department for the payment records to be reconciled.

Upon verification of the findings that an overpayment has been made, the Finance Department will begin the collection process with the recipient as noted in the Foster Room & Board section, subsections c-i.



Other Support Payments

For an overpayment on a clothing allowance, the steps outlined in the Foster Room & Board section will serve as the collection process.

**Write Off of Uncollectible Accounts**

By the end of each fiscal year, outstanding accounts receivable are reviewed and a determination is made by the Executive Team whether to write-off. Execution of the Executive Team's decision will be completed by the CFO (or designee appointed by the CEO in the absence of the CFO).

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. ScarPELLI".

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PHILIP J. SCARPELLI  
Chief Executive Officer  
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 8/25/2020