NEBRASKA
AdministrativeServices

Gerry A. Oligmueller
Acting Director

Dave Heineman, Governor

DATE: August 6, 2014

TO: All Agencies, Boards and Commissions

FROM: Shannon M. Anderson
State Risk Manager

CC: Gerry Oligmueller
Acting Director, Administrative Services

RE: Debt Write-Off Procedures & Request for Write-Off

The State Claims Board will convene **December 8, 2014 in Room 1524, State Capitol, 10:30am-12:00pm** to hear Miscellaneous claims for the waiver or cancellation of money or charges when necessary for fiscal or accounting procedures (debt write-offs) by agencies, boards and commissions. If you intend to submit a claim on behalf of your agency, board or commission, please note the following recommended procedures below:

1. Each agency, board or commission shall submit one claim form so that one claim number is assigned per agency, board or commission. Individual debt information will be captured on the Request for Write-Off form which is attached.

2. When submitting your claim, each debt for which you are requesting a write-off shall be documented on a Request for Write-Off form.

3. Claims are to be received by the Office of Risk Management by **November 10, 2014**.

4. Please make arrangements to have an agency representative at the State Claims Board to present your claim.

The State Claims Board typically adjudicates claims during the hearing. Once the Board has acted, your claim will be submitted to the Nebraska Legislature pursuant to the Miscellaneous Claims Act, NEB.REV.STAT. 81-8,294 to 81-8,301. The approved claims will be included in the "Claims Bill" and the denied claims will be included in the "Denied Claims Bill" (numbers are assigned when the bills are introduced to the Legislature.)

Please remember to use one Request for Write-Off form for each individual uncollectible debt and submit only one Claim for Injury or Damage form on behalf of your agency. The Request for Write-Off form was designed to assist you in reporting the facts about the debt as well as your due diligence efforts. If you would like to add information, you may do so.

If you have any questions, please do not hesitate to contact me directly at 402.471.4436.

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