



Jim Pillen, Governor

TO: All State of Nebraska Agencies, Boards and Commissions

CC: Jason Jackson, Director, Department of Administrative Services
Phoebe Lurz, Assistant Attorney General

FROM: Adam W Kauffman, State Risk Manager

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

The State Claims Board will convene on November 17, 2022, to hear Miscellaneous claims for the waiver or cancellation of money/charges necessary for fiscal and/or accounting procedures, i.e. debt write-offs. If an agency, board or commission intends to submit a claim, please follow the procedures outlined below.

1. Each agency, board or commission shall submit one Miscellaneous Claim Form for all write-offs. This will ensure that each agency, board or commission is assigned one claim number.
2. Accompanied with the Claim Form shall be a Request for Write-Off Form for each individual uncollectible debt. The Request for Write-Off Form was designed to assist with the reporting of facts surrounding the debt. Please add additional information/documentation as needed.
3. All claims for write-offs must be received by the Office of Risk Management no later than **October 19, 2021**. Please submit write-off requests to as.riskmanagement@nebraska.gov. If you are unable to submit your request electronically, you may submit paper documents to the Office of Risk Management (please **do not staple** any documents).
4. Each agency, board or commission must plan to have an agency representative at the State Claims Board to discuss the claim(s).

The State Claims Board adjudicates claims during the hearing. Once the Board has acted, the claims will be submitted to the Nebraska Legislature pursuant to the Miscellaneous Claims Act, Neb. Rev. Stat. §§ 81-8,294 through 81-8,301. The claims will be divided into two bills, Claims Bill and Denied Claims Bill. The Bill numbers will be assigned once introduced to the Legislature.

Please remember to use a Request for Write-Off Form for each individual uncollectible debt and only submit one Miscellaneous Claim Form on behalf of the agency, board or commission. Claim forms and Request for Write-Off Forms can be found on the Office of Risk Management's website, [Write-Off Request Form](#). Any questions about this process can be answered by the Office of Risk Management at 402-471- 2552.

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