

July 29, 2022

GENERAL LETTER NO. 11-C-AP-4

ISSUED BY: Bureau of Collections
Division of Field Operations

SUBJECT: Employees' Manual, Title 11, Chapter C Appendix, **Credit Reporting Appendix**, Contents Page 1, 1-3, revised, and the following forms:
470-2223, *Notice of Proposed Release to Credit Reporting Agencies*, revised
470-2850, *Scheduled Credit Reporting Conference*, revised
470-3235, *Denial of Credit Reporting Conference*, revised

Summary

This chapter is revised to update the names of forms.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 11, Chapter C Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents Page 1	December 6, 2019
1-3	December 6, 2019
470-2223	04/19
470-2850	11/18
470-3235	11/18

Additional Information

Refer questions about this general letter to your regional collections administrator.

	<u>Page</u>
Denial of Credit Reporting Conference , Form 470-3235	1
Notice of Proposed Release to Credit Reporting Agencies, Form 470-2223	2
Scheduled Credit Reporting Conference, Form 470-2850	3

Denial of Credit Reporting Conference , Form 470-3235

Purpose	This form notifies the payor that the payor's request for a conference of the proposed release to credit agencies is denied because the request was made after the 15-day time period for making a review request has expired.
Source	This form is available on-line. To generate this form, enter the current date and a "D" in the REVIEW REQUEST DATE (A/D) field on the CRREPORT screen.
Completion	Complete this form when the payor requests a conference after the 15-day time period for a conference has passed, and there are no circumstances which lead you to believe that a conference would result in the payor's removal from credit reporting.
Distribution	Send this form to the obligor by regular mail.

Notice of Proposed Release to Credit Reporting Agencies, Form 470-2223

Purpose	Form 470-2223 notifies the obligor: <ul style="list-style-type: none">◆ That the obligor is eligible to be reported to credit reporting agencies because the obligor has a IV-D arrearage balance of over \$1,001.◆ That the obligor has the right to request a conference of the proposed release within 15 days from the date on the notice.◆ The amount of the qualifying CRA balance at the time of the notice.
Source	This is a batch form. It is automatically generated in batch when ICAR identifies an obligor as being eligible for credit reporting.
Completion	This form is system-generated.
Distribution	This form is sent from central office to the obligor by regular mail.

Scheduled Credit Reporting Conference, Form 470-2850

Purpose	This form notifies the payor of the scheduled time and method of the conference requested by the payor.
Source	This form is available online. Generate this form by entering the scheduled date (mm/dd/ccyy) and time (00:00 A or PM) in the REVIEW SET field on the CRREPORT screen.
Completion	Complete this form when a payor who has received a credit reporting notice (form 470-2223) requests a conference within 15 days from the date on the credit reporting notice. Also generate a certified payment record.
Distribution	Send this form and a certified payment record to the payor by regular mail.
Data	Enter the time and method of review (over the telephone, virtual, etc.).