

TITLE: COLLECTION OF OVERPAYMENTS	SECTION: CHILD CARE SERVICES
DATE: September 10, 2001	POLICY NO.: KDSB-CCS-IV-02
APPROVED BY: Resolution No. 2001-80	REVISED: Resolution No. 2007-19 Resolution No. 2009-37

PURPOSE:

To ensure a process is in place for the collection of overpayments which may be made as a result of a parent's:

- i) failure to report a change in family composition
- ii) failure to report employment status
- iii) failure to report previous year's net income

POLICY

1. Overpayment recovery will be set at a rate of 100% of the amount owing to be paid to the Kenora District Services Board (KDSB).
2. Applicants owing money to a child care centre and who have left the child care system, will not be able to reapply for subsidy until the debt has been paid or a repayment plan has been arranged with the child care centre.

PROCEDURE

If it has been determined that an overpayment has occurred, the following process is required to "collect the overpayment":

1. Determine the amount of overpayment owed by the applicant.
2. Prepare a letter to be signed by the Manager of Children's Programs detailing reason(s) why an overpayment has occurred and collection is being sought at this time. Send with the letter a statement detailing the amount of the overpayment.
3. The letter advises the applicant to contact the KDSB Administrative Support Clerk to make repayment arrangements. When the applicant calls options are explained to him/her.

If the applicant is still in receipt of subsidy:

1. The applicant can make immediate repayment in full. If the applicant opts for immediate repayment this is by certified cheque or money order and payable to the Kenora District Services Board (KDSB). Once the cheque or money order is received, a receipt will be issued to the applicant; OR
2. 10% of the overpayment has to be repaid monthly; therefore, the child care clerk will calculate this monthly payment divided by 21.75 days per month to calculate a daily fee which will be added to the applicant's existing daily parental contribution.

If the applicant is no longer receiving subsidy:

1. The applicant needs to make immediate repayment in full or through payments. If the applicant opts for immediate payment this is by certified cheque or money order only, payable to the KDSB. Once the cheque or money order is received, a receipt will be issued to the applicant; OR

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<ol style="list-style-type: none"><li data-bbox="155 369 1442 527">2. If the applicant wishes to make payments, determine the amount of the monthly payments the applicant wishes to make. The policy manual sets the amount at 10%; however, exceptions can be made in extenuating circumstances. Once the payment schedule has been determined, an agreement detailing the following will be written: applicant's name and address, period of time overpayment is for, amount of overpayment and payment schedule.<li data-bbox="155 558 1442 684">3. Arrange for the applicant to attend the KDSB office to review the agreement (three copies required). The applicant must initial each page and sign the agreement. The child care clerk will witness the applicant's signature and ensure that the applicant's postdated cheques are payable to the Kenora District Services Board and that the amounts and dates are correct.<li data-bbox="155 716 1442 810">4. One copy of the agreement and the postdated cheques are to be forwarded to the Finance Officer for the KDSB. The second copy is to be placed in the applicant's file and the third copy is to be given to the applicant for his/her records.<li data-bbox="155 842 1442 905">5. For those applicants who fail to agree to repay any overpayment, the Board may pursue whatever means are available to collect any overpayments.	