

Corporation for National and Community Service

NationalService.gov



Debt Collection Information

Pursuant to the Federal Claims Collection Standards (FCCS) (31 C.F.R. Chapter IX, parts 900-904) and CNCS's Claims Collection Regulation (45 C.F.R. Part 2506), CNCS is notifying you that it is required to collect this debt and that assessments of interest, penalty charges, and administrative costs must be made against you and collection pursued unless excused in accordance with the FCCS and 45 C.F.R. Part 2506. A designated CNCS official has reviewed the debt and determined that it is valid.

Payment may be made using the methods found at this link:

<https://www.nationalservice.gov/documents/contact-us/2017/payment-options-cnsc>

Payment of the debt is due as of the date of the letter that accompanies this notice. If payment is not received within 30 days of the date of the letter, the debt will be considered delinquent and CNCS's Accounting and Financial Management Services will begin collection action. Interest, penalty charges and administrative costs will begin to accrue as of 30 days from the date of this letter, unless this debt is paid or other action is taken within 30 days, as described below. If no payment is made or you have not entered into a voluntary payment plan, CNCS will enforce the collection of delinquent debts after 60 days from the date of this letter by:

- Transferring the debt to the Treasury for collection;
- Referring the debt to a credit reporting agency, private collection contractor, or the Department of Justice (DOJ);
- Referring the debt to the Treasury for offset against any refund or overpayment of tax;
- Administrative offset;
- Administrative wage garnishment; or
- Liquidating security or collateral.

If CNCS takes one of the foregoing collection actions, CNCS will continue to add interest, penalties, and other charges to a delinquent debt in accordance with 45 C.F.R. § 2506.18.

You have the right to:

(1) Inspect and copy disclosable CNCS records pertaining to the debt, or to receive copies of those records if personal inspection is impractical;

(2) Enter into an agreement for voluntary repayment of the debt in accordance with 45 C.F.R. §2506.19; and

(3) Request a review of the existence or amount of the debt in accordance with 45 C.F.R. § 2506.17. The written request must be received within 60 days of the date of this letter, and will stay the commencement of collection proceedings until a final written decision is issued. Such a decision will be issued as early as practicable, but not later than 60 days following receipt of a request for review, unless you request a delay in the proceedings and the review official grants such a request. Per 45 C.F.R. §2506.17(g), interest, penalty charges, and administrative costs continue to accrue during the review period.

CNCS may suspend or revoke any licenses, permits, or other privileges, for failure to pay a debt.

If you make or provide any knowingly false or frivolous statements, representations, or evidence, you may be liable for penalties under the False Claims Act (31 U.S.C. sections 3729-3733) or other applicable statutes, and/or criminal penalties under 18 U.S.C. sections 286, 287, 1001, and 1002 or other applicable statutes.

Unless prohibited by law or contract, CNCS will promptly refund you any amounts paid by you or deducted from your payment for this debt if these amounts are later waived or found not owed to the United States.

Delinquent Debts Submitted to the U.S. Department of Treasury Bureau of the Fiscal Service

If payment is not made on this debt or other action is taken, as described in this notice, CNCS may submit this debt to the Bureau of the Fiscal Service for debt collection on CNCS's behalf.

If the unpaid debt is referred to the Bureau of the Fiscal Service, CNCS will continue to add interest, penalties, and other charges to a delinquent debt in accordance with 45 C.F.R. § 2506.18. You are additionally advised that the Bureau of the Fiscal Service may refer this debt to:

- the Treasury Offset Program;
- a private collection agency;
- the Internal Revenue Service for offset;
- credit bureaus; or
- The Department of Justice for collection.

TO AVOID REFERRAL TO THE BUREAU OF THE FISCAL SERVICE, you must do one of the following within 60 days of the date of this letter:

- **REPAY THE DEBT.**
- **AGREE TO A REPAYMENT PLAN** in accordance with 45 C.F.R. § 2506.19, if you are unable to pay your debt in full by its due date:

To initiate discussion for a repayment plan acceptable to CNCS for a Member Overpayment, use the form that accompanies this information. You must then make payments as required in the finalized written signed repayment plan.

To initiate discussion for a repayment plan acceptable to CNCS for an AmeriCorps VISTA Cost Share debt, contact the National Service Hotline by calling 800-942-2677 or by visiting <https://questions.nationalservice.gov/app/ask>. You must then make payments as required in the finalized written signed repayment plan.

To initiate discussion for a repayment plan acceptable to CNCS for all other types of debt, write to Corporation for National and Community Service, 2nd Floor Accounting, ATTN: Pamela Montgomery, 250 E Street S.W., Washington, DC 20525 (or phone Ms. Montgomery at 202-606-7539). You must then make payments as required in the finalized written signed repayment plan.

- **REQUEST A REVIEW IF YOU BELIEVE THE DEBT IS NOT OWED** in accordance with 45

C.F.R. §2506.17: If you believe that all or part of the debt is not due or legally enforceable, send evidence to support that position to: Corporation for National and Community Service, ATTN: Chief Financial Officer, 250 E Street S.W., Washington, DC 20525. Please reference the invoice number, audit number, investigation number or, in the case of costs being disallowed as a result of grant monitoring and oversight, the grant number and this letter in your communication. CNCS will inform you in writing of the decision about the debt.

- **BANKRUPTCY:** If you filed bankruptcy and an automatic bankruptcy stay is in effect, the debt is not subject to offset while the stay is in effect. Please ensure that your debt to CNCS is captured on your schedule of debts and notify CNCS of the stay by sending evidence concerning the bankruptcy.

Once the debt is sent to the Bureau of the Fiscal Service, it may be referred to the Treasury Offset Program through which Treasury will reduce or withhold any of your otherwise eligible Federal payments by the amount of the debt. This process, known as "offset," is authorized by the Debt Collection Act of 1982 and the Debt Collection Improvement Act of 1996. *The U.S. Treasury is not required to send a debtor notice before the debtor's payment is offset.* Federal/State payments eligible for offset include the following:

- your grant/contractor/vendor payments;
- your income tax refunds; and
- Other Federal/State payments, including certain loans to you, that are not exempt from offset.