

441—14.4(217,234) Notification to county regarding offset.

14.4(1) Notice. The division of fiscal management shall send notification to the county within ten calendar days from the date the department of administrative services notifies the division of a potential offset. This notification shall include:

- a. The department's right to the payment in question.
 - b. The department's right to recover the payment through this offset procedure.
 - c. The basis of the department's case in regard to the debt.
 - d. The right of the county to request the split of the payment between parties when the payment in question is jointly owned or otherwise owned by two or more persons.
 - e. The county's right to appeal the offset pursuant to 441—Chapter 7.
- (1) and (2) Rescinded IAB 8/7/02, effective 9/11/02.
- f. Rescinded IAB 2/5/03, effective 2/1/03.
 - g. The telephone number for the county to contact in the case of questions.

14.4(2) Copy of notice. The department of administrative services may require a copy of this notice be sent to it.

14.4(3) Appeal request.

a. The county shall have 30 days to request an appeal. The county shall waive any right to appeal if the county fails to respond within 30 calendar days of the date of the notification.

b. The request for appeal should include any relevant legal citations and any additional information supporting the county's position. If the county believes it has provided all relevant information as a part of the disputed-billing process, the county may instead note that the department already has the relevant information.

c. The county's request for appeal shall suspend the offset action until a final appeal decision is issued.