

UTRECS Timeline

- **Prior to October 1st, 2020:** Participating agency signs Division of Finance and Clearinghouse MOUs and completes participation form with UAC Clearinghouse
- **October 1st, 2020:** Clearinghouse applies for annual participation with Division of Finance and submits sample notice letters
- **Beginning Oct 1st, 2020:** Agency submits debt files to clearinghouse and clearinghouse on behalf of agency mails pre-intercept notice letters to debtors
- **October 1st, 2020 – September 30th, 2021:** Agencies refresh files as needed on daily/weekly basis for payments and debt amount modifications, collecting \$25 clearinghouse fee for people who pay debts in full to agency post-clearinghouse submission
- **Starting Monday, January 18th, 2021:** Clearinghouse on behalf of the local agencies begin validating matches received from the Division and agencies begin receiving offset monies
- **Starting January 25, 2021:** As matched refund reports are received from the Division, Clearinghouse and the Division both mail post-intercept notices to the debtors, including a 21-day contest window for final appeal
- **Starting February 2021:** After 21-day contest window closes, agencies can reconcile accounts with final payment file