

As of 12/1/2016	Agriculture - Nurseries and Plant Dealers
DOR Policy & Procedure #/Last Update	Generic Policy and Procedure 12/1/2016
AEC Codes/Types:	N1
Contact Person for Internal Use Only:	
Agency:	Elizabeth Alessi, 609-406-6942, elizabeth.alessi@ag.state.nj.us
DOR:	Centralized Collections Unit, 609-292-4922, centralizedcollectionsdisputes@treas.nj.gov
Description of Debt:	The Bureau of Plant, Pest and Disease regulates all Nurseries and Plant Dealers in the State of NJ. All inspections are done on an annual basis and when the client's invoice is paid, they receive either a Nursery Certificate or a Nursery Stock Dealers Certificate. Clients who have not paid their bill within 30 days are sent a second bill with a \$5.00 late fee attached to it. If that is not paid within 30 days, they are sent a third notice letter and given two weeks to satisfy their debt. If we receive no response from the letter, we then forward the client to DOR for collection.
Data Transmission Schedule: P.L. 2008, c. 24 requires all Executive Branch State agencies to submit delinquent debt to DOR when it becomes 91 days old or more. Note: Public Defender and Community Affairs-Housing submits initial debts.	Monthly/Data entry by agency into RDI Online Input Option (Generic Layout)
Backup document submission:	Provided at time of debt submission
Judgments/Liens:	No
Obtained by	N/A
Life of judgment/lien	N/A
Warrant of Satisfaction issued by	N/A
Wage Garnishments	No
Statute of Limitations: Note: There is no statute of limitations on the collection of State debt. However, there is a 10-year statute of limitations on taking legal collection actions by the State.	No statute of limitations on collecting this debt
Dispute Handling:	Dispute form faxed or e-mailed to agency, with copy to DOR
Payment Arrangements:	Full payment within 30 days; no payment plan option allowed; interest not charged
SOIL Agency Number/SOIL releases:	Not submitted to SOIL (businesses) N/A
Settlements/Compromises: Note: The collection agency will make every attempt to collect outstanding debt amount in full either in lump sum payment or payment schedule before discussing settlement options.	Must pay late fee; no settlements allowed; if debtor submits payment without late fee included, Agriculture has given DOR/Penn Credit permission to waive the late fee and code the account with 095-satisfied/compromised.
Bankruptcy: (Discharge) Backup documents are required: bankruptcy filing page, creditors list, & discharge/dismissal page	Collections cannot continue during bankruptcy process; must abide by automatic stay
Chapter 7	Dischargeable; must obtain copies of documents and send to DOR and agency
Chapter 11	Dischargeable; must obtain copies of documents and send to DOR and agency
Chapter 13	Dischargeable; must obtain copies of documents and send to DOR and agency
Death:	Death certificate is required; must be submitted in writing and send to DOR and agency
Out of Business:	Notification of out of business must be submitted in writing to DOR and agency

Non-Tax Debt Collections - DORES
 Bid Solicitation #18DPP00162
 Attachment B

As of 12/1/2016	Corrections - Maxed Offenders
DOR Policy & Procedure #/Last Update	12/1/2016
AEC Codes/Types:	M1 (Maxed Offenders)
Contact Person for Internal Use Only:	
Agency:	Sharon Graham, 609-292-4036 X5113, sharon.graham@doc.nj.gov
DOR:	Centralized Collections Unit, 609-292-4922, centralizedcollectionsdisputes@treas.nj.gov
Description of Debt:	DOC's Central Office Revenue Unit (CORU) is responsible for recouping money owed from "Maxed Offenders." All debtors are adults that have been indicted and convicted in a criminal case, sentenced to serve time, and served the maximum portion of their time. The court assesses various types of financial obligations (e.g., restitution, victims of crime compensation, drug enforcement penalties, etc.) on the debtor, which CORU is responsible to collect on. Serving their time does not alleviate the debtor from having to pay his financial obligations. DOC charges a transaction fee for processing every payment: \$1.00 for payment amounts \$10.00 and above, \$0.50 for payment amounts \$3.00-\$9.99; \$0.00 for payment amounts under \$3.00. The transaction fee must be deducted from every payment and the balance of the payment is deducted from the account balance due.
Data Transmission Schedule: P.L. 2008, c. 24 requires all Executive Branch State agencies to submit delinquent debt to DOR when it becomes 91 days old or more. Note: Public Defender and Community Affairs-Housing submits initial debts.	Monthly/Data transfer from agency system
Backup document submission:	Upon request via Excel spreadsheet list
Judgments/Liens:	No
Obtained by	N/A
Life of Judgment/Lien	N/A
Warrant of Satisfaction issued by	N/A
Wage Garnishments	No
Statute of Limitations: Note: There is no statute of limitations on the collection of State debt. However, there is a 10-year statute of limitations on taking legal collection actions by the State.	No statute of limitations on collecting this debt
Dispute Handling:	Dispute form faxed or e-mailed to agency, with copy to DOR
Payment Arrangements:	Monthly payment amount worked out between collection agency and debtor Minimum monthly payment: None Length of payment arrangement: No maximum payment length Interest not charged
SOIL Agency Number/SOIL releases:	701003 Minimum of 3 monthly consecutive payments by the date of the set-off
Settlements/Compromises: Note: The collection agency will make every attempt to collect outstanding debt amount in full either in lump sum payment or payment schedule before discussing settlement options.	DOC does not have the authority to reduce the debt amount; the debt amount can only be reduced by the judge in the court where the debtor was sentenced.
Bankruptcy: (Discharge) Backup documents are required: bankruptcy filing page, creditors list, & discharge/dismissal page	Collections cannot continue during bankruptcy process; must abide by automatic stay
Chapter 7	Not dischargeable; must obtain copies of documents and send to DOR and agency
Chapter 11	Not dischargeable; must obtain copies of documents and send to DOR and agency
Chapter 13	Not dischargeable; must obtain copies of documents and send to DOR and agency
Death:	Death certificate required; must send to DOR and agency
Out of Business:	N/A, debt is for individuals

Non-Tax Debt Collections - DORES
Bid Solicitation #18DPP00162
Attachment B

As of 12/1/2016	Environmental Protection - Enforcement
DOR Policy & Procedure #/Last Update	12/1/2016
AEC Codes/Types:	A2,A3,A4,A5,A6,A8,C1,C2,C3,C4,H3,S1,S2,W1,W2,W5,95
Contact Person for Internal Use Only:	
Agency:	John Smith, 609-984-3695, john.smith@dep.state.nj.us
DOR:	Centralized Collections Unit, 609-292-4922, centralizedcollectionsdisputes@treas.nj.gov
Description of Debt:	DEP's Office of Compliance and Enforcement conducts investigations at regulated facilities to determine compliance with various DEP enforcement laws. They develop enforcement cases, issue enforcement documents, process violations, assess and collect penalties, and negotiate compliance schedules (see attached list of programs involved).
Data Transmission Schedule: P.L. 2008, c. 24 requires all Executive Branch State agencies to submit delinquent debt to DOR when it becomes 91 days old or more. Note: Public Defender and Community Affairs-Housing submits initial debts.	Monthly/Data transfer from agency system through VCL
Backup document submission:	Provided at time of debt submission
Judgments/Liens:	Yes, on limited basis
Obtained by	Agency to simultaneously submit to DOR for collection and Division of Law for judgment
Life of judgment/lien	20 years
Warrant of Satisfaction issued by	Requested by agency through Division of Law to Superior Court
Wage Garnishments	No
Statute of Limitations: Note: There is no statute of limitations on the collection of State debt. However, there is a 10-year statute of limitations on taking legal collection actions by the State.	No statute of limitations on collecting this debt
Dispute Handling:	Dispute form faxed or e-mailed to agency, with copy to DOR Full payment within 30 days or payment plan Monthly payment amount worked out between collection agency and debtor Minimum monthly payment: None Length of payment arrangement: No more than 6 months Verbal approval from DEP for longer payment length
Payment Arrangements:	Interest not charged
SOIL Agency Number/SOIL releases:	Not submitted to SOIL (mainly businesses) N/A
Settlements/Compromises: Note: The collection agency will make every attempt to collect outstanding debt amount in full either in lump sum payment or payment schedule before discussing settlement options.	Without advance approval: Up to 25% reduction in one lump sum payment Agency approval needed: Offers greater than 25% must be submitted to DEP for approval
Bankruptcy: (Discharge) Backup documents are required: bankruptcy filing page, creditors list, & discharge/dismissal page	Collections cannot continue during bankruptcy process; must abide by automatic stay
Chapter 7	May be dischargeable; must obtain copies of documents and send to DOR and agency
Chapter 11	May be dischargeable; must obtain copies of documents and send to DOR and agency
Chapter 13	May be dischargeable; must obtain copies of documents and send to DOR and agency
Death:	Death certificate required unless information obtained from Social Security Death Index
Out of Business:	Collection agency must obtain required documents from the debtor's representative as proof, such as a certified letter stating out of business status and send to DOR and agency

Non-Tax Debt Collections - DORES
Bid Solicitation #18DPP00162
Attachment B

As of 12/1/2016	Environmental Protection - Fees
DOR Policy & Procedure #/Last Update	12/1/2016
AEC Codes/Types:	06,12,21,25,37,46,48,49,50,51,55,59,60,61,82,83,90
Contact Person for Internal Use Only:	
Agency:	Theresa Pagodin, 609-292-7165, theresa.pagodin@dep.state.nj.us
DOR:	Centralized Collections Unit, 609-292-4922, centralizedcollectionsdisputes@treas.nj.gov
Description of Debt:	Various offices in the DEP assess various environmental regulation fees (see attached list of programs involved).
Data Transmission Schedule: P.L. 2008, c. 24 requires all Executive Branch State agencies to submit delinquent debt to DOR when it becomes 91 days old or more. Note: Public Defender and Community Affairs-Housing submits initial debts.	Monthly/Data transfer from agency system through VCL
Backup document submission:	Usually provided at time of debt submission, but may be requested via use of Excel spreadsheet to agency, with copy to DOR
Judgments/Liens:	No
Obtained by	N/A
Life of judgment/lien	N/A
Warrant of Satisfaction issued by	N/A
Wage Garnishments	No
Statute of Limitations: Note: There is no statute of limitations on the collection of State debt. However, there is a 10-year statute of limitations on taking legal collection actions by the State.	No statute of limitations on collecting this debt
Dispute Handling:	Dispute form faxed or e-mailed to agency, with copy to DOR
Payment Arrangements:	Monthly payment amount worked out between collection agency and debtor Minimum monthly payment: None Length of payment arrangement: No more than 12 months Automatic extension of payment length allowed but must e-mail DEP and DOR of extension Interest not charged
SOIL Agency Number/SOIL releases:	Not submitted to SOIL (businesses) N/A
Settlements/Compromises: Note: The collection agency will make every attempt to collect outstanding debt amount in full either in lump sum payment or payment schedule before discussing settlement options.	NOTE: For AEC codes 06, 12, 60, 61 only. Without advance approval: DEP will accept a 25% reduction in the amount. Agency approval needed: Offers greater than 25% must be submitted to DEP for approval
Bankruptcy: (Discharge) Backup documents are required: bankruptcy filing page, creditors list, & discharge/dismissal page	Collections cannot continue during bankruptcy process; must abide by automatic stay
Chapter 7	May be dischargeable; must obtain copies of documents and send to DOR and agency
Chapter 11	May be dischargeable; must obtain copies of documents and send to DOR and agency
Chapter 13	May be dischargeable; must obtain copies of documents and send to DOR and agency
Death:	Death certificate required unless information obtained from Social Security Death Index
Out of Business:	Collection agency must obtain required documents from the debtor's representative as proof, such as a certified letter stating out of business status, and send to DOR and agency

Non-Tax Debt Collections - DORES
 Bid Solicitation #18DPP00162
 Attachment B

As of 12/1/2016	Human Resource Debt – Banking and Insurance
DOR Policy & Procedure #/Last Update	12/1/2016
AEC Codes/Types:	YA--Banking and Insurance/(Types: 1 - Salary overpayment, 2 - Tuition, 3 - Other)
Contact Person for Internal Use Only:	
Agency:	Lisa Joy, 609-777-0558 ext. 50558, lisa.joy@doh.state.nj.us
DOR:	Centralized Collections Unit, 609-292-4922, centralizedcollectionsdisputes@treas.nj.gov
Description of Debt:	Human Resources is responsible for recouping the overpayment of money from State employees who have left employment of any division/unit under the Department of Banking and Insurance. Such receivables include 1) salary overpayment (overdrawn benefit time - sick, vacation, and/or administrative leave; 2) tuition reimbursement; and 3) other (e.g., discipline, dishonored check for COBRA payments, etc.). The AEC code indicates the State Agency where the employee worked (see AEC Codes listed above). Employees are given their yearly benefit time at the start of each year; if they leave State employment before the end of the year, they have not earned the full year's worth of time and must pay back that portion that was not earned. Most cases are for salary overpayments; the record layout will include the number of hours that have been overdrawn and the comment section will provide additional details.
Data Transmission Schedule: P.L. 2008, c. 24 requires all Executive Branch State agencies to submit delinquent debt to DOR when it becomes 91 days old or more. Note: Public Defender and Community Affairs-Housing submits Initial debts.	Monthly/Data entry by agency into RDI Online Input Option (HR DEBT)
Backup document submission:	Upon request via faxed or e-mailed dispute form, with copy to DOR
Judgments/Liens:	No
Obtained by	N/A
Life of Judgment/Lien	N/A
Warrant of Satisfaction Issued by	N/A
Wage Garnishments	No
Statute of Limitations: Note: There is no statute of limitations on the collection of State debt. However, there is a 10-year statute of limitations on taking legal collection actions by the State.	No statute of limitations on collecting this debt
Dispute Handling:	Dispute form faxed or e-mailed to State agency, with copy to DOR; State agency will provide documentation to collection agency, with copy to DOR, within 5 business days
Payment Arrangements:	Monthly payment amount worked out between collection agency and debtor Minimum monthly payment: None
SOIL Agency Number/SOIL releases:	115002 Minimum of 3 monthly consecutive payments by the date of the set-off
Settlements/Compromises: Note: The collection agency will make every attempt to collect outstanding debt amount in full either in lump sum payment or payment schedule before discussing settlement options.	DOH Human Resources does not allow amount to be compromised in any way
Bankruptcy: (Discharge) Backup documents are required: bankruptcy filing page, creditors list, & discharge/dismissal page	Collections cannot continue during bankruptcy process; must abide by automatic stay
Chapter 7	May be dischargeable; must obtain copies of documents and send to DOR and agency
Chapter 11	May be dischargeable; must obtain copies of documents and send to DOR and agency
Chapter 13	May be dischargeable; must obtain copies of documents and send to DOR and agency
Death:	Death certificate required unless information obtained from Social Security Death Index
Out of Business:	N/A, debt is for individuals

Non-Tax Debt Collections - DORES
 Bid Solicitation #18DPP00162
 Attachment B

As of 12/1/2016	Human Services - NJ FamilyCare
DOR Policy & Procedure #/Last Update	12/1/2016
AEC Codes/Types:	K6
Contact Person for Internal Use Only:	Richard Headen; 609-584-2968, richard.e.headen@dhs.state.nj.us Ahmad Gahmad (Saleem), ahmad.s.gahmad@dhs.state.nj.us
Agency:	
DOR:	Centralized Collections Unit, 609-292-4922, centralizedcollectionsdisputes@treas.nj.gov
Description of Debt:	The Division of Medical Assistance and Health Services and ACS State Healthcare, LLC, administers the NJ FamilyCare program, which provides free or low cost health insurance for uninsured children 18 years old or younger and certain low-income parents. Families whose household income is above 150% of the Federal Poverty Level are required to pay monthly premiums in order to maintain their coverage under the program. DMAHS/ACS generates monthly premium notices at least 30 days prior to the date that the premium is due. If payment is not received by the due date, the family's next monthly premium notice will indicate that their account is in "Past Due" status. If no payment is received within 30 days of receiving this notice, the family's next monthly premium notice will indicate that their account is in "Final" status. Families whose accounts are in Final status, and who fail to pay the required monthly premiums within 30 days of receiving the final notice, are terminated from the program.
Data Transmission Schedule: P.L. 2008, c. 24 requires all Executive Branch State agencies to submit delinquent debt to DOR when it becomes 91 days old or more. Note: Public Defender and Community Affairs-Housing submits initial debts.	Monthly/Data transfer from agency system
Backup document submission:	Upon request via faxed or e-mailed dispute form, with copy to DOR
Judgments/Liens:	No
Obtained by	N/A
Life of judgment/lien	N/A
Warrant of Satisfaction issued by	N/A
Wage Garnishments:	No
Statute of Limitations: Note: There is no statute of limitations on the collection of State debt. However, there is a 10-year statute of limitations on taking legal collection actions by the State.	No statute of limitations on collecting this debt
Dispute Handling:	Dispute form faxed or e-mailed to agency, with copy to DOR
Payment Arrangements:	Monthly payment amount worked out between collection agency and debtor Minimum monthly payment: None Length of payment arrangement: No more than 12 months Verbal approval from DHS for longer payment length Interest not charged
SOIL Agency Number/SOIL releases:	754009 Minimum of 3 monthly consecutive payments by the date of the set-off
Settlements/Compromises: Note: The collection agency will make every attempt to collect outstanding debt amount in full either in lump sum payment or payment schedule before discussing settlement options.	DHS does not allow amount to be compromised in any way
Bankruptcy: (Discharge) Backup documents are required: bankruptcy filing page, creditors list, & discharge/dismissal page	Collections cannot continue during bankruptcy process; must abide by automatic stay
Chapter 7	May be dischargeable; must obtain copies of documents and send to DOR and agency
Chapter 11	May be dischargeable; must obtain copies of documents and send to DOR and agency
Chapter 13	May be dischargeable; must obtain copies of documents and send to DOR and agency
Death:	Death certificate required unless information obtained from Social Security Death Index
Out of Business:	N/A, debt is for individuals

Non-Tax Debt Collections - DORES
Bid Solicitation #18DPP00162
Attachment B

As of 12/1/2016	Labor - Public Safety and Occupational Safety and Health
DOR Policy & Procedure #/Last Update	12/1/2016
AEC Codes/Types:	L7 (Types: 1 through 18 - see Labor Health & Safety Type Code List)
Contact Person for Internal Use Only:	
Agency:	Jennifer Iwanisik, 609-292-2921, Jennifer.Iwanisik@dol.nj.gov
DOR:	Centralized Collections Unit, 609-292-4922, centralizedcollectionsdisputes@treas.nj.gov
Description of Debt:	The agency enforces Public Safety and Occupational Safety and Health regulations. The Division is comprised of the following offices and units and the employer or individual may incur debt in following areas: Boiler and Pressure Vessel Compliance, Asbestos Control and Licensing, Public Employees Occupational Safety, Crane Licensing and Health and Mine Safety and Explosives.
Data Transmission Schedule: P.L. 2008, c. 24 requires all Executive Branch State agencies to submit delinquent debt to DOR when it becomes 91 days old or more. Note: Public Defender and Community Affairs-Housing submits initial debts.	Monthly/Data entry by agency into RDI Online Input Option (Labor Health & Safety)
Backup document submission:	Last notice to debtor submitted at time of debt submission; if further backup documentation is needed, it must be requested via faxed dispute form or e-mail
Judgments/Liens:	Yes
Obtained by	Agency prior to submission to DOR
Life of judgment/lien	20 years
Warrant of Satisfaction issued by	Requested by agency through Division of Law to Superior Court
Wage Garnishments	No
Statute of Limitations: Note: There is no statute of limitations on the collection of State debt. However, there is a 10-year statute of limitations on taking legal collection actions by the State.	No statute of limitations on collecting this debt
Dispute Handling:	Dispute form faxed or e-mailed to agency; with copy to DOR Monthly payment amount worked out between collection agency and debtor Minimum monthly payment: None Length of payment arrangement: No more than 12 months Automatic extension of payment length for an additional 24 months allowed but must e-mail Labor and DOR of extension
Payment Arrangements:	Interest not charged
SOIL Agency Number/SOIL releases:	451005 Minimum of 3 monthly consecutive payments by the date of the set-off
Settlements/Compromises: Note: The collection agency will make every attempt to collect outstanding debt amount in full either in lump sum payment or payment schedule before discussing settlement options.	Agency approval needed: Prior approval from the Labor Health and Safety is required for any compromises on other debt amounts. Request must be e-mailed or faxed to LHS for approval/disapproval.
Bankruptcy: (Discharge) Backup documents are required: bankruptcy filing page, creditors list, & discharge/dismissal page	Collections cannot continue during bankruptcy process; must abide by automatic stay Collection agency must obtain copies of documents and send to DOR and agency. The appropriate Office will review documentation on case by case basis since the corporate officers/owners may be personally liable for the debt.
Chapter 7	Collection agency must obtain copies of documents and send to DOR and agency. The appropriate Office will review documentation on case by case basis since the corporate officers/owners may be personally liable for the debt.
Chapter 11	Collection agency must obtain copies of documents and send to DOR and agency. The appropriate Office will review documentation on case by case basis since the corporate officers/owners may be personally liable for the debt.
Chapter 13	Collection agency must obtain copies of documents and send to DOR and agency. The appropriate Office will review documentation on case by case basis since the corporate officers/owners may be personally liable for the debt.
Death:	Death certificate required unless information obtained from Social Security Death Index Collection agency must obtain letter from debtor and send to DOR and agency. The appropriate Office will review documentation on case by case basis since the corporate officers/owners may be personally liable for the debt.
Out of Business:	

Non-Tax Debt Collections - DORES
Bid Solicitation #18DPP00162
Attachment B

As of 12/1/2016	Public Defender
DOR Policy & Procedure #/Last Update	12/1/2016
AEC Codes/Types:	B1
Contact Person for Internal Use Only:	
Agency:	opd.liens@opd.nj.gov
DOR:	Centralized Collections Unit, 609-292-4922, centralizedcollectionsdisputes@treas.nj.gov
Description of Debt:	OPD provides counsel for indigent defendants in criminal cases. Expenses incurred on behalf of the defendant (e.g., \$50 administrative fee, legal representation fees both in court and out of court, expert witness fees, etc.) are billed to the debtor. The first collection agency sends initial bills, as well as delinquent bills; if debtor is incarcerated first notice is sent to the jail and residence; all future bills will be sent only to the residence. Debtors may be adults or juveniles. If juvenile, parent(s) or legal guardian(s) are personally responsible for the debt. Juveniles may be declared as self-paying but must be confirmed with OPD on case-by-case basis.
Data Transmission Schedule: P.L. 2008, c. 24 requires all Executive Branch State agencies to submit delinquent debt to DOR when it becomes 91 days old or more. Note: Public Defender and Community Affairs-Housing submits initial debts.	Monthly/Data transfer from agency system
Backup document submission:	Disputes/details of debt: WRITE OR FAX ONLY; NO PHONE CALLS Linda Biancardi, Assistant Public Defender Lien Section P.O. Box 036 Trenton, NJ 08625-0036 Fax: 609-292-3154. (OPD prefers debtors send by mail and not fax because it is shared) Debtor must submit with letter: SS card, birth certificate, and photo ID (e.g., work ID or driver's license) OPD will respond directly to debtor, with copy of response to collection agency and DOR
Judgments/Liens:	Yes
Obtained by	OPD files liens electronically with Superior Court on debt amounts of \$150 or more
Life of Judgment/Lien	10 years
Warrant of Satisfaction issued by	OPD files warrants electronically with Superior Court
Wage Garnishments	Yes
Statute of Limitations: Note: There is no statute of limitations on the collection of State debt. However, there is a 10-year statute of limitations on taking legal collection actions by the State.	No statute of limitations on collecting this debt
Dispute Handling:	Debtor can write directly to OPD or the collection agency can fax dispute form to OPD, with copy to DOR
Payment Arrangements:	Monthly payment amount worked out between collection agency and debtor Minimum monthly payment: Minimum monthly payment schedule is recommended but collection agency must accept any payment amount Length of payment arrangement: No maximum payment length Interest not charged
SOIL Agency Number/SOIL releases:	841000 (w/SSN) 841001 (w/o SSN) Minimum of 6 monthly consecutive payments by date of set-off Without advance approval: Under \$10,000, up to 33% reduction total amount owed; payment must be one lump sum Over \$10,000, up to 33% reduction total amount owed; payment must be one lump sum Agency approval needed: Prior approval from OPD is required for all reduction requests above 33%
Settlements/Compromises: Note: The collection agency will make every attempt to collect outstanding debt amount in full either in lump sum payment or payment schedule before discussing settlement options.	
Bankruptcy: (Discharge) Backup documents are required: bankruptcy filing page; creditors list, & discharge/dismissal page	Collections cannot continue during bankruptcy process; must abide by automatic stay
Chapter 7	May be dischargeable if case closed date is before the date of the bankruptcy filing; must obtain copies of documents and send to DOR and agency
Chapter 11	May be dischargeable if case closed date is before the date of the bankruptcy filing; must obtain copies of documents and send to DOR and agency
Chapter 13	May be dischargeable if case closed date is before the date of the bankruptcy filing; must obtain copies of documents and send to DOR and agency
Death:	Death certificate required unless information obtained from Social Security Death Index
Out of Business:	N/A, debt is for individuals

Non-Tax Debt Collections - DORES
Bid Solicitation #18DPP00162
Attachment B

Labor - Health and Safety (AEC Code L7)	
TYPE CODE LIST	
1	Boiler Pressure Vessel - Licenses
2	Boiler Pressure Vessel - Inspections
3	Boiler Pressure Vessel - Penalties
4	Asbestos - Licenses
5	Asbestos - Penalties
6	Permits - Explosives
7	Permits - Mining
8	Registrations - Mine
9	Miscellaneous Permits/Registrations (OPEN)
10	Penalties - Explosives
11	Penalties - Mine Safety
12	Miscellaneous Penalties (OPEN)
13	Miscellaneous Penalties (OPEN)
14	Penalties - Self Service Gasoline
15	Penalties - High Voltage Explosives
16	Penalties - P.E.O.S.H.A.
17	Crane Operators - Fees
18	Crane Operators - Penalties

Dishonored Checks - DEP (AEC Code U1)

TYPE CODE LIST

1	Machine Source - Renewals
2	X-Ray - Initials
3	Sewage and Water - Renewals
4	Pesticides Products - Initials
5	Pesticides Applications - Commercial
6	Well Drillers - Renewals
7	Nuclear Medicine - Renewals
8	Radiation Education Programs
9	Lab Certification - Renewals
10	Hazardous Waste Transporters - Renewals
11	Excess Diversion Fees
12	Quarterly Inspection Solid Waste - 1st Quarter
13	Treatment Works Approval - Sewer Extension
14	Stream Encroachment - Initials
15	Well Permits
16	Water Allocation - Renewals
17	90 Day CAFRA Permits - Fees
18	Riparian - Prep Fees
19	Riparian - Annual Fees
20	Riparian - Grants
21	90 Day Permits - Wetlands
22	Radioactive Materials - License Renewals
23	Pesticides Exams
24	X-Ray Renewals
25	Parks and Forestry - Bait Trap
26	Medical Waste Annuals
27	A901 Disclosure Act Program - Initials
28	Proficiency Testing - Lab Cert - P-T Samplings
29	UST Closure
30	NJPDES Surfacewater - Initials
31	Solid Waste Transporters - Renewal
32	Air Emissions
33	Hazardous Waste Compliance Monitoring
34	TCPA - Initials
35	UST - Initials
36	Pesticides Dealers
37	Freshwater Wetlands - Fees
38	Safe Drinking Water - Renewals
39	Air Pollution - Renewals
40	Hazardous Waste Manifest Process Fee
41	Medical Waste Program - Initial Generator
42	Solid Waste Fees
43	Radon (Specialists & Technicians) - Licenses
44	Radon (Businesses)
45	Hunters & Anglers Fees - Agents
46	Fish and Game - Exotic Permits
47	UST Certifications - Renewals
48	Landscape Irrigation - Application Fees
49	Watershed (Highlands)
50	Physical Connection Safe Drinking Water - Renewals
51	Solid Waste Recycling - Loan Application Fee
52	Enforcement - Recycling Fees

Consumer Affairs (AEC Code G1)

TYPE CODE LIST

1	Office of Consumer Protection (OCP)
2	Bureau of Securities
3	Legalized Games of Chance Control Commission
4	Office of Weights and Measures
5	Charitable Registration Unit
6	Controlled Dangerous Substances (CDS)
7	Board of Accountancy
8	Board of Architects & Landscape Architects
9	Board of Dentistry
10	Board of Mortuary Science
11	Board of Professional Engineers and Land Surveyors
12	Board of Medical Examiners
13	Board of Nursing
14	Board of Optometry
15	Board of Pharmacy
16	Board of Veterinary Medicine
17	Board of Shorthand Reports
18	Board of Ophthalmic Dispensers
19	Board of Cosmetology and Hairstyling
20	Board of Professional Planners
21	Board of Electrical Contractors
22	Board of Psychological Examiners
23	Board of Master Plumbers
24	Board of Marriage and Family Therapy
25	Board of Chiropractic Examiners
26	Board of Public Movers
27	Board of Physical Therapy
28	Board of Audiology and Speech Language Therapy
29	Board of Real Estate Appraisers
30	Board of Respiratory Care
31	Board of Social Workers
32	Board of Orthotics and Prosthetics
33	Board of Occupational Therapy
34	NJ Cemetery Board
35	Chiropractic Annual Charge (MMI)
36	Denist Annual Charge (MMI)
37	Optometrist Annual Charge (MMI)
38	Physician Annual Charge (MMI)
39	Podiatrist Annual Charge(MMI)
40	Hearing Aid Dispersing Committee of
41	Securities - Employee
42	Consumer Serv. & Intake Center - Employees
43	Board of Nursing - Employees
44	Board of Dentistry - Employees
45	Board of Pharmacy - Employees
46	Board of Architects - Employees
47	SOIL - OCP
48	SOIL - Regulated Business
49	SOIL - Charities Registration
50	OCP Home Improvement Contractors - Fines and Penalties
51	SOIL - Audiology Board of
52	Admin Unit Consumer Aff -- SOIL

Environmental Protection AEC Code List		
AEC Code	PROGRAM NAME	DESCRIPTION
	ENFORCEMENT	
A1	ENFORCEMENT - POLLUTION PREVENTION	
A2	ENFORCEMENT - AIR POLLUTION	This program performs the following activities to ensure compliance with the Air Pollution Control Act and compliance with issued permits: investigate complaints, conduct inspections, issues enforcement documents, both formal and informal which may include assessed penalties, negotiate compliance schedule and penalty settlements
A3	ENFORCEMENT - RIGHT TO KNOW	The Community Right to Know (CRTK) program collects, processes, and disseminates the chemical inventory, environmental release and materials accounting data required to be reported under the New Jersey Worker and Community Right to Know Act, N.J.S.A.34:5A (New Jersey Legislature Home Page) and the federal Emergency Planning and Community Right to Know Act of 1986 (EPCRA). This information is used by the public, emergency planners, and first responders to determine the chemical hazards in the community. Enforcement conducts site visits to verify the accuracy of the CRTK surveys. Enforcement documents are issued for failing to submit the
A4	ENFORCEMENT - TCPA	The TCPA program provides assistance to covered facilities, and verifies compliance with N.J.A.C. 7:31. The Program reviews and approves risk management plans (RMPs) developed under the regulation as part of compliance with State and Federal accidental release prevention (ARP) requirements.
A5	ENFORCEMENT - RADIATION	The Radiation Protection Program and Release Prevention mission is to protect the citizens of New Jersey from unnecessary exposure to radiation. The program conducts inspections and issues enforcement documents at sites ranging from X-ray facilities, nuclear powerplant sources, radon gas exposure in homes and other buildings, facilities that use certain radioactive materials in medicine, industry and research.
A6	ENFORCEMENT - LAB CERTIFICATION FINES	The Office of Quality Assurance (OQA) offers certification for environmental testing laboratories to ensure that regulatory decisions made by federal, state, and municipal government agencies are based upon accurate and dependable analytical data. Enforcement will audit and inspect certified labs and issue enforcement documents, if needed.
A7	ENFORCEMENT - NOISE	DEP Compliance & Enforcement does not have an active noise program. All noise complaints are referred to the counties.

Environmental Protection		
AEC Code List		
AEC Code	PROGRAM NAME	DESCRIPTION
A8	ENFORCEMENT - PESTICIDES	The Pesticide Control Program (PCP) is primarily responsible for ensuring compliance with federal and state laws and regulations regarding the use, sale, transport, disposal, manufacture, and storage of pesticides in the state of New Jersey. It also promotes pollution prevention and pesticide use reduction through training and outreach activities involving Integrated Pest Management (IPM).
C0	ENFORCEMENT - COASTAL MONITORING	
C1	ENFORCEMENT - STREAM ENCROACHMENT	The state regulates work in flood hazard areas and riparian zones to protect the loss of life and property during flood events, preserve riverine habitat, and to insure the quality and integrity of the State's surface waters. The program also minimizes flood damage by ensuring that buildings are placed in safe areas, and are constructed to withstand high water.
C2	ENFORCEMENT - WATERFRONT DEVELOPMENT	The Waterfront Development Law is a very old law, passed in 1914, that seeks to limit problems that new development could cause for existing navigation channels, marinas, moorings, other existing uses, and the environment.
C3	ENFORCEMENT - CAFRA	CAFRA applies to projects near coastal waters in the southern part of the State. The CAFRA area begins where the Cheesequake Creek enters Raritan Bay in Old Bridge, Middlesex County. It extends south along the coast around Cape May, and then north along the Delaware Bay ending at the Kilcohook National Wildlife Refuge in Salem County. The inland limit of the CAFRA area follows an irregular line drawn along public roads, railroad tracks, and other features.
C4	ENFORCEMENT - FRESHWATER LANDS	New Jersey protects wetlands under the New Jersey Freshwater Wetlands Protection Act, N.J.S.A. 13:9B. This law also protects transition areas or "buffers" around freshwater wetlands. Wetlands are commonly referred to as swamps, marshes, or bogs. However, many wetlands in New Jersey are forested and do not fit the classic picture of a swamp or marsh. Previously misunderstood as wastelands, wetlands are now being recognized for their vital ecological and socioeconomic contributions.
C5	ENFORCEMENT - DAM SAFETY	New Jersey's Dam Safety program is administered by DEP's Division of Engineering & Construction, Dam Safety Section, under the rules and regulations promulgated in May 1985 known as the Dam Safety Standards. The primary goal of the program is to ensure the safety and integrity of dams in New Jersey and, thereby, protect people and property from the consequences of dam failures.
C6	ENFORCEMENT - WATER ALLOCATION (HIGHLANDS PENALTIES)	

Environmental Protection AEC Code List		
AEC Code	PROGRAM NAME	DESCRIPTION
C7	ENFORCEMENT - STREAM ENCROACHMENT (HIGHLANDS PENALTIES)	
C8	ENFORCEMENT - FRESHWATER WETLANDS (HIGHLANDS PENALTIES)	
C9	ENFORCEMENT - WATERSHED (HIGHLANDS PENALTIES)	
H2	ENFORCEMENT - A901 DISCLOSURE	Administers the licensing (A-901) of companies engaged in the solid /hazardous waste business. The purpose of the A-901 scrutiny is to eliminate individuals who are or might be connected to organized crime, other criminals or chronic environmental offenders.
H3	ENFORCEMENT - SOLID WASTE	The Bureau of Solid Waste Compliance and Enforcement performs the following activities to ensure that solid waste is collected, transported and disposed of in an environmentally acceptable manner and in a competitive marketplace: provide compliance assistance, investigate complaints, conduct inspections, issue enforcement documents, both formal and informal which may include assessed penalties, negotiate compliance schedule and penalty settlements
H4	ENFORCEMENT - MEDICAL WASTE	Same as H3, but for medical waste
H5	ENFORCEMENT - SOLID WASTE UTILITIES	The mission of Bureau of Solid Waste Regulation is to ensure effective competition amongst solid waste facilities and solid waste collectors and approve the release of escrowed money to properly close and monitor landfills.
H6	ENFORCEMENT - SITE REMEDIATION OVERSIGHT FEES	The fees that apply to specific activities and submittals subject to the Spill Compensation and Control Act, Site Remediation Reform Act, Underground Storage Tank Act, Industrial Site Recovery Act, and child care center licensing requirements
S1	ENFORCEMENT - SPILL FUND FINES (DPCC, HAZ WASTE& WATER)	
S2	ENFORCEMENT - SRWM ENFORCEMENT ACTION	
W1	ENFORCEMENT - SAFE DRINKING WATER	Ensures public water systems meet the Federal & State Drinking Water Standards.
W2	ENFORCEMENT - WATER SUPPLY MGT	The Division of Water Supply and Geoscience is responsible for managing New Jersey's water supply, to ensure adequate, reliable, and safe water is available.
W3	ENFORCEMENT - WELL SEALING FUND	A fund established by the collection of penalties of water well drilling regulations to pay for the sealing of abandoned wells.
W4	ENFORCEMENT - WASTEWATER TREAT TRAIN.	No assessments in NJEMS under this code
W5	ENFORCEMENT - HAZARDOUS WASTE	The Bureau of Hazardous Waste Compliance and Enforcement performs the following activities to ensure that hazardous waste is properly identified and collected, transported, treated and disposed of in an environmentally sound manner. The program activities include the following: provide compliance assistance, investigate complaints, conduct inspections, issue enforcement documents, both formal and informal which may include assessed penalties, negotiate compliance schedule and penalty settlements.
W6	ENFORCEMENT - STATE CRIMINAL	No assessments in NJEMS under this code

Environmental Protection		
AEC Code List		
AEC Code	PROGRAM NAME	DESCRIPTION
W7	ENFORCEMENT - COUNTY CRIMINAL	No assessments in NJEMS under this code
W8	ENFORCEMENT - ENVIRONMENTAL EDUCATION	No assessments in NJEMS under this code
95	ENFORCEMENT - CLEAN WATER ENFORCE FUND	This program is responsible for ensuring compliance with the State's water programs. A particular focus is placed on inspections of wastewater discharge and community drinking water supply facilities. The program activities include the following: provide compliance assistance, investigate complaints, conduct inspections, issue enforcement documents, both formal and informal which may include assessed penalties, negotiate compliance schedule and penalty settlements. Penalties associated with the Underground Storage tank program are included here.

Environmental Protection AEC Code List		
AEC Code	PROGRAM NAME	DESCRIPTION
	FEES	
FG	FISH AND GAME - LEASES	
PA	LEASES - PARKS GENERAL	
PB	LEASES - PARKS REVOLVING	
PC	LEASES - SKYLANDS	
PD	LEASES - MARINAS	
PE	LEASES - FOREST FIRE SERVICES	
02	MACHINE SOURCE REGISTRATIONS	
03	X-RAY - INITIAL LICENSES	
04	OPRA - PUBLIC RECORDS	Fees (i.e. Copy Fees, Special Service Fees) related to the processing of Open Public Records Requests and some non-OPRA record requests.
05	SEWAGE & WATER LICENSES	Fee for obtaining a water/wastewater license
06	NON-IONIZING RADIATION FEES	Fees for Registering machines that produce Non-Ionizing Radiation. N.J.A.C. 7:28-48. Annual Registration Fees - program will accept payment plan or a reduction in amount.
07	PESTICIDE PRODUCT FEES	These are for pesticide product registrations, which are required annually. Registrations are not granted until they are paid for, therefore no service is provided until payment is received. Very often the invoices are partially paid, as each invoice can be associated with multiple products & the industry is constantly adding & dropping products for distribution within NJ. The only debt associated with these invoices is for bounced checks or echecks.
08	PESTICIDE APPLICATOR LICENSES	These are for pesticide applicator licenses. No license is issued unless payment is received, therefore there is no service until payment is received. There is a large turnover in licenses every year due to the nature of the industry. The only debt associated with these invoices is for bounced checks or echecks.
09	PESTICIDES - AQUATIC USE PERMITS	These are for pesticide aquatic use permits, which are issued annually. Payment is required with the application. Open(Pending Payment) invoices are considered debt after 90 days. They result from bounced checks or from invoices generated for governmental agencies to pay by voucher.
10	90 DAY PERMITS - WATERFRONT	N/A - DEP requesting exemption from 91 day transfer
11	WELL DRILLER LICENSES	Refers to exam and license fees that are collected for six categories of well drillers and one category of pump installers. A \$50.00 exam fee is collected from all exam applicants. All licenses are for a three year period. Renewal fees are \$300.00 for well drillers and \$150.00 for pump installers.

**Environmental Protection
AEC Code List**

AEC Code	PROGRAM NAME	DESCRIPTION
12	RADIOACTIVE MATERIALS PROGRAM	Fees for Specific, Reciprocity and General Licenses relating to the use of radioactive materials. Overseen by the Radiation Protection - Agreement State Radioactive Materials Program. N.J.A.C. 7:28-64. Radioactive Materials License Fees. Program will accept payment plan or a reduction in amount.
13	NUCLEAR MEDICINE	
14	RADIATION EDUCATION PROGRAMS	
15	LAB CERTIFICATION FEES	Annual application fee for companies performing analytical measurements in response to the State's water, air and solid/hazardous waste programs to have approval in the State's Environmental Laboratory Certification Program (NJAC: 7:18).
16	HAZARDOUS WASTE TRANSPORTER FEES	
17	NJPDES (GROUNDWATER)	
18	TREE EXPERT	Annual fees for certified individuals
20	EXCESS DIVERSION FEES	Fee for diverting surface water for public supply in excess of set free allowance and in some cases in violation of set passing flows.
21	SOLID WASTE QUARTERLY INSPECTION FEES	
22	TREATMENT WORKS/SEWER EXTENSION PERMITS	Fees based on the construction cost of treatment works facilities
23	STREAM ENCROACHMENT PERMITS	N/A -- DEP requesting exemption from 91 day transfer
24	WELL PERMITS	Fee collected for processing of well permit - fees vary depending on welluse/gpm and are \$130, \$250 or \$1300.
25	WATER ALLOCATION FEES	Annual Water Allocation Permit Fees
26	90 DAY PERMITS - CAFRA	N/A -- DEP requesting exemption from 91 day transfer
27	RIPARIAN - PREP FEES	N/A -- DEP requesting exemption from 91 day transfer
28	RIPARIAN - ANNUAL FEES	N/A -- DEP requesting exemption from 91 day transfer
29	RIPARIAN - GRANTS	N/A -- DEP requesting exemption from 91 day transfer
30	90 DAY PERMITS - WETLANDS	N/A -- DEP requesting exemption from 91 day transfer
33	PESTICIDE CERTIFICATION EXAM FEES	These are for pesticide exams & are assessed only if the applicant was a previous no show. Payment is required with the application. Open(Pending Payment) invoices are considered debt & result from bounced checks.
34	PESTICIDE SAMPLES-PRIOR YR REIMBURSEMENT FEES	
35	X-RAY - RENEWAL LICENSES	
37	MEDICAL WASTE ANNUAL FEES	Certificates of Authority to operate medical waste facilities are issued and a fee associated to each. This certificate can be modified, renewed, or a transfer of ownership may occur--each of which has a fee associated with it. In addition, there is an annual fee assessed for each year that the facility is operating. Further, there may be technical reviews of processes or other activities at the facility for which a fee may be assessed.
39	DISCLOSURE ACT FUND (A901)	

Environmental Protection AEC Code List		
AEC Code	PROGRAM NAME	DESCRIPTION
40	PROFICIENCY TESTING - LAB CERT	
41	ISRA FEES	
42	E WASTE RECYCLING PROGRAM - REG. FEES	
46	NJPDES - FEES	
47	SOLID WASTE TRANSPORTERS	
48	AIR EMISSIONS FEES	
49	HAZ WASTE COMPLIANCE MONITORING FEES	Fees paid by hazardous waste generators, hazardous waste commercial facilities, hazardous waste non-commercial facilities and registered hazardous waste transporters pursuant to the Hazardous Waste rules.
50	TOXIC CATASTROPHE FEES	Annual fee for a registered facility in the Toxic Catastrophe Prevention Act Program
51	UNDERGROUND STORAGE TANKS REGISTRATIONS/PERMITS	These are for pesticide dealer licenses. No license is issued unless payment is received, therefore there is no service until payment is received. There is a turnover in licenses every year due to the nature of the industry. The only debt associated with these invoices is for bounced checks or echecks.
52	PESTICIDE DEALERS LICENSES	
53	FRESHWATER WETLANDS PERMITTING FEES	N/A -- DEP requesting exemption from 91 day transfer
54	SAFE DRINKING WATER FEES	
55	APEDS-INSPECTION FEES	
56	HAZARDOUS WASTE MANIFEST FEES	
57	MEDICAL WASTE PROGRAM	
58	SG3 - CONSTRUCTION ACTIVITY STORMWATER	
59	SOLID WASTE FEES - DSHW	
60	RADON (SPECIALISTS AND TECHNICIANS) CERTIFICATIONS	Initial and renewal certification and certification examination fees for radon professionals. Radon Certification Fees for Specialist and Technicians. Program will accept payment plan or a reduction in amount.
61	RADON (BUSINESSES) CERTIFICATIONS	Initial and renewal certification, inspection and program administration fees for radon businesses. Radon Certification Fees for Businesses. Program will accept payment plan or a reduction in amount.
63	FISH AND GAME - RIFLE PERMITS	
76	UST CERTIFICATIONS	Fee for obtaining an underground storage tank certification
77	LANDSCAPE IRRIGATION LICENSES	Fee for obtaining a landscape irrigation contractor certification
79	WATERSHED	
81	PHY CONNECTION-SAFE DRINKING WATER REGISTRATIONS/PERMITS	
82	SW RECYCLING CENTER FEES	
83	ENFORCEMENT RECYCLING FEES	
84	BRC - SOLID WASTE ASSESSMENTS	
88	HAZARDOUS WASTE FEES - DSHW	
90	WATER ALLOCATION - HIGHLANDS - FEES	Annual Highlands Water Allocation Permit Fees
92	SHELLFISH HABITAT MITIGATION FUND FEES	N/A -- DEP requesting exemption from 91 day transfer
96	UNDERGROUND STORAGE TANKS	
97	STREAM ENCROACHMENT (HIGHLANDS FEES)	
98	FRESHWATER WETLANDS - HIGHLANDS - FEES	N/A -- DEP requesting exemption from 91 day transfer

Environmental Protection		
AEC Code List		
AEC Code	PROGRAM NAME	DESCRIPTION
	OVERSIGHT COSTS	
H7	SRP/DOL SETTLEMENTS	
S3	SITE REMEDIATION	
S4	SITE REMEDIATION CLEAN UP STAR	
S5	SITE REMEDIATION -- PPA	
S6	SRP BOARD	
S7	REMEDATION GUARANTEE FUND -- 1%	
85	DEP - SITE REMEDIATION OVERSIGHT FEES	
86	LSRP PROGRAM - PERMIT FEES	
87	LSRP PROGRAM - APPLICATIONS/MISC FEES	
89	LSRP PROGRAM - ANNUALS FEES	