



North Carolina Local Government Debt Setoff Clearinghouse Workshop Agenda – September 2016



New Participants (10:30 – 11:30 a.m.)

Target Audience:

- Local Governments Not Yet Participating
- Local Governments Already Participating
 - New Responsibility/Duties
 - Refresher Course

Focus:

- Who can participate
- What it takes to get started
- How to do it

1. Welcome/Introductions (NC Association of County Commissioners (NCACC) and NC League of Municipalities (NCLM))
2. Information (NCACC/NCLM)
 - a. Message from NCACC and NCLM Directors
 - b. Purpose
 - c. Clearinghouse and related parties
 - d. Legislation/Eligibility
 - e. Application/Participation requirements
 - i. Initial participation forms
 - ii. Annual participation form
 - f. Debt requirements
 - g. Eligible debts
 - h. Costs to participate
 - i. Due Process
 - j. Getting started
3. Technical (Five Star Computing, Administrators of the Clearinghouse)
 - a. Debtors and debts:
 - i. Requirements
 - ii. Priority
 - iii. Frequency of submission
 - b. Funds Transfers
 - c. Methods for Submitting Debts
 - i. Excel
 - ii. ASCII
 - iii. Client Software
 - iv. Hardcopy forms via fax
 - d. Submitting debts via secure internet
 - e. Security
 - f. Getting Started

ALL (New and Current Participants) (1:00 – 3:30 p.m.)

Target Audience:

- All Local Governments
- I.T. staff
- Third-party administrators

Focus:

- Security
 - Client Software
1. Welcome/Introductions (NCACC/NCLM)
 2. General Topics of Discussion (NCACC/NCLM)
 - a. History/Statistics
 - b. Hearings
 - c. Social Security Lookup Service – basics and legal issues
 3. Security (Five Star Computing)
 - a. Social Security Number Lookup Service – technical and timelines
 - b. Recent and Upcoming Changes
 - c. Protecting Identifiable Information
 - d. Client Software Upgrade
 - e. Changing Passwords
 4. Avoiding Disaster (Five Star Computing)
 5. Year-end Clean-up (Five Star Computing)
 - a. Expired Debts
 - b. Rejected Social Security Numbers
 6. 2017 Participation Form (Five Star Computing)
 7. Department of Revenue Update (NC Department of Revenue)

QUESTIONS/BREAK (10 – 15 min)

8. Discussion of Client Software (Five Star Computing)
 - a. Why Use our Software versus other options
9. Demonstration of our latest 2016 Client Software (Five Star Computing)
 - a. Security
 - b. Add/Editing debtors and debts
 - c. Importing ASCII or Excel files
 - d. Generating Notification Letters and Marking as Printed
 - e. Reports
 - f. Year-end Clean-up
 - g. Documentation/Instructions Guides