

**441—11.2(217) Establishment of claim.**

**11.2(1) *Accounts.*** The department will maintain an account for each debt that has occurred containing the following information:

- a.* A debtor name and account number.
- b.* Program in which the debt occurred.
- c.* Date the debt was discovered.
- d.* Inclusive dates of the debt.
- e.* Total dollar amount of each debt.
- f.* Primary cause of the debt.
- g.* Any transaction applied to this debt.

**11.2(2) *Notice of debt.*** A claim is established when the first written notice of the debt is issued to the household.

**11.2(3) *Change in debt.*** An additional written notification of debt will be issued if a change occurs in the amount or period of the debt.

**11.2(4) *Collection action.*** No collection action will be initiated on:

- a.* A debt for which no notice of debt has been issued to the household.
- b.* A debt that is in appeal status.
- c.* A debt that is in suspended status due to an exception to policy.

[ARC 8205C, IAB 9/4/24, effective 10/9/24]