

INTAKE\DCC-INTAKE\FINANCIAL OBLIGATIONS AND SUPERVISION FEES

COLLECTION OF SUPERVISION FEES

Clients should make their supervision fee payments in the office, online, or by mailing a money order or cashier's check to U.S. Bank by using a DOC-1563C or DOC-1563CS (Spanish Version).

If clients pay their supervision fees in the office, DCC staff will receipt supervision fee payments directly into WICS. Supervision fee payments and the bar-coded receipt should be mailed to U.S. Bank on a daily basis to avoid delays in processing. Supervision fee payments and court obligations must be sent in different envelopes to U.S. Bank as there are different lockboxes for processing.

If a client attempts to make a supervision fee payment while they have any active restitution balances, they will be advised that they must pay their restitution balances before any monies received will be credited to supervision fees.

DOC utilizes Department of Revenue's Tax Refund Intercept Program (TRIP) for collection of unpaid supervision fee balances for active offenders when their supervision fee balance reaches \$200 and all accounts for discharged offenders. An annual letter is sent to all clients notifying them that their supervision fee balance has been referred to TRIP for collection.