

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 1900.25 REV-3

Issued: October 26, 1987

1. This Transmits:

HUD Handbook 1900.25 REV-3, Delinquent Debt Collection Handbook.

2. Explanation of Material Transmitted:

This handbook sets out the policies and procedures to be followed in collecting delinquent debts. It also establishes the authorities and responsibilities of the principal staff involved in delinquent debt collection.

3. Implementation Instructions:

This Handbook is for use by all relevant personnel within the offices of program Assistant Secretaries; Regional Administrators; Offices of General Counsel, Regional Counsel, and Field Counsel (Chief Counsel and Chief Attorneys); Office of Inspector General; Regional Inspectors General for Audit; Regional Inspectors General for Investigation; Office of Procurement and Contracts; Office of Finance and Accounting; Regional Accounting Divisions; and Field Offices.

4. Filing Instructions:

Remove:

Handbook 1900.25 REV-2
Dated 10/31/83
and
Notice 84-14
Issued 11/22/84

Insert:

Handbook 1900.25 REV-3
Dated 10/26/87

FOREWORD

Every year, millions of dollars worth of debts to HUD arise. These debts represent both a breach of contract and a loss of operating revenue to the agency.

In these days of lean federal budgets and increased emphasis on achieving federal mandates well within financial constraints, such debts cannot and should not -- be tolerated.

HUD's claims collection personnel are a vital resource in fulfilling our objective of reducing debts owed HUD. This handbook presents Department-wide policies and procedures for delinquent debt/claims collection.

Collecting debts owed HUD has been and continues to be a high priority of the Department. We are encouraged by the increased management awareness of this crucial issue.

We are understandably proud of the record and leadership position that the Department has put forward in the area of debt and claims collection. We are continually looking for ways to improve the Department's debt collection initiatives and invite your comments at any time. Comments should be directed to:

Departmental Claims Officer
Department of Housing and Urban Development
Office of Finance and Accounting
451 7th Street, SW
Washington, DC 20410

Assistant Secretary for
Administration

OCT 26 1987

W-3-1, W-1, W-2, W-3, W-3-1, W-4, R-1, R-2, R-3,
R-3-3, R-6, R-6-1, R-6-2, R-7, R-8

U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Transmittal for Handbook No.: 1900.25 REV-3
CHG-1
Issued: November 13, 1992

1. This Transmits

A change to HUD Handbook 1900.25, REV-3, Delinquent Debt Collection.

2. Explanation of Material Transmitted:

Chapter 4, Advanced Collection/Resolution, has been revised to incorporate the use of outside collection services and referrals to credit reporting agencies. Chapter 8, offsets, has been revised to incorporate current procedures utilized in areas of IRS tax refund offset. Appendix 18 has been added to provide examples of the Notice of Intent to Offset IRS Tax Refund and Notice of Disclosure of Debt to Consumer Reporting Agencies.

3. Implementation Instructions:

This Handbook is for use by all relevant personnel within the Offices of Program Assistant Secretaries; Regional Administrators;

Offices of General Counsel, Regional Counsel, and Field Counsel (Chief Counsel and Chief Attorneys); Offices of Inspector General, Regional Inspectors General for Audit, and Regional Inspectors General for Investigation; Office of Procurement and Contracts; Office of Finance and Accounting; Regional Accounting Divisions; and Field Offices.

4. Filing Instructions:

Remove Pages

i to iv
4-1 to 4-4
8-1 to 8-2
dated 10/87

Insert Pages

i to iv
4-1 to 4-9
8-1 to 8-2
8-9 to 8-14
Appendix 18
dated 11/92

W-3-1, W-1, W-2, W-3, W-4, R-1 , R-2, R-3, R-3-3, R-6,

R-6-1, R-6-2, R-7, R-8

W-3-1 Directives Management Officers--Headquarters and Regions, library, ACIR (Advisory Commission on Intergovernmental Relations)

W-1 Assistant Secretaries, Deputy Assistant Secretaries, General Counsel, staff offices reporting to the Secretary

W-2 HQ Office Directors, Special Assistants, those reporting directly to Assistant Secretaries

W-3 HQ Division Directors, those reporting directly to Office Directors, multiple copies for staff

W-4 Branch Chiefs, multiple copies for staff

R-1 Regional Administrators, Deputy Regional Administrators

R-2 Office Directors, Principal Assistants in Regional Administrators' offices

R-3 Bulk shipment to Regional Offices

R-3-3 Category D offices - bulk

R-6 Category A offices - Office Managers and Deputy Office Managers

R-6-1 Category A offices - bulk

R-6-2 Category A offices - Division Directors

R-7 Category B offices - Office Managers and Deputy Office Managers

R-8 Category C offices - Office Managers and Deputy Office Managers