



THIRD & FINAL NOTICE

06/18/2025

Monterey County
Attn: Kelsey Scanlon, Director
1322 Natividad Road
Salinas, CA 93906
EMAIL: scanlonk@countyofmonterey.gov
SUBJECT: OUTSTANDING ACCOUNTS RECEIVABLE PAST DUE INVOICE# LA-6538

Dear Kelsey Scanlon:

This is our **THIRD AND FINAL ATTEMPT** to receive a past due payment from you regarding Invoice LA-6538. Our previous letters dated 02/04/2025 and 05/14/2025, requested payment of \$273,402.03; however, our records show this balance remains unpaid. We require you to resolve this matter immediately.

Per SAM 8293.1, if the three collection letters are unsuccessful, department will initiate the Offset procedures or Court settlements. Offsetting is the process where an amount owed to a debtor is used to pay an outstanding account of the debtor. In addition, your account may also incur additional fees as authorized by GC Section 16583.1.

Please make your payment payable to Cal OES and remit your payment **immediately** to:

Cal OES
Attention: Accounts Receivable
3650 Schriever Avenue
Mather, CA 95655

Attached is a copy of invoice and supporting documents for your reference. If you have any questions or concerns, please contact Farm Saetern (916) 845-8773 or email Farm.Saetern@CalOES.ca.gov.

Your cooperation is greatly appreciated.

Sincerely,

Shupuan (Ellen) Sun

Accounting Administrator



GOVERNMENT CODE - GOV

TITLE 2. GOVERNMENT OF THE STATE OF CALIFORNIA [8000 - 22980] (*Title 2 enacted by Stats. 1943, Ch. 134.)*

DIVISION 4. FISCAL AFFAIRS [16100 - 17700] (*Division 4 added by Stats. 1945, Ch. 119.)*

PART 2. STATE FUNDS [16300 - 16649.95] (*Part 2 added by Stats. 1945, Ch. 120.)*

CHAPTER 4.3. The Accounts Receivable Management Act [16580 - 16586] (*Chapter 4.3 added by Stats. 1994, Ch. 1224, Sec. 1.)*

A participant may impose a reasonable fee, not to exceed the actual costs, to recover the participant's collection costs on a past due account.

16583.1.

(*Added by Stats. 2009, 4th Ex. Sess., Ch. 23, Sec. 13. Effective July 28, 2009.*)

COLLECTING NON-EMPLOYEE ACCOUNTS RECEIVABLE - 8293.1

Print Section

(Renumbered: 10/2020)

(Revised and renumbered from 8776.6)

Agencies/department will follow the collection procedures and guidelines for amounts owed to the state from non-employees. These procedures are in accordance with the Accounts Receivable Management Act as provided in Government Code sections [16580-16586](#). Some agencies/departments may find it necessary to expand these procedures to fit their particular circumstances.

Locating Debtor

When the address of the debtor is unknown, agencies/departments will attempt to obtain a current address by using any of the following methods:

- Use the internet and/or a data research service.
- Perform a cost-benefit analysis to determine if procuring services to locate debtors would be cost-beneficial.
- Request the debtor's address from the Department of Motor Vehicles by completing a Gov't Agency Request for Driver License/Identification Record Information form, INF 254. For this alternative, the debtor's date of birth or driver's license/identification number is required.

Collection Letters

Three documented letters should be made to collect on non-employee delinquent accounts. However, agencies/departments have the option of making one documented letter before proceeding to the discharge of accountability process for non-employee accounts receivable of \$25 and under. This threshold applies to the total amount owed by the debtor, not to each invoice. An agency/department will send a sequence of three collection letters at a minimum of 30-day intervals.

- If a reply or payment is not received within 30 days after sending the first letter, the department will send a second letter. This follow-up letter will reference the original request for payment letter and will be stated in a stronger tone.

- If a response is still not received from the debtor, a third letter will be sent 30 days later. This last letter will include references to prior letters and will state what further actions, including collection fees, may be taken in the collection process.

Collection Fee

Government Code section [16583.1](#) allows agencies/departments to charge a reasonable fee, not to exceed the actual costs incurred by the department, to recover the department's collection costs on past due ARs. If an agency/department plans to recover costs pursuant to this section, departments should consider actual costs incurred, including, but not limited to, staff time to send out collection letters, postage, equipment costs, and contingency fees for private collectors. The fee should be recorded in revenue Account 4171000, Cost Recoveries-Delinquent Receivables (Legacy source code 162100).

Collection Actions Review

If the three collection letters are unsuccessful, agencies/departments will prepare a cost benefit analysis to determine the most efficient and effective collection method by initiating one or more of the following actions:

1. Offset Procedures—an offset, is the interception and collection from amounts owed by other state departments to the debtor. For more offset information, see SAM section 8293.4.
2. Court Settlements—there may be instances where it would be cost-effective for departments to seek court judgments against debtors. Agencies/departments should consider the possibility of filing an action in small claims courts. For larger sums, department counsel should be consulted for advice.

Collection Agencies

Agencies/departments may consider contracting with another department that has a collection unit or with an outside collection agency.

- The [State Contracting Manual](#), the Public Contract Code section applicable to contracts for services, and Government Code section [19130](#) should be reviewed when a department is considering contracting with a collection agency. Any contract made with a collection agency must specify that all funds collected on behalf of an agency/department will be remitted to that department. The collection agency can then be paid in one of several ways for its services - by a set fee per collection, on an hourly basis, or on a percentage basis, in arrears, based on services rendered.
- Prior to assigning the debt to a collection agency, agency/departments are required by law to notify the debtor in writing at the address of record that the alleged AR debt

will be turned over for private collection unless the debt is paid or appealed within a specified time period.

- Sale of ARs—Agencies/departments are authorized to sell ARs to private persons or entities. Agencies/departments will record the net income from the sale in their accounting records. Specific accounting entries for the sale of ARs are detailed in SAM section [10536](#).
- Prior to selling the debt, agencies/departments are required by law to notify the debtor in writing, at the address of record, that the alleged AR debt will be turned over for private collection unless the debt is paid or appealed within a specified time period.

Agencies/departments will select the collection actions that are likely to generate the highest net income and do not compromise future state income collections. In addition, agencies/departments should consult with the Franchise Tax Board or any other state agency/department that has successfully established an effective AR collection system to develop methods for improving their collection rate.



SECOND NOTICE

05/14/2025

Monterey County
Attn: Kelsey Scanlon, Director

1322 Natividad Road

Salinas, CA 93906

EMAIL: scanlonk@countyofmonterey.gov

SUBJECT: OUTSTANDING ACCOUNTS RECEIVABLE PAST DUE INVOICE# LA-6538

Dear Kelsey Scanlon:

This is our **SECOND ATTEMPT** to receive payment from you regarding Invoice LA-6538.

Our previous notice dated LA-6538 requested payment of \$273,402.03 which as of today, remains unpaid. Your immediate action is required, in order to prevent any additional fees or charges applied to this invoice per GC Section 16583.1.

Per SAM Section 8293.1, prior to assigning the debt to a collection agency, we are required by law to notify the debtor in writing at the address of record that the alleged AR Debt will be turned over for collection unless the debt is paid or appealed within a specified time period.

Outstanding Balance Breakdown:

Account Receivable	\$273,402.03
Less payment	<u>(\$ 0.00)</u>
Amount Due	<u>\$273,402.03</u>

Please make your payment payable to Cal OES and remit to:

CalOES
Attn: Accounts Receivable and Rates
3650 Schriever Avenue
Mather, CA 95655

Attached is a copy of invoice and supporting documents for your reference. If you have any questions or concerns, please contact Farm Saetern (916) 845-8773 or email Farm.Saetern@CalOES.ca.gov.

Sincerely,

Shupuan (Ellen) Sun

Accounting Administrator



FIRST NOTICE

02/04/2025

Monterey County

Attn: Kelsey Scanlon, Director
1322 Natividad Road
Salinas, CA 93906
EMAIL: scanlonk@countyofmonterey.gov

SUBJECT: OUTSTANDING ACCOUNTS RECEIVABLE PAST DUE INVOICE # **LA-6538**

Dear Kelsey Scanlon:

This is our **FIRST ATTEMPT** to request payment from your organization for the invoice # **LA-6538**.

Cal OES Accounts Receivable unit is requesting immediate payment of the Outstanding Accounts Receivable. Per GC Section 16583.1, your account may incur additional fees due to not paying timely.

Outstanding Balance Breakdown:

Account Receivable	\$273,402.03
Less payment	(\$ 0.00)
Amount Due	<u>\$273,402.03</u>

Please make your payment payable to Cal OES and remit to:

CalOES
Attention: Accounts Receivable
3650 Schriever Avenue
Mather, CA 95655

Attached is a copy of invoice and supporting documents for your reference. If you have any questions or concerns, please contact Farm Saetern (916) 845-8773 or email Farm.Saetern@CalOES.ca.gov.

Sincerely,

Tiffany Dui

Accounting Administrator



Monterey County
Attn: Kelsey Scanlon, Director
1322 Natividad Road
Salinas, CA 93906
Email: scanlonk@countyofmonterey.gov 760-230-6318

INVOICE NO: LA-6538
INVOICE DATE: 12/18/2024
PO/CONTRACT #:
INCIDENT #:
REVISED INVOICE DATE:

DESCRIPTION	AMOUNT
Subrecipient to be invoiced for reimbursed funds that have been determined to be disallowed per the attached Report. Grant: 2020-0095, Homeland Security Grant Program FIPS: 053-00000 FY 20/21 Payment is due upon receipt of this invoice. For questions regarding this invoice, please contact Toran Baha at (916) 845-8251 or email Toran.Baha@caloes.ca.gov . For any questions regarding payment, please contact Farm Saetern at (916) 845-8773 or email Farm.Saetern@CalOES.ca.gov . Thank You, <i>Tiffany Dui</i> Accounting Administrator, Supervisor	\$273,402.03

Make Check Payable to:

Mail to: Governor's Office of Emergency Services
ATTENTION: Accounting Branch
3650 Schriever Avenue
Mather, CA 95655-4203

Governor's Office of Emergency Services

ACCOUNTING USE ONLY					
ITEM ID: LA-6538	GROUP ID: 18854	PERIOD: 06			
ENY: 2020	APPROP REF: 101	FUND: 0890	PGM: 0385	SL: 14700	AMOUNT: \$273,402.03
ACCT: 5432500	ALT ACCT: (Default)	RPT STRUC: 06908311	PROJ: OES20HSGP000012	ACTIVITY: LA14700SHSP0000	