

SENECA COUNTY CHILD SUPPORT ENFORCEMENT UNIT

UNCOVERED MEDICAL EXPENSES

The following are the procedures the petitioner is to follow to collect the prorata share of the uncovered health related expenses from the respondent.

- * If you have paid the bill(s), keep a copy for yourself and mail the original bill(s) along with a summary sheet that indicates the respondent's prorata share due you. (Keep a copy of the summary sheet for yourself). Mail the bills and summary via **Certified Mail** to the respondent. Give the respondent **30 days** from the date the mail was claimed to reimburse you.
- * If the respondent does not claim the Certified Mail, when you receive everything back from the post office, contact the Support Collection Unit so that a Violation Petition can be prepared and sent to you.
- * If the respondent does not reimburse you or reimburses you the incorrect amount, contact the Support Collection Unit so that a Violation Petition can be prepared for you.
- * If you have not paid the medical bill, follow the above procedure for paid bills except indicate in your summary that the prorata share payment needs to be made to the provider.
- * When returning the Violation Petition to the Support Collection Unit, you should enclose a copy of the medical costs you submitted to the respondent and the proof of Certified Mail.

*Note. The request for reimbursement should be done in a timely manner. Do not submit a years worth of bills at one time. The accepted procedure to remit the bills to the respondent monthly or quarterly depending on the amounts you owe.

DAY CARE EXPENSES

The following are the procedures for the petitioner to follow to collect the prorata share of day care expenses that is to be paid directly to the petitioner.

- * Send the respondent via **Certified Mail** a written statement from your day care provider that includes the total day care cost, what period of time this covers and calculate what the respondent's prorata share would be. Give the respondent **30 days** to reimburse you from the date the Certified Mail was claimed.
- * If the respondent does not claim the Certified Mail, when you receive everything back from the Post Office, contact the Support Collection Unit so that a Violation Petition can be prepared and sent to you.
- * If the respondent does not reimburse you or reimburses you the incorrect amount, contact the Support Collection Unit so that a Violation Petition can be prepared and sent to you.
- * When returning the Violation Petition to the Support Collection Unit, you should enclose a copy of the day care costs you submitted to the respondent and proof of Certified Mail.