





COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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<b>Policy # 2504</b>	<b>Bankruptcies</b>
<b>Origination Date: May 1997</b>	
<b>Revision Date: March 2004; March 11, 2008; April 2, 2009; April 14, 2010; Sept 14, 2012</b>	
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<b>Approved:</b>	
 Paul Ascari, Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to respond to clients and/or responsible parties who have filed bankruptcy in accordance with state law.

**PROCEDURE:**

1. When a Bankruptcy Notice is received, a billing representative matches the notice to the appropriate account in all billing systems. A summary of account charges and payments is run as of the date shown on the official notice.
2. If a Proof of Claim form is attached to the bankruptcy notice, the form is completed by the billing department and returned to the bankruptcy court. (The Proof of Claim form is a form telling the bankruptcy court how much the debtor owes the creditor at the time the bankruptcy case was filed.) The billing department makes an adjustment to the client account as determined by the type of Bankruptcy described, following the policy on account adjustments.
3. No further statements will be sent to the client until the Bankruptcy Court makes a final ruling.
4. If the Bankruptcy Notices states that there are assets, the billing manager will submit amount owed, by the client to the court for payment.
5. If the Bankruptcy Notice states that there are no assets available, as stated on the Proof of Claim form, the billing department will make a "Settled Bankruptcy" adjustment to the client account, following the policy on account adjustments.
6. A billing note is put into the EMR stating this is a final ruling on a bankruptcy claim and the official court bankruptcy document will be scanned into the clients EMR.
7. The Billing Manager reviews and, as appropriate, approves all adjustments for bankruptcies, before posting to account.