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200 New River Town Center  
Beckley, WV 25801

**Subject: Region 1 Workforce Development Board Debt Collection Procedure**

**Effective Date: July 1, 2017**

**Purpose: To establish guidelines for Debt Collection Process**

**Action:**

1. Invoices are issued on an “as needed” basis with the exception of rent invoices to the center partners. Rent invoices are issued on the first day of each month for center space assigned to that partner.
2. Payments of invoices must be made in full or arrangements for a standing order must be made within 30 days.
3. If full payment of the invoice or a payment arrangement is not made before the issuance of the next month’s invoice, the next month’s invoice will indicate a past due amount.
4. If full payment of the past due amount or a payment arrangement is not received within 60days; the first notice is made by telephone and/or email to the partnering agency or invoice recipient’s accounts payable department to determine reason for non-payment.
5. If full payment of the past due amount or a payment arrangement is not received within 90days; the final notice is made and a letter documenting the past due amount will be mailed to the head of the department or company to make arrangements for past due amount.

**Expiration Date:** This procedure shall be in effect until revised or canceled by the Region 1 Workforce Development Board