CALDWELL COUNTY HEALTH DEPARTMENT

Health Director
Anna Cook, MPH

2345 Morganton Blvd. SW, Suite B • (828) 426-8400 • FAX (828)426-8577 • www.caldwellcountync.org

Mission: To Promote, Protect, and Improve the Health of Our Community

Memorandum

To: Caldwell County Board of Commissioners
Wayne Rash, Interim County Manager

From: Anna Cook, MPH
Health Director

Subject: Small Debt Write-off

Date: November 19, 2025

In the efforts to update our account receivables, at Caldwell County Board of Health Meeting, the Board approved the submission of **124** accounts totaling **$5,186.45** to the BOC for write-off.

- CCHD participates in the NC Debt Set-off program. This program is a way the department collects outstanding debts. An outstanding account is transferred over to the NC Debt Set-off program when the balance totals $50 or more and there have been no payments made to the account in the past 90 days.

- CCHD also follows the Aging Financial Accounts and Write-Off policy which was revised in December 2015. This policy states that if an account is inactive for 3 years and has a balance under $50, that balance can be written off.

- Reasons for not being able to collect upon outstanding debt include the following:
  - Over $50 but not eligible for DSO due no valid SSN of responsible party: 10 accounts totaling $1,521.39
  - Under $50, so not eligible for DSO but account has been inactive for 3 or more years: 600 accounts totaling $3,665.06

Accredited Health Department 2022-2027

Caldwell County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

NCPH North Carolina Public Health