

WAGE ASSIGNMENT

May be issued by the court to substitute for the Notice of Payroll Deduction (NOPD) process for any individual cause sentenced under RCW 9.94A.

1. Case manager verifies individual is more than 30 days past due in Legal Financial Obligation (LFO) monthly payments in an amount equal to or greater than the amount payable for one month.
2. Case manager serves individual with copy of DOC 09-042 Petition for Mandatory Wage Assignment at least 15 days before filing a mandatory wage assignment unless Judgment and Sentence or order for payment allows mandatory wage assignment without notice.
 - a. Case manager documents service date, time, and location in the individual's electronic file.
3. Case manager distributes original DOC 09-042 Petition for Mandatory Wage Assignment and DOC 09-043 Wage Assignment Order to the sentencing court, with copies to the prosecutor and Field file.
4. Case manager receives copy of signed DOC 09-043 Wage Assignment Order from the court.
5. Case manager serves employer with 2 copies of the signed DOC 09-043 Wage Assignment Order (i.e., one to retain and one for employee), 5 copies of DOC 09-044 Answer to Wage Assignment Order, and stamped envelopes addressed to the county clerk, prosecutor, Department office, and the supervised individual.
6. Case manager serves individual with copy of DOC 09-043 Wage Assignment Order no more than 2 days after serving the employer.
 - a. Case manager documents service date, time, and location in the electronic file.
7. Case manager provides a copy of any modification to DOC 09-043 Wage Assignment Order to the employer within 5 business days.
8. Case manager requests termination of DOC 09-043 Wage Assignment Order via a special report when LFOs are paid in full, Department supervision is closed, or when ordered by the court.
9. Case manager provides employer with copy of Order Terminating Wage Assignment.