



West Virginia Division of Highways Policy: **Treasury Offset Program Policy** *Issued by the Commissioner of Highways*

Policy No: DOH 2.15

Issue Date: 02/20/18

Revised:

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1.0 PURPOSE

To prevent a Federal Highway Administration (FHWA) drawdown payment for the Grant Anticipation Revenue Vehicles (GARVEE) bond payments from being intercepted by the Treasury Offset Program (TOP), the Division of Highways (DOH) has implemented a plan to verify there are no pending Treasury Offsets scheduled. It is the opinion of DOH management that having a plan in place to verify the status of DOH Treasury Offsets will prevent the GARVEE bond payments to the Bond Trustee from being halted or reduced in amount.

2.0 SCOPE

This policy applies to employees in Finance and Administration Division of DOH engaged in the drawdown of funds from FHWA to pay the GARVEE bond payments to the Bond Trustee. The Finance and Administration Division employees that process these drawdowns and payments and their managers are expected to be familiar with and to comply with this policy.

3.0 DEFINITIONS

- 3.1 FHWA – Federal Highway Administration
- 3.2 GARVEE – Grant Anticipation Revenue Vehicles
- 3.3 TOP – Treasury Offset Program
- 3.4 F&A – Finance & Administration

4.0 POLICY

- 4.1 The F&A Director and the Administrative Service Manager overseeing the Federal Aid Section of F&A Division or their designee's will call the TOP call center approximately 60 days before the next GARVEE bond payments are due to the Bond Trustee. A call schedule will be maintained in F&A Division based on payment dates of current GARVEE bonds. The call schedule will be revised by the Administrative Service Manager overseeing the Federal Aid Section of F&A Division or his/her designee each time a new GARVEE bond is issued.

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- 4.2 The two F&A employees calling the TOP call center will complete a verification form documenting the date, time and results of the call. This form will be signed by both DOH employees and maintained in a file in F&A Division by the Administrative Service Manager overseeing the Federal Aid Section of F&A Division or his/her designee.
- 4.3 If there is a Treasury Offset Payment scheduled that could impact the GARVEE bond payment to the Bond Trustee, immediate action will be taken by F&A employees to resolve the issue.

5.0 ENFORCEMENT & AUTHORITY

Any employee found to have violated this policy may be subject to disciplinary actions up to and including dismissal. Disciplinary action will be administered by the employing agency.

6.0 RELEVANT MATERIALS/DOCUMENTS

- 6.1 [F&A Treasury Offset Verification Form](#)
- 6.2 TOP Call Center phone number 800-304-3107
- 6.3 Fiscal Service website for TOP information:
https://www.fiscal.treasury.gov/fsservices/gov/debtColl/dms/top/debt_top.htm

7.0 CHANGE LOG

02/20/18 – New policy created by Finance and Administration Division.