

**BEST PRACTICES SUBMITTAL FORM**  
**OCDA Fall Conference 2007**

County: Guernsey
Submitted By: Sue Pavlik
Best Practice: License Suspension Notice

***Please Explain Your “Best Practice Procedure” And Summarize The Results Which Have Been Achieved Through This Process:***

Please E-Mail Your Submittal Summary to Rob Pierson, Stark County CSEA via GroupWise or [piersr01@odjfs.state.oh.us](mailto:piersr01@odjfs.state.oh.us)

GOAL - Increase collections on cases without having to completely suspend individuals driver’s license unless absolutely necessary.

Description – We have begun to include a **bright pink sheet of paper** with the terms of getting license suspension released with each notice that their license could be suspended.

We began this practice in February 2007 and have found it quite effective. Since March 2007 we have sent out 285 of these letters with the bright pink sheet with the terms to get the suspension released

Results: 97 paid before their time was up  
27 employer withholdings  
31 additional contacted the agency  
plus assorted Doctor Statements or other court action pending

We had sent the letters before, but had not had as good a response as when we enclosed the terms for release on the bright pink sheet of paper. It seemed to get their attention long enough for them to actually take a look at what we are sending. This is done at very little cost as the intent to suspend letters are sent anyway –only cost is some bright pink paper.