

Meeting Summary
Functional Area: Credentialing/Sanctioning & Reinstatement



Meeting: BPR Workshop
Date: May 14, 2008
Time: 9am – 4pm
Location: CRM730E

Meeting called by: Angela Burrell

Attendees: Betty Jessie, Sam Hunter, Tammy West, Mary Bassett, Natalya Khabinsky, LaTrice Ampy, James Davidson

Preparation for meetings:

Agenda for workshop on May 14th was distributed to team.



Session Goals and Objectives:

Document detailed process flows (scenarios) for Fuels Tax Cancellations.

Summary:

- ❖ The team reviewed and defined scenarios and requirements for Cancellations..

Scenarios included:

-  Cancel Fuels Tax License (Involuntary)
-  Cancels Fuels Tax License (Voluntary)

- ❖ A report will be run on scenarios previously defined for Cancel Rental Tax. Betty Jessie will review and make revisions as needed.

Plans for Next Workshop:

The team determined that we've completed documentation for ALL Fuels Tax Cancellations. If other scenarios are identified, please notify Angela Burrell as soon as possible.

S&R team will meet to determine what topics will be discussed in our 5/21/08 BPR session. Appropriate Subject Matter Experts and Business Partners will be notified accordingly.

Homework for Next Workshop:

Sanction and Reinstatement team should look at the above "research" and "to do" opportunities and provide feedback accordingly.

A report from EA is attached that shows ALL scenarios defined, their linked requirements as it applies to sanctions for Cancel Fuels Tax License. Share this information with your co-workers so they may review and provide feedback.

Scenario Report with Requirements

Package: Fuels Tax

Detail:			
Use Case Name:	Cancel Fuels Tax License (involuntary)		
Status:	Scripted		
Author:	Credential Team		
Created on:	8/22/2007	Modified on:	5/15/2008
Notes:	<p>This process is used to cancel a Fuels Tax License 1) licensee fails to provide required information, 2) failure or refusal of licensee to file report, 3) failure to pay assessment, 4) failure to meet surety bond requirements, 5) conviction of licensee or principal other licensee, 6) failure to comply with Fuels Tax Laws, 58.1-2215, 58.1-2247</p> <p>Current:</p> <ul style="list-style-type: none"> -Fuels Tax Representative manually cancels license in VISTA TS system. -Fuels Tax Representative manually generates Fuels Tax Cancellation Notice to licensee -Fuels Tax Representative manually prepares Fuels Tax Licensee Cancellation to suppliers based on licensee record -Mail Clerk mails Fuels Tax Cancellation Notice to licensee via certified mail -Mail Clerk mails copy of Fuels Tax Cancellation Notice to suppliers via first class mail <p>Future:</p> <ul style="list-style-type: none"> -System allows XX days from date of initial correspondence advising of actions needing to be taken by licensee -Tax Processing/Financial Management Services notifies Credentialing to cancel Fuels Tax License -System cancels Fuels Tax License XX days from date of initial correspondence -Invoke Communicate with Customer -System sends electronic Fuels Tax License Cancellation Notice to Fuels Tax Licensees who have failed to provide required information by due date -System sends electronic Fuels Tax Cancellation Notice to Fuel Suppliers indicated on licensee record -See Alt Flow: Paper Cancellation Notice -System builds queue of Fuels Tax cancellations for Law Enforcement Services, Compliance and Fuels Tax Work Center <p>-Alt Flow: Paper Cancellation Notice</p> <ul style="list-style-type: none"> -Invoke Communicate with Customer -System generates paper Fuels Tax Cancellation Notice in overnight batch -Mail Clerk mails Fuels Tax Cancellation Notice via certified mail to Fuels Tax Licensee -Mail Clerk mails copy of Fuels Tax Cancellation Notice to suppliers <p>LIO: Allow for electronic Fuels Tax Cancellation Notice in lieu of certified mail</p>		

Linked Requirements:

Name: Mail Clerk shall mail copy of Fuels Tax Cancellation Notice to suppliers

Notes:

Name: Mail Clerk shall mail Fuels Tax Cancellation Notice via certified mail to Fuels Tax Licensee

Notes:

Name: System generates paper Fuels Tax Cancellation Notice (indicating reason for cancellation) in overnight batch

Notes:

Name: System shall allow XX days from date of initial correspondence advising of actions needing to be taken by licensee

Notes: 58.1-2215

Name: System shall build queue of Fuels Tax cancellations for Law Enforcement Services, Compliance and Fuels Tax Work Center

Notes:

Name: System shall cancel Fuels Tax License XX days from date of initial correspondence advising of actions needing to be taken by licensee

Notes: 58.1-2215

Name: System shall send electronic Fuels Tax Cancellation Notice to Fuel Suppliers indicated on licensee record (aviation consumers, distributors, importers, exporters)

Notes: 58.1-2232

Name: System shall send electronic Fuels Tax License Cancellation Notice (indicating reason for cancellation) to Fuels Tax Licensees who have failed to comply with requirements in initial correspondence

Notes:

Name: Tax Processing/Financial Management Services shall notify Credentialing to cancel Fuels Tax License
Notes:

Use Case Name:	Cancel Fuels Tax License (voluntary)		
Status:	Identified		
Author:	Credential Team		
Created on:	5/14/2008	Modified on:	5/15/2008
Notes:	This process is used to cancel a Fuels Tax License 1) change of ownership and control of business, 2) written request by licensee		

58.1-2215, 58.1-2247

Current:

- Fuels Tax Representative manually cancels license in VISTA TS system.
- Fuels Tax Representative manually generates Fuels Tax Cancellation Notice to licensee
- Fuels Tax Representative manually prepares Fuels Tax Licensee Cancellation to suppliers based on licensee record
- Mail Clerk mails Fuels Tax Cancellation Notice *to licensee* via certified mail
- Mail Clerk mails copy of Fuels Tax Cancellation Notice *to suppliers* via first class mail

Future:

- Fuels Tax Licensee electronically notifies DMV of intent to cancel fuels tax license, or change in ownership
- System matches electronic request to cancel fuels tax license to Fuels Tax Licensee record
- System cancels Fuels Tax License immediately
- Invoke Communicate with Customer
- System sends electronic Fuels Tax License Cancellation Notice to Fuels Tax Licensees that voluntarily canceled fuels tax license
- System sends electronic Fuels Tax Cancellation Notice to Fuel Suppliers indicated on licensee record
- See Alt Flow: Paper Cancellation Notice
- System builds queue of Fuels Tax cancellations for Law Enforcement Services, Compliance and Fuels Tax Work Center

- Alt Flow: Paper Cancellation Notice
- Invoke Communicate with Customer
- System generates paper Fuels Tax Cancellation Notice in overnight batch
- Mail Clerk mails Fuels Tax Cancellation Notice via certified mail to Fuels Tax Licensee
- Mail Clerk mails copy of Fuels Tax Cancellation Notice to suppliers

LIO: Allow for electronic Fuels Tax Cancellation Notice in lieu of certified mail

Linked Requirements:

Name: Mail Clerk shall mail copy of Fuels Tax Cancellation Notice to suppliers

Notes:

Name: Mail Clerk shall mail Fuels Tax Cancellation Notice via certified mail to Fuels Tax Licensee

Notes:

Name: System cancels Fuels Tax License immediately upon receipt of request to voluntarily cancel license

Notes:

Name: System generates paper Fuels Tax Cancellation Notice (indicating reason for cancellation) in overnight batch

Notes:

Name: System shall allow Fuels Tax Licensee to electronically notify DMV of intent to cancel fuels tax license, or change in ownership

Notes:

Name: System shall build queue of Fuels Tax cancellations for Law Enforcement Services, Compliance and Fuels Tax Work Center

Notes:

Name: System shall match electronic request to cancel fuels tax license to Fuels Tax Licensee record

Notes:

Name: System shall send electronic Fuels Tax Cancellation Notice to Fuel Suppliers indicated on licensee record (aviation consumers, distributors, importers, exporters)

Notes: 58.1-2232