

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington DC 20250

Notice FI-3192

For: State and County Offices

Enhancements to NRRS

Approved by: Associate Administrator for Operations and Management



1 Explanation of Enhancements

A Background

Functionality has been added to NRRS to establish manual receivables with the basis reason code “Adjusted Gross Income (AGI) Non-Compliance” or to change existing basis reason codes to “AGI Non-Compliance” after a receivable has been established. Thus a new reason code has been established and added to the “Basis Reason Code” drop-down menu.

In addition, first demand letters will no longer be generated for receivables established for less than \$25. Previously first demand letters were generated automatically for all receivables, even those under \$25. Initial notification letter processing will continue for receivables that have been reduced to \$24.99 or less.

B Purpose

This notice informs NRRS users about the following enhancements/modifications to NRRS:

- addition of a new “Adjusted Gross Income (AGI) Non-Compliance” basis reason code
- modification that discontinues generation of demand letters for receivables under \$25.

Disposal Date	Distribution
August 1, 2014 2-20-14	State Offices; State Offices relay to County Offices

1 Explanation of Enhancements (Continued)

C New Basis Reason Code

The new “AGI Non-Compliance” basis reason code:

- has been added to the NRRS “Basis Reason Code” drop-down menu
- should be entered when a receivable is established manually due to AGI non-compliance
- can also be used when adjusting an automated receivable that has been established with an incorrect basis reason code.

Note: The basis reason code can also be adjusted to the “AGI Non-Compliance” basis reason code using the “Adjust Receivable” option.

D Discontinuing Demand Letters for Receivables Under \$25

Because of the cost of pursuing receivables established under \$25, it has been determined that only an initial notification letter will be issued for these receivables. Most small balance receivables will be settled by administrative offset or written off because of the small balance. Therefore, NRRS has been modified to generate only the initial notification letter for receivables under \$25. NRRS will no longer generate first demand letters or any subsequent demand letters for receivables established for \$24.99 or less. Normal demand letter processing will continue for receivables that have been reduced to \$24.99 or less.

E Contacts

If there are questions about this notice, State Offices shall contact the following according to this table.

Issue	Contact
Software	<p>National Help Desk at 800-255-2434 or 816-926-1552.</p> <p>Note: Select option:</p> <ul style="list-style-type: none"> • “1”, for problems with NRRS • “3”, for hardware and other software.
Policy	<p>Thom Harris by either of the following:</p> <ul style="list-style-type: none"> • e-mail to tom.harris@wdc.usda.gov • telephone at 202-772-6014.
Operational	<p>Robin Jones by either of the following:</p> <ul style="list-style-type: none"> • e-mail to robin.jones@kcc.usda.gov • telephone at 816-926-1613.