

For: State and County Offices

Write-Off of Expired Treasury Checks Over 6 Years Old in NPS

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

CCC has a 6-year statute of limitations after the original date of issuance for honoring payments. State and County Offices shall **not** honor any request for replacement of a payment, regardless of the program, if the original issue date is more than 6 years old.

For Treasury checks expired over 6 years, payment records are purged and no longer available for reissue. Therefore, FSA shall **not** waive the statute of limitations.

B Purpose

This notice provides procedure on the daily write-off of expired Treasury Checks over 6 years old in NPS.

Disposal Date	Distribution
January 1, 2015	State Offices; State Offices relay to County Offices

Notice FI-3213

1 Overview (Continued)

C Contact

If there are questions about this notice, contact the appropriate person as follows.

Issue	Contact
Software-related problems.	Contact the National Help Desk at 800-255-2434 or 816-926-1552. Note: Select option 3 for hardware and application software.
Policies in this notice.	Contact either of the following: <ul style="list-style-type: none"> • Jackie Pickens by either of the following: <ul style="list-style-type: none"> • e-mail to jackie.pickens@wdc.usda.gov • telephone at 202-772-6027 • Nancy Chapman by either of the following: <ul style="list-style-type: none"> • e-mail to nancy.chapman@kcc.usda.gov • telephone at 816-926-6971.

2 Nightly Batch Run

A Removal of Expired Treasury Checks Over 6 Years Old

As part of the daily NPS batch job processing, the Expired Treasury Check Over 6 Year process shall run at 2:30 p.m. c.t., Monday through Friday. This new process will remove expired treasury checks from NPS where the processing date is over 6 years from the current date and the replacement status is “IN” or “Initial”.

The daily batch job shall start October 1, 2014, at 2:30 p.m. c.t.

IF the...	THEN...
processing date of the expired check is less than 6 years from the current date	the Expired Over 6 Year process will be run and the expired Treasury checks will remain on the current NPS worklists and will continue to be captured as part of the Expired Check count on the NPS Home Screen.
processing date of the expired check is over 6 years from the current date	the Expired Over 6 Year process will be run and the expired Treasurychecks will be removed from the NPS worklist and will not be captured as part of the Expired Check count on the NPS Home Screen.

Note: After expired checks are written off, no replacement checks will be reissued.
There are no work-arounds for this procedure after the batch job has removed expired checks.

2 Nightly Batch Run (Continued)

B Treasury Disbursement Replacement Requests Status Description

From the “Replacement Status” drop-down list, select “**Written Off Expired Canceled**” for the nightly expired Treasury checks. By selecting this status, all expired Treasury checks over 6 years old that were automatically written off will be displayed.

The screenshot shows the 'Treasury Disbursement Replacement Search' web application. The page has a blue header with navigation links: 'NPS Home', 'About NPS', 'Help', 'Contact Us', 'Exit NPS', and 'Logout of eAuth'. On the left is a 'NPS Menu' with sections for 'Welcome John Doe', 'Payments', 'Treasury Disbursement Replacement' (containing 'Search', 'ACH/Treasury Check Replacement', and 'Expired Treasury Check Replacement'), and 'Go To' (containing various services like 'Financial Services', 'NRRS', 'eFMS', etc.). The main content area is titled 'Treasury Disbursement Replacement Search' and includes a 'Help' icon. Below the title is a blue instruction box: 'To search for replacements that have been signed or written off or written off canceled, please search FWADM for most accurate detailed information.' The search criteria section is titled 'Search By County:' and includes a note: 'All required fields are denoted by an asterisk (*).'. The fields are: '* State/County:' (a dropdown menu with 'Select County' selected), 'Issue Date:' (two date input fields labeled 'From (mm/dd/yyyy):' and 'To (mm/dd/yyyy):'), '* Replacement Type:' (radio buttons for 'ACH/Treasury Check Replacement' (selected) and 'Expired Treasury Check Replacement'), and '* Replacement Status:' (a dropdown menu with 'All' selected). A 'Tax ID:' dropdown menu is also visible, with a list of options including 'All', 'Certified Edit', 'Certified Reset', 'Edited', 'Initial', 'Rejected Edit', 'Reviewed Edit', 'Signed', 'Written Off Expired Canceled' (indicated by a black arrow), 'Written Off Expired Small balance', and 'Written Off Small Balance'. Below this is a section titled 'Search by External Dis...' with a note: 'All required fields are denoted by an asterisk (*).'. It contains a field for '* ACH/Check #:' and three buttons: 'Search by ID', 'Reset', and 'Exit'. At the bottom left is the text 'NPS-WEB122' and at the bottom right is a 'Back To Top ^' link.

Note: No action is needed from the State or County Office.