

For: State and County Offices

**National Receipt and Receivables System (NRRS)
Recording Program Interest on Automated Receivables**

Approved by: Associate Administrator for Operations and Management

Carlae Thompson

1 Recording Program Interest on Automated Receivables

A Background

Program interest must be added to receivables when the program application does not send the program interest rate to applicable receivables. There is a 30 calendar day window for the program interest rate to be added to these receivables and must be recorded before sending the first demand letter. The Receivable Management Office (RMO) has, in the past, manually updated the program interest information when the 30 calendar day window is missed, and the County Office requested the fix. The process for manually correcting program interest for these receivables is time consuming and costly.

B Purpose

This notice reminds field office users to adjust data for manually and automatically established receivables in accordance with handbook 64-FI, subparagraph 23 B.

C Procedure

For the procedure to add program interest to a receivable, see 64-FI, subparagraph 23 B. The following table outlines what action RMO will take if the program interest change is requested.

| IF the... | RMO will... |
|---|---|
| receivable has been paid off through offset or payment by the customer | not re-open the receivable to make the correction |
| field office has submitted supporting documentation for the certification of the receivable and the first demand letter has been sent | not make the adjustment to the receivable |
| program interest is less than \$500 | not make the change to the receivable |
| program interest is greater than \$500 | make the change to the receivable. |

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|-------------------------|--|
| Disposal Date | Distribution |
| May 1, 2015 12-22-14 | State Offices; State Offices relay to County Offices |

Notice FI-3226

1 Recording Program Interest on Automated Receivables (Continued)

D Contacts

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

| Issue | Contact |
|--------------|---|
| Software | National Help Desk at 800-255-2434 or 816-926-1552. Select option: <ul style="list-style-type: none">• “1”, for problems with NRRS• “3”, for hardware and other software. |
| Policy | Tom Harris by either of the following: <ul style="list-style-type: none">• e-mail to tom.harris@wdc.usda.gov• telephone at 202-772-6014. |
| Operations | Rhonda Anthony, FMD, RMO by either of the following: <ul style="list-style-type: none">• e-mail to rhonda.anthony@kcc.usda.gov• telephone at 816-926-6251. |