

For: State and County Offices

USPS Centralized Account Processing System (CAPS)

Approved by: Deputy Administrator, Management



1 Overview

A Background

Under the County Office Expense (COE) System Replacement, CCC-184's will be eliminated for use as NFC becomes the focal point for administrative disbursements and payments. This will make it necessary to develop an alternative method to pay for permit (bulk) mail in all State and County Offices.

B Purpose

This notice advises all State and County Offices of the payment method selected for bulk mail and the information needed to establish the CAPS account.

C Contacts

If there are questions about this notice, contact Nicole Steele, MSD, by either of the following:

- telephone at 202-690-0804
- e-mail at Nicole.Steele@wdc.usda.gov.

2 Implementation

A CAPS Account

CAPS is an electronic USPS postage payment system that provides FSA a centralized, convenient, and cost effective way to fund bulk mail postage costs, pay permit imprint fees, and postage due. All State and County Offices that are accepted by CAPS will be covered by centralized funding for electronic payment of bulk mail, permit imprint fees, and postage due at the local post office.

Note: Meter postage and post office boxes **cannot** be paid through the CAPS account.

Disposal Date	Distribution
August 1, 2006	State Offices; State Offices relay to County Offices

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2 Implementation (Continued)

B Alternate Methods of Payment if Not Approved for CAPS account

CAPS accounts are not accessible from every post office because of USPS system limitations. State and County Offices that are **not** accepted by CAPS will use any of the following methods to pay for bulk mail, permit imprint fees, and postage due:

- another post office that can access the CAPS account
- a State Office or Kansas City EDS print shop to print and post bulk mailings
- a county convenience check to make payment at the local postal office and pay the 1 percent fee as a last resort.

County Offices that do **not** process their own bulk mail will **not** enter their mail permit into the national CAPS account. In this case, the County Office no longer needs a bulk mail permit and should **not** renew their mail permit in the future.

Note: Mail permits may be added or deleted at any time.

C Implementation Process

County Office shall enter the required bulk mail permit information on FSA-555 and forward to the State Office by **COB January 4, 2006**. State Offices shall enter the required bulk mail permit information on FSA-555 and forward to the National Office by **COB January 13, 2006**. The National Office will submit the required CAPS information to USPS for processing. USPS will then identify which mail permits can access the CAPS account.

The National Office is targeting CAPS for the second quarter of FY 2006 but because of the scope of this effort, a firm date has not been established. A future notice will be issued listing the accepted permit numbers and instructions on how to access the CAPS account.

3 Action

A County Office Action

County Offices that continue to process bulk mail shall:

- complete FSA-555 by **COB January 4, 2006**
- forward FSA-555 to their State Office.

See Exhibit 1.

Note: Negative reports are required.

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3 Action (Continued)

B State Office Action

State Offices that process bulk mail shall:

- complete FSA-555 by **COB January 13, 2006**
- ensure that all required mail permit information for County Offices in the State are entered on FSA-555 by **January 4, 2006**
- forward each State and County Office FSA-555 to **Nicole.Steele@wdc.usda.gov** by **COB January 13, 2006**.

Note: Negative reports are required.

C National Office Action

The National Office shall submit the required information for a national CAPS account to the USPS CAPS Service Center for processing. Once a national CAPS account has been established, the National Office will maintain the funding at a level that ensures efficient field level operations.

FSA-555, Permit Imprint Report for Establishing Centralized Account Processing System (CAPS) For Electronic Postage Payment

A FSA-555 Instructions

The following provides instructions for FSA-555.

Item	Instruction
1	Enter the State or County Office name.
2	Enter the State or County Office permit number.
3	ENTER "PD" and "PI".
4 through 6	Enter the post office city, State, and zip code where the permit is held.
7	Enter the title or customer name that the permit is recorded in. Note: The title or customer name must match exactly as it is recorded at the post office where the permit was obtained. Refer to a bulk mail receipt or contact the post office where the permit was obtained. If the title or customer name does not match the name on the permit, then the permit will not be linked to the CAPS account.

B FSA-555 Example

The following is an example of FSA-555.

FSA-555 (11-17-05)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency				
PERMIT IMPRINT REPORT FOR ESTABLISHING CENTRALIZED ACCOUNT PROCESSING SYSTEM (CAPS) FOR ELECTRONIC POSTAGE PAYMENT						
1. STATE/COUNTY OFFICE NAME	2. PERMIT NUMBER	3. ACCT. TYPE <i>(enter PD, PI)</i>	4. POST OFFICE CITY <i>(where permit is held)</i>	5. P.O. STATE <i>(where permit is held)</i>	6. POST OFFICE ZIP CODE <i>(where permit is held)</i>	7. TITLE/CUSTOMER NAME THE PERMIT IS IN <i>(must be exactly as recorded at Post Office. Refer to bulk mail receipt or contact Post Office)</i>
		PD, PI				