

For: State and County Offices

CASS Certificate for Bulk Mailings

Approved by: Acting Deputy Administrator, Farm Programs

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1 CASS Certificate

A

Background

County Offices are provided a CASS Certificate (PS-3553) every 6 months for use in bulk mailings. The CASS certification process compares customers' addresses entered by the County Office in the name and address file to the United States Postal Service database to assign ZIP+4 codes. County Offices use the certificate to receive the automation rate for bulk mailings.

B

Purpose

This notice advises County Offices:

- that the current CASS Certificate is expiring
- about the development of new ZIP+4 software to run on the SCIMS database
- when the next CASS Certificate is expected
- to follow instructions in 5-AS to process a non-automated bulk mailing.

C

Expiration of Current CASS Certificate

The current CASS Certificate used by County Offices expires on March 18, 2002. The current certificate cannot be used to obtain the automated rate after this date. Software used by KC-ITSDO for assigning the ZIP+4 before SCIMS will not support the SCIMS name and address database.

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Disposal Date July 1, 2002	Distribution State Offices; State Offices relay to County Offices
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1 CASS Certificate (Continued)

D

Development of Software to Support SCIMS

The development of ZIP+4 software by KC-ITSDO to support the SCIMS database is in the final stages. The software is expected to be completed by mid-April 2002. The software will run against the SCIMS mainframe and download ZIP+4 updates to the AS/400 name and address file for each legacy link established for a customer.

E

Next CASS Certificate

It is anticipated that County Offices will receive a new CASS Certificate (PS-3553) by April 15, 2002.

2 Interim Processing of Bulk Mailings

A

Overview

Bulk mailings processed before receipt of the new CASS certification will not receive the automation rate from USPS. County Offices are encouraged to postpone bulk mailings until receipt of the new CASS certificate, when practical.

B

Processing Non-Automated Mailings

To process a bulk mailing before receipt of the new CASS certification, follow instructions provided in 5-AS, paragraphs 280 through 282, for processing a non-automated mailing.
