

**For:** State and County Offices, CMA's, and LSA's

**Modifications to COPS for  
Producer Collection Invoices of \$9.99 or Less**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

When a cotton loan forfeiture is processed, COPS:

- generates a Producer Collection Invoice for storage and receiving charges owed by the producer
- posts the invoice to the COPS website for County Offices, CMA's, and LSA's
- sends an e-mail notification that the invoice has been posted.

The producer receives the invoice and a notification letter notifying him or her of charges due:

- from the County Office, according to 7-CN, paragraph 214
- from LSA, according to 22-CN, paragraph 54.

According to 7-CN, subparagraph 21 A, amounts of \$9.99 or less may be disregarded unless demand for payment is made by CCC.

**B**

**Purpose**

This notice provides information to State and County Offices, CMA's, and LSA's about handling Producer Collection Invoices of \$9.99 or less.

<p><b>Disposal Date</b></p> <p>May 1, 2003</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices, CMA's, and LSA's</p>
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## Notice CN-945

### 2 COPS Modifications

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#### A Producer Collection Invoices

For Producer Collection Invoices of **\$9.99 or less** that are generated **after January 1, 2003**, COPS has been modified to discontinue:

- posting the invoice to COPS website
- issuing e-mail notifications to County Offices, CMA's, and LSA's.

COPS will continue to post invoices and issue e-mail notifications for invoices greater than \$9.99.

This modification applies to all Producer Collection Invoices for cotton loan forfeitures processed by County Offices, CMA's, and LSA's.

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### 3 Invoices Less Than \$9.99 Posted Before January 1, 2003

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#### A Action

For Producer Collection Invoices of \$9.99 or less that were posted to the COPS website before January 1, 2003:

- FAD will manually "write off" the invoice amount 60 calendar days after the invoice was posted to COPS
  - status will indicate "Write Off Producer Collection"
  - if the County Office or LSA:
    - has **not** sent a notification letter, no further collection action shall be taken
    - sent a notification letter and the invoice remains unpaid, do not send 1<sup>st</sup> demand letter
    - sent 1<sup>st</sup> demand letter and the invoice remains unpaid, do not establish a claim
    - receives payment of charges as a result of a previous notification, accept the remittance and process in the normal manner
  - CMA's shall **not** submit a transaction for unpaid invoices as instructed in 21-CN, paragraph 433
  - charges collected and deposited before this modification **shall not** be refunded to producers.
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