

For: State and County Offices

Follow Up Instructions for Reviewing Receivables

Approved by: Deputy Administrator, Management



1 Overview

A

Background

Notice FI-2518 stated follow up instructions would be provided for receivables which required special handling.

B

Purpose

This notice provides instructions for:

- transferring all valid receivables to claim status
- receivables with program code "CANCELPAYMNT"
- reports
- remaining 1995 Production Adjustment (PA) overpayment receivables.

C

Contacts

If there are questions about this notice, contact either of the following:

- Robin Crouthamel, KCFO, Debt Management Division (DMD) at 816-926-1613
- Gary Don Reynolds, KCFO, DMD at 816-926-1397.

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Disposal Date October 1, 2002	Distribution State Offices; State Offices relay to County Offices
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Notice FI-2521

2 Action

A Valid Receivables

All valid receivables should be transferred to claim status as follows:

- ensure that all valid receivables have received due process

Note: If needed, generate and send the first demand letter. Access option “7”, Prepare Demand Letters, on Accounting-Receiveable Main Menu AQK000.

- if a first demand letter was sent at least 30 calendar days prior, select option “3”, Transfer Receivable to Claim Status, on Accounting – Receivable Main Menu AQK000. On Select Receivables for Transfer Menu AQK30201, place an “X” in the **Select for Xfer** column by each receivable being transferred to claim
- if the receivable is in appeal, bankruptcy, or litigation, transfer to claims and immediately record the referral in the Automated Claims System, as applicable.

Note: See 64-FI.

B Cancel Payment

For receivables with program code “CANCELPAYMNT”, which are on the All Outstanding Receivables Older Than 60 Days Report, County Offices shall:

- **not transfer** to claims if there is any question as to the validity of the CANCELPAYMNT receivable
 - contact KCFO, DMD for assistance in resolution.
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Notice FI-2521

2 Action (Continued)

C Reports

When instructions in subparagraphs A or B have been completed, County Offices shall:

- generate an All Outstanding Receivables Older Than 60 Days Report
- annotate the first demand letter date, if applicable
- FAX it to the State Office.

Note: Negative reports are required.

State Offices shall:

- retain a copy of all the County Office reports
- when all County Office reports have been received, mail them as a single complete package not later than April 15, 2002, to:

DMD, DCAB
Mail STOP 8568
P O Box 419205
Kansas City, MO 64141-6205.

D 1995 Overpayments

Notice FI-2518 stated only 1995 PA overpayment receivables for producers currently participating in the Production Flexibility Program (PFP) who are eligible to receive final 2002 payments should remain in receivable status. After all available offsets are taken from the final 2002 PFP payments, (September 30, 2002), any remaining receivables should be transferred to claims. All available collection actions shall be taken to collect these delinquent debts.

Note: After the 1995 PA overpayment receivables have been collected or transferred to claim, there should be no receivables on the Outstanding Receivables Older Than 60 Days Report.
