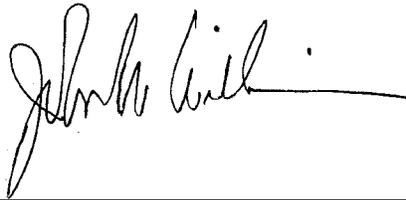


For: State Offices and Service Centers

District Director Quarterly Review Debt Checklist

Approved by: Deputy Administrator, Farm Programs



1 Using the District Director Quarterly Review Debt Checklist

A Background

According to 58-FI, paragraph 55, District Directors (DD's) are required to review all claims and receivables filed in County Offices within their responsibility.

B Purpose

This notice provides an example of the District Director Quarterly Review Debt Checklist (Exhibit 1) to be used by DD's. The claims checklist should be maintained in each respective claim's folder. DD's should follow the recommended steps in 58-FI, paragraph 55 to notify SED's of any deficiencies and corrective actions taken to address those deficiencies that will ensure that the debt is in compliance with the Debt Collection Improvement Act of 1996.

Disposal Date June 1, 2004 12-15-03	Distribution State Offices; State Offices relay to Service Centers
--	--

Example of the District Director Quarterly Review Debt Checklist

Farm Service Agency
Commodity Credit Corporation
District Director Quarterly Review
Debt Checklist

State _____

County _____

Claim Number _____

Claim Establishment:

- Is the Date of Indebtedness correct? Yes ___ No ___
Was a Receivable established on time? Yes ___ No ___
Was the Receivable transferred to Claim status on time? Yes ___ No ___
Is the Interest Start Date correct? Yes ___ No ___
Is the Type of Interest correct? Yes ___ No ___
Is the Program Code correct? Yes ___ No ___
Is the Claim Principal correct? Yes ___ No ___
Have all FSA-671's been approved? Yes ___ No ___

Demand Letters and Contacts:

- Was the Initial Notification Letter sent timely? Yes ___ No ___
Were all Demand Letters sent timely? Yes ___ No ___
Were all Demand Letters recorded in the Automated Claims System? Yes ___ No ___
Is personal contact with the debtor documented in the Claim file? Yes ___ No ___
Was personal contact recorded in the Automated Claims System? Yes ___ No ___
If correspondence with the debtor has been returned, has the debtor's address been corrected in the Automated Claims System and in SCIMS? Yes ___ No ___

Miscellaneous:

- Are the original program documents in claim file? Yes ___ No ___
Were other counties notified of claim, if applicable? Yes ___ No ___
Was the Credit Flag set timely? Yes ___ No ___
Can the debt be collected in full within 3 years from the Date of Indebtedness? Yes ___ No ___
If the debt is currently in appeal, litigation, or bankruptcy, has the referral been recorded in Automated Claims System? Yes ___ No ___
If the debt cannot be collected within 3 years and is not in appeal, litigation, or bankruptcy, has the debt been transferred to KCFO? Yes ___ No ___

Note: If you answer "No" to any of the above questions, provide remarks in the section below noting the corrective action taken. Attach additional pages, if more space is required for remarks.

Remarks/Corrective Action

Reviewed by: _____ on _____

Note: Each original review should be signed and dated. Subsequent reviews should be initialed and dated, if the review is by the same DD.