UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice FI-2637

For: State Offices and Service Centers

Debt Collection Improvement Act (DCIA) Debt Certification

Approved by: Deputy Administrator, Management

1 DCIA and Agency Requirements

A Background

The DCIA was enacted to improve the collection of delinquent debts owed to the Federal Government. DCIA requires departments and agencies to refer eligible debts more than 180 calendar days delinquent to the Department of Treasury (Treasury) for collection action. Agencies must refer all eligible debts to Treasury to ensure success in collecting delinquent debts owed to the Federal Government. The only debts exempt from referral to Treasury for cross-servicing that DCIA allows are debts:

- in active litigation, including bankruptcy
- in active appeal status
- that can be paid in full by internal administrative offset within 3 years of the date of indebtedness
- under civil rights review
- owed by deceased debtors.

All debts eligible for cross-servicing must be centralized in KCFO for subsequent referral to Treasury.

See Exhibit 1, State Office Summary of Receivables To Be Transferred for DCIA Compliance, and Exhibit 2, State Office Summary of Claims To Be Centralized for DCIA Compliance, for a listing of each State's noncompliant debt.

Disposal Date	Distribution
April 1, 2005	State Offices; State Offices relay to Service Centers

1 DCIA and Agency Requirements (Continued)

B Purpose

This notice:

- obsoletes Notice FI-2636
- provides instructions for CED's and SED's to certify receivables and claims in their respective County and State Offices. KCFO and FMD will monitor compliance.

C Contact

Contact Wayne Connelly, FMD at 703-305-1487, if you have any questions about this notice.

2 County Office Certification

A Certifying Receivables

All valid receivables should be transferred to claim status. The All Outstanding Receivables Older than 60 Days Report is automatically generated every Wednesday. County Offices should determine what receivables should be transferred to claim status. CED's shall complete the Quarterly Receivables Certification (Report FM-611R) according to CCC-288, Part A (Exhibit 3) and mail a copy to the State Office.

Note: Quarterly is defined as the end of each fiscal year quarter.

B Certifying Claims

Eligible claims should be transferred to KCFO 30 calendar days after the debt is established in the Automated Claims System (ACS) unless:

- claim is in appeal or litigation
- claim is under civil rights review
- claim is involved in bankruptcy
- debtor is deceased
- claim is owed by a participating debtor and will be paid in full within 3 years from the date of indebtedness by program offset.

Claims **not** eligible for transfer because of appeal, litigation, bankruptcy, or civil rights review should be coded in ACS to indicate why they are not eligible for transfer. CED's shall complete the Quarterly Claims Certification (Report FM-612R) according to CCC-289, Part A (Exhibit 4) and mail a copy to the State Office.

2 County Office Certification (Continued)

C Action Plan

If CED **cannot** certify with an explanation as to why the receivables or claims certification is not possible, CED shall complete either of the following County Certification Action Plans, with a target date when certification can be submitted, and mail a copy to the State Office:

- CCC-288, Part B, according to Exhibit 3
- CCC-289, Part B, according to Exhibit 4.

3 State Office Certification

A Certifying Receivables and Claims

State Offices should maintain a copy of all quarterly certifications received from each County Office. SED's shall complete the Semi-Annual Receivables Certification (Report FM-611R) according to CCC-290, Part A (Exhibit 5) and the Semi-Annual Claims Certification (Report FM-612R) according to CCC-291, Part A (Exhibit 6), and FAX a copy to the Director, FMD at 703-305-1148.

Note: Semi-annual is defined as of March 31 and September 30 of each fiscal year.

B Action Plan

If SED **cannot** certify with an explanation as to why the receivables or claims certification is not possible, SED's shall complete either of the following State Certification Action Plans, with a target date when certification can be submitted, and FAX a copy to the Director, FMD at 703-305-1148:

- CCC-290, Part B, according to Exhibit 5
- CCC-291, Part B, according to Exhibit 6.

State Office Summary of Receivables To Be Transferred for DCIA Compliance

USDA CCC/FSA
State Summary of Receivables Over 60 Days Old for Agency Compliance
as of March 31, 2004
Receivables Over 60 Days Old To Be Transferred to Claims

	September 2003			March 2004		
State	Total Recv Count	Total Due Amount	Agency Compliance	Total Recv Count	Total Due Amount	Agency Compliance
Alabama	601	$221,890.59		349	$112,785.68	
Alaska	0	$0.00		1	$3,402.00	
Arizona	67	$171,925.29		37	$133,486.44	
Arkansas	676	$585,056.07		382	$279,692.31	
California	825	$1,305,620.28		336	$678,348.43	
Colorado	317	$252,673.66		157	$100,875.56	
Connecticut	5	$2,635.01		12	$3,919.01	
Delaware	57	$18,076.00		18	$6,288.08	
Florida	147	$39,814.04		65	$26,383.98	
Georgia	636	$435,400.92		1,374	$7,463,308.51	
Hawaii	0	$0.00		0	$0.00	
Idaho	482	$181,942.18		74	$32,288.57	
Illinois	879	$259,590.13		112	$46,274.93	
Indiana	1,593	$462,605.31		419	$177,155.14	
Iowa	287	$88,259.74		270	$78,390.91	
Kansas	1,341	$370,741.34		286	$109,771.17	
Kentucky	397	$86,334.41		269	$78,002.51	
Louisiana	298	$281,879.01		150	$79,511.07	
Maine	66	$85,149.40		82	$13,982.13	
Maryland	254	$36,416.85		69	$63,661.08	
Massachusetts	6	$6,644.09		17	$5,234.00	
Michigan	1,298	$4,947,217.50		467	$161,027.88	
Minnesota	2,038	$737,988.73		397	$479,546.89	
Mississippi	277	$367,376.20		194	$337,350.41	
Missouri	1,410	$14,093,857.52		179	$1,729,138.57	
Montana	420	$739,257.51		706	$4,599,951.16	
Nebraska	1,003	$555,038.26		266	$179,786.39	
Nevada	4	$179.00		1	$19.00	
New Hampshire	0	$0.00		1	$8.00	

State Office Summary of Receivables To Be Transferred for DCIA Compliance (Continued)

USDA CCC/FSA

State Summary of Receivables Over 60 Days Old for Agency Compliance

as of March 31, 2004

Receivables Over 60 Days Old To Be Transferred to Claims

	September 2003			March 2004		
State	Total Recv Count	Total Due Amount	Agency Compliance	Total Recv Count	Total Due Amount	Agency Compliance
New Jersey	29	$6,838.75		23	$2,739.99	
New Mexico	61	$107,659.00		64	$268,197.35	
New York	257	$80,624.19		120	$74,255.00	
North Carolina	1,846	$562,510.14		570	$190,430.25	
North Dakota	232	$66,006.71		58	$135,890.13	
Ohio	1,500	$270,058.32		428	$119,302.82	
Oklahoma	345	$99,235.48		113	$55,828.14	
Oregon	191	$2,839,739.27		39	$156,875.99	
Pennsylvania	447	$211,901.31		121	$23,162.54	
Puerto Rico	0	$0.00		2	$1,295.00	
Rhode Island	0	$0.00		0	$0.00	
South Carolina	409	$236,505.48		212	$77,632.45	
South Dakota	518	$372,803.99		136	$176,157.01	
Tennessee	748	$264,367.87		59	$23,482.90	
Texas	1,656	$960,085.92		998	$1,050,092.45	
Utah	116	$110,066.49		59	$22,399.36	
Vermont	49	$14,270.34		10	$2,893.84	
Virginia	574	$224,886.37		205	$86,332.02	
Virgin Islands	1	$1.00		1	$1.00	
Washington	232	$441,570.78		82	$195,952.61	
West Virginia	4	$128.00		15	$1,475.00	
Wisconsin	902	$167,431.20		125	$41,960.60	
Wyoming	62	$47,553.67		8	$17,529.67	
Total	**25,565**	**$33,488,875.91**		**10,140**	**$19,774,538.52**	

= Noncompliant with DCIA and Agency requirements. Less than 50 percent improvement since September 30, 2004, report.

= Noncompliant with DCIA and Agency requirements, but 50 percent improvement since September 30, 2003, report.

= Compliant with DCIA and Agency requirements.

State Office Summary of Claims To Be Centralized for DCIA Compliance

USDA CCC/FSA
State Summary of Claims To Be Centralized for DCIA Compliance
as of March 31, 2004
Claims To Be Transferred to FMD, KCFO, DMD

State	September 2003			March 2004		
	Claim Count	Outstanding Amount	DCIA Compliance	Claim Count	Outstanding Amount	DCIA Compliance
Alabama	13	$39,302.62		0	$0.00	
Alaska	0	$0.00		0	$0.00	
Arizona	10	$25,682.33		0	$0.00	
Arkansas	28	$162,900.00		20	$157,386.30	
California	62	$924,592.02		19	$680,116.67	
Colorado	24	$849,895.47		18	$196,135.67	
Connecticut	5	$855.00		3	$733.00	
Delaware	1	$120.00		1	$120.00	
Florida	23	$166,804.10		10	$71,036.87	
Georgia	172	$1,573,999.83		52	$800,451.87	
Hawaii	0	$0.00		0	$0.00	
Idaho	16	$2,983,065.41		15	$2,900,596.05	
Illinois	28	$507,938.38		6	$293,456.99	
Indiana	71	$697,945.12		34	$543,628.57	
Iowa	66	$1,144,913.37		28	$824,413.65	
Kansas	0	$0.00		1	$6,828.40	
Kentucky	54	$33,150.08		13	$3,222.09	
Louisiana	78	$281,142.97		32	$224,666.45	
Maine	1	$111,880.38		0	$0.00	
Maryland	27	$177,624.43		0	$0.00	
Massachusetts	1	$819.16		1	$819.16	
Michigan	78	$226,239.47		46	$71,551.84	
Minnesota	35	$725,672.73		37	$454,832.45	
Mississippi	7	$130,471.06		3	$125,269.91	
Missouri	110	$549,126.06		7	$35,169.58	
Montana	40	$171,231.89		49	$215,935.99	
Nebraska	50	$886,988.17		28	$603,141.37	
Nevada	0	$0.00		0	$0.00	
New Hampshire	0	$0.00		0	$0.00	

State Office Summary of Claims To Be Centralized for DCIA Compliance (Continued)

USDA CCC/FSA
State Summary of Claims To Be Centralized for DCIA Compliance
as of March 31, 2004
Claims To Be Transferred to FMD, KCFO, DMD

State	September 2003			March 2004		
	Claim Count	Outstanding Amount	DCIA Compliance	Claim Count	Outstanding Amount	DCIA Compliance
New Jersey	10	$179,105.24		2	$4,453.30	
New Mexico	16	$2,525.42		3	$1,178.00	
New York	11	$132,061.58		5	$110,942.53	
North Carolina	62	$60,722.35		36	$25,655.99	
North Dakota	98	$1,345,379.06		33	$312,342.32	
Ohio	31	$242,416.89		15	$61,403.43	
Oklahoma	50	$73,293.18		3	$5,214.72	
Oregon	4	$8,657.98		0	$0.00	
Pennsylvania	85	$475,775.48		46	$355,696.54	
Puerto Rico	1	$1,391.97		19	$16,427.97	
Rhode Island	0	$0.00		0	$0.00	
South Carolina	17	$11,424.28		3	$3,668.57	
South Dakota	8	$110,018.24		4	$15,393.86	
Tennessee	32	$2,296,959.57		14	$272,164.44	
Texas	283	$2,101,516.53		88	$1,307,688.82	
Utah	0	$0.00		0	$0.00	
Vermont	0	$0.00		0	$0.00	
Virginia	65	$419,356.49		5	$3,357.88	
Virgin Islands	0	$0.00		0	$0.00	
Washington	10	$85,705.32		2	$68,093.16	
West Virginia	2	$27,183.81		2	$27,183.81	
Wisconsin	5	$1,910.00		0	$0.00	
Wyoming	1	$193.13		1	$193.13	
Total	**1,791**	**$19,947,956.57**		**704**	**$10,800,571.35**	

= Noncompliant with DCIA and Agency requirements. Less than 50 percent improvement since September 30, 2004, report.

= Noncompliant with DCIA and agency requirements but 50 percent improvement since September 30, 1003, report.

= Compliant with DCIA and agency requirements.

CCC-288, CED Quarterly Receivables Certification and Compliance Review Action Plan (Report FM-611R)

This form is available electronically.

CCC-288 (05-05-04) **U.S. DEPARTMENT OF AGRICULTURE** Commodity Credit Corporation	1. Receivables for FY:
	2. Quarter: ☐ Oct. - Dec. ☐ Jan. - Mar. ☐ Apr. - Jun. ☐ Jul. - Sept.
COUNTY EXECUTIVE DIRECTOR QUARTERLY RECEIVABLES CERTIFICATION AND COMPLIANCE REVIEW ACTION PLAN	3. State and County Office Name
Report Control No. FM-611R	4. County Office Code

PART A - QUARTERLY RECEIVABLES CERTIFICATION

INSTRUCTIONS: All valid receivables should be transferred to claim status. The All Outstanding Receivables Older than 60 Days Report is automatically generated every Wednesday. The County Office should determine what receivables should be transferred to claim status. The CED should complete CCC-288, Part A, Quarterly Receivables Certification and mail a copy to the State Office. Quarterly is defined as the end of each fiscal year quarter.

5. I have reviewed the information on all reports on the status of receivables for this quarter, and all receivables are in compliance with Farm Service Agency/Commodity Credit Corporation polices and procedures, and requirements of the Debt Collection Improvement Act of 1996.

A. County Executive Director *(Signature)*	B. County Executive Director *(Printed)*	C. Date (MM-DD-YYYY)

OR

6. I have reviewed the information on all reports on the status of receivables for this quarter and I **cannot** certify with an explanation as to why certification is not possible. I have completed a Compliance Review Action Plan with a target date for when certification can be submitted to the State Office. See Part B.

A. County Executive Director *(Signature)*	B. County Executive Director *(Printed)*	C. Date (MM-DD-YYYY)

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

CCC-288, CED Quarterly Receivables Certification and Compliance Review Action Plan (Report FM-611R) (Continued)

CCC-288 (05-05-04) Page 2

PART B - COUNTY COMPLIANCE REVIEW (County Certification Action Plan - Receivables)

INSTRUCTIONS: If the CED cannot certify with an explanation as to why the receivables certification is not possible, the CED should complete CCC-288, Part B, County Compliance Review with a target date when certification can be submitted and mail or fax a copy to the State Office.

Item	7. Receivable Number	8. Name	9. Dollar Amount	10. Action Needed/Comments	11. Target Date (MM-DD-YYYY)
A.					
B.					
C.					
D.					
E.					
F.					
G.					
H.					
I.					
J.					
K.					
L.					
M.					
N.					
O.					

12A. County Executive Director *(Signature)*	12B. Date Prepared (MM-DD-YYYY)

CCC-289, CED Quarterly Claims Certification and Compliance Review Action Plan (Report FM-612R)

This form is available electronically.

CCC-289 (05-05-04) **U.S. DEPARTMENT OF AGRICULTURE** Commodity Credit Corporation	1. Claim for FY:
	2. Quarter: ☐ Oct. - Dec. ☐ Jan. - Mar. ☐ Apr. - Jun. ☐ Jul. - Sept.
COUNTY EXECUTIVE DIRECTOR QUARTERLY CLAIMS CERTIFICATION AND COMPLIANCE REVIEW ACTION PLAN	3. State and County Office Name
Report Control No. FM-612R	4. County Office Code

PART A - QUARTERLY CLAIMS CERTIFICATION

INSTRUCTIONS: Eligible claims should be transferred to KCFO 30 calendar days after the debt is established in the ACS. Claims in appeal or litigation, bankruptcy, civil rights review, deceased debtor, or can be collected in full by administrative offset within 3 years of the date of indebtedness, are not eligible for transfer to KCFO. The CED should complete CCC-289, Part A, Quarterly Claims Certification and mail a copy to the State Office.

5. I have reviewed the information on all reports on the status of claims for this quarter, and all claims are in compliance with Farm Service Agency/Commodity Credit Corporation polices and procedures, and requirements of the Debt Collection Improvement Act of 1996.

A. County Executive Director *(Signature)*	B. County Executive Director *(Printed)*	C. Date (MM-DD-YYYY)

OR

6. I have reviewed the information on all reports on the status of claims for this quarter and I **cannot** certify with an explanation as to why certification is not possible. I have completed a Compliance Review Action Plan with a target date for when certification can be submitted to the State Office. See Part B.

A. County Executive Director *(Signature)*	B. County Executive Director *(Printed)*	C. Date (MM-DD-YYYY)

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CCC-289, CED Quarterly Claims Certification and Compliance Review Action Plan (Report FM-612R) (Continued)

CCC-289 (05-05-04) Page 2

PART B - COUNTY COMPLIANCE REVIEW (County Certification Action Plan - Claims)

INSTRUCTIONS: If the CED cannot certify with an explanation as to why the claims certification is not possible, the CED should complete CCC-289, Part B, County Compliance Review with a target date when certification can be submitted and mail or fax a copy to the State Office.

Item	7. Claim Number	8. Name	9. Dollar Amount	10. Action Needed/Comments	11. Target Date (MM-DD-YYYY)
A.					
B.					
C.					
D.					
E.					
F.					
G.					
H.					
I.					
J.					
K.					
L.					
M.					
N.					
O.					

12A. County Executive Director *(Signature)*	12B. Date Prepared (MM-DD-YYYY)

CCC-290, SED Semi-Annual Receivables Certification and Compliance Review Action Plan (Report FM-611R)

This form is available electronically.

CCC-290 (05-05-04) **U.S. DEPARTMENT OF AGRICULTURE** Commodity Credit Corporation **STATE EXECUTIVE DIRECTOR SEMI-ANNUAL RECEIVABLES CERTIFICATION AND COMPLIANCE REVIEW ACTION PLAN** *Report Control No. FM-611R*	1. Receivables for FY: 2. Semi Annual: ☐ March 31 ☐ September 30 3. State Office Name

PART A - SEMI-ANNUAL RECEIVABLES CERTIFICATION

INSTRUCTIONS: The State Office should maintain a copy of all quarterly certifications received from each County Office. The SED should complete CCC-290, Part A, Semi-Annual Receivables Certification and fax a copy to the Director, Financial Management Division, at 703-305-1148. Semi-Annual is defined as of March 31 and September 30 of each fiscal year.

4. I have reviewed the information on all reports on the status of receivables for this quarter from each county office, and all claims are in compliance with Farm Service Agency/Commodity Credit Corporation polices and procedures, and requirements of the Debt Collection Improvement Act of 1996.

A. State Executive Director *(Signature)*	B. State Executive Director *(Printed)*	C. Date (MM-DD-YYYY)

OR

5. I have reviewed the information on all reports on the status of receivables for this quarter from each county office, and I **cannot** certify with an explanation as to why certification is not possible. I have completed a Compliance Review Action Plan with a target date for when certification can be submitted to the Financial Management Division. See Part B.

A. State Executive Director *(Signature)*	B. State Executive Director *(Printed)*	C. Date (MM-DD-YYYY)

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

CCC-290, SED Semi-Annual Receivables Certification and Compliance Review Action Plan (Report FM-611R) (Continued)

CCC-290 (05-05-04) Page 2

PART B - STATE COMPLIANCE REVIEW (State Certification Action Plan - Receivables)

INSTRUCTIONS: If the SED cannot certify with an explanation as to why the receivables certification is not possible, the SED should complete CCC-290, Part B, State Compliance Review with a target date when certification can be submitted and fax a copy to the Director, FMD, at 703-305-1148.

Item	6. County Office	7. Number of Receivables	8. Dollar Amount	9. Action Needed/Comments	10. Target Date (MM-DD-YYYY)
A.					
B.					
C.					
D.					
E.					
F.					
G.					
H.					
I.					
J.					
K.					
L.					
M.					
N.					
O.					

11A. State Executive Director *(Signature)*	11B. Date Prepared (MM-DD-YYYY)

CCC-291, SED Semi-Annual Claims Certification and Compliance Review Action Plan (Report FM-612R)

This form is available electronically.

CCC-291 (05-05-04) **U.S. DEPARTMENT OF AGRICULTURE** Commodity Credit Corporation **STATE EXECUTIVE DIRECTOR SEMI-ANNUAL CLAIMS CERTIFICATION AND COMPLIANCE REVIEW ACTION PLAN** *Report Control No. FM-612R*	1. Claims for FY: 2. Semi Annual: ☐ March 31 ☐ September 30 3. State Office Name

PART A - SEMI-ANNUAL CLAIMS CERTIFICATION

INSTRUCTIONS: The State Office should maintain a copy of all quarterly certifications received from each County Office. The SED should complete CCC-291, Part A, Semi-Annual Claims Certification and fax a copy to the Director, Financial Management Division, at 703-305-1148. Semi-Annual is defined as of March 31 and September 30 of each fiscal year.

4. I have reviewed the information on all reports on the status of claims for this quarter from each county office, and all claims are in compliance with Farm Service Agency/Commodity Credit Corporation polices and procedures, and requirements of the Debt Collection Improvement Act of 1996.

A. State Executive Director *(Signature)*	B. State Executive Director *(Printed)*	C. Date (MM-DD-YYYY)

OR

5. I have reviewed the information on all reports on the status of claims for this quarter from each county office, and I **cannot** certify with an explanation as to why certification is not possible. I have completed a Compliance Review Action Plan with a target date for when certification can be submitted to the Financial Management Division. See Part B.

A. State Executive Director *(Signature)*	B. State Executive Director *(Printed)*	C. Date (MM-DD-YYYY)

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CCC-291, SED Semi-Annual Claims Certification and Compliance Review Action Plan (Report FM-612R) (Continued)

CCC-291 (05-05-04) Page 2

PART B - STATE COMPLIANCE REVIEW (State Certification Action Plan - Claims)

INSTRUCTIONS: If the SED cannot certify with an explanation as to why the claims certification is not possible, the SED should complete CCC-291, Part B, State Compliance Review with a target date when certification can be submitted and fax a copy to the Director, FMD, at 703-305-1148.

Item	6. County Office	7. Number of Receivables	8. Dollar Amount	9. Action Needed/Comments	10. Target Date (MM-DD-YYYY)
A.					
B.					
C.					
D.					
E.					
F.					
G.					
H.					
I.					
J.					
K.					
L.					
M.					
N.					
O.					

11A. State Executive Director *(Signature)*	11B. Date Prepared (MM-DD-YYYY)