

For: State and County Offices

Increase in Small Balance Write-off Amount for Claims in the Automated Claims System (ACS)

Approved by: Deputy Administrator, Management



1 Increasing Small Balance Write-off Amount

A Background

Currently, the small balance write-off amount for claims **only** in ACS is \$9.99.

B Purpose

This notice advises field offices that:

- the small balance write-off amount for claims **only** in ACS has increased from \$9.99 to \$24.99
- the change is effective with the issuance of County Release No. 561, which should be available in County Offices on or about April 18, 2005.

C Contact

If there are questions about this notice, contact Robin Crouthamel at 816-926-1613 or Barbara Nowell at 703-305-1433.

D Determination Criteria

The small balance amount has increased from \$9.99 to \$24.99 because claims less than \$25 are not required to be reported to the Treasury Offset Program. The criteria for determining whether small balances should be disregarded or written off have not changed. See 58-FI, paragraph 114.

E Reports Available

The Small Amount Claims Eligible for Termination Report, available in ACS in Option 6, Inquiry/Report Claim, lists all open claims under \$25.

F Claims Over 2 Years Old

Claims \$24.99 or less that are over 2 years old should be promptly written off and closed out.

Disposal Date	Distribution
May 1, 2006	All FSA Offices; State Offices relay to County Offices