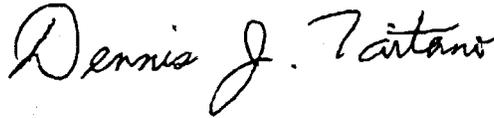


For: State and County Offices

**Increase in Small Balance Write-off Amount for  
Receivables in the Common Receivable System (CRS)**

Approved by: Acting Deputy Administrator, Management



**1 Increasing Small Balance Write-off Amount**

**A Background**

Previously, the small balance write-off amount for receivables in CRS was \$9.99.

**B Purpose**

This notice advises field offices that:

- the small balance write-off amount for receivables in CRS has increased from \$9.99 to \$24.99
- the change was effective with the issuance of County Release No. 563, which was available in County Offices on or about May 16, 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 Criteria for Writing Off or Disregarding Small Balances**

The criteria for determining whether small balances should be disregarded or written off have not changed. See 58-FI, Part 3.

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2006	All FSA Offices; State Offices relay to County Offices

## Notice FI-2699

### **1 Increasing Small Balance Write-off Amount (Continued)**

#### **E Reports Available**

The Small Balance Receivable Report in CRS lists all small balance receivables that are potentially eligible for write-off.

#### **F Write-off Before Transferring Receivables to Claims**

All receivables, regardless of amount, will be automatically transferred to claims 31 calendar days after a first demand letter has been issued. If a determination is made that a receivable less than \$24.99 is invalid and should be written off, it should be done before the automatic transfer of the receivable to claims.