

For: FSA Offices

Transferring Opened Boxes of CCC-184's Between Offices

Approved by: Deputy Administrator, Management



1 Overview

A Background

FSA/CCC began a Treasury Disbursement Project in FY 2005. In Phase I of this project, all checks generated by the National Payment Service (NPS) are printed by Treasury Department's Kansas City facility on Treasury Department's check stock. As more program applications migrate to a web-based environment, the need for CCC-184's will diminish.

A future phase of the project will provide for System 36/AS400 disbursements to be printed by Treasury Department's Kansas City facility on Treasury Department's check stock, thus eliminating the need for CCC-184's. Some of the benefits of using the Treasury check disbursement mechanism are:

- eliminates the need for impact printers
- reduces workload in the County Office
- meets the Debt Collection Improvement Act of 1996 (DCIA) requirement to run payments through the Treasury Offset Program for offset of Federal debt
- encourages the use of direct deposit because the payment will be received more quickly
- strengthens internal controls over blank check stock.

There is currently very limited supply of CCC-184's in the warehouse. Therefore, State and County Offices are authorized to transfer CCC-184's between offices as the need arises.

B Purpose

This notice:

- provides instructions for transferring open boxes of CCC-184's between offices
- supersedes the prohibition in 1-FI on transferring open boxes of CCC-184's.

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

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1 Overview (Continued)

C Contacts

The following table provides contacts if you have questions about this notice.

IF located in a...	THEN contact...
County Office	State Office Administrative Officer.
State Office	Kirsi Lewis by: <ul style="list-style-type: none">• e-mail at Kirsi.Lewis@wdc.usda.gov• telephone at 703-305-1609.

2 Monitoring the Quarterly Inventory of CCC-184's on Hand

A County Office Monitoring of CCC-184 Inventory

County Offices complete FSA-289 at the end of each quarter. County Offices shall review FSA-289's completed for the same quarter last year to determine an approximate number of CCC-184's that will be used during the current quarter. Notify the State Office Administrative Officer of any excessive inventory.

B State Office Monitoring of FSA-289

State Offices shall review County Office FSA-289's to determine the County Office:

- excessive CCC-184's that may be eligible for transfer to another office
- need for an additional supply of CCC-184's.

State Offices shall review FSA-289's prepared by the State Office and determine if the State Office has an excessive inventory of CCC-184's eligible for transfer to another office.

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3 Transferring Open Boxes of CCC-184

A Authority to Transfer Open Boxes of CCC-184

State and County Offices are authorized to transfer open boxes of CCC-184's between offices as deemed necessary by the State Office Administrative Officer. The State Office Administrative Officer will advise County Offices that have an excessive inventory where to transfer the excess CCC-184's.

B Completing FSA-159 in Office Transferring CCC-184's

KCFO maintains the National inventory of blank CCC-184's and the serial numbers assigned to each State and County Office. Therefore, the office with the excessive inventory must complete FSA-159 to notify KCFO of the transfer of inventory. The following table explains how to complete FSA-159 for this transfer.

Item	Instructions
1	Leave blank.
2	ENTER "Transfer from SS-CCC". Note: "SS-CCC" is the State and county code of the transferring office.
3	Enter shipping address of the receiving office.
4A	Enter the State and county code of the receiving office.
6	ENTER "X" in "CCC-184 Continuous (Tractor-Feed)" box.
7	Enter the quantity the State Office Administrative Office advised to transfer.
Shipped Qty.	Enter actual quantity being transferred.
8	Enter the box number that appears on the label with the CCC-184 serial numbers. Notes: The box number is preceded by a 2-digit year. Write "Partial" beside the box number.
9	Enter any missing CCC-184 serial numbers, if known.
10	Enter CCC-184 serial numbers being transferred.
16	ENTER "Not to be filled by KCFO."
20	Employee completing FSA-159 shall sign and enter date shipped.
21	Check the appropriate method of shipment. If an FSA employee is delivering CCC-184's to the receiving office, enter the employees name and title.

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3 Transferring Open Boxes of CCC-184 (Continued)

C Distributing Completed FSA-159

County Offices initiating transfers of open boxes of CCC-184's shall complete FSA-159 applicable items and FAX the FSA-159 to the State Office for approval. County Offices shall maintain the FAXed copy until receipt of the approved FSA-159 from the State Office.

After approval of FSA-159, the State Office shall:

- FAX approved FSA-159 to the County Office transferring CCC-184's
- maintain a copy of approved FSA-159 in the State Office

Note: Mark "Pending Copy" block at the bottom of this copy.

- mail FSA-159 with the original approval signature to the KCFO check custodian at the address shown in FSA-159, block 5 D.

Note: Discard the FSA-159 "Pending Copy" after receiving the "Receipt Copy" from the office receiving CCC-184's.

D Shipping Partial Boxes of CCC-184's

State or County Offices initiating transfers of opened boxes of CCC-184's shall use shipping tape to reseal opened boxes. CED or check custodian shall initial the tape in several places. State or County Offices initiating transfers shall arrange for shipping the resealed boxes. To ensure that the security of the blank negotiable CCC-184's remains intact, use a shipping method that provides tracking of the packages such as:

- FedEx
- UPS
- registered mail.

After shipment is complete, the transferring office shall:

- list the serial numbers in FSA-289 "Returned" block
- attach State Office-approved FSA-159 to FSA-289 to document the transfer of CCC-184's.

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3 Transferring Open Boxes of CCC-184 (Continued)

E Receiving Partial Boxes of CCC-184's

The receiving office shall:

- open the box of CCC-184's to ensure that the serial numbers are correctly recorded on the FSA-159
- if the serial numbers are correct, sign FSA-159, Part E

Note: Notify the State Office immediately if the tape on the box has been tampered with or if any CCC-184's are missing.

- mark FSA-289 "Receipt Copy" box and do **all** of the following:
 - mail or FAX 1 copy of FSA-159 "Receipt Copy" to the State Office
 - keep 1 copy of FSA-159 "Receipt Copy" in the receiving office's file
 - update FSA-289 to include CCC-184's received
- mark the FSA-159 "Original" box on the FSA-159 that has the original signatures of the receiving office
- mail FSA-159 with original signature to KCFO check custodian at the address shown on FSA-159, item 5 D.

4 Promoting Direct Deposit Signup

A Encourage Payment Recipients to Enroll in Direct Deposit

When the payment process is migrated to the Treasury Disbursement Project, participants that receive payment by direct deposit will have the funds available at least 2 days before a paper check is received.

State and County Offices should take this opportunity to promote the convenience of receiving payment by direct deposit into the payment recipient's financial institution account. State and County Office newsletters should contain articles providing information on the requirements of DCIA and promoting the convenience of receiving payment by direct deposit.