

For: State and County Offices

Policy Change for Mailing Lockbox Deposits of \$75,000 or Greater

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

There have been problems in the past with higher dollar value checks and CCC-257's being sent to the lockbox and getting lost in the mail.

B Purpose

This notice instructs State and County Offices that mail deposits to the lockbox to use a mail service that provides a tracking number, such as Fed-Ex, UPS or DHL, if the total amount of the deposit is \$75,000 or greater. The deposit shall be mailed to the physical location of the lockbox, rather than to the post office box address.

C Contact

State Offices with questions about this notice should contact 1 of the following:

- Debbie Simmons by either of the following:
 - e-mail at debbie.simmons@wdc.usda.gov
 - telephone at 703-305-1309
- Stephen Yulich by either of the following:
 - e-mail at stephen.yulich@kcc.usda.gov
 - telephone at 816-926-6453
- Rosalie Randall by either of the following:
 - e-mail at rosalie.randall@kcc.usda.gov
 - telephone at 816-926-5958.

Disposal Date	Distribution
April 1, 2009	State Offices; State Offices relay to County Offices

Notice FI-2850

2 County Office Action

A Mailing Large Lockbox Deposits

To timely deposit funds into CCC accounts, County Offices that use the St. Louis lockbox shall send deposits of \$75,000 or greater by tracked mail to the following location.

U.S. Bank
Attention: Wholesale Production Manager
CCC 257 Lockbox Bank 3968
1005 Convention Plaza
St. Louis, Missouri 63101

B County Office Reviews

CED's shall perform monthly second-party reviews of documentation supporting these larger dollar deposits. DD's shall perform quarterly reviews in affected County Offices to ensure that collection procedures are being followed and that controls are functioning effectively. Procedures for performing these reviews will be formalized and documented in the appropriate handbook and communicated to the field.

C Effective Date of Policy Change

This policy is effective immediately upon receiving this notice.