

**For:** State and County Offices

**Preparing Manual CCC-257's When the  
National Receipts and Receivables System (NRRS) Is Unavailable**

**Approved by:** Associate Administrator for Operations and Management



**1 Overview**

**A Background**

Software Release No. 675 released Financial Management Modernization Initiative-Readiness (FMMI-R), Release II. NRRS has been deployed with this release to replace the System 36 collection and claims establishment functions for nonautomated programs.

County Offices will no longer be able to print blank CCC-257's on System 36. System 36 Cash Receipts functionality to prepare CCC-257's has been disabled and moved to NRRS.

**B Purpose**

This notice:

- instructs State and County Offices:
  - that CCC-257's will no longer be available on System 36
  - that CCC-257 will be available on FFAS Employee Forms/Publications Site
  - about updates to CCC-257's
  - to use electronic CCC-257's when NRRS is unavailable
- obsoletes Notice FI-2957.

<b>Disposal Date</b>  August 1, 2010	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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**Notice FI-2959**

**1 Overview (Continued)**

**C Contacts**

If there are questions about this notice, State Offices shall contact the following.

<b>IF the issue is...</b>	<b>THEN contact...</b>
policy in this notice	Jackie Pickens by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <b>jackie.pickens@wdc.usda.gov</b></li> <li>• telephone at 703-305-1310.</li> </ul>
a technical-related question	Rosalie Randall by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <b>rosalie.randall@kcc.usda.gov</b></li> <li>• telephone at 816-926-5958.</li> </ul>

**2 CCC-257's**

**A Printing CCC-257's**

To obtain CCC-257's, County Offices should go to FSA's Intranet web site at **<http://fsaintranet.sc.egov.usda.gov/fsa>**. Under Forms, Publications and Supplies, CLICK "FFAS Employee Forms/Publications Site".

**B Entering Data on Manual CCC-257's**

Complete CCC-257's according to this table.

<b>Item</b>	<b>Instructions</b>
1A	Enter schedule date.
1B	Enter page number.
2	The deposit location will automatically be displayed for Lockbox Bank.
3	Not applicable for manual CCC-257's.
A	Not applicable for manual CCC-257's.
B	Enter check or item number.
C	Enter remitter name.
D	Enter deposit amount.
4	Enter total number of checks and other remittances.
5	Enter total amount of checks and other remittances, except money order amount from cash remittances.
6	Enter total amount of cash received.  <b>Note:</b> For manual CCC-257's, this will be the total amount of money order from cash remittances.
7	Enter total amount of checks, other remittances, and money order.

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2 CCC-257's (Continued)

B Entering Data on Manual CCC-257's (Continued)

Item	Instructions
8A	The preparer shall: <ul style="list-style-type: none"><li>• compare CCC-257 to FSA-603 log to ensure that all remittances are included on both and initial both</li><li>• obtain signature from the authorized official.</li></ul>
8B	Enter date.
9	Enter County Office address.
10	Enter State, county code, and check digit. This information will remain the same for user's County Office (see 3-FI, subparagraph 137 B for calculating check digit).
11	Enter next available schedule number based on the last CCC-257 prepared. <b>Note:</b> Check CCC-257 file for the last CCC-257 prepared.
12	Enter total amount of checks, other remittances, and money orders.
13	Customer Identification Number (CIN) will be prefilled as follows, CIN: <b>00004992-2</b> .

County Offices shall

- keep a photocopy of CCC-257 for the file
- send the original CCC-257 and remittances to the depositing bank
- manually record the collections through NRRS when NRRS is available, using the manual option.

**Note:** User should select the Remittance Type “Manual” when creating CCC-257's. When NRRS is not available to create a deposit, user should use System 36 scheduling numbers, to eliminate duplicating application schedule numbers. User should use next FSA-603 number.

