

For: State and County Offices

NRRS Change for Settling Receivables Over \$24.99

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Procedures in 58-FI, paragraph 114 state that only debts **under \$25** can be settled or written off by the County Office. Amounts in excess of the \$25 amount must be referred to the appropriate office as outlined in 58-FI.

B Purpose

This notice:

- informs County Office users that NRRS will no longer allow them to settle receivables in excess of \$24.99
- reminds County Office users to follow the procedures in 58-FI, paragraph 33 to refer the debts to the appropriate office for approval
- informs State Office users of their new responsibility to record receivable settlements in NRRS.

Disposal Date	Distribution
February 1, 2012 7-28-11	State Offices; State Offices relay to County Offices

Notice FI-3053

1 Overview (Continued)

C Contacts

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact the appropriate office as follows.

Issues	Contact
Software	Contact the National Help Desk at 800-255-2434 or 816-926-1552. Note: Select option: <ul style="list-style-type: none">• “1”, for problems with NRRS• “3”, for hardware and other software.
Policy	Contact Tom Harris, FMD, by either of the following: <ul style="list-style-type: none">• e-mail at tom.harris@wdc.usda.gov• telephone at 202-772-6014.

2 Limit on Settlement for County Office Users

A Handbook Criteria

The procedures are set forth in 58-FI, paragraphs 33, 114, and 115. Only debts **under \$25** can be settled or written off. Amounts in excess of the \$25 amount will need to be referred to the State Office.

B Settling or Withdrawing Receivables in the Amount of \$25 or More

If County Office users need to settle or withdraw receivables that exceed \$24.99, they can send all of their supporting paperwork to the State Office by mail or FAX. The State Office debt specialist can evaluate the paperwork for possible settlement or withdrawal of the applicable receivable.

Upon determination of the appropriate action, the State Office will take the necessary steps to complete the settlement or withdrawal.