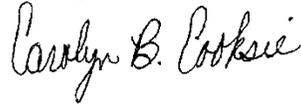


For: State and County Offices

Adding New Options for Full Settlements Within NRRS

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

The “Settle Receivable In-Full” option in NRRS allows State Office users to fully settle a receivable and provide the correct accounting for the settlement. The settlement types identify the specific reasons for the settlement. See 64-FI, Part 3 for the other settlement types and reasons.

B Purpose

This notice provides:

- the 3 new settlement types that have been added in NRRS
- instructions for settling receivables.

C Contact

If there are questions about this notice:

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

Issue	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 Robin Jones by either of the following: <ul style="list-style-type: none"> • e-mail at robin.jones@kcc.usda.gov • telephone at 816-926-1613.

Disposal Date

February 1, 2012

11-8-11

Distribution

State Offices; State Offices relay to County Offices

2 Settling Receivables In-Full

A New Settlement Types Added to NRRS

The following are the 3 settlement types that have been added to the “Settle Receivable In-Full” option:

- Finality Rule
- Discharged Bankruptcy
- Deceased Debtor.

B Definitions of Settlement Types

Finality Rule relates to inadvertent payment errors in which the producer was overpaid. For additional information on the application or disposition of these types of transactions, see 7-CP, paragraph 3 for rules covering the Finality Rule (or 90-Day Rule).

Discharged Bankruptcy relates to the situation in which the debtor who has filed bankruptcy has been adjudged bankrupt by an order of the bankruptcy court. The debtor has been granted their bankruptcy, and all debts that were included in the debtor’s bankruptcy petition have been discharged (the bankrupt debtor no longer owes the debts). The debtor’s slate has been “wiped clean” of those debts. The user needs to review and retain a copy of the final order of the bankruptcy court before proceeding with the processing of the debt. Any debts incurred after this by the debtor are available to be processed as debts. All debts in the approved bankruptcy petition should be closed out.

Deceased Debtor is a debtor who has passed away. The receivables associated with this debtor can be closed and withdrawn. See 58-FI, paragraph 319 for guidance before terminating debts for a deceased debtor.

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2 Settling Receivables In-Full (Continued)

C Instructions for Settling Receivables

On the Receivables Detail Screen under “Receivables Menu”, users shall CLICK “**Settle Receivable Full**”. The Settle Receivable - Full Screen will be displayed. On the Settle Receivable - Full Screen, enter the date, choose the type of full settlement from the Settlement Type drop-down list, enter remarks, and CLICK “**Submit**”. Users can also click either of the following:

- “**Reset**” to clear data
- “**Cancel**” to return to the NRRS Home Page.

The screenshot shows the 'Settle Receivable - Full' screen in the NRRS. The page header includes the USDA logo and 'National Receipts & Receivables System'. The main content area displays the following information:

- Receivable ID: 546875
- State / County: WI (55) / LAFAYETTE (065)
- Current Total Balance: \$6,102.53
- DCIA Status: TOP_CROSS_REFERRED
- Recv Establishment Date: 09/16/2009
- Date of Indebtedness: 10/30/2007

The 'Settlement Date' is entered as 10/06/2011. The 'Settlement Type' dropdown menu is open, showing the following options:

- Un-Collectible
- Judgment Full
- Promissory Note
- Relief Granted Full
- Small Balance Write-Off
- Withdrawal
- Finality Rule
- Discharged Bankruptcy
- Deceased Debtor

At the bottom of the form, there are three buttons: 'Submit', 'Reset', and 'Cancel'. The footer of the page includes the text 'NRRS-Web-5.7.1' and a list of links: Home, USDA Internet, USDA Intranet, FSA Internet, FSA Intranet, Site Map, FOIA, Accessibility Statement, Privacy, Non-Discrimination, Information Quality, Policies and Links, FirstGov, and White House.

State Offices shall see 58-FI, Part 12 for guidance and debt settlement polices.

Note: Only State and National Offices can settle a debt in full. Debt balances less than \$25 shall be settled using the settlement type “Small Balance Write-Off” option in NRRS.