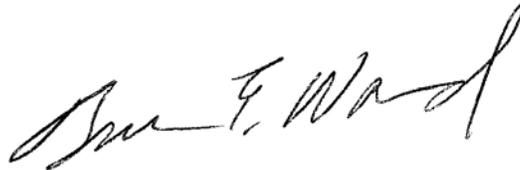


For: State and County Offices

**Updated Procedures for FAXing Receivable Documentation to the  
Receivable Imaging System (RIS) and Recording in NRRS**

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



**1 Overview**

**A Background**

Currently, County Offices are required to FAX receivable documentation to RIS for all outstanding receivables that are over 60 calendar days old. In addition, all demand letters generated by NRRS will be automatically entered into RIS. This documentation will be accessible to authenticated users and will be used by FSC, Receivable Management Office (RMO) to verify eligibility of receivables for referral to the Department of Treasury’s Cross-Servicing Program.

Receivables referred for cross-servicing will remain in the originating office. County Offices are required to update RIS retrieval application by FAXing in any new actions taken or documentation generated or acquired that supports the receivables to ensure that the files are kept current.

**B Purpose**

This notice informs State and County Offices about the following:

- accessing and using the Financial Web Application Data Mart (FWADM) Receivables Over 60 Days Old Without Documents Faxed to RIS Report
- addition of a new RIS date field in NRRS.

A new RIS date field has been added to NRRS to show the date that receivable documents have been received into RIS. **The new field can only be updated by a national user, but is visible to all users.**

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2012	State Offices; State Offices relay to County Offices

## Notice FI-3108

### 1 Overview (Continued)

#### B Purpose (Continued)

The new FWADM Receivables Over 60 Days Old Without Documents Faxed to RIS Report will display each receivable that are over 60 calendar days old and have not had the supporting documentation FAXed into RIS. These receivables are identified on the report based on whether a date is entered in the new RIS date field in NRRS. The receivables will remain on the report until the required supporting documents are received into RIS and the documents have been reviewed to ensure that the debt is legally enforceable.

This notice **requires** State and County Offices to continue FAXing all receivable documentation to RIS for receivables that are currently outstanding as shown on the FWADM Receivables Over 60 Days Old Without Documents Faxed to RIS Report, using the current FAX numbers assigned to their States as shown in subparagraph 2 B.

#### C Contacts

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact the appropriate office according to the following.

Issues	Contact
Policy	Contact either of the following: <ul style="list-style-type: none"><li>• Steve Huckaby by either of the following:<ul style="list-style-type: none"><li>• e-mail at <b>stephen.huckaby@kcc.usda.gov</b></li><li>• telephone at 816-926-2850</li></ul></li><li>• Tom Harris by either of the following:<ul style="list-style-type: none"><li>• e-mail at <b>tom.harris@wdc.usda.gov</b></li><li>• telephone at 703-305-1439.</li></ul></li></ul>
Software	Contact the National Help Desk at 800-255-2434 or 816-926-1552. Select option: <ul style="list-style-type: none"><li>• “1” for problems with NRRS</li><li>• “3” for hardware and other software.</li></ul>

# Notice FI-3108

## 2 Procedures for FAXing Receivable Documentation to RIS

### A Accessing and Using the FWADM Receivables Over 60 Days Old Without Documents FAXed to RIS Report

State and County Offices shall access the FWADM Receivables Over 60 Days Old Without Documents Faxed to RIS Report through the FSA Intranet website at <http://fsaintranet.sc.egov.usda.gov/fsa/>, CLICK “FSA Applications”.



CLICK “FSA Data Marts”.

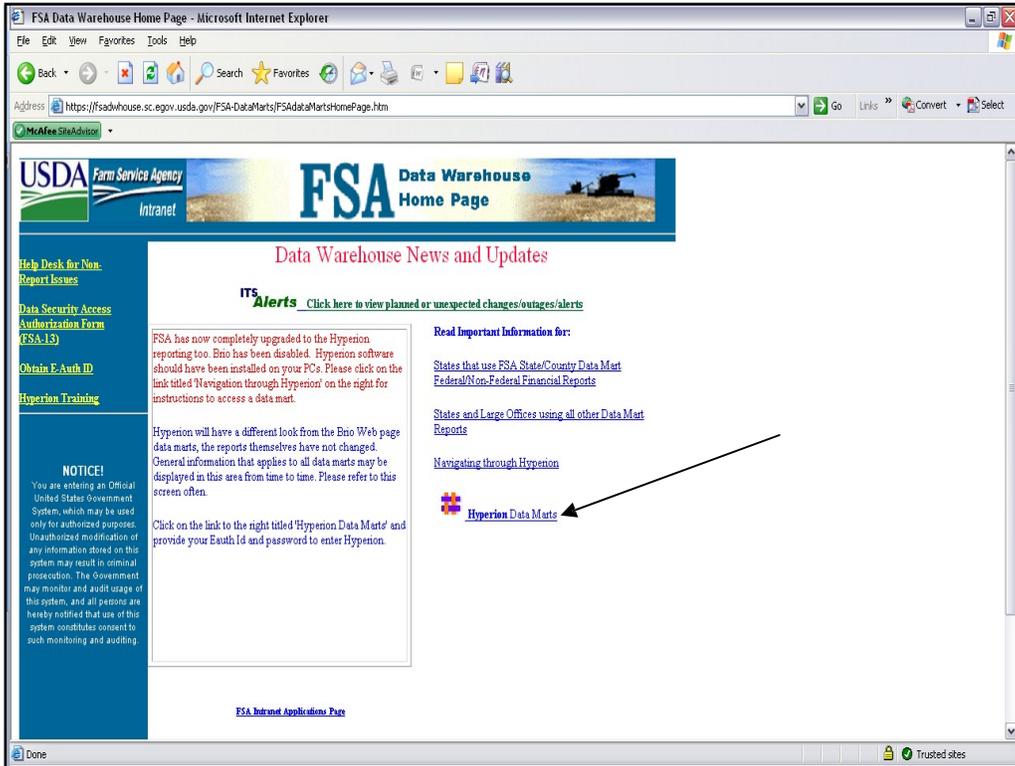


# Notice FI-3108

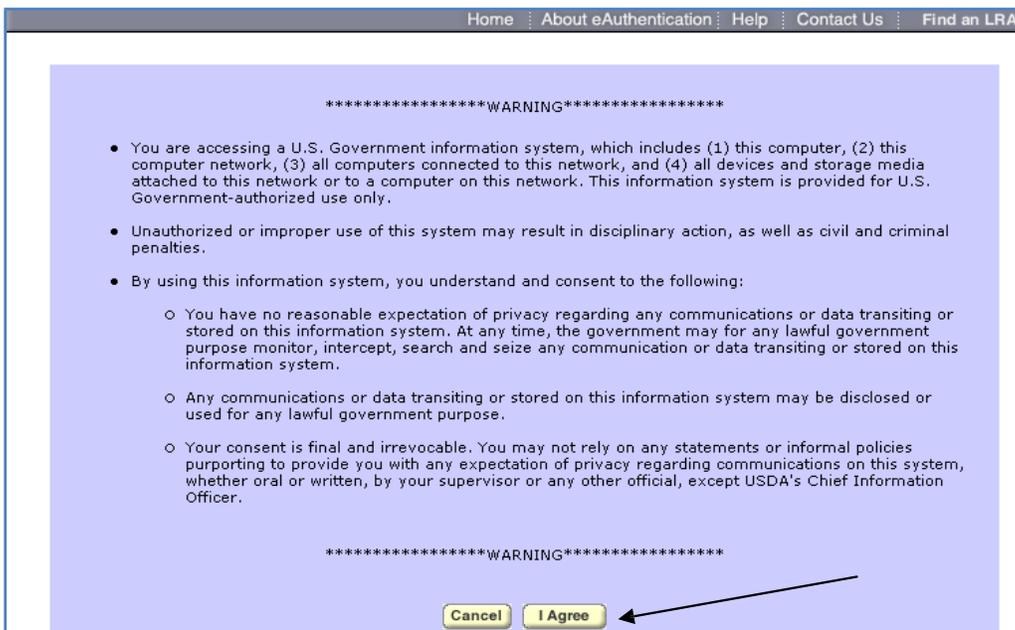
## 2 Procedures for FAXing Receivable Documentation to RIS (Continued)

### A Accessing and Using the FWADM Receivables Over 60 Days Old Without Documents FAXed to RIS Report (Continued)

CLICK “Hyperion Data Marts”.



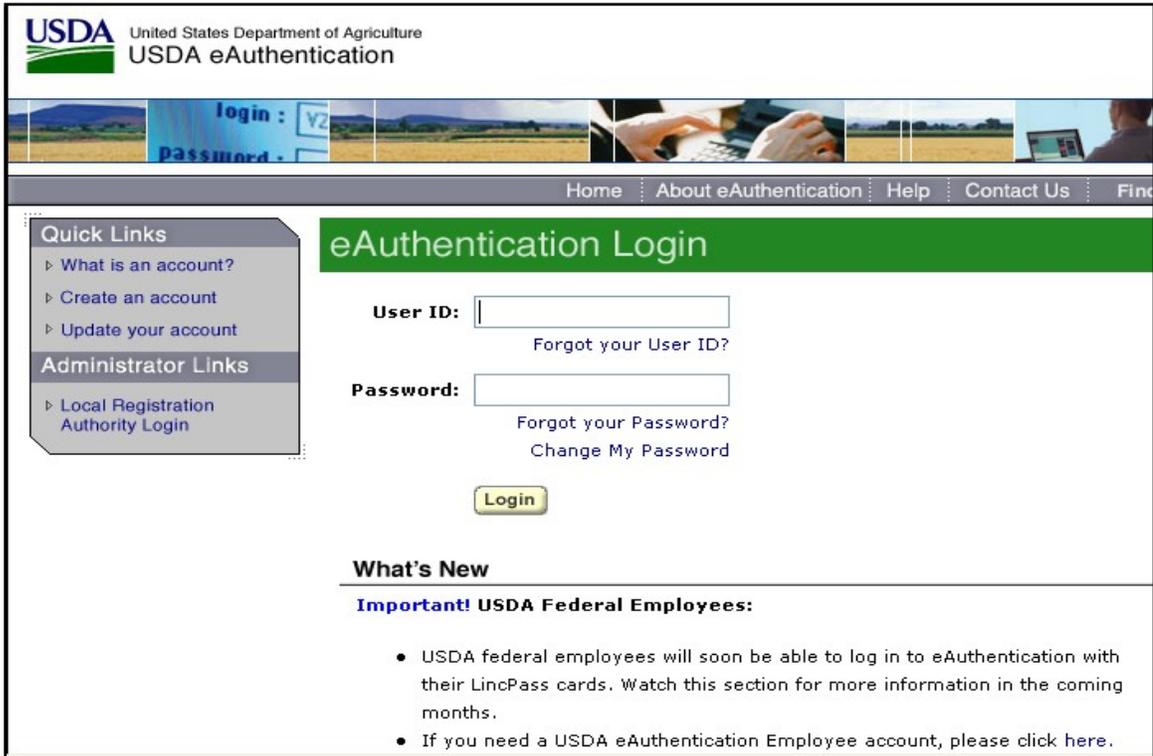
CLICK “I Agree”.



2 Procedures for FAXing Receivable Documentation to RIS (Continued)

A Accessing and Using the FWADM Receivables Over 60 Days Old Without Documents FAXed to RIS Report (Continued)

Enter the user's eAuthentication ID and password.



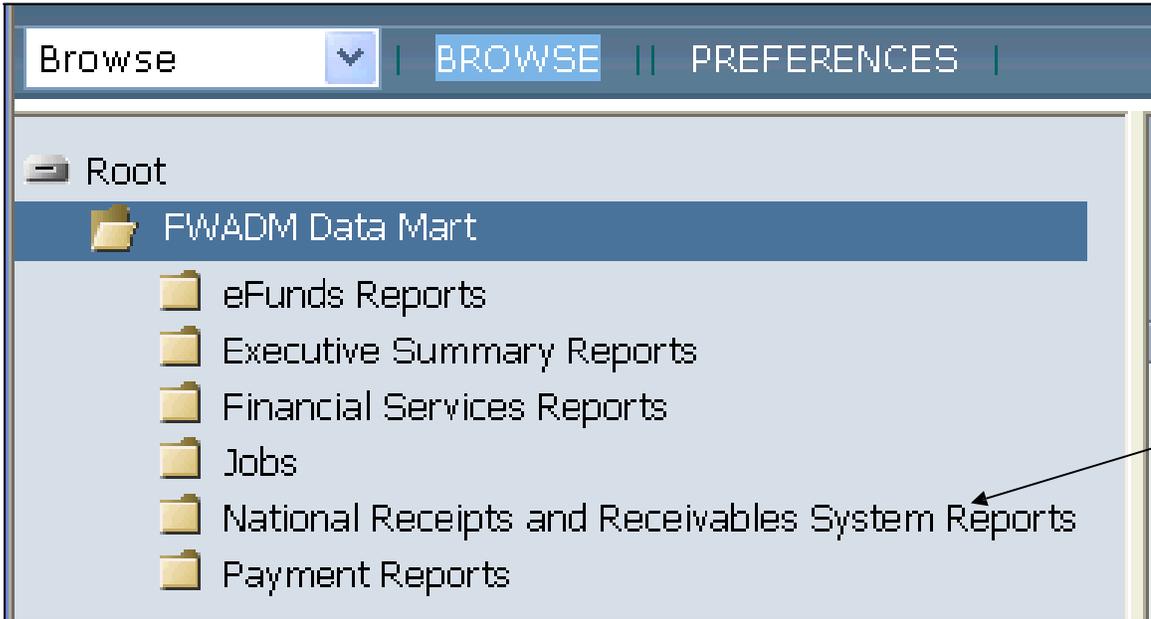
CLICK "FWADM Data Mart".



2 Procedures for FAXing Receivable Documentation to RIS (Continued)

A Accessing and Using the FWADM Receivables Over 60 Days Old Without Documents FAXed to RIS Report (Continued)

CLICK “National Receipts and Receivables System Reports”.



CLICK “Receivables Over 60 Days Old Without Documents Faxed to RIS”.



**Notice FI-3108**

**2 Procedures for FAXing Receivable Documentation to RIS (Continued)**

**A Accessing and Using the FWADM Receivables Over 60 Days Old Without Documents FAXed to RIS Report (Continued)**

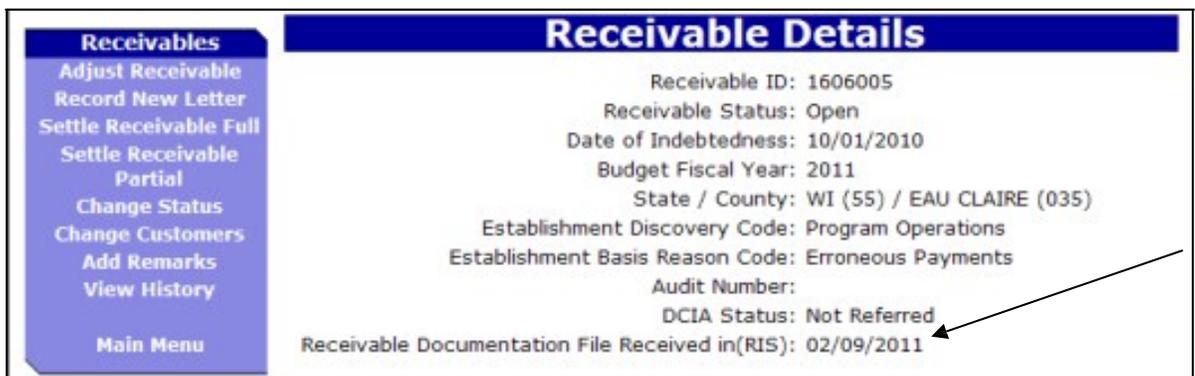
The FWADM Receivables Over 60 Days Old Without Documents Faxed to RIS Report will show all receivables over 60 calendar days old that are missing documentation in RIS.

													Data Current as of 02/15/11			
State FSA Code	County FSA Code	Receivable Identifier	Legacy Receivable Number	Receivable Due Date	Receivable Establishment Date		Tax Identification	Customer Name	Debt Basis	Receivable Status Description	DCIA Referral	Program Amount Type Name	Program Alpha Code	Receivable Count	Outstanding Amount	
29	007	537667	102900700420	02/14/03	09/16/09		102900700420	WILLIAM A DUCKWORTH JR	10421	Open	TOP	Program_Principal	96CRP	1	\$410.00	
												Program_Interest	96CRP	1	\$75.14	
												Late_Interest	CLMLATEINTCCC	1	\$263.33	
												Receivable Total			3	\$748.47
		537670	102900700422	02/14/03	09/16/09			102900700422	WILLIAM A DUCKWORTH JR	10421	Open	TOP	Program_Principal	96CRPCS	1	\$18.90
													Program_Interest	96CRPCS	1	\$7.38
													Late_Interest	CLMLATEINTCCC	1	\$14.28
													Receivable Total			3
		537672	102900700421	02/14/03	09/16/09			102900700421	WILLIAM A DUCKWORTH JR	10421	Open	TOP	Program_Principal	96CRP	1	\$410.00
													Program_Interest	96CRP	1	\$29.42
													Program_Fees	96CRP	1	\$102.38
													Late_Interest	CLMLATEINTCCC	1	\$293.92
Receivable Total			4	\$835.72												

**B RMO Receivable Contact Information and FAX Numbers by State**

As receivables become 60 calendar days old, they will be on the FWADM Receivables Over 60 Days Old Without Documents FAXed to RIS Report until both of the following occur:

- the documentation is received in RIS
- the field is updated in NRRS from the national user as shown in the following screen.



The receivable file documentation shall be FAXed to RIS. This is effective **immediately for all receivables on the FWADM Receivables Over 60 Days Old Without Documents FAXed to RIS Report.**

**Notice FI-3108**

**2 Procedures for FAXing Receivable Documentation to RIS (Continued)**

**B RMO Receivable Contact Information and FAX Numbers by State (Continued)**

On the previous screen, State and County Offices shall CLICK “View History” to display the history showing “Certify RIS Documentation” received.

Receivable ID: 547445		
Receivable Status: Open		
Date of Indebtedness: 11/04/2008		
Budget Fiscal Year: 2000		
State / County: WI (55) / LAFAYETTE (065)		
<b>Event Details</b>		
<b>Date: 02/10/2011 09:31:55 GMT-06:00</b>		<b>User: ALLEN, LINDA</b>
<b>Type: RIS Documentation</b>		
<b>Remarks: Rcv docs rec'd</b>		
<b>Type</b>	<b>Previous</b>	<b>New</b>
Certify RIS Documentation		Feb 10, 2011

The following provides the RMO receivable contact person and RIS FAX numbers assigned to each State for FAXing receivable documentation. County Offices should contact their State Office with questions. State Offices should contact the responsible RMO receivable contact person.

<b>RMO Receivable Contact</b>	<b>Phone Number</b>	<b>State</b>	<b>State Code</b>	<b>RIS FAX Number</b>
Duane Allen	816-926-1954	AZ	04	816-823-4242
		CA	06	816-823-4240
		CO	08	816-823-1873
		KS	20	816-823-4242
		MN	27	816-823-4240
		MT	30	816-823-1873
		NV	32	816-823-4240
		NM	35	816-823-1873
		ND	38	816-823-4240
		OK	40	816-823-1873
		SD	46	816-823-1873
		TX	48	816-823-4242
		UT	49	816-823-4240
		WI	55	816-823-1873
		60	816-823-4242	

**Notice FI-3108**

**2 Procedures for FAXing Receivable Documentation to RIS (Continued)**

**B RMO Receivable Contact Information and FAX Numbers by State (Continued)**

<b>RMO Receivable Contact</b>	<b>Phone Number</b>	<b>State</b>	<b>State Code</b>	<b>RIS FAX Number</b>
Judy Ball	816-926-2592	AL	01	816-823-4242
		AR	05	816-823-4242
		CT	09	816-823-4240
		DE	10	816-823-4242
		FL	12	816-823-4240
		GA	13	816-823-4242
		ID	16	816-823-4242
		IA	19	816-823-1873
		KY	21	816-823-4242
		ME	23	816-823-1873
		MI	26	816-823-1873
		NH	33	816-823-1873
		NJ	34	816-823-1873
		OR	41	816-823-4242
		RI	44	816-823-4240
		VT	50	816-823-4242
		WA	53	816-823-1873
WY	56	816-823-1873		
Steve Huckaby	816-926-2850	IL	17	816-823-1873
		IN	18	816-823-4240
		LA	22	816-823-1873
		MD	24	816-823-1873
		MS	28	816-823-4240
		MO	29	816-823-1873
		NE	31	816-823-4240
		NY	36	816-823-1873
		NC	37	816-823-1873
		OH	39	816-823-1873
		PA	42	816-823-1873
		SC	45	816-823-4240
		TN	47	816-823-1873
		VA	51	816-823-4240
WV	54	816-823-4242		
PR	72	816-823-1873		

## Notice FI-3108

### 2 Procedures for FAXing Receivable Documentation to RIS (Continued)

#### C County Office Action

For each receivable on the FWADM Receivables Over 60 Days Old Without Documents Faxed to RIS Report, County Offices shall FAX, to the RIS number in subparagraph B, a cover sheet with the following information:

- County Office State and county codes
- County Office contact person's name
- County Office contact person's telephone number
- producer's name
- NRRS receivable number.

#### D Receivable Documentation

The following is a partial list of supporting documentation that is **required**, which is contained in the receivable files, as applicable:

- signed program contract; for example, DCP or CRP
- signed program application; for example, LIP, NAP, SURE, or ELAP

**Note:** If multiple receivables resulted from the signed program contract or signed program application, a copy of the signed program document must accompany each receivable file as required by DCIA.

- promissory note for commodity loan
- promissory note for facility loan
- the following CCC's lien position documents for commodity or facility loan:
  - UCC-1 or deed of trust
  - lien waiver
  - release of liability
- worksheets and settlement statements proving the "basis of the debt" and the receivable amount
- appeals and NAD determinations (all documents about appeals and disputes)
- receivable checklist
- congressional inquiries
- correspondence from debtors

## Notice FI-3108

### 2 Procedures for FAXing Receivable Documentation to RIS (Continued)

#### D Receivable Documentation (Continued)

- court documents (bankruptcy, DOJ, and litigation or legal action)
- Department of Treasury memorandums
- financial statements
- information on deceased debtors (filing against the estate or documentations showing the estate is open or closed)
- memorandums and e-mails to the file
- manual notification and due process letters
- returned mailings
- telephone contacts
- any other applicable documentation.

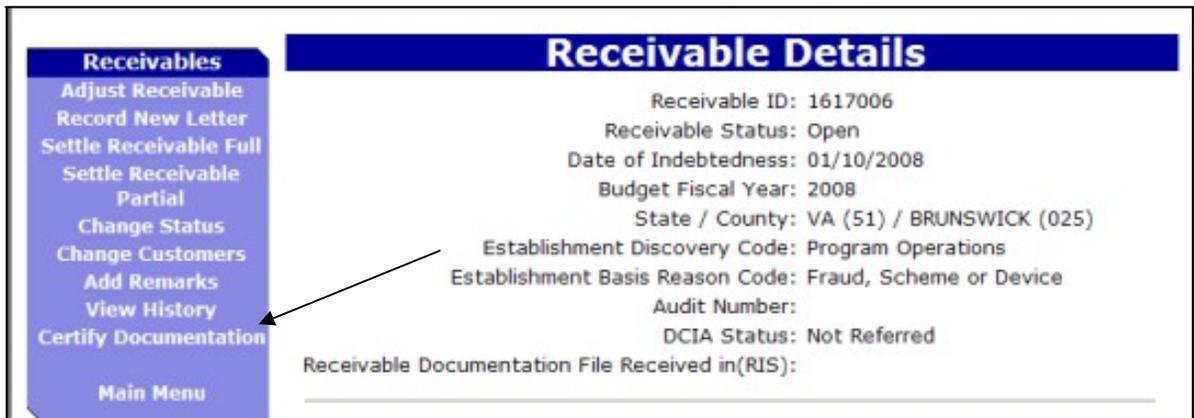
#### E National Office Action

The National Office shall:

- certify documentation in RIS
- update the NRRS “Certify Documentation” link under “Receivables”.

#### F User Action

The user shall CLICK “Certify Documentation”.



2 Procedures for FAXing Receivable Documentation to RIS (Continued)

F User Action (Continued)

The system will display the Certify Receivable RIS Documentation Screen with a “Remarks” box and the “Submit”, “Reset Form”, “Back”, and “Cancel” buttons. The user shall enter text in the “Remarks” box (required) and CLICK “Submit”.

The system will:

- record the remarks and the date that the certification was submitted
- display a success screen advising the user that the certification was successfully processed.

The FWADM Receivables Over 60 Days Old Without Documents Faxed to RIS Report will be updated and the receivable removed from the report.