

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice FI-3195**

**For:** State and County Offices

**Receivable Imaging System (RIS) Access, FAXing, and Required Documentation**

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



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**1 Overview**

**A Background**

Obsolete Notices FI-3169 and FI-3147 **required** State and County Offices to FAX all receivable documentation to RIS for all receivables that were outstanding and shown on the Financial Web Application Data Mart (FWADM) Outstanding Receivables Older Than 60-Days Report, using FSA-429.

**B Purpose**

This notice informs State and County Offices of the following:

- how to access RIS
- required documentation to be submitted for imaging
- using FSA-429 (Exhibit 1).

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Disposal Date	Distribution
August 1, 2014 2-24-14	State Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C Contacts

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall use the following table for contact information.

Issue	Contact
Policy	Either of the following: <ul style="list-style-type: none"><li>• Thom 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><li>• Cheryl Brownlee by either of the following:<ul style="list-style-type: none"><li>• e-mail at <b>cheryl.brownlee@kcc.usda.gov</b></li><li>• telephone at 816-926-5958.</li></ul></li></ul>
Software	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>

### 2 RIS FAXing Procedure and Instructions

#### A County Office Action

The RIS Web application:

- allows all authenticated users to query, retrieve, print, e-mail, and view receivable/debt file documents electronically stored in RIS using their eAuthentication user ID and password

**Note:** Employees who want access to the RIS retrieval application **must** have a valid eAuthentication user ID and password. Access privileges **must** be requested on a FSA-13A through the State Office.

- allows USDA employees faster and more convenient access to receivable/debt documentation through the Internet
- eliminates the need to request documents manually
- provides a centralized repository of all receivable/debt documentation in 1 convenient location.

## 2 RIS FAXing Procedure and Instructions (Continued)

### A County Office Action (Continued)

Demand letters generated by NRRS will be automatically entered into RIS. This documentation will be accessible to authenticated users and will be used by the Receivable Management Office (RMO) to verify eligibility of receivables for referral to the Department of Treasury's Cross-Servicing Program (Cross-Servicing). State and County Offices are **required** to continue FAXing all receivable documentation to RIS for all receivables that are currently outstanding and shown on the FWADM, Outstanding Receivables Older Than 60-Days Report.

The FWADM Outstanding Receivables Older Than 60-Days Report will be updated nightly from NRRS after a national user reviews the FAXed documents, verifies and certifies that the debt is legally enforceable, and enters the receipt date of the FAXed documents into NRRS. The receivable ID will remain on the FWADM Outstanding Receivables Older Than 60-Days Report until the required supporting documents are received and certified to ensure that all receivables referred to Cross-Servicing are legally enforceable.

Because the receivable records may contain PII, ensure that they are safeguarded. State and County Offices shall FAX all receivable documentation to RIS using FSA-429 (Exhibit 1).

### B Receivable Documentation

The following is an example list of supporting documentation that is **required** to be maintained in the County Office receivable files and FAXed to RIS, if the receivable is **not** paid within 60 calendar days of the date of establishment:

- original, signed program contract **must be included to verify the basis of the debt** (example DCP, CRP, MILC, etc.)
- signed program application (example ELAP, LIP, NAP, or SURE)
- FSA-211
- actual AGI determination letters sent to the producer from the State Office and local County Office
- appeals and NAD determinations (**all** documents about appeals and disputes)
- copy of death certificate
- information on deceased debtors (filing against the estate or documentations showing the estate is open or closed)
- worksheets and settlement statements proving the "basis of debt" and receivable amount

## 2 RIS FAXing Procedure and Instructions (Continued)

### B Receivable Documentation (Continued)

- receivable checklist
- manual notification and due process letters initiated at the State and/or County Office level
- FSA-671's generated from System 36
- correspondence and e-mails from State Office, OGC, OIG, and any other agency or person that is significant to the debt determination
- correspondence from debtors and/or court documents (bankruptcy, DOJ, litigation, or legal action)
- congressional inquiries
- financial statements
- CCC's lien position documents (UCC-1 or deed of trust, lien waiver, subordination agreement, release of liability, and all other security documents for commodity or facility loan)
- returned mailing
- telephone contacts and telephone records of conversations
- any other applicable documentation.

### C RIS FAXing Information

The following table provides RMO receivable contact person assigned to each State for FAXing receivable documentation. County Offices should contact their State Office with questions. State Offices should contact the responsible Receivable Servicing Group contact person according to the following table.

**Note:** When FAXing receivable documentation, ensure that the FAX number, **not** the contact number, is used.

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### 2 RIS FAXing Procedure and Instructions (Continued)

#### C RIS FAXing Information (Continued)

County Offices are **required** to update RIS by FAXing in any new actions taken or documentation generated or acquired that supports the receivable to ensure that the files are kept current.

<b>RMO Receivable Contact</b>	<b>State Code</b>	<b>State</b>	<b>State Code</b>	<b>State</b>
Cheryl Brownlee E-Mail: <b>cheryl.brownlee@kcc.usd.agov</b> Telephone: 816-926-5958	01	AL	45	SC
	21	KY	48	TX
	23	ME	49	UT
	30	MT		
Steve Huckaby <b>stephen.huckaby@kcc.usda.gov</b> Telephone: 816-926-2850	09	CT	24	MD
	10	DE	29	MO
	12	FL	36	NY
	13	GA	51	VA
	17	IL	55	WI
Pamela Jackson E-Mail: <b>pamela.jackson@kcc.usda.gov</b> Telephone: 816-823-1089	05	AR	34	NJ
	16	ID	37	NC
	26	MI	38	ND
	28	MS	50	VT
	31	NE	69	CNMI/GU
Jacky Martin E-Mail: <b>jacquelin.martin@kcc.usda.gov</b> Telephone: 816-926-2857	06	CA	40	OK
	08	CO	44	RI
	27	MN	47	TN
	33	NH	53	WA
	35	NM	60	AS
	39	OH	72	PR
Rhonda Powell E-Mail: <b>rhonda.powell@kcc.usda.gov</b> Telephone: 816-926-2526	02	AK	25	MA
	04	AZ	32	NV
	11	DC	41	OR
	15	HI	42	PA
	18	IN	46	SD
	19	IA	52	VI
	20	KS	54	WV
	22	LA	56	WY

## Example of FSA-429

Following is an example of FSA-429.

This form is available electronically.		1. DATE PREPARED	
<b>FSA-429</b> (09-27-13)		U. S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
<b>RECEIVABLE IMAGING SYSTEM (RIS) FAX TRANSMITTAL</b>		2A. STATE CODE	2B. COUNTY CODE
<b>Instructions:</b> State and County Offices are required to FAX all receivable documentation to RIS for receivables that are currently outstanding and shown on the Financial Web Application Data Mart (FWADM) Receivables Over 60 Days and Missing Documentation in RIS Report (FWADM Report) using only 1 of the 3 FAX numbers provided. <b>FAX ONLY ONE RECEIVABLE NUMBER WITH APPLICABLE DOCUMENTATION PER TRANSMISSION.</b>			
3. NRRS RECEIVABLE NUMBER		4. PRODUCER'S NAME/ENTITY NAME	
<b>PART A – REQUIRED DOCUMENTS</b>			
5A. <input type="checkbox"/> Verify that the signed program contract is included 5B. <input type="checkbox"/> Power of Attorney, if applicable 5C. <input type="checkbox"/> Supporting Documentation according to 58-FI (Par.149)			
<b>PART B – SERVICE CENTER CONTACT INFORMATION</b>			
6A. SERVICE CENTER NAME		6B. EMAIL ADDRESS	
6C. PHONE NUMBER (Include Area Code)		6D. STATE OFFICE CONTACT NAME	
<b>PART C – RIS FAX NUMBERS (Use only 1 of the 3 FAX Numbers listed below)</b>			
7A. RIS FAX NO. (816-823-1873)	7B. RIS FAX NO. (816-823-4240)	7C. RIS FAX NO. (816-823-4242)	
8. REMARKS			
<b>PART D – PREPARED BY</b>			
9A. PREPARED BY		9B. DATE FAXED(MM-DD-YYYY)	
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