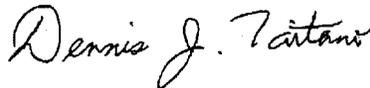


For: FAS, RMA, and FSA Offices

Accepting Garnishment Orders

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Purpose

This notice informs all offices of the proper acceptance of garnishment orders.

B

Contact

If there are questions about this notice, contact Lisa Gressen at 202-418-9030.

Note: County Offices shall direct questions through State Offices.

2 Commercial Garnishment Orders

A

**Acceptance of
Commercial
Garnishments**

Offices shall not accept commercial garnishments. Return commercial garnishments to the:

- sender when received by mail
- person serving the garnishment when served on the office in person.

Inform the sender or server that commercial garnishments will be honored when served properly upon the proper USDA agent according to 5 CFR 582.202. See subparagraph B for the FFAS agent's mailing address.

Offices are **not to mail or FAX** the commercial garnishment to the FFAS agent. They must be served by the requesting office.

Continued on the next page

<p>Disposal Date</p> <p>October 1, 2003</p>	<p>Distribution</p> <p>All FAS, RMA, and FSA Offices; State Offices relay to County Offices</p>
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2 Commercial Garnishment Orders (Continued)

B

**Properly Served
Commercial
Garnishments**

All commercial garnishments for FFAS employees must be submitted by the requesting office, by certified mail or in person to the FFAS Agent, at the following address:

United States Department of Agriculture
ATTN: Lisa A. Gressen
2101 L Street, NW, Room 5700
Washington, DC 20037.

3 Child Support and Alimony Garnishments

A

**Acceptance of
Child Support
and Alimony
Garnishments**

Offices may accept Child Support and Alimony Garnishments and forward them to HRD for processing. These garnishments do not need to be served upon the proper designated agent.

B

**Submitting
Garnishments to
HRD**

All Child Support and Alimony Garnishments for FFAS employees must be submitted by Federal Express to:

United States Department of Agriculture
ATTN: Lisa A. Gressen
2101 L Street, NW, Room 5200
Washington, DC 20037.

Do not FAX the garnishments to HRD.

4 Verifying Employment Requests for Garnishment, Child Support, and Alimony

A

Requiring Verification

State and Personnel Offices shall complete and maintain Employment Verification requests about Garnishment, Child Support, and Alimony inquiries. This requires verification of the employee's name, Social Security number, date of employment, salary, health insurance coverage, etc.

Do not forward employment verifications requests to HRD.

5 Garnishment Withholding

A

Notifying NFC

Upon receipt of the court order, HRD will notify NFC to begin the garnishment withholding.
