

For: State and County Offices, CMA's, and DMA's

Handling Peanut Electronic Warehouse Receipts (EWR's) at Forfeiture

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Notice LP-2001 instructed County Offices to process peanut forfeitures immediately after loan maturity. Currently, County Offices submit forfeited paper receipts to KCCO and when the forfeited loan involves EWR, no further actions are required. To streamline the forfeiture process, County Offices must release forfeited EWR's to KCCO upon completing the forfeiture process in APSS.

B Purpose

This notice provides instructions to State and County Offices on handling forfeited peanut EWR's.

2 Actions After Processing Forfeitures Using EWR

A Releasing Forfeited EWR's to KCCO

Upon processing forfeitures in APSS, County Offices shall review the forfeited documents **before** submitting to KCCO. If the forfeited loan involves EWR, County Offices shall:

- take note of the warehouse receipt number and the file sequence number of the forfeited receipt

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| Disposal Date | Distribution |
| August 1, 2007 | State Offices; State Offices relay to County Offices, CMA's, and DMA's |

Notice PS-550

2 Actions After Processing Forfeitures Using EWR (Continued)

A Releasing Forfeited EWR's to KCCO (Continued)

- release the EWR to KCCO according to Notice PS-518, subparagraphs B and C. Use the following information on Screen PNC50000:
 - select the file sequence number associated with the forfeited EWR
 - click radio button "Receipt is Being Released to New Holder"
 - ENTER "C000002" in the "New Holder ID" field.

Note: Select the forfeited EWR from the list of receipts displayed on Screen PNC53000 and complete the release process.

B EWR's Released in Error

If EWR is released to holder ID "C000002" in error, County Offices shall:

- document the error and include the following information:
 - loan number
 - warehouse code
 - EWR number
 - forfeiture date
 - EWR release date
- provide the information to Cecile Wynne by either of the following:
 - e-mail at cecile.wynne@wdc.usda.gov

Note: Send courtesy copy to Tonye Gross at tonye.gross@wdc.usda.gov.

- telephone at 202-720-8413.

Note: If unable to reach Cecile Wynne, contact Tonye Gross by telephone at 202-720-4319.