

For: State and County Offices

National Receipts and Receivables System (NRRS) Demand Letter Processing

Approved by: Acting Associate Administrator for Operations and Management



1 Resuming Demand Letter Printing

A Background

As a result of implementing NRRS, printing and mailing receivable demand letters, including the initial notification letter, is done centrally in Kansas City, MO. FSC is planning to restart the nightly process for printing and mailing demand letters on Monday, December 28, 2009.

Based on program requirements, some receivables will be excluded from receiving demand letters until a later date.

B Purpose

This notice informs field offices that the nightly process to print and mail demand letters is about to resume in NRRS. Customers will start receiving these letters the week of December 28, 2009.

C Receivables Excluded From Demand Letter Printing

The following is a list of receivables that will be excluded from demand letters in NRRS until further notice:

- 2009 DCP receivables where the debt basis code has been changed to 10-325
- CRP receivables that were established after October 1, 2009, with an original principal amount less than \$100 where the debt basis code has been changed to 10-454.

Once program requirements are defined, these receivables will be included in the normal letter generation process and additional information will be provided.

Disposal Date	Distribution
June 1, 2010 12-24-09	State Offices; State Offices relay to County Offices

Notice FI-2943

1 Resuming Demand Letter Printing (Continued)

D Contacts

If there are questions about this notice, contact 1 of the following:

- Stephen Huckaby at 816-926-2850
- Robin Jones at 816-926-1613
- Jeffrey O'Connell at 816-823-1447.