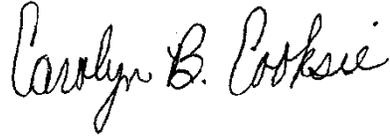


For: State and County Offices

National Receipts and Receivables System (NRRS) Three Day Delay of Initial Notification Letters and Financial Web Application Data Mart (FWADM) Report

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

As a result of the implementation of NRRS, printing and mailing receivable demand letters, including the initial notification letter, is centrally located in Kansas City, Missouri. FSC currently runs a nightly process, Sunday through Thursday, for printing and mailing demand letters. Currently, County Offices are **not** able to review receivables before initial notification letters are generated which may result in letters being issued in error.

B Purpose

This notice informs Field Offices of the following:

- NRRS has been modified to delay the generation of initial notification letters for 3 workdays from the receivable establishment date
- the purpose of the FWADM Three Day Delay of Initial Notification Letter Report
- accessing the FWADM report
- using the FWADM report.

Disposal Date	Distribution
November 1, 2010	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 contact the appropriate office as follows.

Issue	Contact
Policy	<ul style="list-style-type: none">• Tom Harris, FMD, by either of the following:<ul style="list-style-type: none">• e-mail to tom.harris@wdc.usda.gov• telephone at 703-305-1439.• Steven Huckaby, FMD, by either of the following:<ul style="list-style-type: none">• e-mail to stephen.huckaby@kcc.usda.gov• telephone at 816-926-2850.• Jeffrey O’Connell, FMD, by either of the following:<ul style="list-style-type: none">• e-mail to jeffrey.oconnell@kcc.usda.gov• telephone at 816-823-1447.
Software	The National Help Desk at 800-255-2434 or 816-926-1552 Note: Select option: <ul style="list-style-type: none">• “1” for problems with NRRS• “3” for hardware and other software.

2 The FWADM Three Day Delay of Initial Notification Letter Report

A Purpose of the Report

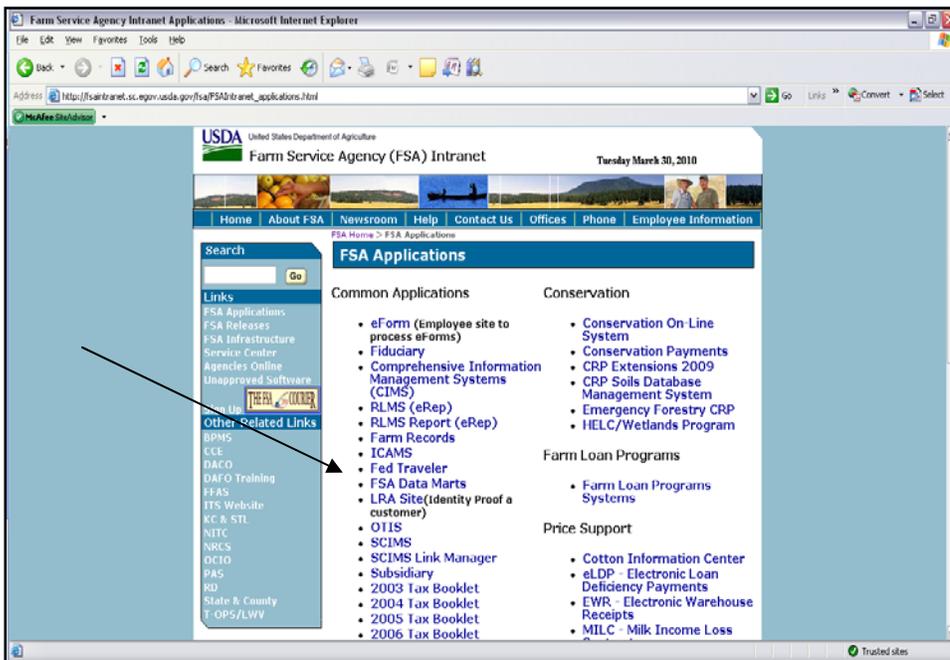
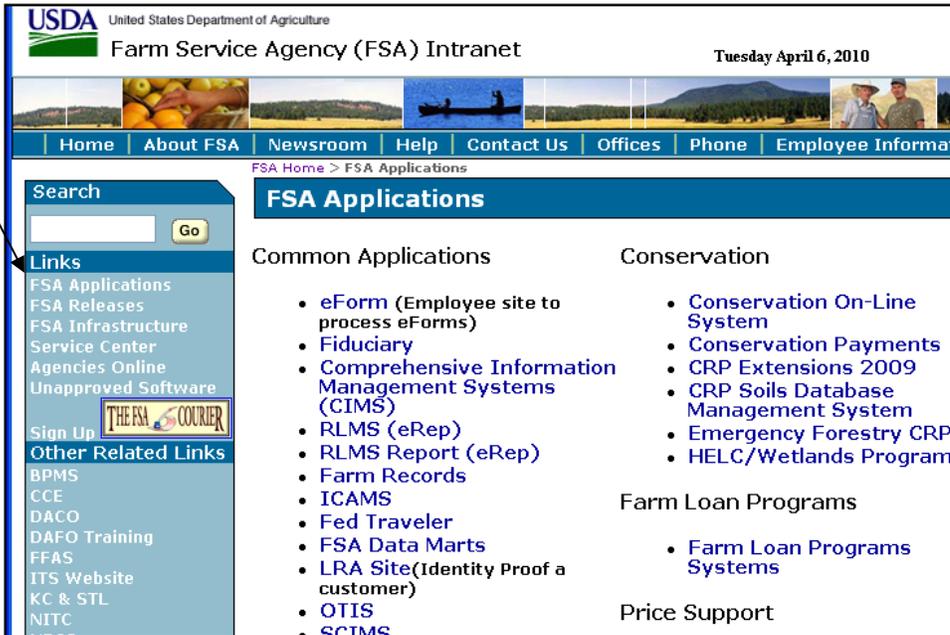
This report provides a listing of new receivable(s) that are due an initial notification letter. County Offices will have 3 workdays from the receivable establishment date to review each receivable on the report to ensure that the receivable(s) are valid and due the initial notification letter. If a receivable is not correct or is invalid the County Office will need to take the appropriate steps in NRRS or the program application to correct the receivable, or change the status in NRRS to prevent an incorrect initial notification letter from being generated.

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2 The FWADM Three Day Delay of Initial Notification Letter Report (Continued)

B Accessing the Report

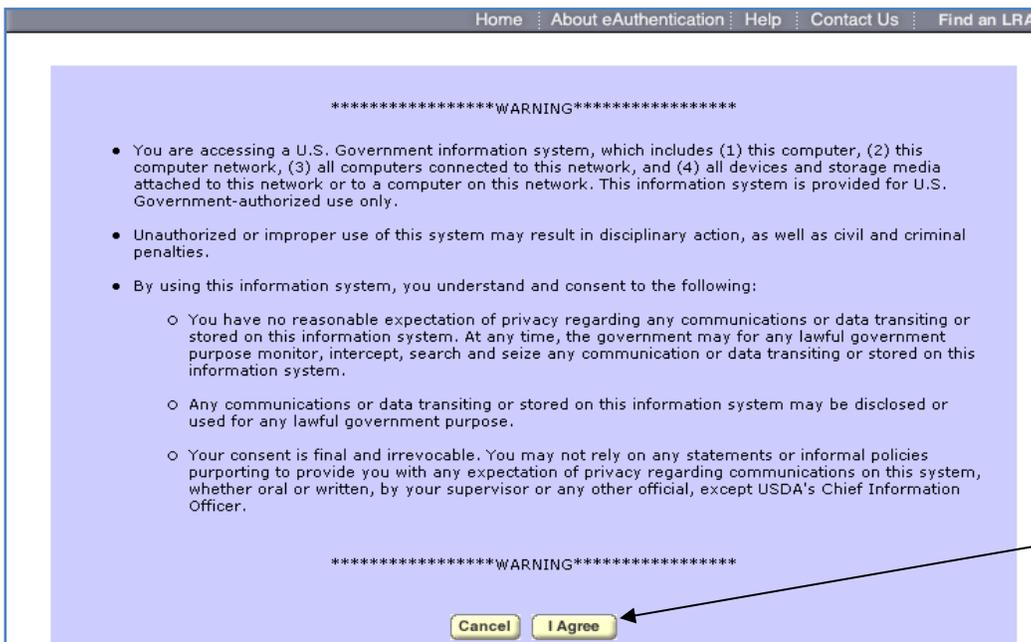
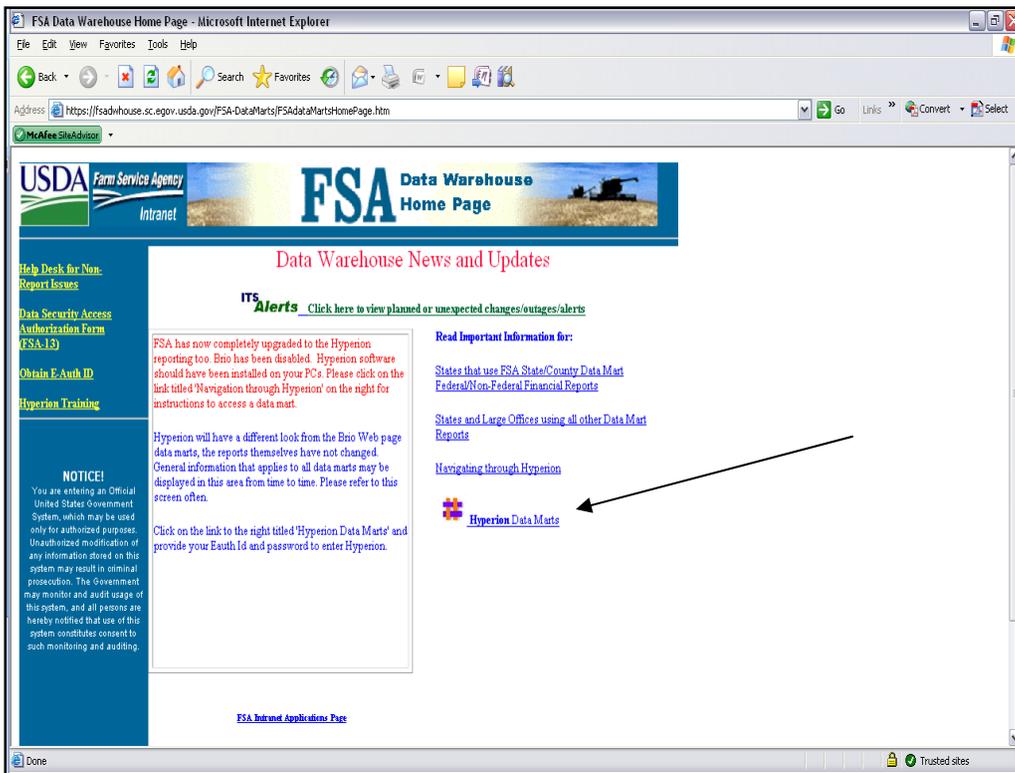
The Three Day Delay of Initial Notification Letter Report is a FWADM report. State and County Offices access the report through FSA Applications, FSA Data Marts, Hyperion Data Marts, and FWADM reports according to the following screens.



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2 The FWADM Three Day Delay of Initial Notification Letter Report (Continued)

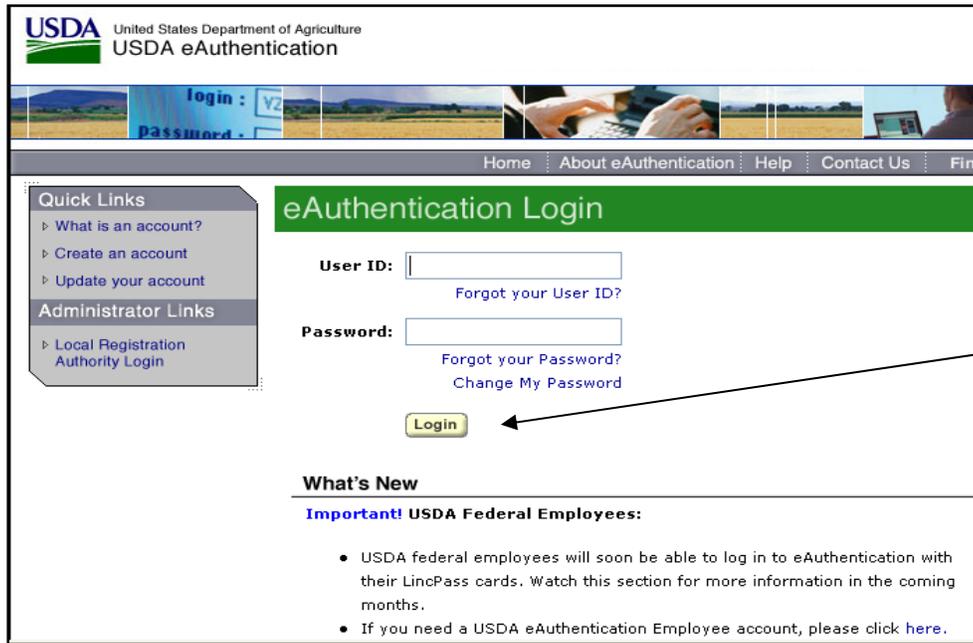
B Accessing the Report (Continued)



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2 The FWADM Three Day Delay of Initial Notification Letter Report (Continued)

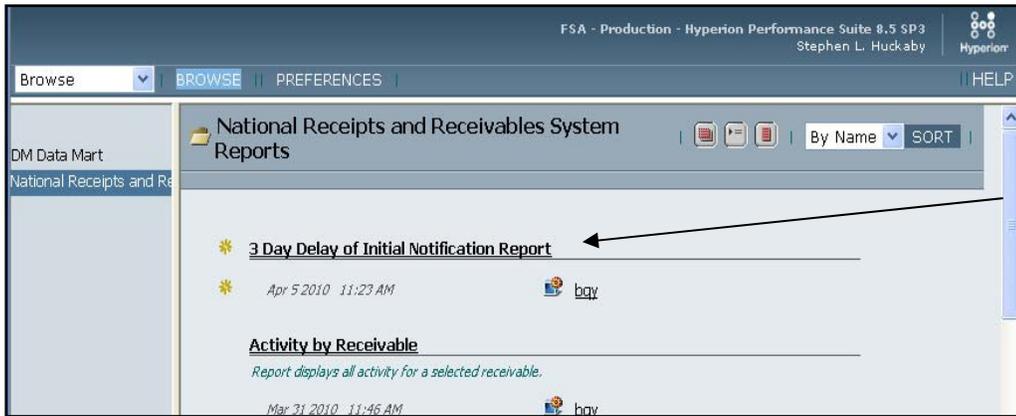
B Accessing the Report (Continued)



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2 The FWADM Three Day Delay of Initial Notification Letter Report (Continued)

B Accessing the Report (Continued)



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2 The FWADM Three Day Delay of Initial Notification Letter Report (Continued)

B Accessing the Report (Continued)

FWADM Last Load Date: 4/5/2010 (Monday)

3 Day Delay Initial Notification Letter Report - Limit Screen

Select State Select County

Alabama Alaska American Samoa Arizona Arkansas California Colorado Connecticut Delaware	
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All States All Counties

Instructions

- 1) Select State or click 'All States'
- 2) Select County or click 'All Counties'
- 3) Click 'Process Query'
- 4) Click 'OK' when Processing Complete
- 5) Click 'View Report'

Process Query

FWADM Last Load Date: 4/5/2010 (Monday)

3 Day Delay Initial Notification Letter Report - Limit Screen

Select State Select County

Alabama Alaska American Samoa Arizona Arkansas California Colorado Connecticut Delaware	Autauga Baldwin Barbour Bibb Blount Bullock Butler Calhoun Chambers
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All States All Counties

Instructions

- 1) Select State or click 'All States'
- 2) Select County or click 'All Counties'
- 3) Click 'Process Query'
- 4) Click 'OK' when Processing Complete
- 5) Click 'View Report'

Process Query

View Report

Note: See Notice FI-2916 for information about using all FWADM reports. Contact the State SLR for security access to FWADM.

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2 The FWADM Three Day Delay of Initial Notification Letter Report (Continued)

C Using the Report

The report shows receivable(s) that are due initial notification letter(s) by County Office. Click on the menu which shows “3 Day Delay Initial Notification”.

Initial notification letter generation will be delayed 3 workdays from the receivable establishment date to allow Field Offices time to review newly established receivable(s) to ensure that they are valid and correct. After 3 workdays from the receivable establishment date, an initial notification letter will automatically generate for the receivable.

This report will need to be reviewed and any receivable corrections made, if applicable, on a daily basis to ensure that customers receive accurate and timely due process.

The following is an example of the report.

3 Day Delay Initial Notification Letter Report													Data Current as of	03/29/10		
State FSA Code	County FSA Code	Receivable Identifier	Legacy Receivable Number	Receivable Due Date	Establish Date	Tax Identification	Customer Name	Debit Basis	Receivable Status Description	DCIA Referral	Program Alpha Code	Program Amount Type	Receivable Count	Accounting Program Amount	Outstanding Amount	
08	001	5811286		03/29/10	03/29/10		ABC Farms	10426		None	09ECCPDP	Program_Principal	1	\$6.00	\$6.00	
Receivable Total													1	\$6.00	\$6.00	
County Total													1	\$6.00	\$6.00	
	075	5564499		10/09/08	03/02/10		Smith LLLP	10421		None	99CRP	Program_Principal	1	\$27.65	\$27.65	
Receivable Total													1	\$979.65	\$979.65	
County Total													1	\$979.65	\$979.65	
State Total													2	\$985.65	\$985.65	
Report Total													2	\$985.65	\$985.65	

D State Office Action

State Offices shall ensure that County Offices review the report daily.

E County Office Action

County Offices shall review the report daily and make any necessary receivable corrections to ensure that initial notification letters are issued accurately and timely.