

For: State and County Offices

Procedures for FAXing Receivable Documentation to the Receivable Imaging System (RIS)

Approved by: Associate Administrator for Operations and Management



1 RIS FAXing Procedure

A Background

The RIS Web application allows all authenticated users to query, retrieve, print, e-mail, and view receivable/debt file documents electronically stored in RIS. Authenticated users can logon to the system using their eAuthentication user ID and password. The RIS retrieval application:

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

Receivables and claims have been moved to the new National Receipts and Receivables System (NRRS) web-based application where all debts are called receivables. In the NRRS environment, County Offices shall FAX receivable documentation to RIS for all outstanding receivables that are over 60 calendar days old. In addition, demand letters generated by NRRS will be automatically entered into RIS. This documentation will be accessible to authenticated users and will be used by FSC, Receivable Management Office (RMO) to verify eligibility of receivables for referral to the Department of Treasury's Cross-Servicing Program. Receivables referred for cross-servicing will remain in the originating office. County Offices are required to update RIS retrieval application by FAXing in any new actions taken or documentation generated or acquired that supports the receivables to ensure that the files are kept current.

Disposal Date	Distribution
January 1, 2011	State Offices; State Offices relay to County Offices

6-28-10 **Page 1**

Notice FI-2980

1 RIS FAXing Procedure (Continued)

B Purpose

This notice **requires** State and County Offices to begin and to continue FAXing all receivable documentation to RIS for any receivable that is currently outstanding and over 60 calendar days. 58-FI will be amended to include this requirement.

Note: All documentation for receivables and claims established before implementing NRRS was previously FAXed to RIS according to Notice FI-2908. Therefore, this notice applies to only those receivables established since NRRS was implemented.

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.

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

Notice FI-2980

1 RIS FAXing Procedure (Continued)

D RMO Debt Contacts for FAXing Documentation and Receivable Questions Contacts

As receivables become 60 calendar days old, receivable file documentation shall be FAXed to RIS. This policy is effective **immediately**.

The following table provides the RMO debt contact person and RIS FAX numbers assigned to each State for FAXing receivable documentation. County Offices should contact their State Office. State Offices should contact the responsible FSC, RMO debt contact person if there are any questions.

RMO Debt Contact	Phone Number	State	State Code	RIS FAX Number
Duane Allen	816-926-1954	AZ	04	816-823-4242
		CA	06	816-823-4240
		CO	08	816-823-4243
		KS	20	816-823-4242
		MN	27	816-823-4240
		MT	30	816-823-1873
		NV	32	816-823-4240
		NM	35	816-823-4243
		ND	38	816-823-4240
		OK	40	816-823-1873
		SD	46	816-823-4243
		TX	48	816-823-4242
		UT	49	816-823-4240
		WI	55	816-823-4243
	60	816-823-4242		
Judy Ball	816-926-2592	AL	01	816-823-4242
		AR	05	816-823-4242
		CT	09	816-823-4240
		DE	10	816-823-4242
		FL	12	816-823-4240
		GA	13	816-823-4242
		ID	16	816-823-4242
		IA	19	816-823-1873
		KY	21	816-823-4242
		ME	23	816-823-4243
		MI	26	816-823-1873
		NH	33	816-823-1873
		NJ	34	816-823-4243
		OR	41	816-823-4242
		RI	44	816-823-4240
		VT	50	816-823-4242
WA	53	816-823-4243		
WY	56	816-823-4243		

Notice FI-2980

1 RIS FAXing Procedure (Continued)

D RMO Debt Contacts for FAXing Documentation and Receivable Questions Contacts (Continued)

RMO Debt Contact	Phone Number	State	State Code	RIS FAX Number
Steve Huckaby	816-926-2850	IL	17	816-823-4243
		IN	18	816-823-4240
		LA	22	816-823-1873
		MD	24	816-823-1873
		MS	28	816-823-4240
		MO	29	816-823-4243
		NE	31	816-823-4240
		NY	36	816-823-1873
		NC	37	816-823-4243
		OH	39	816-823-4243
		PA	42	816-823-1873
		SC	45	816-823-4240
		TN	47	816-823-1873
		VA	51	816-823-4240
		WV	54	816-823-4242
PR	72	816-823-1873		

E County Office Action

For all receivables in NRRS over 60 calendar days old, County Offices shall FAX, to the RIS number listed in subparagraph D, a cover sheet with the following information:

- County Office State and county codes
- County Office contact person's name
- County Office contact person's telephone number
- producer's name
- NRRS receivable number.

F Receivable Documentation

The following is a partial list of supporting documentation that is **required**, which is contained in the receivable files, as applicable:

- promissory note for commodity loan
- promissory note for facility loan

Notice FI-2980

1 RIS FAXing Procedure (Continued)

F Receivable Documentation (Continued)

- the following CCC's lien position documents for commodity or facility loan:
 - UCC-1 or deed of trust
 - lien waiver
 - release of liability
- signed program contract; for example, DCP or CRP
- signed program application; for example, LIP, NAP, Supplemental Revenue Assistance Payments, or Emergency Assistance for Livestock, Honeybees, and Farm-Raised Fish Program
- worksheets and settlement statements proving the "basis of the debt" and the receivable amount
- appeals and NAD determinations (all documents about appeals and disputes)
- receivable checklist
- congressional inquiries
- correspondence from debtors
- court documents (bankruptcy, Department of Justice, and litigation or legal action)
- Department of Treasury memorandums
- financial statements
- information on deceased debtors (filing against the estate or documentations showing the estate is open or closed)
- memorandums and e-mails to the file
- manual notification and due process letters
- returned mailings
- telephone contacts
- any other applicable documentation.