

For: State and County Offices

Clarification of Changes to Receivable Settlements in NRRS

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Notice FI-3061 addressed a change in NRRS for closing receivables by selecting the settlement type, "Relief Granted in Full", from the Settle Receivable-Full Menu. If the receivable is in any open status, the balance is reduced to zero and all collections made on the receivable are reversed and refunded. Notice FI-3061 does **not** apply to receivables that have already been closed as paid-in-full.

B Purpose

This notice:

- provides clarification and informs County Offices of the following:
 - the settlement type, "Relief Granted in Full", applies to receivables that are invalid because COC, STC, DAFP, or NAD determined the entire debt is **not** owed
 - if the receivable is in any open status and settlement type "Relief Granted in Full" is selected from the Settle Receivable-Full Menu, all collections will be reversed and refunds will be generated for the entire amount collected to date
 - if the receivable status is "Closed – Paid in Full", all collections will need to be refunded through the online receivable refund process
- obsoletes Notice FI-3061.

Disposal Date	Distribution
August 1, 2012	State Offices; State Offices relay to County Offices

Notice FI-3070

1 Overview (Continued)

C Contact

If there are questions about this notice, State Office shall contact the appropriate office as follows.

Issue	Contact
Software-related problems.	Report the issue in Remedy Self Service or notify the local ITS Technical Services Division representative.
Questions about policies or procedures.	Contact either of the following: <ul style="list-style-type: none"><li data-bbox="748 625 1466 772">• Cari Pack by:<ul style="list-style-type: none"><li data-bbox="792 699 1466 730">• e-mail at cari.pack@kcc.usda.gov<li data-bbox="792 737 1466 768">• telephone at 816-926-6790<li data-bbox="748 814 1466 961">• Jeffrey O’Connell by:<ul style="list-style-type: none"><li data-bbox="792 888 1466 919">• e-mail at jeffrey.o’connell@kcc.usda.gov<li data-bbox="792 926 1466 957">• telephone at 816-823-1447.

2 County Office Action

A Settling Receivables in NRRS

When a receivable needs to be closed for reasons other than being paid-in-full, County Offices shall see 64-FI, subparagraph 23 B for instructions on settling receivables-in-full in NRRS.

B Refunds

County Offices shall follow these procedures when settling receivables-in-full.

- under Receivables, CLICK “**Search**”
- enter the applicable criteria on the Search for a Receivable Screen
- if searching by receivable, select the receivable from the Receivable Search Results Screen
- if searching by customer TIN, select the applicable customer from the Customer Search Results Screen, then select the applicable receivable from the Receivable Search Results Screen
- CLICK “**Settle Receivable Full**”

Notice FI-3070

2 County Office Action (Continued)

B Refunds (Continued)

- ENTER “**Settlement Date**”
- select the applicable “Settlement Type” from the drop-down menu

Note: Settlement types are defined in 64-FI, subparagraph 23 B.

- enter the appropriate remarks
- CLICK “**Submit**”.

If the settlement type is “Relief Granted in Full”, NRRS will automatically refund all collections on the receivable and pass the refunds to NPS. County Offices will need to check the NPS worklists to certify and sign the refund to release the funds to the producer.

For receivables that have already been closed as paid-in-full and for receivables for which only a partial refund is due, users will need to contact Kansas City to request authority to create a receivable refund. Requests should be sent to Cari Pack by e-mail to cari.pack@kcc.usda.gov or FAX at 816-926-7546, and contain the following information:

- State and county code
- producer TIN
- producer name
- NRRS receipt ID number
- original CCC-257 number and date
- original program
- original amount
- amount of refund requested
- copy of determination that relief is granted (FSA-321, COC minutes, etc.)
- brief explanation of circumstances.