



**U.S. Department of Agriculture**  
**National Finance Center**  
Administrative Billings and Collections Section  
P.O. Box 61765, New Orleans, LA 70161

Dear \_\_\_\_\_:

To assist our serviced agencies to comply with the Debt Collection Improvement Act of 1996 (DCIA) and OMB Circular No. A-129, ABCO personnel are conducting a review of the receivables in our database that need to be addressed because of these regulations.

Departments and agencies are required to manage their receivables to protect the Government's assets and to minimize losses. The Debt Collection Improvement Act of 1996 (DCIA) and OMB Circular No. A-129 govern the requirements for managing and collecting nontax receivables.

- The DCIA requires that debt that is delinquent more than 180 days be referred to TOP and transferred to Cross-Servicing.
- OMB Circular No. A-129 authorizes collection methods which include
  - demand letters,
  - administrative wage garnishment
  - referring delinquent debts to Treasury Offset Program (TOP), and
  - transferring delinquent debts to Treasury Cross-Servicing (Cross-Servicing).
- OMB Circular No. A-129 mandates that delinquent receivables older than two years be written off unless documented and justified to OMB in consultation with Treasury.

**Attachment A** is a list of receivables for your agency requiring attention on your behalf. **Attachment B** gives an explanation of the Status Codes that your list may include.



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If you need to discuss any of these receivables, please call us at (504) 426-nnnn and ask to speak to (Insert Name).

We appreciate your continued cooperation as we work to improve our controls over receivable processing.

Sincerely,

C.J. Ladner, Chief  
Government Debt and Insurance Services Branch

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