

Form FHA 021-4

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
HARRISBURG, PENNSYLVANIA

TO:		ISSUE NO. 301
State Office	STATE PROCEDURE	
Area Office	NOTICE	DATE: 10/17/06
Local Office		

RURAL DEVELOPMENT MANUAL CHANGE

PA Instruction 1951-B

GENERAL: PA Instruction 1951-B, provides guidance on establishing and maintaining collection files and outlines the responsibilities for Rural Development Managers and the Management Control Officer in conducting monthly and annual collection reviews.

REMOVE: PA PN 218

INSERT: PA PN 301

PART 1951 - SERVICING AND COLLECTIONS

Subpart B - Collections

§ 1951.53 Responsibility for funds.

(c) Rural Development Managers (RDMs) will perform the monthly review of collection activities in their offices. The Management Control Officer (MCO) will perform the monthly review of collection activities for State Office programs. The monthly review results will be reported on Form RD 1951-44.

(d) The MCO will perform the annual collection review for all Offices in Pennsylvania. The annual review results will be reported on Form RD 1951-44.

§ 1951.61 Files to be maintained.

(b) Filing position for Operational File 1951, Collections.

1. Due to the reduced volume of collection activities, files may be established and maintained on a fiscal year basis. For Offices who have large volumes of collections, monthly or quarterly files may be established; however, all collections for each period will be maintained in the same file. Collections will not be separated by programs or divisions. The collection file will be named

Annual: **1951 Collections, FY _____**

Monthly: **1951 Collections, FY ____, month/year**

2. Filing positions for field office collections will be as follows:
 - i. Position 1 - Form RD 1951-49, Register of Collections
 - ii. Position 2 - reserved
 - iii. Position 3 -Form RD 1951-60, FORRR; Refer to FMI for attachments to 1951-60, i.e., Forms RD 370-46A, RD 451-2; RD 1940-10, etc.; Form RD 3550-17, Funds Transmittal Report; Form RD 3550-26 and 3550-27, Substitute Payment Coupon; other transmittal documents; calculator tape; copies of checks, money orders, etc.
 - iv. Position 4 - Forms 1951-44, monthly reviews (original signature) and annual review. Other supporting documentation for collection activity during the year.

3. Filing positions for State Office collections (established monthly) will be as follows:
 - i. Position 1 - Form RD 1951-49, Register of Collections
 - ii. Position 2 - Form RD 1951-49, Register of Collections for SFH special servicing accounts
 - iii. Position 3 -Form RD 1951-60, FORRR; Refer to FMI for attachments to 1951-60, i.e., Forms RD 370-46A, RD 451-2; RD 1940-10, etc.; Form RD 3550-17, Funds Transmittal Report; Form RD 3550-26 and 3550-27, Substitute Payment Coupon; other transmittal documents; calculator tape; copies of checks, money orders, etc. Form 1951-44, Results of Monthly Review. In the September file, the Results of the Annual Review will be maintained.
 - iv. Position 4 - Form RD 3550-17, Funds Transmittal Report for special servicing accounts.

4. Files will be retained for 5 FYs.