



United States Department of Agriculture

Farm and Foreign Agricultural Services
Risk Management Agency

March 29, 2000

INFORMATIONAL MEMORANDUM

TO: All Reinsured Companies

FROM: Tim B. Witt
Deputy Administrator

SUBJECT: Data Acceptance, Escrow and Monthly Accounting Reports Procedures During Single Facility Move

The Risk Management Agency (RMA) Kansas City office is preparing to move to a new facility beginning the week of April 16. The first day in the new facility will be April 24. During preparation for the move and until the automated systems have resumed processing, the following procedures will be used for data acceptance, escrow and monthly accounting report processing. All phone and fax numbers for RMA personnel remain the same at the new location. The mailing address to use for overnight and regular mail is **RMA, Mail Stop 0814, 6501 Beacon Drive, Kansas City, MO 64133.**

Data Acceptance Procedures

- **April 15** – Last date for submission of electronic transmissions – 6:00 p.m. central time cutoff
- **April 17** – Begin full system backups
- **April 19** – Prepare hardware for shipping to new location
- **April 20** – Hardware will be moved
- **April 21** – System scheduled to be powered up. Verification of hardware, systems and applications will begin. Verification will continue through the weekend until all critical systems are operational.
- **April 24** – Companies will be notified of system availability

Escrow:

- **April 15** - Last date for Reinsured Companies to submit electronic transmission of Reinsurance Year (RY) 1999 and RY 2000 loss data until after the system is back up.
- **April 17** - RMA initiates escrow payment based on loss information from the last electronic data transmission.



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All Programs Authorized Under the Federal Crop Insurance Corporation

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- **April 17 & 18** - Reinsured companies overnight hard copy escrow requests to RMA's current address. Requests to RMA's current address must be received by COB, April 19, 2000.
- **April 24, and later** – Reinsured companies mail hard copy escrow requests to RMA at the new address: **RMA, Mail Stop 0814, Fiscal Operations Branch, 6501 Beacon Drive, Kansas City, MO 64133**. We are suspending escrow funding April 20 through April 23, and we recommend no escrow requests be overnight mailed to RMA that might be delivered on April 20 through April 23.
- **Until notified that the system is available for processing, Reinsured Companies should continue to mail hard copy escrow requests.**

Companies must submit the hard copy escrow requests and check registers for all RY's to RMA in the format outlined in Manual 13. RMA will not fund the escrow account if any escrow request causes the amount in the Federal Crop Insurance Corporation escrow account to exceed the amount of collateral pledged.

When electronic processing resumes, loss data processed through DAS will be deducted from the total amount of hard copy escrow requests funded. When the total losses processed exceeds the amount funded, RMA will resume escrow funding from electronic data transmissions for RY 1999 and RY 2000.

Monthly Accounting Report Procedures:

RMA will process April monthly accounting reports with no change in timelines except that any monthly accounting reports mailed to RMA's current address must be received by April 19, 2000. After April 24, 2000, reports should be mailed to the new address at RMA, Mail Stop 0814, Fiscal Operations Branch, 6501 Beacon Drive, Kansas City, MO 64133. This address is used for overnight and regular mail.

If you have any questions, please contact Jeff Bazille at (816) 926-5396, Calvin Brewer at (816) 926-7030, Linda Seigler at (816) 926-7987, Steve Ginie at (816) 926-7906, or Seavey Anthony at (816) 926-3865.