

**NATIONWIDE  
CENTRAL INTAKE FACILITY  
BRIEFING MATERIAL  
FOR  
FEDERAL AGENCIES**

**Department of Justice  
Nationwide Central Intake Facility  
P. O. Box 65720  
Washington, DC 20035**

**800-683-6567**

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## TABLE OF CONTENTS

- **Nationwide Central Intake Facility History** [Page 1](#)
- **How the NCIF works** [Page 1](#)
- **Screening of referral packages** [Pages 1 & 2](#)
- **What to do if \$1 million or more** [Page 3](#)
- **What to do if requesting DOJ Concurrence for  
Compromise, Suspension or Termination** [Page 3](#)
- **Entry of claim information & generation of letters** [Page 3](#)
- **Cases assigned to Special Assistant U. S. Attorneys** [Page 4](#)
- **What agencies can do to help** [Page 4](#)
- **Bankruptcy referral procedures** [Page 5](#)
- **Benefits to client agencies** [Page 6](#)
- **Benefits to the U. S. Attorney Offices** [Page 6](#)
- **Debarment provision of the Federal Debt Collection  
Procedures Act (FDCPA)** [Page 6](#)

## **NATIONWIDE CENTRAL INTAKE FACILITY (NCIF)**

Beginning on October 1, 1990, all client agencies were instructed to refer their civil debts with a principal amount of \$500,000 or less to the NCIF instead of directly to one of the 94 USAOs for litigation. **(The amount increased to \$1,000,000.00 on April 6, 1995.)** The NCIF would pass them on to the appropriate USAO or private counsel.

Except where the debtors had already filed bankruptcy, all such referrals under the Federal Claims Collection Standards, 4 C.F.R. Part 105, were thereafter to be sent to the Department's NCIF.

The opening of the NCIF enabled the Department to accumulate a single, central, automated database of debts and to demonstrate to Treasury and OMB better accuracy of the agency's data.

The NCIF has also enabled the Department to provide the referring agencies with reports on the debts referred, the litigating office handling the debt, and information on the disposition of closed debts.

On September 12, 1991, the referring agencies were notified to start sending bankruptcy referrals through the NCIF as of October 1, 1991, and to start using the newly revised Claims Collection Litigation Report (CCLR) as of that same date. [back](#)

## **HOW THE NCIF WORKS**

### **SCREENING OF REFERRAL PACKAGES**

**NCIF Mailing Address:** Department of Justice  
Nationwide Central Intake Facility  
P. O. Box 65720  
Washington, DC 20035

- All incoming referral packages are date stamped immediately upon receipt.
- Based on the CCLR, the Zip Code of debtor's address (or property, if a foreclosure case) is used to verify the judicial district to which your agency directed the referral.
- The date provided for the statute of limitations is checked to ensure immediate processing when expiration is nearing. [back](#)

The initial quality control screening at the NCIF checks referrals for the following:

- Must contain a completed CCLR.
- Statute of Limitations date must be a future date.
- Amount of **principal** referred must be greater than \$2500, unless:
  - a) a bankruptcy claim;
  - b) a "piggyback" claim (a claim that accompanies one or more other claims for the same debtor from the same agency);
  - c) other exception as noted on CCLR by the referring agency

**OR**

d) referring to one of the 18 private counsel districts:

California Central (Los Angeles)	California Northern (San Francisco)
Connecticut (Foreclosures only)	District of Columbia
Florida Southern (Miami)	Florida Northern (Tampa)
Illinois Northern (Chicago)	Michigan Eastern (Detroit)
New Jersey (Newark)	New York Eastern (Brooklyn)
New York Northern (Syracuse)	New York Western (Buffalo)
Pennsylvania Eastern (Philadelphia)	Pennsylvania Middle (Scranton)
Pennsylvania Western (Pittsburgh)	Puerto Rico
South Carolina	Texas Southern (Houston)

- Must contain credit data on the debtor obtained within the past 6 months or evidence of verified employment or debtor asset information.
- Certificates of Indebtedness must have original signatures. [back](#)

Principal over \$1,000,000.00 - mail CCLR package directly to Civil Division.

Request for DOJ Concurrence on Compromise, Suspension or Termination for debts over \$100,000.00, mail the CCLR package directly to Civil Division.

Civil Division Address:

U. S. Department of Justice  
Civil Division  
Office of Commercial Litigation  
P. O. Box 875  
Ben Franklin Station  
Washington, DC 20044

[back](#)

## **ENTRY OF CLAIM INFORMATION & GENERATION OF LETTERS**

- Referral packages are then sent to the new claims entry processing area where claim information is entered.
- All cases NOT meeting the screening criteria are entered in the data base as immediate declinations.
  - a) "Client Agency Declination" letters are generated and returned to the agency with the referral package
  - b) All referrals meeting the NCIF screening criteria are still subject to immediate declination after review by the USAO. *(The USAO returns declined claims directly to the referring agency and notifies the NCIF of the declination.)*
- All claims meeting the screening criteria are entered into the CDCS system.
  - a) "Client Agency Acknowledgment" letters are generated for each claim. These letters acknowledge receipt of the claim by the NCIF, and report the date referred and the judicial district to which the claim was referred
  - b) The entire package is then mailed to the Financial Litigation Unit in the USAO of jurisdiction or to a Private Counsel Office litigating on behalf of Justice.

[back](#)

## CASES ASSIGNED TO SPECIAL ASSISTANT U. S. ATTORNEYS

- The NCIF is designed to track ALL cases that are being litigated by the Department of Justice's USAOs. This INCLUDES cases assigned to Special Assistant U. S. Attorneys (SAUSAs).
- DOJ Office of Debt Collection Management has advised agencies that for referrals which will be assigned to SAUSAs, they are to send the NCIF a "copy" of the CCLR so the NCIF can enter the claim. In such cases we ask you to indicate on the CCLR that the claim is assigned to a Special Assistant U. S. Attorney.
- Once the NCIF enters these cases, the NCIF "Client Agency Acknowledgment" letters are generated for each claim and mailed to the referring agency office.
- This procedure enables the U. S. Attorneys to be more aware of cases that are being litigated on their behalf by SAUSAs. [back](#)

## WHAT AGENCIES CAN DO TO HELP

- Always use the Revised CCLR published in the **Litigation Referral Process Handbook**, A Companion to the Treasury Financial Management Credit Supplement. Department of the Treasury, Financial Management Service, 1991.
- Avoid sending duplicate referrals to the USAO and the NCIF unless a time problem is involved. This can easily result in double counting.
- When phone calls are received from debtors whose debts have been referred to DOJ, direct them to the USAO to which the case was referred, **NOT** to the NCIF.
- Once a case has been referred through the NCIF, forward any follow up documents or information directly to the responsible USAO, **NOT** to the NCIF.
- Refer to the new Federal Claims Collection Standards, 31 CFR, Chap IX, Part 904, Referrals to Department of Justice. You can download this document at [http://www.access.gpo.gov/nara/cfr/waisidx\\_02/31cfr904\\_02.html](http://www.access.gpo.gov/nara/cfr/waisidx_02/31cfr904_02.html).

**Remember: Once you refer a debt to the Department of Justice, you must immediately terminate the use of any administrative collection activities, refrain from having any contact with the debtor and should direct all debtor inquiries concerning the debt to the Department of Justice. You should also inform DOJ of any payments credited to the debtor's account after referral to DOJ.**

- When you want to renew a Judgment Lien already referred to DOJ, contact the U. S. Attorney directly, **NOT** the NCIF. [back](#)

## BANKRUPTCY REFERRAL PROCEDURES

- If your agency files a Proof of Claim (POC), DOJ does not need to be notified.
- If your agency requests that the USAO file **only** a Proof of Claim on your behalf, you **MUST** submit information to the NCIF as follows:
  - a) Complete only the first page of the CCLR (Claim at a Glance page) noting the pertinent bankruptcy information in Block 10. In addition, you should note "**POC only**" in the blank space found in Block 10.
  - b) In Block 11 (Amount of Claim) complete all applicable spaces. This information should represent the amount(s) found on the Proof of Claim; or an estimate of the amount owed. **DO NOT** modify Item 11, the financial components directly relate to fixed fields in a computer database.
  - c) Attach a copy of the Proof of Claim.
- When your agency requests that the USAO do **more** than just file the Proof of Claim, you **MUST** submit information to the NCIF as follows:
  - a) Complete **all** applicable portions of the **ENTIRE** CCLR.
  - b) Attach a copy of the Proof of Claim and other pertinent documents.

**IMPORTANT NOTE:** If the filing deadline is within thirty (30) days, you should send the original information directly to the USAO.

- When your agency receives notice of bankruptcy filing on a case already referred through the NCIF, notify the USAO directly in order to avoid duplication in counting cases.

[back](#)

## **BENEFITS TO CLIENT AGENCIES**

- Provides a single, central location for processing and forwarding of civil referrals.
- Provides a single contact point for dealing with misdirected or problem referrals.
- Provides more consistency in requirements for preparing acceptable referral packages for DOJ.
- Provides ability to obtain reports by client agency department, division or location for use in verifying referral data and reconciling data discrepancies. [back](#)

## **BENEFITS TO THE U. S. ATTORNEY OFFICES**

- Provides a central point for the receipt of all DOJ referrals.
- Helps keep the referral of incomplete or inaccurate agency packages to a minimum.
- Keeps referral screening criteria consistent.
- Provides ability to prepare various reports on a nationwide basis, allowing DOJ to work directly with representatives of client agencies, Treasury and OMB to reconcile differences in data. [back](#)

## **DEBARMENT PROVISION OF THE FEDERAL DEBT COLLECTION PROCEDURES ACT (FDCPA)**

- A debarment provision within the Federal Debt Collection Procedures Act of 1990 (FDCPA) 28 U.S.C. § 3201(e), provides that people who have defaulted on their obligations to repay previous federal financial assistance, and against whom the DOJ has secured a judgment for their federal debt, may not be eligible for certain further federal financial benefits, until the judgments outstanding against them are paid in full or otherwise satisfied.

[back](#)