

Penalty Mail Program Frequently Asked Questions

Q— Was the Penalty Mail Program terminated as of September 30, 2003?

A— Yes. The Penalty Mail Program was terminated as of September 30, 2003.

Q— What will happen to the funds formerly allocated for the Penalty Mail Program?

A— In the absence of any statute directing otherwise, the funds formerly allocated for the Penalty Mail Program will be distributed in FY 2004 and thereafter according to the statutory formula authorized under the Smith-Lever Act. These funds will be distributed according to the 2000 census

Q— Are the Cooperative Extension Services still required to comply with Chapter IX of the Administrative Manual for Cooperative Extension Work after September 30, 2003?

A— With the except of Chapter IX Section D.2, Letterheads, the Cooperative Extension Services are no longer required to comply with Chapter IX of the Administrative Handbook. However, institutions must comply with institutional mail policies and Federal financial assistance regulations as they relate to mail costs.

Q— Will we be required to submit a monthly, quarterly, or yearly statement showing exactly how these funds are spent? If so, how much detail will be required?

A— Institutions will no longer be responsible for submitting a monthly, quarterly, or yearly statement showing how the former Penalty Mail funds are spent, but institutions may be subject to institutional reporting requirements.

Q— Can Cooperative Extension Services apply for non-profit status for mail purposes?

A— Yes. Since Cooperative Extension Services will be paying their own commercial mail bill, they may apply for non-profit status.

Q— What return address can be used on envelopes? Will return envelopes just go to the county offices?

A— Since this Chapter IX requirement will no longer apply, county offices may use their own return addresses on envelopes.

Q— Should the term “official business” be deleted from envelopes and post cards?

A— No. The term “official business” should not be deleted from envelopes and post cards.

Q— Are we still required to inspect every piece of returned mail?

A— No. Since this Chapter IX requirement will no longer apply, Cooperative Extension Services are not required to inspect all returned mail.

Q— Are we still required to comply with the letterhead requirements as stated in Section D.2 of Chapter IX of the Administrative Handbook?

A— Yes. Cooperative Extension Services are still required to comply with the letterhead requirements to show the relationship and cooperation between Cooperative Extension Services and the U. S. Department of

Q— Should the term “Penalty for Private use \$300” be deleted from all envelopes and post cards?

A— Yes. This clause should be deleted since the Penalty Mail Program has terminated.

Q— What should we do if we have a large supply of envelopes with the following statements: “Penalty for Private Use \$300” and “Official Business”?

A— You may continue to use these envelopes. However, the statement, “Penalty for Private Use \$300” must be covered before mailing with either white-out or white address labels.

Q— Can stamps be used on the envelopes described in the question above?

Q— Will the Cooperative Extension Services be able to use franked envelopes?

A— Yes. The Cooperative Extension Services may use franked envelopes with pre-stamped postage until stock on hand has been exhausted.

Q— Will bulk mailing permit number G-268 continue, or will this number change?

A— The Cooperative Extension Service permit number G-268 has been cancelled as of October 1, 2003. Cooperative Extension Services need to apply at the local post office for a permit to be used after that date.

Q— Can a Cooperative Extension Service release mailing lists to Federal, State, or private agencies?

A— Mailing lists comprise systems of records established to assist in carrying out various programs of a Cooperative Extension Service. These mailing lists are for the sole use of the Cooperative Extension Service and should not be furnished directly or indirectly to any person, firm, association, or Federal government agency unless authorized by the individual Cooperative Extension Service director/administrator. State freedom of information or privacy regulations and institutional policies may apply to the release of these records. As such, legal consultation with the State Attorney’s office and institutional counsel is recommended concerning the proper handling of access requests.