UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice FLP-104

For: State and County Offices

Tracking of Priority Consideration for Claimants Who Prevailed Under the Consent Decree

Approved by: Acting Deputy Administrator, Farm Loan Programs

1 Overview

A Background

Claimants under the Class Action Consent Decree are being notified by letter of the adjudicator's decision regarding their individual claims. The provisions of the decree specify that claimants make their request for priority consideration, in writing, to the FSA Office where the loan request will be processed.

B Purpose

This notice:

- establishes an interim system for identifying claimants who prevailed under the Consent Decree
- notifies State and County Offices of a new ADPS Civil Rights database which will track priority consideration data for claimants who prevailed under the Consent Decree
- informs State and County Offices of information to be tracked before the implementation of the ADPS Civil Rights database.

C Contact

Direct any questions about this notice to Ann Smith, LMD, at 202-720-1656.

Disposal Date	Distribution
December 1, 2000	State Offices; State Offices relay to County Offices

2 Interim System

A
Interim Procedures

Follow the procedures in this paragraph until the ADPS Civil Rights database is implemented.

B
National Office Procedures

National Office shall:

- retain and disseminate all information about claimants awarded priority consideration
- provide verification for State and County Offices receiving requests for priority consideration.

C
County Office Procedures

If an applicant requests priority consideration, the County Office shall immediately contact the State Office to verify that the applicant is entitled to priority consideration.

If the applicant **is** entitled to priority consideration, the County Office shall process the application immediately and keep track of the following information.

- Date priority consideration was requested (OL, FO, or inventory property).
- State and County Code where priority consideration was requested.
- Date application for OL, FO, or lease/purchase request submitted.
- Date application for OL, FO, or lease/purchase request approved.
- Date application for OL, FO, or lease/purchase request denied.
- Did applicant request appeal of adverse decision? Yes/No.
- Date OL, FO, or lease/purchase closing.
- Amount of OL, FO, or lease/purchase amount.

If the applicant **is not** entitled to priority consideration, notify the applicant.

D
State Office Procedures

State Office shall contact Ann Smith, LMD, by telephone at 202-720-1656, or by FAX at 202-690-1117, to verify whether an applicant is entitled to priority consideration and notify the County Office accordingly. Farm Loan Chiefs shall also ensure that loan officials track the information in subparagraph C when processing priority consideration applications.

Note: **This information will need to be input into the ADPS Civil Rights database once it is implemented.**

3 Civil Rights ADPS Database Access

A
Accessing ADPS Database

When implemented, the Civil Rights database will be accessed through Option 7, "**OTHER INQUIRY**" on the ADPS screen. The database is currently in testing and is tentatively scheduled for implementation in mid-January. User guides will be provided to Field staff in early February.

The database will be accessible for viewing by all employees with active ADPS ID's. State and County Office employees, with obligation authority, will have update capability to input the information in subparagraph 2 C into the Civil Rights database.

Select National and Finance Office employees will have update capabilities for all fields in this database.

Additional guidance and training on the database and its use will be forthcoming.