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

For: State and County Offices

**Loading Current and Prior Versions of FSA-211
into Business Partner (BP)/Representative Capacity (RepCap)**

Approved by: Acting Deputy Administrator, Farm Programs

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1 Overview

A Background

Web Transmittal No. 379 notified Field Offices that BP/RepCap Power of Attorney (POA) was modified to allow users to load data captured on the current FSA-211 (11-25-14). It was the understanding of the National Office that all FSA-211's signed on the obsolete FSA-211 (12-17-08) had already been loaded into BP/RepCap.

The National Office received overwhelming feedback from Field Offices with backlogged FSA-211's that were not timely loaded into BP/RepCap. Notice CM-763 informed State and County Offices that a BP enhancement was being developed to allow Field Offices to load POA's that had been captured on previous versions of FSA-211, and were still valid.

Web Transmittal No. 384 explained that "Users will now be able to load POA's that were recorded and signed on an older version of FSA-211 (prior to 11-25-2014). The system will still default to the 11-25-2014 version and users will have the option to change from the 11-25-2014 version by choosing "Other" from a drop-down menu".

B Purpose

This notice informs National, State, and County Offices of the following:

- the BP enhancement has been completed, and users may now load POA's captured on previous versions of FSA-211's (12-17-08 or older) with an effective date earlier than November 25, 2014

- County Offices shall load all valid FSA-211's in BP according to paragraph 2.

Disposal Date	Distribution
July 1, 2016	State Offices; State Offices relay to County Offices

2   Action

A Loading Active FSA-211's in BP/RepCap

County Offices shall proceed with loading POA's into BP/RepCap that were captured on an older version of FSA-211, including those with an effective date of 11-25-14 or earlier. The effective date may be found on FSA-211, item 10 (c).

Notes: POA's loaded on older versions of FSA-211 are valid until revoked, regardless of the version of the form recorded on. See 1-CM, subparagraph 728 D for additional guidance.

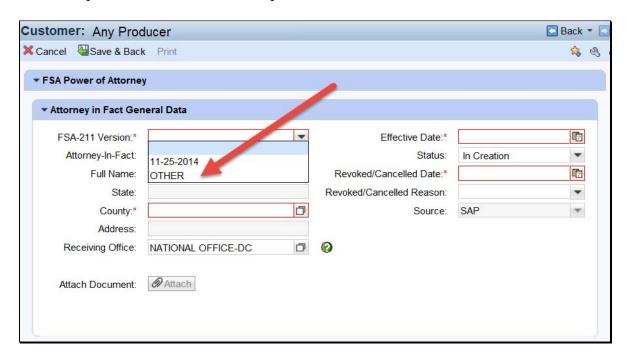The form version is indicated with a date in parenthesis in the top left corner of FSA-211.

IF signed FSA-211 version is…	AND effective date (item 10 (c)) is…	AND FSA, NRCS, and CCC Programs (section A) selection is…	THEN take the following action…
12-17-08 or older	earlier than November 25, 2014	1, 2, 6, 7, 8, 9, 10, 11, or 13	Users should load the POA into BP. Select "Other" as the "FSA-211 Version" in BP/RepCap/POA. See the example of FSA-211 version options in subparagraph B.
	November 25, 2014, or after		
	earlier than November 25, 2014	3, 4, 5, 12, 14, 15, or 16	Users will **not** be able to load POA into BP. Maintain the hard copy according to 1-CM, paragraph 728.
	November 25, 2014, or after		
11-25-14	November 25, 2014, or later	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, or 16	Users should load POA into BP/RepCap without modifying the "FSA-211 Version" selection (retain the default value of "11-25-14").

Important: Users shall **not** print the POA from BP when loading data from obsolete FSA-211's (12-17-08). POA's on the hard copy FSA-211 with all required signatures are considered active and should be loaded as "Active" in BP/RepCap. The print functionality is only to be used to print "In Creation" POA's that are directly loaded into BP while face-to-face with customer and require signatures. See subparagraph C for obtaining **new** POA's.

2   Action (Continued)

B   Example of "FSA-211 Version" Options in BP

In BP/RepCap/FSA Attorney in Fact (POA), the "FSA-211 Version" is defaulted to "11-25-14". If applicable, use the drop-down menu to select "Other" when loading all POA's captured on FSA-211 versions older than the current version (11-25-14). Following is an example of "FSA-211 Version" Options in BP.

C   Creating and Loading New FSA-211's in BP/RepCap

County Offices shall **not** use obsolete FSA-211 (12-17-08) to capture **new** POA's. This version of FSA-211 was obsoleted on November 25, 2014. All grantor information shall be captured on the current FSA-211, version (11-25-14).

After loading the POA information into BP/RepCap and saving the POA with "In Creation" Status, the County Office may print FSA-211 to obtain signatures.

Note: The print function is only available for POA's in "In Creation" status, to obtain the grantor's signature. **Do not** set the POA status to "Active" until the paper FSA-211 is signed. Printing FSA-211 is prohibited once the status is changed to "Active".

IF POA info is captured…	THEN load into BP…
directly into BP/RepCap while face-to-face with the customer	with "in Creation" status and print for customer to sign paper copy. After signatures are obtained, change status to "Active" in BP.
manually on the FSA-211 (11-25-14) paper copy	with "Active" status after all signatures are collected on same paper copy

2   Action (Continued)

D   Additional References

Users may reference 1-CM and the following work instructions, as necessary, when loading POA's. The instructions are available on the MIDAS Portal, in Bulletin Board>MIDAS Training>Business Partner>Work Instructions, and may be accessed by clicking the link. Additional instructions are included on the MIDAS Portal.

- Create an FSA Power of Attorney,
  https://www.fsa.usda.gov/Internet/FSA_MIDAS/03_WI_Create_FSA_Power_Atty.pdf.

- Signature and Attachments for FSA Power of Attorney,
  https://www.fsa.usda.gov/Internet/FSA_MIDAS/04_WI_Sign_Attach_for_FSA_POA.pdf.