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

Notice FI-3166

For: State and County Offices

Preparing for the October Payment Cycle

Approved by: Associate Administrator for Operations and Management

Candace Thompson

1 Overview

A Background

FSA has been modernizing business functionality within the program and financial Web applications. With the upcoming October payment cycle, it is important to provide additional guidance about the following:

- customer mailing addresses
- BIA addresses and potential offsets
- reviewing customer profiles, assignments, joint payments, and direct deposits in FSA Financial Services (FSA-FS)
- Financial Web Application Data Mart (FWADM) Reports available to research transactional activity.

B Purpose

This notice provides clarifications about the following:

- what will be used for customer mailing addresses
- researching farm program payments and receivables
- actions required for delaying BIA offsets
- reviewing established assignments, joint payments, and ACH accounts with FWADM reports
- FSA-FS review list for the October payment cycle (Exhibit 1).

Disposal Date	Distribution
March 1, 2014	State Offices; State Offices relay to County Offices

1 Overview (Continued)

C Contacts

If there are questions about this notice, State Office shall contact the appropriate office as follows.

<table>
<tr><th>IF issue is…</th><th>THEN contact…</th></tr>
<tr><td>software-related problems</td><td>the National help Desk at 800-255-2434 or 816-926-1552.

Note: Select option 3 for hardware and application software.</td></tr>
<tr><td>policies or procedures for FSA-FS</td><td>either of the following:

• Yanira Sanabria by either of the following:

  • e-mail at yanira.sanabria@wdc.usda.gov
  • telephone at 202-772-6032

• MarySue Tolle by either of the following:

  • e-mail at marysue.tolle@kcc.usda.gov
  • telephone at 816-926-5965.</td></tr>
<tr><td>request for FWADM access</td><td>Connie Saulka by either of the following:

• e-mail at connie. saulka@kcc.usda.gov
• telephone at 816-926-6971.</td></tr>
</table>

2 Customer's Mailing Address

A Mailing Address Used for Customers

State and County Offices should be aware that financial-related items are mailed to customers based on updates performed in SCIMS.

Payments and Disbursement Transaction Statements are mailed to the customer's address that was passed to NPS from the program application.

B Local BIA Agency Address

When a customer represented by BIA is paid, the system inserts BIA's TIN and the BIA address stored with the legacy link from the customer's physical location (FSA State or county). The customer's Disbursement Transaction Statement and Treasury check will be mailed to the local BIA address.

County Offices with customers represented by BIA **must** verify that:

- BIA has an active legacy link for the County Office
- the local BIA address is correctly recorded.

C Correctly Updating Customer Records SCIMS

When customers are established in SCIMS without the correct TIN or customer records are **not** properly maintained, the following are potential financial-related ramifications:

- improper payments
- reporting income for the incorrect TIN
- not properly honoring the following:
  - a customer's direct deposit election or hardship waiver
  - an assignment, joint payment, bankruptcy trustee, or other agency offset
- Disbursement Transaction Statements and Treasury checks mailed to incorrect address.

Note: County Offices should follow 1-CM for instructions on updating customer records in SCIMS.

3 Researching Farm Program Payments or Receivables

A Farm Program Payment Requests in NPS

A common question by users is, "When is a farm program payment request available for certification and signing in NPS?" Farm program payment requests submitted to NPS should be available for users to view within 1 hour after submission. Farm program payment requests may be researched by following the instructions provided in 1-FI, paragraphs 136 through 139 to verify that the farm program payment has been successfully loaded in NPS.

If the:

- payment request is successfully loaded, the payment record will be present in 1 of the following NPS worklists:
  - Manual Handling
  - Certification
  - Signing, if payment was certified by the County Office
- farm program payment is **not** present in NPS, then check the NPS Payment Queue Detail Report in FWADM that will be available the following day.

  Notes: The NPS Payment Queue is a holding place for payment transaction requests with errors preventing NPS from successfully processing the payment request. The NPS Payment Queue Detail Report provides payment information and an error message about why the payment was **not** updated to a worklist.

  The NPS Payment Queue Detail Report can be found in FWADM on the Web by selecting the "FWADM" folder and then selecting the "Payments" folder. After logging on and within the report, users select the State and county on the NPS Payment Queue Detail Report Screen. CLICK "**Process Query**" to continue. After the message "Processing Complete" is displayed, CLICK "**OK**".

  If the State and county is **not** displayed on the drop-down menu on the NPS Payment Queue Detail Report Screen, there are no payment transactions on the queue for that State and county location.

3 Researching Farm Program Payments or Receivable (Continued)

A Farm Program Payment Request in NPS (Continued)

The following is an example of the NPS Payment Queue Detail Report.

NPS Payment Queue Detail Report
Thursday, August 01, 2013

State Fsa Code	County Fsa Code	Accounting Program Code	Accounting Program Description	Business Party Identification	Common Customer Name	System	Status	Payable Identifier	Payment Received Date	Balance
51	015	8020	INCOME LOSS - MILK, PART 2	00000000	JANE DOE	OP	(NPS Staging) Customer Not Found	0000000	06/11/2013	$0.00

The columns on the NPS Payment Queue Detail Report are as follows:

- "**State FSA Code**" is the State associated with the payment request
- "**County FSA Code**" is the county associated with the payment request
- "**Accounting Program Code**" is a numeric code assigned to identify a specific program that often represents multiple years or commodities
- "**Accounting Program Description**" provides a description of the accounting program code
- "**Business Party Identification**" is a customer identifier in SCIMS
- "**Common Customer Name**" is the name of the producer associated with the payment request
- "**System**" is a code identifying the program application that initiated the payment request
- "**Status**" provides the error message about why the payment request is on the payment queue
- "**Payable Identifier**" is a sequential number assigned by NPS uniquely identifying a payment request
- "**Payment Received Date**" is the date the payment request was sent to NPS
- "**Balance**" is the amount of the payment request.

3 Researching Farm Program Payments or Receivable (Continued)

A Farm Program Payment Request in NPS (Continued)

The most common error status, "(NPS Staging) Customer Not Found", is an indication that the SCIMS updater to FSA-FS failed. To resolve this error, the user should go into SCIMS, verify the address, and CLICK "**Submit**". This will send an update to FSAFS.

When a farm program payment **cannot** be located in either NPS or in FWADM payment reports, contact the National Help Desk at 800-255-2434.

B Additional Financial Research Options for Farm Program Payments and Receivables

"How to locate the current status of a given program payment", is a common inquiry received by State and County Offices. The following research options are available from financial Web applications.

- **NPS** provides users with search capabilities for all farm program payments awaiting certification or signing. Canceled and signed farm program payments have limited viewable results after 30 calendar days within NPS. See 1-FI, Part 5.

- **Financial Inquires** provides users with summary and detailed farm program payments, offsets/receivables, and collections for customers, including the disbursement-related details. Financial Inquires is a public facing application. See 1-FI, Part 6.

- **FWADM** provides users with the ability to query a variety of reports. FWADM is updated nightly with the previous day's financial transactions. In addition to the NPS Payment Queue Detail Report, some other key FDWAM reports are as follows:

  - **Unsigned Payments Report** provides the ability to search the unsigned payments for a given location by State or county. State and County Offices shall monitor this report regularly, especially during the large payment cycles

  - **Payment & Disbursement Data by Assignee Report** provides the ability to search by the assignee TIN that displays disbursement information for assignments by programs, TIN and TIN type, or dates

  - **Payment & Disbursement by Tax ID Report** provides the ability to search by a producer's TIN and TIN type, that displays payment, prompt payment, foreign withholding, offset, and disbursement amounts by payee type; such as producer, receivable, other agency offsets, assignee, or joint payee.

3 Researching Farm Program Payments or Receivable (Continued)

C System 36 Created Farm Program Receivables

Receivables established from farm program applications residing on System 36 require that an AE7 file be transmitted to Kansas City. The AE7 file is automatically queued for transmission when the county runs the end-of-day process required nightly. Allow 3 workdays for System 36 receivables to be available in NRRS.

If a System 36 receivable fails to appear in NRRS after 3 workdays, contact the National Help Desk at 800-255-2434.

4 BIA Offsets

A Agreement for BIA on Receivables or Offset Handling

Receivables established for customers represented by BIA are problematic with all activity tied to a single TIN. During FY 2010, FSA implemented automatic offset for all customer debt based solely on TIN, creating major difficulties for either FSA or BIA in trying to research or communicate the actions taken to customers represented by BIA.

FSA and BIA have agreed to the following approach for any receivables or offsets for customers represented by BIA. FSA County Offices will:

- continue partnering with BIA on program functions that could create receivables, such as requesting only DCP final payment versus requesting DCP advance and final payment

- prevent taking automatic offsets for BIA receivables unless attributable to the same SCIMS customer record

- contact the local BIA agency to place a hold (restriction) for the individuals associated with any receivable generated to collect the outstanding debt.

B Preventing Offset for BIA

Farm program applications may generate an overpayment or receivable for a customer represented by BIA. NPS will:

- automatically receive notification of any outstanding debt for BIA
- offset the receivable amount from the next BIA payment request received.

4 BIA Offsets (Continued)

B Preventing Offset for BIA (Continued)

County Offices aware that a new receivable was established for BIA shall:

- use the NRRS link to search for and locate the BIA receivable
- change the receivable status within the receivable through the Change Receivable Status Screen, by selecting the “Open – Kansas City Review” option located in the “Select New Receivable Status” drop-down menu
- contact the local BIA agency to place a hold (restriction) within BIA’s system
- manually prepare required demand letters to demand payment for this debt to the local BIA office, according to 58-FI, Part 4
- enter the dates of manually prepared demand letters into NRRS using the “Record New Letter” function.

When a payment request for a customer represented by BIA displays on the NPS Certification worklist with an amount to be offset, the user shall:

- use the NRRS link to search for and locate BIA receivables
- change the receivable status through the Change Receivable Status Screen, by selecting the “Open – Kansas City Review” option located in the “Select New Receivable Status” drop-down menu
- close the NRRS window by clicking the red “X” at the top right of the screen to return to NPS
- CLICK “**Reset Payment Processing**” in NPS that removes the offset amount and any manual handling steps

  Note: See 1-FI, paragraph 138.

- notify the County Office where the debt was created of this action.

4 BIA Offsets (Continued)

C Using the "Other Agency Offset" Flag

Do **not** set the "Other Agency Offset" flag to "Yes" for BIA. The "Other Agency Offset" flag is a national indicator and should **not** be set by the County Office. When County Offices set the flag, this causes every customer represented by BIA to display on the NPS Manual Handling worklist.

If a payment for a customer represented by BIA displays as "Other Agency Offset", go into FSA-FS and update the "Other Agency Offset" indicator for BIA to "No". Then go to the payment in NPS and CLICK "**Reset Payment Processing**". NPS will read the new flag settings in FSA-FS and handle the payment correctly.

5 Assignment Report Verification in FWADM

A Validate Assignee Location for Assignments

County Offices are encouraged to run the Assignments by Program Category Report **before** a major payment cycle. Review assignments that will be matched in the payment cycle. If the assignee location is blank, check SCIMS to see that a legacy link exists for the Service Center that is issuing the payment.

Note: The Assignment by Program Report can be found in FWADM on the Web by selecting the "FWADM Data Mart" folder and then selecting the "Financial Services Reports" folder.

If the assignee address for the payment is not the same as the current address for the payment location, search SCIMS for a legacy link that uses the correct address. Cancel existing assignment and load an assignment selecting the assignee location that has the correct current address. Use the outstanding amount of the assignment.

Example: Producer A, in County A, has an assignment to Bank X. Bank X, has branches with legacy links in County A, B, C, and D. Producer A uses the branch in County B. The assignment does not have a location selected; therefore, the payment would be made to Bank's branch in County A. County A must delete the assignment and reload producer A's assignment to Bank X, and select location County B. The assignment will now be honored in County A and sent to Bank X's branch in County B.

5 Assignment Report Verification in FWADM (Continued)

B Assignment by Program Report

When successfully logged in, and after selecting the "Assignments by Program" option, users may elect to search by program code or program category as follows:

- "Program Category" should be chosen for the following programs:

  Note: The query will retrieve the assignments for these programs regardless if they were set in FSA-FS by program category or program code.

  - CRP Annual Rental
  - DCP
  - Grazing Payments
  - LDP
  - LDP Web
  - MAL
  - MILC
  - TTPP
  - TAA

- "Program Code" should be chosen for assignments established by program code that are not included in program categories.

Users can select the State, county, and program code, and then CLICK "**Process Query**". The message, "Processing Complete" will be displayed, and users shall CLICK "OK". The page selected will be displayed.

When the Assignment by Program Category query or by Program Code query is processed, users may toggle between the following reports.

- Accepted Assignment Report lists the assignor with a State and county legacy link requested in your query that has an assignment with an outstanding unpaid balance in FSA-FS.

- Cancelled Assignment Report lists the assignments that have been cancelled because the assignment was requested by the assignee or because of an error in establishing the assignment in FSA-FS.

- Completed Assignments Report lists the assignments that have been totally paid off.

5 Assignment Report Verification in FWADM (Continued)

B Assignment by Program Report (Continued)

The following is an example of the Active Assignments by Program Category Report.

Financial Services – Assignments by Program Report
Assignments by Program Category – Active Assignments
Thursday, August 01, 2013
State: California – County: KERN

Assignor Name	Assignor Tax Id	Assignor Tax Id Type	Program Category/ Program Code	Program Year	Reference Type	Reference Number	Assignment State	Assignment County	Assignor Multi County Ind	Document Signed Date	National Assignment Identifier	Last Change Date	Assignee Name	Assignee Tax Id Last 4	Assignment Effective Year	Assignee Location State	Assignee Location County	Assignee Multi County Ind	Assignment Paid Amt	Accepted Assignment Amount
ANYONE FARM	00000000	E	Loan Deficiency Payment	2011			05	107	Y	02/04/11	0000000	02/04/11	NATIONAL BANK			05	107	Y	0	$691,219.00
				2012			05	107	Y	03/29/12	0000000	03/29/12	NATIONAL BANK	0000		05	107	Y	0	$691,269.00
				2013			05	107	Y	04/26/13	0000000	04/29/13	NATIONA	0000		05	107	Y	0	$691,269.00
APPLE FARM		E	Loan Deficien	2010					Y	07/12/10	0000000	07/15/10	FARM CREDIT	0000		04	013	Y	0	$360,000.00
BELLE'S FARM	00000000	S	Loan Deficiency Payment	2011			06	029	Y	11/14/11	0000000	11/16/11	TRI COUNTIES	0000		06	029	Y	0	$725,000.00
				2012			06	029	Y	11/14/11	0000000	11/16/11	TRI COUNTIES	0000		06	029	Y	0	$725,000.00
				2013			06	029	Y	12/10/12	0000000	02/20/13	TRI COUNTIES	0000		06	029	Y	0	$720,000.00
CORIDER CO.	00000000	E	Loan Deficiency Payment	2005			06	029	Y		0000000	09/12/09	TRI COUNTIES	0000				Y	0	$150,000.00
				2006			06	029	Y		0000000	09/12/09	TRI COUNTIES	0000				Y	0	$150,000.00
											0000000	09/12/09	TRI COUNTIES	0000				Y	0	$150,000.00
				2007			06	029	Y		0000000	09/12/09	TRI COUNTIES	0000				Y	0	$150,000.00
											0000000	09/12/09	TRI COUNTIES	0000				Y	0	$200,000.00
BEVERLY L VAN DER LINDEN	00000000	S	Loan Deficiency Payment	2010			06	025	Y	01/25/10	0000000	04/12/10	FARM CREDIT	0000				Y	0	$150,000.00
				2011			06	025	Y	10/29/10	0000000	12/02/10	FARM CREDIT	0000		06	025	Y	0	$150,000.00
				2012			06	025	Y	10/29/10	0000000	12/02/10	FARM CREDIT	0000		06	025	Y	0	$150,000.00
BRAMBLES INC	00000000	E	Loan Deficiency Payment	2005			06	029	Y		0000000	09/12/09	SOUTHERN CA	0000				Y	0	$173,500.00
				2006			06	029	Y		0000000	09/12/09	SOUTHERN CA	0000				Y	0	$180,000.00
				2007			06	029	Y		0000000	09/12/09	SOUTHERN CA	0000				Y	0	$264,500.00
				2012			06	029	Y	05/21/12	0000000	05/22/12	SOUTHERN CA	0000		06	029	Y	0	$147,404.00

The Accepted Assignment by Program Category Report contains the following fields.

- "**Assignor Name**" is the producer's name from SCIMS.
- "**Assignor Tax ID**" is the producer's TIN.
- "**Assignor Tax ID Type**" is the producer's TIN type ("S" = SSN, "E" = employer ID number, or "I"= IRS Assigned "I").
- "**Program Category /Program Code**" is the program alpha code or program category code used when establishing the assignment. This view of the report is set up to retrieve assignments set up by a program category. An assignment set up by program alpha code that is part of a category will also be captured by this report.
- "**Program Year**" is the year associated with the program (not the payment year).
- "**Reference Type**" is the reference type (Farm Number, Contract Number, etc.) selected when setting up an assignment in FSA-FS.
- "**Reference Number**" is the reference number entered when setting up an assignment in FSA-FS. This **optional** field is only needed if the customer has more than one CRP contract and the assignment is for a specific contract.

  Note: The reference number **must** match completely. For example, if CRP contract is modified and the contract number changes from "103A" to "103B", then the reference number for an assignment **must** also be changed.

5 Assignment Report Verification in FWADM (Continued)

B Assignment by Program Report (Continued)

- "**Assignment State**" identifies the State selected in FSA-FS when establishing an assignment that will apply to a specific State/county location. If this field is blank, then the assignment applies to all States/counties where the producer is legacy linked.

- "**Assignment County**" identifies the county selected in FSA-FS when establishing an assignment that will apply to a specific State/county location. If this field is blank, then the assignment applies to all States/counties where the producer is legacy linked.

- "**Assignor Multi-County Ind Multi**" displays "Y" or "N" value indicating whether the producer is linked to more than 1 State/county location in SCIMS, as follows:

  - "Y" indicates that the producer has more than 1 legacy link in SCIMS
  - "N" indicates that the producer or assignee has only 1 legacy link.

- "**Document Signed Date**" is the date that the assignment was received and stamped by the receiving County Office.

- "**National Assignment Identifier**" is a sequence number assigned by the system when the assignment was entered. The National Assignment Identifier is populated on the screens in FSA-FS and is a good reference check when researching assignments.

- "**Last Change Date**" is the last date that the county made an update to the assignment.

- "**Assignee Name**" is the assignee (entity or person) in SCIMS to whom the assignment of a payment is made.

- "**Assignee Tax Id Last 4**" is the last 4 digits of the assignee's TIN.

- "**Assignment Effective Year**" is the payment year and is **only** applicable to CRP Annual rental and TTPP. The assignment effective year **must** match the payment request's program year for the payment to be applied.

- "**Assignee Location State**" identifies the State/county legacy link where the assignee's payment will be mailed or routed if disbursed by EFT and address where transaction statement will be mailed. If the assignee is a multi-county assignee, as indicated by the Assignee Multi-County Ind, and this field is blank, users **must** delete and re-enter assignment to select an assignee State/county in FSA-FS.

5 Assignment Report Verification in FWADM (Continued)

B Assignment by Program Report (Continued)

- "**Assignee Location County**" identifies the State/county legacy link where the assignee's payment will be mailed or routed if disbursed by EFT and address where the transaction statement will be mailed. If the assignee is a multi-county assignee, as indicated by the "Assignee Multi-County Ind", and this field is blank, the user must delete and re-enter assignment to select an Assignee State/county in FSA-FS.

  Note: If no assignee State/county is selected, payment and transactions statements may be sent/routed to the wrong address/bank account.

- "**Assignee Multi-County Ind**" displays a "Y" or "N" value indicating whether the assignee is linked to more than 1 State/county location in SCIMS, as follows:

  - "Y" indicates that the assignee has more than 1 legacy link in SCIMS

    Note: See Assignee Location County and Assignee Location State for important information about multi-county assignees.

  - "N" indicates that the assignee has only 1 legacy link in SCIMS.

- "**Assignment Paid Amount**" is the amount paid towards an assignment to an assignee.

- "**Assignment Amount**" is the original assignment entered in FSA-FS when assignment was established.

6 Verifying Active Direct Deposit Elections

A Direct Deposit/Waiver Verification Report

County Offices **are encouraged to run the Direct Deposit/Waiver Verification Report in FWADM** to verify direct deposit election **before** a major payment cycle to reduce the number of EFT returns and increase the number of payments successfully processed.

- After selecting "Financial Service Reports" in FWADM, select the Direct Deposit and Waiver Verification Report.

- FWADM will ask for the user ID and password used in FWADM, commonly referred to in State and County Offices as "CA User ID".

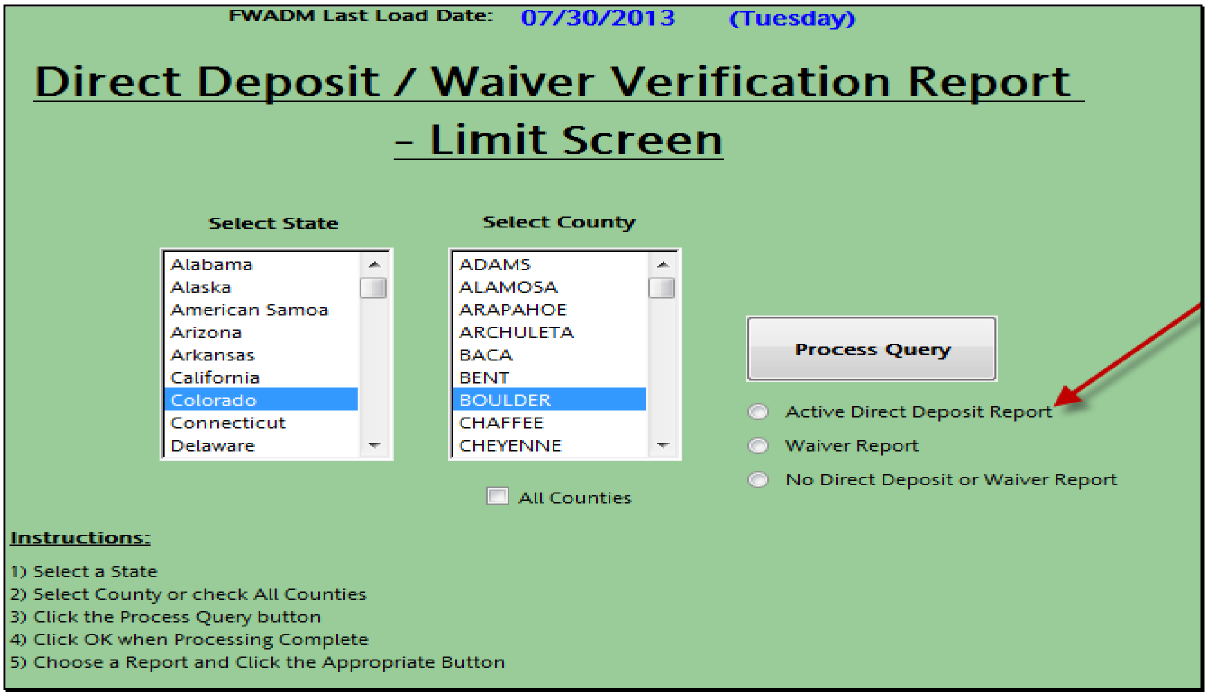
- When successfully logged into FWADM, the Direct Deposit/Waiver Verification Report - Limit Screen will be displayed.

- Users shall select the State and county and CLICK "**Process Query**" to upload reports.

6 Verifying Active Direct Deposit Elections (Continued)

A Direct Deposit/Waiver Verification Report (Continued)

After clicking "Process Query", the message, "Processing Complete", will be displayed when the query is completed. CLICK "**OK**" and the following screen will be displayed.



Users may select the report needed, as follows, with information current through the date shown on the top of the screen as "FWADM Last Load Date".

- Active Direct Deposit identifies customers that have an EFT election and displays the financial institution information that will be used for any payments.
- Waiver Report provides a listing of customers that have a hardship waiver on file. These customers will receive all payments by Treasury check.
- No Direct Deposit or Waiver Report identifies customers that have not completed a Direct Deposit election or filed a Hardship Waiver. These customers will receive all payments by Treasury check.

Note: The reports include both producers and assignees that have a SCIMS legacy link to the selected county.

6 Verifying Active Direct Deposit Elections (Continued)

B Active Direct Deposit Accounts Report

This is an example of the Active Direct Deposit Accounts Report.

Financial Services - Active Direct Deposit Accounts
Report Date: Wednesday, July 31, 2013

Customer Name	Tax ID	Tax Id Type	Multi-County Customer	Producer County Count	Direct Deposit Account Type	Bank Routing Number	Bank Account Number (Last Four)	Account Status Name	Sub-Account State	Sub-Account County	Reference Type	Reference Number
ABC RANCH	XXXXXXXXX	S	Y	3	P	000000001	XXXX	Active				
ALBER DOE	XXXXXXXXX	S	Y	2	P	000000002	XXXX	Active				
ALICE WONDERLAND	XXXXXXXXX	S	N	1	P	000000000	XXXX	Active				
ANN POWER	XXXXXXXXX	S	Y	2	P	000000003	XXXX	Active				
ANYONES FARMS	XXXXXXXXX	S	Y	3	P	000000004	XXXX	Active				
BONAPPLE FARM	XXXXXXXXX	S	Y	2	P	000000005	XXXX	Active				
					S	000000006	XXXX	Active	08	105		
CATHY DANIELS	XXXXXXXXX	S	N	1	P	000000007	XXXX	Active				
DAVID STRENGH	XXXXXXXXX	S	N	1	P	000000008	XXXX	Active				
JANE DOE	XXXXXXXXX	S	Y	4	P	000000009	XXXX	Active				

The following general identifying fields are on the report.

- "**Customer Name**" is the name as it appears in SCIMS (customers are listed in alphabetical order by first name).
- "**Tax ID**" is the customer's TIN.
- "**Tax ID Type**" identifies if TIN is SSN, employer ID number, or IRS-assigned number.
- "**Multi County Customer**" displays a "Y" or "N" value indicating whether the producer or assignee is linked to more than 1 State/county location in SCIMS. Changes made to a multi-county producer's or assignee's banking information may apply to more than 1 State/county location.
- "**Producer County Count**" indicates the number of county legacy links established.
- "**Direct Deposit Account Type**" indicates if the account is the Primary (P) account or a Subaccount (S). There will only be 1 primary account for any customer. There can be multiple subaccounts for a customer.

6 Verifying Active Direct Deposit Elections (Continued)

B Active Direct Deposit Accounts Report (Continued)

- "**Bank Routing Number**" is the bank routing number entered from SF-3881 or SF-1199A.

- "**Bank Account Number**" is the individual's account entered from SF-3881-or SF-1199A.

- "**Account Status Name**" will always be "Active" indicating that the accounts represented are active EFT accounts that will be used when issuing payments to the producer or assignee.

The following fields identify subaccounts for specific payments that will be used instead of the primary account when the payment request matches the subaccount criteria.

- "**Sub-Account State**" is the **only** State to which the subaccount direct deposit election applies.

- "**Sub-Account County**" is the **only** county to which the subaccount direct deposit election applies.

- "**Reference Code Number**" identifies the type of reference code used, such as contract number or farm number.

- "**Accounting Reference Number**" is a number passed to accounting used to reference information from the program application related to a customer. The format of the reference number **must** match the format that the program application passes to NPS.

C Verifying or Changing Multi-County Producer Information

Service Centers should verify that the banking information for all multi-county customers is correct. The Service Center may need to search SCIMS to see all counties to which the customer is legacy linked. Do **not** process a change to a multi-county customer without coordinating with associated offices. See 1-CM for instructions on searching SCIMS.

Note: Compare the direct deposit information to the applicable SF-1199A or SF-3881 on file.

6 Verifying Active Direct Deposit Elections (Continued)

D Direct Deposit View Options

County Offices may view different views of customer data from within the same query without reprocessing the report with the following:

- a waiver on file
- no direct deposit election or waiver on file.

Click the described view and review the customers on the other 2 reports. This is an opportunity to ensure that:

- a customer's data is properly recorded in FSA-FS
- the customer should be receiving Treasury checks in the upcoming payment cycle.

7 Verifying Active Other Agency Offset Profile Report

A Conversion of Existing Other Debt Offsets

All customer profiles that had the "Other Agency Debt" flag set to "Yes" in FSA-FS will be converted to debt type "Other Debt Type".

"Records updated in FSA-FS **August 19, 2011, and prior** will use the conversion date as the "Begin Date" and the point of contact will be the Kansas City Payment Management Office "90-011". **Beginning August 20, 2011**, records updated in FSA-FS will use the last date updated as "Begin Date" and the point of contact of the State and county that last updated the record in FSA-FS.", as applicable.

No other data fields were captured in FSA-FS and; therefore, the fields **must** be input by users.

B FWADM Active Other Agency Offsets Customer Profiles Report

County Office can run the FWADM FSA-FS Report "Customer Profile" to obtain a listing of all customers in the selected county that have an active "Other Agency Offset" in the profile.

7 Verifying Active Other Agency Offset Profile Report (Continued)

B FWADM Active Other Agency Offsets Customer Profiles Report (Continued)

County Office employees are encouraged to review the Active Other Agency Offset Profiles Report in FWADM before any major payment cycle.

The following is an example of the Active Other Agency Offset Profiles Report.

Active Other Agency Offset Profiles
Report Date: Wednesday, July 24, 2013

State	County	Customer Name	Tax ID	Tax ID Type	Other Agency Flag	Producer County Count	Multi-County Customer
20	013	AMBER BESTBY	0000000	S	Y	3	Y
		ANNA REDFISHER	0000000	S	Y	1	N
		BEATRICY RIOSO	0000000	S	Y	4	Y
		BENARD SMITH	0000000	S	Y	3	Y
		CHARLES WESTERN	0000000	S	Y	1	N
		CAROLINE SEEDLESS	0000000	S	Y	1	N
		DAVID STRONGMAN	0000000	S	Y	1	N
		DOROTHY WONDERLAND	0000000	S	Y	1	N
		ELIZABETH THEQUEEN	0000000	S	Y	1	N
		MARGARETE WATTERS	0000000	S	Y	2	Y
		PAUL WESTIMER	0000000	S	Y	1	N
		PETER KINGS	0000000	S	Y	1	N
		RONALD FRITTY	0000000	S	Y	1	N

The Active Other Agency Offset Profiles Report contains the following fields:

- "**State**" identifies the selected State code
- "**County**" identifies the selected county code
- "**Customer Name**" is the entity or person in SCIMS to whom the other agency is active
- "**Tax ID**" is the customer's TIN
- "**Tax ID Type**" is the customer's TIN type as SSN, employer ID number, or IRS-assigned
- "**Other Agency Flag**" identifies if the customer has an active Other Agency Flag
- "**Producer County Count**" indicates the number of legacy links in SCIMS to other counties
- "**Multi-County Customer**" indicates if the customer is a multi-county customer.

7 Verifying Active Other Agency Offset Profile Report (Continued)

C Updating the Customer Profile in FSA-FS

Update the following fields in FSA-FS for customers that have an active "Other Debt Offsets" in their profile:

- "Other Agency Debt Type":

  Note: The "Other Agency Debt Type" **cannot** be modified. If the debt type should be FLP, FSFL, or IRS, cancel the record according to subparagraph 8 B and add a new record.

  - "FLP Delinquent Debt", when written notification is received that a borrower is delinquent on FLP debt, and offset is required
  - "FSFL Delinquent Debt", when written notification is received that a borrower is delinquent on FSFL debt, and offset is required
  - "IRS Tax Levy", when form 668-A (ICS) is received from the IRS and the customer is due a payment
  - "Other Debt", when the debt does **not** meet any of the other provided criteria, and is valid according to 58-FI, such as note agreements

    Note: Certain other circumstances may require using "Other Debt" type.

- "Begin Date" is the date offset may begin
- "End Date", if an ending date is known.

  Note: This field is **optional**.

8 Modifying Active Other Debt Offsets in FSA-FS

A Modifying

When the information needs to be updated for active other debt offsets, users **must**, from the “Financial Services” menu, enter the customer TIN and select the type, and select “Other Debt Offsets” menu.

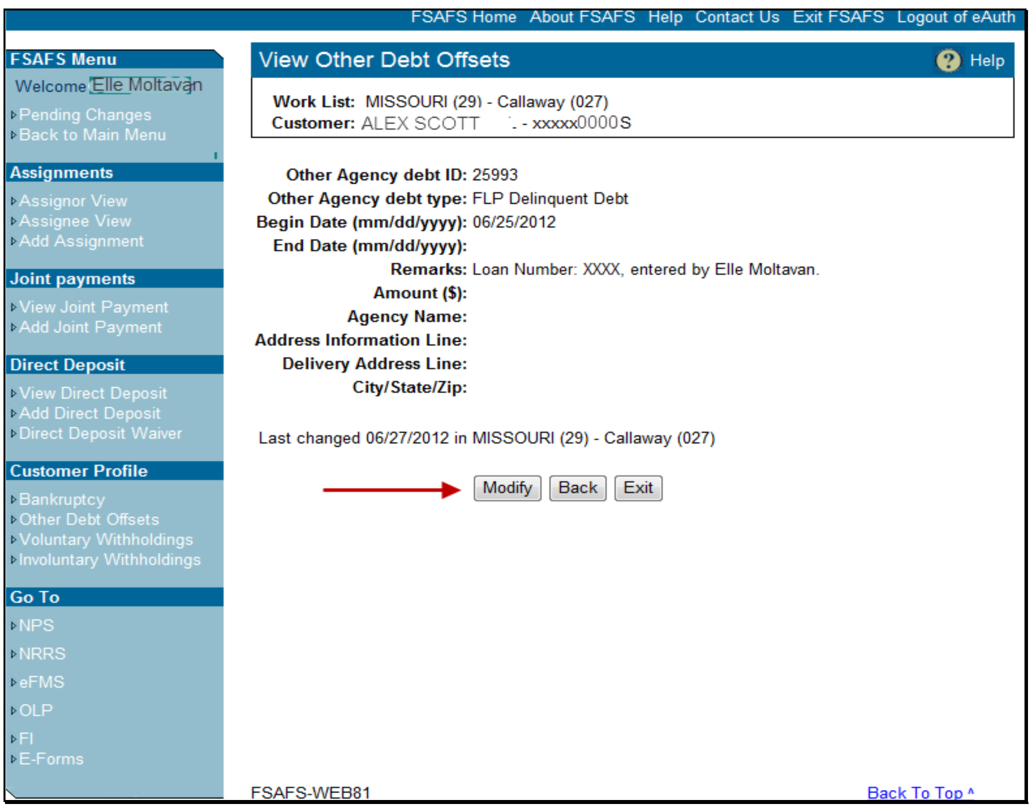
Note: **“**Other Agency Debt Type” and “Begin Date (mm/dd/yyyy)” **cannot** be modified. A new record **must** be entered in FSA-FS.

Click history “Identification number (ID)” found on the left hand side of the Other Debt Offsets Screen and the View Other Debt Offsets Screen will be displayed.

This is an example of the View Other Debt Offsets Screen. CLICK “**Modify**” to change the fields that may be modified. The Modify Other Debt Offsets Screen will be displayed.

Notes: If “End Date” entered is:

- current day or prior, the record type will be set as “Inactive”.
- future date, the record remains active until the end date is reached.

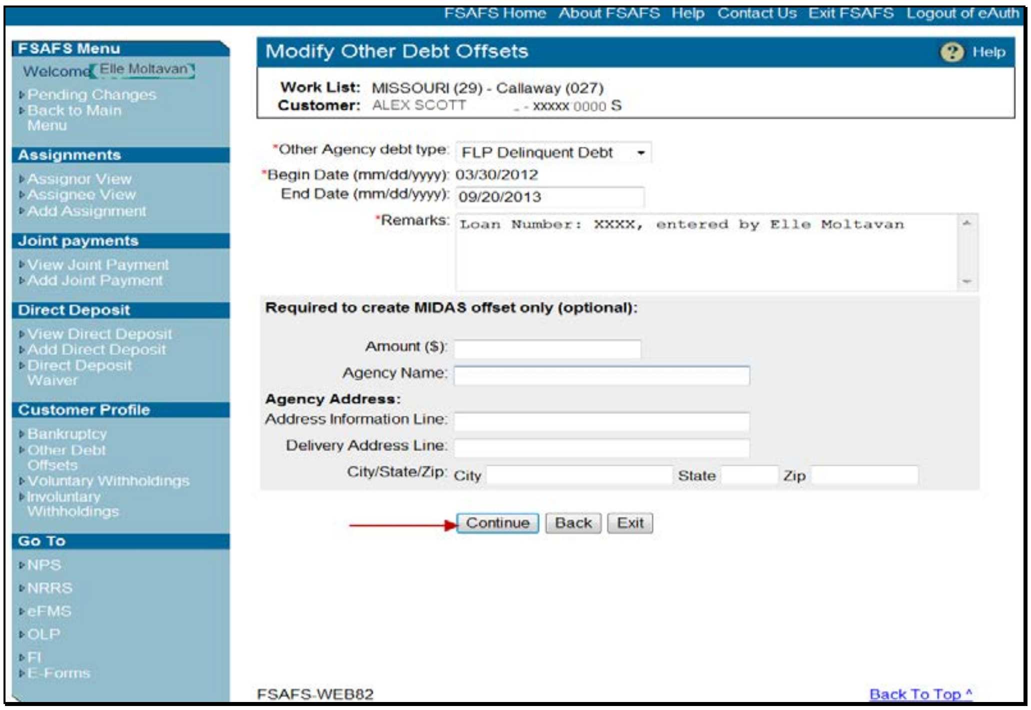


8 Modifying Active Other Debt Offsets in FSA-FS (Continued)

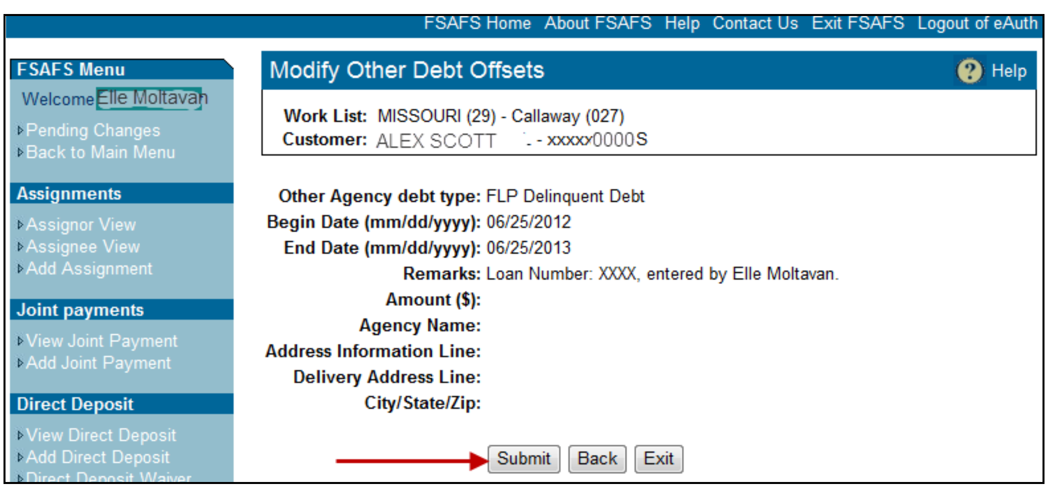
A Modifying (Continued)

The following is an example of the Modify Other Debt Offsets Screen. Click 1 of the following:

- "**Continue**" to pre-finalize the modifying process in FSA-FS
- "**Back**" to return to the View Other Debt Offsets Screen
- "**Exit**" to end without saving the changes and return to FSA-FS Homepage.



If users click "Continue", the following Modify Other Debt Offsets Screen will be displayed. Verify and CLICK "**Submit**" to update changes in other debt offsets. The message, "Other Debt Offsets was modified." will be displayed.



8 Modifying Active Other Debt Offsets in FSA-FS (Continued)

B Canceling Other Debt Offsets in FSA-FS

Cancellations should only be performed by a County Office employee if the flag is no longer active for the following reasons:

- debtor stops farming in the county
- directed by the State Office
- after the Other Debt Offsets have been collected in full
- IRS levy has been applied to the payments due
- wrong “Other Agency Debt Type” was entered.

Note: A secondary approval is **not** required to modify or cancel the “Other Debt Offsets Type” in FSA-FS.

To cancel existing other debt offsets in the customer profile in FSA-FS, follow the instructions in subparagraph A to modify. Modify the end date to the current date.

9 Financial Web Applications Training

A Training Posted on DAFO Training Web Site

Training materials were developed using the actual Web applications to better illustrate and familiarize Service Centers with software deployed. Updates to the training are loaded, as required, under the “Financial Web Application” link.

B DAFO Training Web Site

The DAFO Training Home Page Web site is located at **http://fsaintranet.sc.egov.usda.gov/fsatraining/**. Scroll down and CLICK “**Financial Web Applications**” to see available training for FSA-FS.

10 FY 2014 Payment Cycle

A Timeframe for the Payment Cycle

The following provides the schedule for the upcoming payment cycle.

Date	Event
September 10, 2013	County Offices may begin loading CRP Transition Incentives Program (TIP) payments.
October 1, 2013	• eFunds Rollover • Staging begins for TIP, EFCRP, and CRP annual rental payments • NPS will be taken offline at 12 noon on October l for TIP/Conservation payments.
October 2, 2013	TIP, EFCRP, and CRP annual rental payments are available for County Offices to sign and certify.
October 3, 2013	Executive Dashboard is updated to reflect TIP, EFCRP, and CRP annual rental payments that were processed.
October 4, 2013	Staging begins for DCP – Direct, ACRE – Direct, and ACRE – ACRE payments. ACRE – ACRE payments will process for the following crops if that crop triggered for the State and farm: • barley • corn • dry peas • grain sorghum • lentils • oats • peanuts • soybeans • wheat.
October 7, 2013	DCP – Direct, ACRE – Direct, and ACRE – ACRE payments are available for County Offices to sign and certify.
October 8, 2013	Executive Dashboard is updated to reflect the DCP – Direct, ACRE – Direct, and ACRE – ACRE payments that were processed.
October 15, 2013 (Date is tentative as rate must be received.)	ACRE – ACRE payments will process for cotton if triggered for the State and farm.
December 6, 2013 (Date is tentative as rate **must** be received.)	ACRE – ACRE payments will process for the following crops if the crop triggered for the State and farm: • canola • chickpeas, large • chickpeas, small • crambe • flaxseed • mustard seed • rapeseed • safflower • sesame seed • sunflower seed.
February 6, 2014 (Date is tentative as rate **must** be received.)	ACRE – ACRE payments will process for the following crops if the crop triggered for the State and farm: • rice, long grain • rice, medium grain (includes short grain rice).

See Notice FI- 3143 for information on Accessing Executive Summary Reports.

10 FY 2014 Payment Cycle (Continued)

B Bringing NPS offline

As part of the staging activities for the Conservation and DCP/ACRE payment cycles in October 2013, NPS will be taken down to assist with the following:

- resource demands
- the automation staff having to monitor the payment process during late hours.

Exact dates that NPS will be taken down are to be determined. An Information Bulletin will be issued when the exact dates are determined.

FSA-FS Review List for the October Payment Cycle

Following is the FSA-FS review list for the October payment cycle.

Question to Ask	Report or Tool	Action
Are active producers listed with a valid primary direct deposit account or an EFT waiver?	Direct Deposit/Waiver Verification Query has 3 reporting views that should include all producers and assignees for the county. Report identifies the multi-county producers and multi-county assignees.	• Verify SF-3881 or EFT waiver has been updated in FSA-FS for producers and assignees listed on No Direct Deposit or Waiver Report. • Review the Primary Direct Deposit for the multi-county producers or multi-county assignees and coordinate with other affected locations before making modification. • Create Direct Deposit subaccounts if a different bank routing/account needs to be designated to a specific State and county.
Does the Direct Deposit subaccount reference type / number and the assignment reference type/number match exactly to the reference type/number passed on the payment request from the program application?	Active Direct Deposit Report displays the reference type and reference number for the subaccounts. Assignment by Program Category Report or Program Code Report displays the reference type and reference number for the assignments.	• The format of the reference number in FSA-FS **must** match the format of the reference number on the payment request that includes any leading zeros or capitalization. • If payment contract is modified and the contract number changes from “135A” to “135B” within the program application, then a new assignment **must** be updated.
Are program assignments updated for active producers?	Assignment by Program Query that includes multiple reporting views that list all assignments for producers in user’s county.	• Verify that CCC-36’s have been updated in FSA-FS. • Review the assignments with multi-county assignees and determine whether the assignment needs to be updated in FSA-FS with the designated assignee location to ensure proper address and banking election.

FSA-FS Review List for the October Payment Cycle (Continued)

Question to Ask	Report or Tool	Action
Do the multi-year assignments for CRP and TTPP categories have the correct payment?	Assignment by Program Query displays a column "Assignment Effective Year" for the CRP Annual Rental and TTPP.	Verify that assignments to be paid for FY 2014 have been updated with the applicable assignment amount for 2014.
Are active producers with bankruptcy listed?	Customer Profile Query provides a reporting view of the producers with Other Debt Offset.	Verify that the active producers in bankruptcy have been updated in FSA-FS.
Are active producers with other debt offset listed?	Customer Profile Query provides a reporting view of the producers with other debt offset.	Verify that the active producers with other debt offset have been updated in FSA-FS with the debt type. Follow training instructions.
Are there customers with assignments that are updated with a bankruptcy?	Assignment Program Report and the Customer Profile Query may be cross-checked.	NPS will **not** apply assignments if the producer is flagged in bankruptcy status. If an assignment should be honored, delete the bankruptcy flag in FSA-FS.

Note: See 63-FI for information on the Bankruptcy FWADM reports.