

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FI-3216

For: State and County Offices

Preparing for the October Payment Cycle

Approved by: Associate Administrator for Operations and Management



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:

- updating Invalid Bank Routing Work List
- customers' mailing addresses
- BIA addresses and potential offsets.

B Purpose

This notice provides instructions on the following:

- instructions for the new Invalid Bank Routing Work List in Farm Service Agency Financial Services (FSAFS)
- customers' mailing addresses
- researching farm program payments or receivables
- actions required for delaying BIA offsets
- Financial Web Applications training
- FY 2015 payment cycle projected dates.

Disposal Date

March 1, 2015
9-30-14

Distribution

State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts

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

IF the issue is...	THEN contact...
software-related problems	the National Help Desk at 800-255-2434 or 816-926-1552. Note: Select option 3 for hardware and application software.
policies or procedures for FSAFS	either of the following: <ul style="list-style-type: none">• Yanira Sanabria by either of the following:<ul style="list-style-type: none">• e-mail to yanira.sanabria@wdc.usda.gov• telephone at 202-772-6032• MarySue Tolle by either of the following:<ul style="list-style-type: none">• e-mail to marysue.tolle@kcc.usda.gov• telephone at 816-926-5965.
request for Financial Web Application Data Mart (FWADM) access	Connie Saulka by either of the following: <ul style="list-style-type: none">• e-mail to connie.saulka@kcc.usda.gov• telephone at 816-926-6971.

2 Updating Customer Records in FSAFS for Invalid Direct Deposit Bank Routing Numbers (BRN's)

A Processing BRN's for Direct Deposit in FSAFS

County Offices are **required** to check the Invalid Bank Routing Work List and update the customer's direct deposit profile with the new BRN. Invalid BRN's will **not** be available for ACH payments. Payments will be made by check and will resume by ACH after BRN is modified. See 63-FI, Part 2, Section 4

The Invalid Bank Routing Work List will be:

- displayed with the customers associated with the State and county selected in the "Action Work List" settings
- sorted by the invalid BRN along with TIN and customer name.

2 Updating Customer Records in FSAFS for Invalid Direct Deposit Bank Routing Numbers (BRN's) (Continued)

A Processing BRN's for Direct Deposit in FSAFS (Continued)

The producer or financial institution's ACH department will need to be contacted to provide the new BRN. Attach the Notification of Change letter to the customer's file with SF-3881 and retain the written Notification of Change letter indefinitely.

After verifying with the producer or the financial institution that BRN has been changed, State and County Office employees will have direct access to the direct deposit detail from the Invalid Bank Routing Work List to modify BRN's.

Note: Secondary approval verification is required when correcting invalid BRN's.

B Canceling Direct Deposits With Invalid BRN's

Direct deposits with invalid BRN's can be canceled from the Work List by State and County Office employees **after** receiving written documentation, if 1 of the following is applicable:

- producer stopped farming
- producer cannot be located
- inactive or deceased producer
- closed bank account
- change in account number
- change in BRN
- producer change of mail address.

If the customer has more than 1 election of direct deposit and the default main account is canceled, then all sub-accounts will be deleted. To avoid deleting all sub-accounts, the main account may be over-written with new account information. See 63-FI, subparagraph 45 A.

The canceled records will no longer be displayed on the Invalid Bank Routing Work List after the second person verification.

C Invalid BRN's Older Than 90 Calendar Days

If the invalid BRN is more than 90 calendar days old, and the producer is unable to be located, the County Office shall cancel SF-3881 and cancel the account through the FSAFS Invalid Bank Routing Work List, Accounts Details Screen. See 63-FI, subparagraph 50 B.

Note: Secondary approval verification is required when correcting invalid BRN.

3 Customer's Mailing Address

A Mailing Address Used for Customers

State and County Offices shall be aware that financial-related items are mailed to customers based upon updates performed in SCIMS. Payments and Disbursement Transaction Statements are mailed to the customer's address in FSAFS. SCIMS modifications trigger a notification to FSAFS to apply data changes.

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 (State or County Office). 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 in 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:
 - 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 addresses.

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

4 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 shall be processed as follows:

- payments submitted Monday through Friday between 5 a.m. c.t. and 7 p.m. c.t. will be processed in real time, as payments are submitted
- payments submitted outside the timeframe in the subparagraph will be processed in batches with 15-minute intervals.

Note: Users can expect up to a 15-minute delay between submitting a payment request and the payment being available in NPS.

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 the 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, which 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.

See 1-FI, paragraph 299 to find detail information on the NPS Payment Queue Detail Report found in FWADM.

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4 Researching Farm Program Payments or Receivables (Continued)

B Example of NPS Payment Queue Detail Report

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

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
05	095	6002	REFUND REPAYMENT	10000000	JANE DOE	(NF) REFREP	(NPS Staging)	00000001	05/29/2014	\$750.00
08	081	6002	REFUND REPAYMENT	00000002	PETER PENN	(NF) REFREP	(NPS Staging)	00000002	07/10/2014	\$20.36
27	147	6002	REFUND REPAYMENT	00000001	APPLE FARM BANK	(NF) REFREP	(NPS Staging) Customer Not Found	00000003	06/25/2014	\$122.48
								00000004	06/25/2014	\$1,620.38
								00000005	06/25/2014	\$34,757.05
								00000006	06/27/2014	\$3,661.62
								00000007	06/27/2014	\$1,959.30
								00000008	06/27/2014	\$5,468.08
								00000009	07/03/2014	\$4,405.66
55	007	6002	REFUND REPAYMENT	20000000	POPEYE STONGMAN.	(NF) REFREP	(NPS Staging) Customer Not	00000000	05/23/2014	\$68.28
								50000000	05/30/2014	\$0.05

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

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

4 Researching Farm Program Payments or Receivables (Continued)

B Example of NPS Payment Queue Detail Report (Continued)

The most common error status, “(NPS Staging) Customer Not Found”, is an indication that the SCIMS updater to FSAFS 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.

C 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 the user 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 Inquiries** provides the user with summary and detailed farm program payments, offsets/receivables, and collections for customers, including the disbursement-related details. Financial Inquiries is a public facing application. See 1-FI, Part 6.
- **FWADM** provides the user 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 FWADM reports are as follows:
 - **Unsigned Payments Report**, which 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**, which provides the ability to search by the assignee TIN that displays disbursement information for assignments by programs, TIN’s and TIN types, or dates
 - **Payment & Disbursement by Tax ID Report**, which 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.

Note: Other FWADM reports are referenced in 1-FI.

4 Researching Farm Program Payments or Receivable (Continued)

D System 36 Created Farm Program Receivables

Receivables established from farm program applications integration correction process 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.

5 BIA Offsets

A Agreement for BIA on Receivables or Offset Handling

Issues may occur when receivable activity established for customers represented by BIA are tied to a single TIN.

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

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

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

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

- locate the BIA receivable in NRRS
- 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 list

5 BIA Offsets (Continued)

B Preventing Offset for BIA (Continued)

- 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:

- locate the BIA receivable in NRRS
- 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 list
- go back into NPS and CLICK "Reset Payment Processing", which 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.

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 FSAFS and update the "Other Agency Offset" indicator for BIA to "No". The user shall then go back to the payment in NPS and CLICK "Reset Payment Processing". NPS will read the new flag settings in FSAFS and handle the payment correctly.

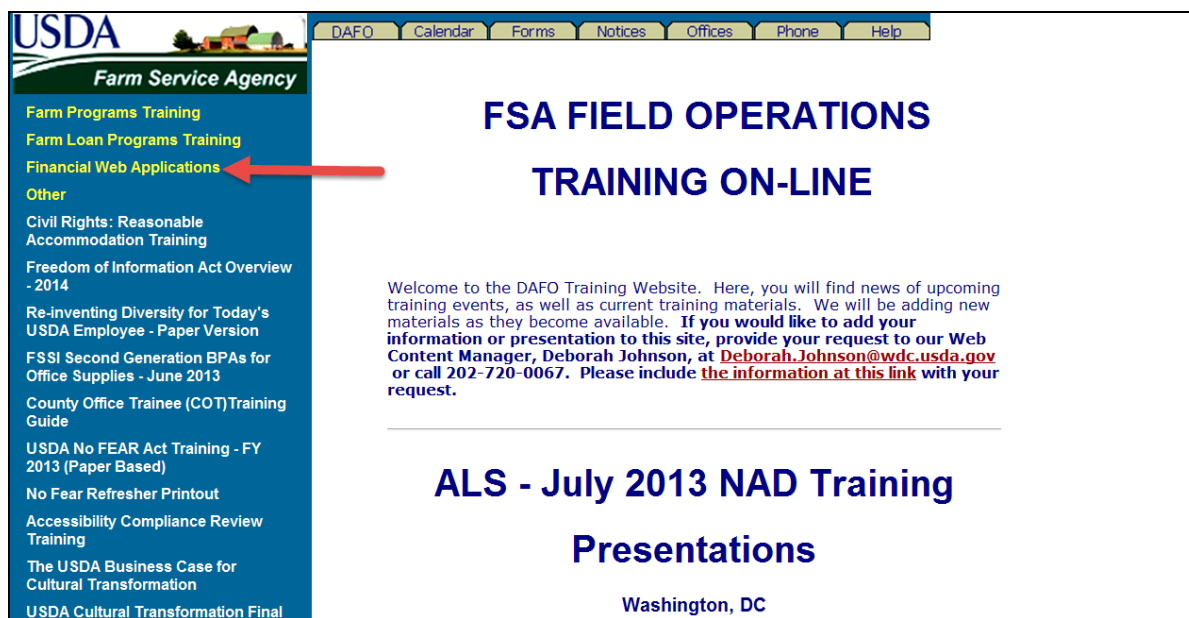
6 Financial Web Applications Training

A Training Posted on DAFO Training Web Site

Training materials are available on the DAFO training web site using the web applications to better illustrate and familiarize Service Centers with software deployed. Updates to the training are loaded under the “Financial Web Applications” link.

B DAFO Training Web Site

The DAFO training web site is located at <http://fsaintranet.sc.egov.usda.gov/fsatraining/>. CLICK “Financial Web Applications” to see available training for FSASF.



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7 FY 2015 Payment Cycle

A Timeframe for the Payment Cycle

The following table provides the schedule for the upcoming payment cycle.

Projected Dates	Event										
October 1, 2014	<ul style="list-style-type: none"> eFunds rollover. Processing begins for TIP payments. 										
October 3, 2014	TIP payments are available for County Offices to sign and certify.										
October 6, 2014	Executive Dashboard is updated to reflect TIP, Emergency Forestry Conservation Reserve Program (EFCRP), and CRP annual rental payments that were processed.										
October 9, 2014	<ul style="list-style-type: none"> Processing begins for EFCRP and CRP annual rental payments. EFCRP and CRP annual rental payments will begin flowing into NPS for County Offices to sign and certify. 										
October 10, 2014	Processing begins for ACRE – ACRE and Cotton Transition Assistance Program (CTAP) payments. Payments will process for the following crops if applicable for the State and farm: <table border="0" style="width: 100%;"> <tr> <td>• barley</td><td>• oats</td></tr> <tr> <td>• corn</td><td>• peanuts</td></tr> <tr> <td>• dry peas</td><td>• soybeans</td></tr> <tr> <td>• grain sorghum</td><td>• wheat.</td></tr> <tr> <td>• Lentils</td><td></td></tr> </table>	• barley	• oats	• corn	• peanuts	• dry peas	• soybeans	• grain sorghum	• wheat.	• Lentils	
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• Lentils											
October 10, 2014	ACRE – ACRE payments will begin flowing into NPS for County Offices to sign and certify.										
October 13, 2014	Executive Dashboard is updated to reflect the ACRE – ACRE and CTAP payments that were processed.										
October 17, 2014 (EPAS provided the ACRE – ACRE rates)	ACRE – ACRE payments will process for cotton if triggered for the State and farm.										
December 5, 2014 (EPAS provided the ACRE – ACRE rates)	ACRE – ACRE payments will process for the following crops if the crop triggered for the State and farm: <table border="0" style="width: 100%;"> <tr> <td>• canola</td><td>• mustard seed</td></tr> <tr> <td>• chickpeas, large</td><td>• rapeseed</td></tr> <tr> <td>• chickpeas, small</td><td>• safflower</td></tr> <tr> <td>• crambe</td><td>• sesame seed</td></tr> <tr> <td>• flaxseed</td><td>• sunflower seed.</td></tr> </table>	• canola	• mustard seed	• chickpeas, large	• rapeseed	• chickpeas, small	• safflower	• crambe	• sesame seed	• flaxseed	• sunflower seed.
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February 9, 2015 (EPAS provided the ACRE – ACRE rates)	ACRE – ACRE payments will process for the following crops if the crop triggered for the State and farm: <ul style="list-style-type: none"> rice, long grain rice, medium grain (includes short grain rice). 										

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

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7 FY 2015 Payment Cycle (Continued)

B FSAFS Review List for October Payment Cycle

The following table is the FSAFS review list for the October payment cycle.

Question to Ask	Report or Tool	Action
Are your 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.	<ul style="list-style-type: none"> • Verify SF-3881 or EFT waiver has been updated in FSAFS 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.	<ul style="list-style-type: none"> • The format of the reference number in FSAFS must match the format of the reference number on the payment request that would include any leading zeros or capitalization. • Payment contracts number and assignment number reference must match to process the payment in NPS. No alphabetical letters permitted.
Are your program assignments updated for your active producers?	Assignment by Program Query that includes multiple reporting views that list all assignments for the producers in the county.	<ul style="list-style-type: none"> • Verify that CCC-36's have been updated in FSAFS. • Review the assignments with multi-county assignees and determine whether the assignment needs to be updated in FSAFS with the designated assignee location to ensure proper address and banking election.
Do the multi-year assignments for CRP and TTPP categories have the correct payment years?	Assignment by Program Query displays an "Assignment Effective Year" column for the CRP Annual Rental and TTPP categories.	Verify that assignments to be paid for FY 2015 have been updated with the applicable assignment amount for 2015.

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7 FY 2015 Payment Cycle (Continued)

B FSAFS Review List for October Payment Cycle (Continued)

Question to Ask	Report or Tool	Action
Are active producers with bankruptcy listed?	Customer Profile Query provides a reporting view of the producers in bankruptcy status and trustee info.	Verify that the active producers in bankruptcy have been updated in FSAFS and if necessary with the trustee name.
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 FSAFS with the debt type. Follow the 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 FSAFS.

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