

**For:** State and County Offices

**Postponing the Requirement to Notify Check Recipients of Payment Alternatives**

**Approved by:** Acting Associate Administrator for Operations and Management



**1 Overview**

**A Background**

According to 63-FI, subparagraph 23 B, State and County Offices are required to send an annual disclosure letter between July 1 and 15 to those payment recipients who continue to receive payments by check instead of direct deposit. The requirement has been postponed for 2016.

Service Centers may run the Financial Web Application Data Mart (FWADM) Direct Deposit and Waiver Verification Report and select the “No Direct Deposit or Waiver Report” query to obtain a listing of all customers without a direct deposit or waiver on file. At this time the mailing notification is not required, however, County Offices are encouraged to review this report and make an effort to provide direct deposit to those FSA customers who are noncompliant. FSA saves a considerable amount when customers are paid by direct deposit instead of check.

**B Purpose**

This notice informs State and County Offices that:

- the requirement to send the disclosure letter is being postponed until further notice
- FMD is searching for an alternative method to accomplish the required notification.

**C Contact**

If there are questions about this notice, contact Yanira Sanabria by either of the following:

- e-mail at [yanira.sanabria@wdc.usda.gov](mailto:yanira.sanabria@wdc.usda.gov)
- telephone at 202-772-6032.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2016	State Offices; State Offices relay to County Offices

## Notice FI-3292

### 2 FWADM Report

#### A Accessing FWADM

Users shall submit FSA-13A to their State Security Liaison Representative (SLR) to request access to FWADM. All State and County Office employees must also have a valid eAuthentication user ID and password to access FWADM.

#### B Logging Into FWADM

Users can log into FWADM according to the following:

- go to the FSA Intranet Home Page at <http://intranet.fsa.usda.gov/fsa/>
- under “Resources” CLICK “FSA Applications”
- under “Applications Directory”, CLICK “D-F” and select “DATA Marts”.

See 1-FI, subparagraphs 292 B through D for additional information on accessing FWADM reports.

### 3 Verifying Direct Deposit and Waiver Verification Report

#### A FWADM Direct Deposit and Waiver Verification Report

County Offices are encouraged to run the FWADM Direct Deposit and Waiver Verification Report 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 the Financial Services Reports, select Direct Deposit Waiver Verification Report.
- The user shall enter ID and password, commonly referred to in State and County Offices as “CA User ID”, Click “Logon”.
- Select the State and county and CLICK “**Process Query**” to upload reports.

After clicking “Process Query”, the message, “Processing Complete”, will be displayed when the query is completed. CLICK “OK” to display the following screen.

FWADM Last Load Date: 06/29/2016 (Wednesday)

### Direct Deposit / Waiver Verification Report - Limit Screen

Select State: Alabama, Alaska, American Samoa, Arizona, Arkansas, California, **Colorado**, Connecticut, Delaware

Select County: ADAMS, ALAMOSA, ARAPAHOE, ARCHULETA, BACA, **BEN**, BOULDER, CHAFFEE, CHEYENNE

All Counties

**Process Query**

Active Direct Deposit Report  
 Waiver Report  
 No Direct Deposit or Waiver Report  
 Invalid DD

**Instructions:**  
1) Select a State  
2) Select County or check All Counties  
3) Click the Process Query button  
4) Click OK when Processing Complete  
5) Choose a Report and Click the Appropriate Button

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**3 Verifying Direct Deposit and Waiver Verification Report (Continued)**

**A FWADM Direct Deposit and Waiver Verification Report (Continued)**

Users can select the **No Direct Deposit or Waiver Report** which identifies customers that have **not** completed a direct deposit election or filed a hardship waiver. These customers will receive all payments by Treasury check.

The following is an example FSA-FS No Direct Deposit or Waiver Report

Financial Services - No Direct Deposit or Waiver on File Report Date: Wednesday, June 29, 2016							
Customer Name	Tax ID	Tax Id Type	Multi-County Customer	Producer County	Hardship Waiver Date	Routing Number	Account Number
ANY NAME	xxxxxxx	S	N	1			
ANNIE PRODUCER	xxxxxxx	S	N	1			
BETTY BOO	xxxxxxx	S	Y	2			
JANE JOE	xxxxxxx	S	N	1			
MARY JELLO	xxxxxxx	S	N	1			

The following are general identifying fields listed on the report.

Field	Description
Customer Name	Name as it appears in Business Partner (BP) (customers are listed in alphabetical order by first name).
Tax ID	Producer's TIN.
Tax ID Type	Producer's TIN type (S=SSN, E=employer ID number).
Multi County Customer	Displays a "Y" or "N" value indicating whether the producer or assignee is linked to more than 1 State and county location in BP. Changes made to a multi-county producer's or assignee's banking information may apply to more than 1 State and county location.
Producer County Count	Number of associated counties established.
Hardship Waiver Date	Date the hardship waiver date was process.
Bank Routing Number	Bank routing number entered from SF-3881 or SF-1199A.
Bank Account Number	Individual's account entered from SF-3881-or SF-1199A.