

**For:** State and County Offices

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**Guaranteed Loss Claim Basics Webinar**

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**Approved by:** Deputy Administrator, Farm Loan Programs



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**1 Overview**

**A Background**

The LSPMD, Guaranteed Loan Servicing Branch will conduct an online webinar session on the basics of guaranteed loss claim processing. The webinar will be presented to all FLP employees who work with lenders throughout the liquidation process, review loss claims for completion, and enter loss claim data into the Guaranteed Loan System (GLS). The webinar will cover both estimated and final loss claim processing including required supporting documentation, maximum allowable interest paid to the lender, and input of FSA-2254 into GLS. The webinar is not mandatory, but is highly recommended for newer employees, employees who work closely with the Guaranteed Loan Program, and State FSA employees.

In the upcoming months, additional webinar sessions will be provided covering more complex claims, such as those involving bankruptcy and write down of debt.

**B Purpose**

This notice provides:

- course content and intended audience
- online webinar session registration instructions
- State Office and participant actions.

**C Contact**

If there are questions about this notice:

- County Offices shall contact their State Office
- State Offices shall contact Theresa Null, LSPMD, GLS, by either of the following:
  - e-mail to **theresa.null@wdc.usda.gov**
  - telephone at 202-720-7862.

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

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## Notice FLP-736

### 1 Overview (Continued)

#### D Course Description

This online webinar will inform State and county FLP employees about:

- reporting on delinquent accounts
- estimated and final loss claim submission
- liquidation expenses and protective advances
- supporting documentation
- completion and entry of estimated and final losses
- approval and payment of estimated and final losses
- overpayments
- return of FSA Guarantee.

### 2 Online Webinar Registration

#### A Registering for a Webinar Session

The following webinar sessions are limited to 125 participants. Registration will be on a first come, first served basis. Each session will be identical, therefore, participants should register for only 1 session.

Employees are encouraged to participate in the webinar in groups when possible. Only 1 person in the group will need to register and should register for only 1 session.

To register, click on 1 of the following links:

Session 1, Tuesday, April 12, 2016, at 10 AM - 11:30 AM Eastern time

**<https://join.onstreammedia.com/register/86526837/guaranteedlossclaimbasicswebinar1>**

Session 2, Wednesday, April 13, 2016, at 2 PM - 3:30 PM Eastern time

**<https://join.onstreammedia.com/register/86526837/guaranteedlossclaimbasicswebinar2>**

Session 3, Tuesday, April 19, 2016, at 10 AM - 11:30 AM Eastern time

**<https://join.onstreammedia.com/register/86526837/guaranteedlossclaimbasicswebinar3>**

**Note:** Additional sessions may be added later if demand warrants.

If not able to access the website by clicking on the link, participants may copy and paste the link into their web browser.

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### 2 Online Webinar Registration (Continued)

#### B Joining the Webinar

Registered participants will receive an e-mail from “Onstream Invitation” which will contain a link to join the presentation. This link will be used to access the webinar at the scheduled date and time.

When joining the meeting, it is not necessary to allow access to webcams and microphones. The “On stream Invitation” e-mail will also include the toll-free teleconference line for the audio portion of the session.

Participants are reminded to **mute** their phones during the presentation and only remove from mute as necessary during the Q&A portion of the session.

### 3 Action

#### A Training Materials

The PowerPoint slides developed for the online sessions will be available through Onstream after each session has been concluded.

#### B State Office Action

State Offices shall ensure that all FSA FLP employees have reviewed this notice and are available for training, as applicable.