

For: State and County Offices

Manually Preparing CCC-186 and the Review Process

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

All FSFL's processed in APSS were migrated to DLS from August 28, 2014, through mid-September. Nationwide implementation of DLS/FSFL is scheduled for September 22, 2014.

DLS is **not** programmed to generate forms; therefore, automating CCC-186 in DLS will require an enhancement and is a top priority. Until DLS is programmed to generate forms, CCC-186 must be manually prepared.

CCC-186 should be accessed according to instructions provided in subparagraph 2 C.

2-FSFL, issued on September 22, 2014, provides automation instructions for processing FSFL's in DLS.

Note: Until the revision to 1-FSFL is issued, CCC-186 manual instructions provided in this notice supersede 1-FSFL, paragraph 146 policy.

B Purpose

This notice informs State and County Offices of the following:

- manual process for CCC-186
- second party reviews for manually prepared CCC-186's
- accessing CCC-186 electronically.

Disposal Date	Distribution
May 1, 2015	State Offices; State Offices relay to County Offices
9-22-14	

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1 Overview (Continued)

C Contact

If there are questions about this notice:

- County Offices shall contact the State Office Program Specialist
- State Offices shall contact Toni Williams, PSD, by either of the following:
 - e-mail to **toni.williams@wdc.usda.gov**
 - telephone at 202-720-2270.

2 Preparing Manual CCC-186

A Manual CCC-186

All FSFL's must be disbursed through DLS software and according to current FI notices and handbooks.

See 2-FSFL, Part 6 for the following DLS/FSFL automation procedures:

- disbursement
- check request
- loan closing.

The manual CCC-186 must be prepared, according to 2-FSFL, paragraph 401. The information needed to prepare CCC-186 is provided on the DLS completed Loan Closing Screen. It is recommended that the DLS completed Loan Closing Screen is used if CCC-186 is being prepared the morning of loan closing only.

If CCC-186 is being prepared for a future closing date, the following authorized options are available to assist with preparing CCC-186:

- **<http://www.zimplemoney.com/Calculate-Loan-Payment.aspx>**
- FBP Amortization Schedule.

Note: FSA employees with access to FBP may run the Amortization Schedule for a future closing date.

Whatever authorized option is used, a screen print is required and **must** be attached to the manually prepared CCC-186 to assist the second party reviewer with verifying that the information entered on CCC-186 is accurate.

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2 Preparing Manual CCC-186 (Continued)

B Second Party Review

A second party review of the manually prepared CCC-186 must be performed as follows.

IF the CCC-186 amount is...	THEN the second party reviewer is...
\$250,000 or less	PT, CED, FLM, FLO, or DD.
\$250,000.01 to \$500,000	State Office employee or designee.

Notes: SED's have authority to be more restrictive with the second party review process.

The preparer of CCC-186 and second party reviewer **must** initial and date 1 of the following authorized options and file a copy in the producer's FSFL folder:

- <http://www.zimplemoney.com/Calculate-Loan-Payment.aspx>
- DLS completed Loan Closing Screen
- FBP Amortization Schedule.

The employee who manually prepared CCC-186 **cannot** be the same employee who initialed and dated the screen printout as the second party reviewer.

Example: Preparer	<u>CAW</u>	<u>9/25/14</u>
	Initials	Date
Second Party Reviewer	<u>RGS</u>	<u>9/25/14</u>
	Initials	Date

C Accessing CCC-186

CCC-186 can be accessed electronically on the FFAS Employee Forms/Publications Online Website at <http://intranet.fsa.usda.gov/dam/ffasforms/forms.html>.

3 Action

A State Office Action

State Offices shall ensure that County Offices:

- are aware of the contents of this notice
- follow instructions in 2-FSFL for DLS/FSFL automation procedures.

B County Office Action

County Offices shall immediately contact the State Office for guidance if there are questions or concerns about this notice.