

For: State Offices and Service Centers

**Closeout of Loss Adjuster Voucher Entry and Payment Processing on the System 36**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Processing Outstanding LA Vouchers**

**A Background**

Web-based Loss Adjuster Voucher and Payment applications have been developed and are expected to be available by August 17, 2012. When the web-based software is enabled, most Loss Adjuster Voucher and Payment options will be disabled on the System 36. The only option that will remain open on the System 36 is the Payment History Report.

**B Purpose**

This notice informs State and County Offices that:

- the web-based Loss Adjuster Voucher and Payment applications will be used to process calendar year 2012 and future LA vouchers
- all outstanding LA payments shall be issued by August 16, 2012
- 2011 or prior year LA payments not processed before the System 36 software is disabled, will be issued using an authorized payment process.

**Note:** Instructions for submitting an authorization request will be provided in a forthcoming notice or handbook amendment.

**C Action**

County Offices shall ensure that all outstanding LA vouchers are processed and LA payments issued by COB August 16, 2012.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2013	State Offices; State Offices relay to Service Centers