

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
P.O. Box 2415  
Washington, DC 20013-2415

**Notice FC-35**

1900-D and 2045-BB or  
5 CFR Part 2635

**For:** State and County Offices

**Handling COC Farm Credit Loans**

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

*SauAnne Kling*

**1 Overview**

**A  
Background**

Previous FC notices detailed loan making and loan servicing requirements for various types of farm credit loans.

**B  
Purpose**

This notice provides clarification of these requirements as they pertain to COC farm credit loans.

**2 Handling COC Members' Farm Credit Loans**

**A  
Handling Loan  
Files**

SED's shall allow the COC members' farm credit files to remain in the members' County Office for day-to-day servicing unless SED:

- determines that, because of unusual circumstances, the files for an individual COC member should be transferred to another office

**Note:** This determination must be on an individual case basis

- has already moved the files to another office and determines that they should remain in that office.

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<b>Disposal Date</b>	<b>Distribution</b>
April 1, 1997	State Offices; State Offices relay to County Offices and Ag Credit Teams

**2 Handling COC Members' Farm Credit Loans (Continued)**

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**B Handling Loan Decisions** All loan making and servicing decisions on COC members' loans shall be made by either of the following:

- Ag Credit Manager who normally does not work with that COC
- CED with Ag Credit Manager responsibilities, who is not also an employee of that COC.

**Note:** SED may determine, because of unusual circumstances, that this responsibility be transferred to DD or State Farm Credit Director.

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**C COC Decisions** If the loan recipient is a COC member, a different COC shall be designated to handle loan processing and servicing decisions.

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**D Employee Action** CED or other COC employees or Ag Credit Manager who works with that COC, may assist the COC member in loan application and servicing processes, such as:

- providing and assisting in the preparation of applications
  - sending the application to the credit manager or employee designated the authority by SED
  - assisting the member to complete the information needed to comply with loan approval or servicing requirements, except appraisals.
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**E DD Action** DD's shall complete a review of COC members' loan files within 30 calendar days of loan closing or debt restructuring of COC members' loans.

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