

Revisions as of 3/10/02

- **Added New/Missing WLS Codes**
 - **4038** Process Guaranteed Loss Claim, 2-FLP, Par 355
 - **4041** SEL Annual Analysis Report, 2-FLP, Para 265 B
 - **4042** CLP Annual Analysis Report, 2-FLP, Para 265 E
 - **4092** Return Paid in Full Note, Security Instruments, Etc., 1951-A, 1951.15(b)
- **Corrected Procedure/Handbook References**
 - **1013** – Send Applicant/Borrower Responsibility Letter- 1910-A, Exh C.
From 1910-A, 1910(g) to 1910-A, 1910.4(h)
 - **1036** - Conditional Commitment for guaranteed loans (Expirations)
From 2-FLP, Par 245 C to 2-FLP, Par 246 B
 - **2024** – Graduation Review (Use to track each borrower who was reviewed for graduation)
1951-F, 1951.262(a) to 1951-F, 1951.262(c), (d), (e)

Workload Scheduling Codes (WLS)

A

Introduction

Each of the following WLS code series will have the

- first 300 items reserved for National Office use
 - the next 200 will be reserved for State Office use
 - the last 500 reserved for County Office use
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- 1000 Series - Applications
 - 2000 Series - Servicing Direct & Guaranteed
 - 3000 Series - General Office
 - 4000 Series - MAC Additional Servicing
 - 5000 Series - 1951-S Servicing
 - 6000 Series - Key Management Practices
 - 7000 Series - Not in use
 - 8000 Series - Appeals
 - 9000 Series – Miscellaneous.
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B

WLS Code Descriptions

Workload Scheduling Items that are added, completed, or cancelled by MAC automatically have the initiator listed in column 3. Some WLS items will require a combination of screen field elements (completed/blank fields) to generate a specific WLS item.

Notes: Planned future adjustments to WLS codes are listed on the last page of WLS requirements.

A quick reference document is at the end of this exhibit. All of the codes are reduced to 2 pages.

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Workload Scheduling Codes (WLS) (Continued)

1000 Series, Application Processing (Direct and Guaranteed)

Item Code	Description 1000 Series	Element the WLS item is generated from	Follow- up Date	Due Date	MAC Enters
					User Enters
1009	Underwriting review.				User enters.
1010	14-day Loan decision for CLP/PLP lender. 2-FLP, Par 83 B	“Application Completed Date” is completed and Lender Status Code = 2 or 3	10 days	14 days	MAC only adds.
1011	Application completed letter. 1910-A, 1910.4(b)	“Application Completed Date” is completed.	3 days	5 days	MAC only adds.
1012	40-day Application Completed (Estimate based on Incl Appl Rec'd date + FSA 10 days to notify + A-1 20 days +A-2 10 days) 1910-A, 1910.4(d)(3)	“Date Received (appl) is completed and “Application Completed Date: is blank.	20 days	40 days	MAC adds.
		“Date Appl Received completed & “Appl Completed Date compl.			MAC completes.
1013	Send Applicant/Borrower Responsibility Letter- 1910- A, Exh C. 1910-A, 1910.4(h)	Final Disposition Action = A	3 days	3 days	MAC adds.
1014	5-day Application Letter1 (Guar Loans 1980-B-1 letter) 2-FLP Par 96 B	Dir/Guar = “G” and “Date Appl Received” is compl & Incomplete Appl Ltr 1 date is complete.	3 days	5 days	MAC adds & completes.

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Workload Scheduling Codes (WLS) (Continued)

1000 Series, Application Processing (Direct and Guaranteed) (Continued)

Item Code	Description 1000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
1015	10-day Application Letter1 Review for Incomplete Application 1910-A, 1910.4(e)(3)(i)	Direct/Guar = “D” and Date Received (Application) completed and Application Completed Date is blank	5 days	10 days	MAC adds.
		Direct/Guar = “D” and Date Received (Application) completed and Application Incomplete Appl Ltr1 Date is complete.			MAC completes.
1016	20-day Application Letter2 Review for Incomplete Application 1910-A, 1910.4 (e)(3)(iii)	“Incomplete Appl Letter“ is completed and “Application Completed Date” is blank	10 days	20 days	MAC adds.
		“Incomplete Appl Letter” is completed and Application Incomplete Appl Ltr2 Date is complete.			MAC completes.
1017	5-day Eligibility/ Non-Eligibility Letter Sent 1910-A, 1910.6(a)	Direct Loan, “Eligibility Decision Date” is completed and “Action Description” E= Eligible or R= Rejected.	2 days	5 days	MAC adds.
		Direct Loan, “Eligibility Decision Letter Date” is complete			MAC completes.
1018	3-day Rejection Letter Sent (Feasibility) 1910-A, 1910.6(b)	“Final Disposition Date” is completed and “Final Disposition Action” = “R”	2 days	3 days	MAC only adds.

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Workload Scheduling Codes (WLS) (Continued)

1000 Series, Application Processing (Direct and Guaranteed) (Continued)

Item Code	Description 1000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
1019	2-year Completion of Borrower Training Requirement 1924-B, 1924.74(b)	“Training Effective Date” is completed at loan closing or restructure	18 months	2 years	User enters.
1020	SAP or Seed Approval/Disapproval Ltr. Sent. 6-FLP, Par. 118C	Final Disposition date = A or R and Type of Assistance = 298 or 299	2 days	3 days	MAC only adds
1021	Appraisal/ Environmental Functions 1940-G, 1940.308(b)&(c)				User enters.
1023	Personal Interview/Budget 1910-A, 1910.7(b)				User enters.
1024	Farm Planning/ Farm Assessment (New Loans) 1924-B, 1924.55	If Application Completed and Eligibility = E			MAC adds.
		If Application Final Disposition date complete and Final Disposition Action = A.			MAC completes.
		If Application Final Disposition date complete and Final Disposition Action = R or W			MAC cancels.

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Workload Scheduling Codes (WLS) (Continued)

1000 Series, Application Processing (Direct and Guaranteed) (Continued)

Item Code	Description 1000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
1025	60-day Loan Decision for Direct Loans 1910-A, 1910.4(i)(1)	“Application Completed Date” is completed and Direct/Guar = “D”	45 days	60 days	MAC adds.
		If Application Final Disposition date complete and Final Disposition Action = A.			MAC completes.
1027	30-day Loan Decision for Other Lenders (For Guarantee SEL’s) 2-FLP, Par 83 A	“Application Completed Date” completed and “Lender Status Code” = 4 or 1.	20 days	30 days	MAC adds.
		If Application Final Disposition date complete and Final Disposition Action = A.			MAC completes.
1028	Enter Reason if final disposition not completed within 45 days. 1910-A, 1910.4(i)(1)(ii)	“Application Completed Date” is completed and Final Disposition Date” is blank	5 days	45 days	MAC adds.
		Completed when Reason code is entered or canceled when final disposition date is entered prior to 45-day timeframe.			MAC completes.
1029	Notify applicants of expiring applications 1910-A, 1910.4(k)				User enters.

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Workload Scheduling Codes (WLS) (Continued)

1000 Series, Application Processing (Direct and Guaranteed) (Continued)

Item Code	Description 1000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
1030	Close Loan within 20 Working days. (Direct Loan Processing) 1902-A, 1902.2(e) 1943-A, 1943.35(a)	“Check Date” completed	20 days	28 days	User enters.
1035	15-day Loan Closing Docket Review	“Loan Closing Date” is completed.	10 days	15 days	MAC only adds.
1036	Conditional Commitment for guaranteed loans (Expirations) 2-FLP, Par 246 B				User enters.
1037	Return of loan closing documents 1927-B, 1927.58(g)				User enters.
1067	3-Day CAIVRS Check on Delinquency of Federal Debt 1910-A, 1910.5(e)	“Date Received” (Application is completed)	2 days	3 days	MAC only adds.

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Workload Scheduling Codes (WLS) (Continued)

2000 Series, Servicing Direct & Guaranteed

Note: The 2000 and 4000 series are routine servicing type actions.

Item Code	Description 2000 Series	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
2000	60-day Real Estate Appraisal 1941-A, 1941.25 (a) 1943-A, 1943.25(c) 1945-D, 1945.175(c) 1965-A, 1965.13(d)	Fund Code = 41 Final Disp Action = "A"	45 days	60 days	User enters.
2001	Supplementary Payment Agreement 1943-A, 1943.38(h) 1951-A, 1951.909(e)(3)(vii)				User enters.
2002	Return first year Insurance Policy 426.1, IV A 5				User enters.
2003	Expiration of Builders Warranty 1924-A, 1924.12(d)				User enters.
2004	Development Inspection 1924-A, 1924.9				User enters.
2005	Final Building Inspection 1924-A, 1924.9				User enters.

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Workload Scheduling Codes (WLS) (Continued)

2000 Series, Servicing Direct & Guaranteed (Continued)

Item Code	Description 2000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
2007	Delinquent real estate taxes. 1925-A, 1925.4 (a)				User enters.
2008	Payment follow-up. (After Reminder sent. Use WLS 4008 for Payment Reminder) 1951-A, 1951.7 (c) & (d)				User enters.
2009	Borrower to redeem insufficient funds check. 1951-B, 1951.60(f) , 1951.62, & FI Handbook				User enters.
2010	Delinquency Visit (Office)				User enters.
2011	Reconcile and Monitor Supervised bank account. 1924-B, 1902-A, 1902.14(a)				User enters.
2015	Supervisory Visit (Field)				User enters.
2020	Supervisory Visit (Office)				User enters.
2024	Graduation Review (Use to track each borrower who was reviewed for graduation) 1951-F, 1951.262(c),(d),(e)				User enters.
2025	30-day Graduation Review Follow-up (Waiting for Borrower to graduate) 1951-F, 1951.262(f)(3)	Screening Results = 1	15 days	30 days	User enters.

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Workload Scheduling Codes (WLS) (Continued)

2000 Series, Servicing Direct & Guaranteed (Continued)

Item Code	Description 2000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
2026	Lender Prospectus Follow-up 1951.262(f)(2)				User enters.
2027	Notice of Intent for Refusal to Graduate (May require OGC concurrence.) 1951-F, 1951.264(b)				User enters.
2030	Debt Settlement Follow-up 1956-B				User enters.
2035	Problem Case Report 1955-A, 1955.15(c)				User enters.
2040	Acceleration Notice 1955-A, 1955.15(d)(2)				User enters.
2050	Delinquency Visit (Field)				User enters.
2080	Interest Accrual 6-FLP, Par. 116A	Date Seed Interest Starts is completed.	2 days	3 days	User enters.
2081	Complete Installments 6-FLP, Par. 116B	Date Seed Interest Starts is completed.	2 days	3 days	User enters.
2100	Emergency seed loan expiration 6-FLP Par. 116B				User enters.

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Workload Scheduling Codes (WLS) (Continued)

3000 Series, General Office

The 3000 series are office type codes and cannot be assigned to an individual borrower's case number. They are primarily used as reminders to do reports, employee actions, multiple borrower actions such as quarterly 1951-T letters, etc. You can initiate multiple WLS codes of the same code such as a 3003 for each CLP lender and indicate in the comment section the lender to review.

Item Code	Description 3000 Series	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
3000	First Year Return of Insurance Policy (Use WLS 2002 for an individual Borrower) 426.1, IV A 5				User enters.
3001	Supervised Bank Account Monthly Report				User enters.
3002	PLP 20% Guaranteed Loan Review. 2-FLP, Par 267 B				User enters.
3003	CLP 20% Guaranteed Loan Review. 2-FLP, Par 267 B				User enters.
3004	SEL 40% Guaranteed Loan Review. 2-FLP, Par 267 B				User enters.
3005	Expiration of builders warranty				User enters.

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Workload Scheduling Codes (WLS) (Continued)

3000 Series, General Office (Continued)

Item Code	Description 3000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
3006	Development Inspection (Use WLS 2004 for an individual Borrower) 1924-A, 1924.9				User enters.
3010	Final Building Inspection. (Use WLS 2004 for an individual Borrower.) 1924-A, 1924.9				User enters.
3011	30-day Follow-up after End of Cost Item.				User enters.
3012	Annual Real Estate Tax Review. 1925-A, 1925.3 (c)				User enters.
3013	Commodity Lien List to prospective buyers. 1962-A, 1962.13				User enters.
3014	Send annual graduation notices to borrower. (Send 1951-F-8 Oct. each year) 1951-F, 1951.262(a)				User enters.
3015	Annual graduation Review. (due July 1 of each year) Note: Use 2024 for each borrower reviewed 1951-F, 1951.262(c)				User enters.
3016	Annual Lender Underwriting Standards Survey. 1951-F, 1951.261				User enters.

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Workload Scheduling Codes (WLS) (Continued)

3000 Series, General Office (Continued)

Item Code	Description 3000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
3021	Publicize Outreach Program twice annually. 1943-A, 1943.13(b)(6)(ii)				User enters.
3022	Semi-annual SDA Outreach Program Report. 1943-A, 1943.13(c)(2)				User enters.
3023	Quarterly 1951-T Notification of Disaster Declaration. (As WLS codes complete, you can enter the number of letters sent in the comment field for workload purposes.) 1951-T, 1951.953(a)				User enters.
3028	Prepare Elements and Standards.				User enters.
3029	Mid-Year Performance Appraisal				User enters.
3030	Annual Performance Appraisal				User enters.
3031	Within Grade Increase				User enters.
3032	Quarterly FLP Training Record Report for FLOT				User enters.
3033	GSA Vehicle – Annual Letter of Commitment				User enters.

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Workload Scheduling Codes (WLS) (Continued)

3000 Series, General Office (Continued)

Item Code	Description 3000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
3034	Weekly Work Organization Meeting (WOM) , Handbook ref. 16-AO, Par 308 A				User enters.
3035	Monthly Work Organization Meeting (WOM). Handbook Ref. 16-AO, Par 308 B				User enters.
3036	Annual Guaranteed Lender Training 2-FLP, Par 20				User enters.
3037	Inventory of Debt Instruments 2018-E, 2018.208				User enters.
3038	COC Classification Review 2006-W, 2006.1103(c)(4)				User enters.
3039	Notice to CED of B's 31 days Past Due (In ref. To MAL and LDPs) FLP Notice 195				User enters.

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Workload Scheduling Codes (WLS) (Continued)

4000 Series, Additional Servicing

Notes: The 2000 and 4000 series are routine servicing type actions.

Future enhancement to convert some of the 4000 codes to the 5000 series is listed on the last page of this Exhibit.

Item Code	Description 4000 Series	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
4000	1 Year Limited Resource Review 1951-A, 1951.25(a)	“Loan Closing Date” is completed or “Last Review Date” is completed	11 months	1 year	MAC only adds.
4001	Classification Review 2006-W, 2006.1103(c)				User enters.
4002	Farm Assessment (semi-annual progress reviews) 1924-B, 1924.55	“Loan Closing Date” is completed on Program Loans	6 months	1 year	MAC only adds.
4003	Guaranteed Status Report 2-FLP, Par 266 B				User enters.
4004	Default Status Report 2-FLP, Par 266 B	If “Status” = “B” from the Guaranteed Status Report Screen (60-days)			User enters.
4005	Field Visit				User enters.
4006	County Committee Classification Review 2006-W, 2006.1103(c)(4)				User enters.
4007	Process Limited Resource Interest Rate Change 1951-A, 1951.25(c)(2)	30-days from the “Limited Resource Review Date”	15 days		User enters.

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Workload Scheduling Codes (WLS) (Continued)

4000 Series, Additional Servicing (Continued)

Item Code	Description 4000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
4008	Send Payment Reminder 1951-A, 1951.7 (c)		90-day follow-up to installment date/60 day expiration		User enters.
4010	Follow-up 1962-1 1962-A, 1962.17				User enters.
4015	Follow-up on Security Agreement				User enters.
4020	Financing Statement Renewal 1962-A, 1962.5(b)	Created with initial financing statement. Continued by entering follow up and due dates that are tied to the initial financing statement.	5 year increments	5 year incre ments minus 180 days	MAC only adds.
4025	Year-end Analysis 1924-B, 1924.55(d)	“Loan Approval Date” is completed for all loan closings, if one has not already been scheduled.			MAC only adds.
4026	Release of Liability				User enters.
4030	Subordination Review 1962-A, 1962.30				User enters.
4035	Guaranteed Loan Review				User enters.
4036	Guaranteed Loan Maturity Date 2-FLP				User enters.

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Workload Scheduling Codes (WLS) (Continued)

4000 Series, Additional Servicing (Continued)

Item Code	Description 4000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
4037	Guaranteed Report on Collection Activities on Liq Accts. (Future Recovery on Loss Claims) 2-FLP, Par 362A				User enters.
4038	Process Guaranteed Loss Claim 2-FLP, Par 355				User Enters.
4040	Line of Credit Review 2-FLP, Par 265				User enters.
4041	SEL Annual Analysis Report 2-FLP, Par 265 B				User enters.
4042	CLP Annual Analysis Report 2-FLP, Par 265 E				User enters.

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Workload Scheduling Codes (WLS) (Continued)

4000 Series, Additional Servicing (Continued)

4046	Interest Assistance Review 2-FLP, Par 228				User enters.
4050	24-month NRB Review 1951-S, 1951.913(c)				User enters.
4051	Annual Shared Appreciation Agreement Reminder 1951-S, 1951.14(a)(1)	Note: Future conversion planned, 4051 will be 5051.	Due 7/1. Expires 9/30 of the following year		User enters.
4052	6-month Shared Appreciation Calculation 1951-S, 1951.14(a)(2)	Note: Future conversion planned, 4052 will be 5052.	5 months		User enters.
4053	60-day Notification of Appreciation Due 1951-S, 1951.14(d)	Note: Future conversion planned, 4053 will be 5053.	45 days		User enters.

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Workload Scheduling Codes (WLS) (Continued)

4000 Series, Additional Servicing (Continued)

Item Code	Description 4000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
4054	30-day Follow-up to shared Appreciation Notification 1951-S, 1951.14(d)	Note: Future conversion planned, 4054 will be 5054.	20 days		User enters.
4055	Process Complete Security Servicing Application 1962-A, 1962.30 1965-A, 1965.13	When application completed date is filled and request type = S, P, V, C, or R.	30 days		MAC adds.
		When final disposition date is filled by same date as application completed date.			MAC completes
		When application is deleted.			MAC deletes
4056	Finalize and Issue Security Servicing Documents 1962-A, 1962.30(e) 1965-A, 1965.13(h)	When final disposition date = A for approved and request type = S, P, V, C, or R.			MAC adds.
		When security action completed date is filled.			MAC completes.
		When application is deleted.			MAC deletes.
4057	Incomplete Security Servicing Application 1962-A, 1962.30 1965-A, 1965.13	When request date completed and request type = S, P, V, C, or R	30 days		MAC adds.
		When application completed date is entered.			MAC completes
		When the application is deleted or the final disposition action = W or R without an application complete date			MAC deletes.

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Workload Scheduling Codes (WLS) (Continued)

4000 Series, Additional Servicing (Continued)

Item Code	Description 4000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
4058	Shared Appreciation Suspension Expiration 1951-S, 1951.914(h)(4)&(5)	Note: Future conversion planned, 4058 will be 5058.			User enters.
4060	Agency Chattel Appraisal		20 days		User enters.
4061	Contracted Chattel Appraisal/Review				User enters.
4062	Agency real Estate Appraisal				User enters.
4063 *	Reserved, 5002 will be converted to 4063 Contracted Real Estate Appraisal/Review		20 days		User enters.
4065	Annual Farm Visit	Loan Closing Date is completed for all loan closings, if one has not already been scheduled.			MAC only adds.
4070	Chattel Inspection 1962-A, 1962.16(a)	“Loan Closing Date” is completed for all loan closings, if one has not already been scheduled.			MAC only adds.
4071	3-Year Real Estate Inspection 1965-A, 1965.11(a)		30 days		User enters.
4075	Crop Inspection 1962-A, 1962.16(a)				User enters.

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Workload Scheduling Codes (WLS) (Continued)

4000 Series, Additional Servicing (Continued)

Item Code	Description 4000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
4077	Lender real estate appraisal Review. 1-FLP Par. 143				User enters.
4078	Lender Chattel Appraisal Review 1-FLP Par. 143				User enters.
4080	NRCS Conservation Follow-up				User enters.
4081	Conservation Contract Compliance Review 1951-S, Exh H				User enters.
4082	Crop Insurance Assignment 1962-A, 1962.6				User enters.
4083	FSA Program Payments Assignment 1962-A, 1962.6				User enters.
4084	Milk Assignment 1962-A, 1962.6				User enters.
4085	Crop Insurance premium due date				User enters.
4086	CAT Insurance or Waiver				User enters.
4087	Hazard Insurance Coverage 426.1				User enters.

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Workload Scheduling Codes (WLS) (Continued)

4000 Series, Additional Servicing (Continued)

Item Code	Description 4000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
4088	Assignment of Income or Commodity				User enters.
4089	Assignment of Minerals				User enters.
4090	Financing Statement renewal (Not to be Used any longer. The 3B2 4020's were converted to 4090's just for conversion purposes only)	Note: From 3B2 or user created			
4091	Flood Insurance Coverage 426.2				User enters.
4092	Return Paid in Full Note, Security Instruments, Etc. 1951-A, 1951.15(b)				User enters.
4100	60-Day Primary Loan Servicing request 1951-S, 1951.909				User enters.
4105	Real Estate Lien Follow-up				User enters.
4110	Highly Erodible/Wetland Conservation Compliance				User enters.
4120	NIR File Review				User enters.
4121	State Office file review				User enters.
4122	District Director file review				User enters.
4123	National Office file review				User enters.

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Workload Scheduling Codes (WLS) (Continued)

5000 Series, 1951-S Servicing

The 5000 series includes activities described in 1951-S, 1951-T, 1955-A, B, and C, 1962-A, and 1965-A. Primary purpose of this series is for scheduling and tracking delinquent and distressed servicing, installment set-aside applications, bankruptcies, judgements, etc, if these servicing actions cannot be tracked through the delinquent servicing (AGCREDIT).

Item Code	Description 5000 Series	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
5000	Exhibit A and Att. 1 & 2 – 90 days past due 1951-S, 1951.907	15 days from delinquent date	7 days		User enters.
5001	1951-C Offset Letter 90 days past due 1951-C, 1951.103	15 days from delinquent date	7 days		User enters.
5002	Contracted Real Estate Appraisal/Review	Note: Plan to convert to 4063	20 days		User enters.
5003	Deferral Expiration Note: Make your follow-up 6 months prior to expiration date. 1951-S, 1951.909(e)(3)(vii)(D)				User enters.
5004	Bankruptcy Follow-up (Most actions are tracked through Delq servicing.) 1962-A, 1962.47				User enters.

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Workload Scheduling Codes (WLS) (Continued)

5000 Series, 1951-S Servicing (Continued)

Item Code	Description 5000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
5010	Exhibit F, Att 3 Signed Waiting on Negotiated Appraisal 1951-S, 1951.909(i)(4)(ii)	30-days from date signed			User enters.
5013	Incomplete 1951-T Application 1951-T, 1951.953(c)	When request date completed and request type = I			MAC adds.
		When application completed date is entered.			MAC completes.
		When the application is deleted or final disposition action = W or R without an application completed date.			MAC deletes.
5014	Send 1951-T-1 or 1951-T-2 letter to Borrower (This may be used to track each letter sent to each borrower.) 1951-T, 1951.953(a)				User enters.
5015	Process Complete 1951-T Application 1951-T, 1951.957(a)	Application Completion Date is filled and request type = I			MAC adds.
		When final disposition date is filled.			MAC completes
		When application is deleted.			MAC deletes.

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Workload Scheduling Codes (WLS) (Continued)

5000 Series, 1951-S Servicing (Continued)

Item Code	Description 5000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
5016	Installment Set-aside Final due Date 1951-T, 1951.957(b)(3)				User enters.
5017	951-T MAC addendum Signed and Returned 1951-T, 1951.957(b)	When Final Disposition Date = A for approved and Request Type = I			MAC adds.
		When security action completed date is filled.			MAC completes.
		When the application is deleted.			MAC deletes
5049	Annual Judgment Review 1962-A, 1962.49(e)(3)(iii)				User enters.
5050	Judgment Expiration 1962-A, 1962.49(e)(3)(iii)				User enters.
5055	Incomplete Shared Appreciation Amortization Application 1951-S, 1951.914(d)	When request date completed and request type = A.			MAC Adds.
		When application completed date is entered.			MAC completes
		When application is deleted or the final disposition action = W or R			MAC deletes.

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Workload Scheduling Codes (WLS) (Continued)

5000 Series, 1951-S Servicing (Continued)

Item Code	Description 5000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
5056	Process Complete Shared Appreciation Amortization Application 1951-S, 1951.914(e)	When application completed date is filled and request type = A			MAC adds.
		When final disposition date is filled.			MAC completes.
		When application is deleted.			MAC deletes.
5057	Shared Appreciation Amortization Closed 1951-S, 1951.914(e)	When final disposition date = A for approved and Request type = A			MAC adds.
		When security action completed date is filled.			MAC completes.
		When the application is deleted.			MAC deletes.
5059	Notify borrower of SAA suspended amount 1951-S, 1951.914(h)				User enters.
5060	Notify CED of acquired real estate property. 1955-A, 1955.18(a)				User enters.
5061	Notify appropriate agencies of acquired property. (FWS, FCIC, County Tax Assessor, etc.)				User enters.

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Workload Scheduling Codes (WLS) (Continued)

5000 Series, 1951-S Servicing (Continued)

Item Code	Description 5000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
5062	Monitor SFH Equity Recapture Agreement 1965-A, 1965.26(c)(2)(iv)(C)				User enters.
5080	6-Year Statute of Limitations, State Procedures				User enters.
5081	10-Year Statute of Limitations 1951-C and 31 U.S.C. 3716				User enters.

6000 Series Key Management Practices

6000 Series, Key Management Practices.

No 6000 National Codes are established

7000 Series, reserved for future development.

No 7000 National Codes are established

Continued on the next page

Workload Scheduling Codes (WLS) (Continued)

8000 Series, Appeals (Procedure references are in 1-APP and FLP notices)

Item Code	Description 8000 Series	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
8001	Appeal Request				User enters.
8002	Meeting for Reconsideration				User enters.
8003	NAD Appeal Follow-up				User enters.
8004	NAD Pre-Hearing Conference Call				User enters.
8005	Copy Document for NAD and Appellant				User enters.
8006	NAD Appeal Hearing				User enters.
8007	30-day NAD Appeal Implementation Follow- up	“Final Decision Date” is completed	20 days	30 days	User enters.
8008	National Office Review Follow-up				User enters.
8010	Mediation Follow-up				User enters.
8011	State Committee Appeal Follow-up				User enters.
8012	State Committee Reconsideration Follow- up				User enters.
8013	Appraisal List to Appellant				User enters.
8014	Appellant’s Appraisal Follow-up				User enters.
8015	Review Appraisal Follow-up				User enters.
8016	Selection by Appellant of Third Appraiser				User enters.

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Workload Scheduling Codes (WLS) (Continued)

8000 Series, Appeals (Continued)

Item Code	Description 8000 Series (Continued)	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
8017	Appraisal Appeal, Exhibit F, Attachment 3 Follow-up				User enters.
8018	Appellant's Negotiated Appraisal Follow-up				User enters.
8019	Appraisal Appeal Implementation				User enters.

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Workload Scheduling Codes (WLS) (Continued)

9000 Series, Farm Program Work Actions

Item Code	Description 9000 Series	Element the WLS item is generated from	Follow-up Date	Due Date	MAC Enters
					User Enters
9200	FSFL Financing Statement Expiration 1-FSFL, Par 47 A				User enters.
9201	CCC Financing Statement Expiration 6- LP, Par 321C				User enters.
9202	FSFL Payment Due date (45-Day Reminder of Payment) 1-FSFL, Par 150 C				User enters.
9203	FSFL Final Due Date 1-FSFL, Par 136, CCC-186				User enters.
9204	CCC 681-1 Expiration 7-LP, Par 314, 315, 922				User enters.

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Workload Scheduling Codes (WLS) (Continued)

Future Adjustments:

Note: Obsolete codes = 2000, 2030, 2035, 2040, 3005, 4100, 5000, 5001, 5015.

The following 4000 codes will be converted to the correct 5000 series.

Item Code	Description 4000 Series	Future Conversion Planned	Follow-up Date	Due Date	MAC Enters
					User Enters
4051	Annual Shared Appreciation Agreement Reminder 1951-S, 1951.14(a)(1)	4051 will be 5051	Due 7/1. Expires 9/30 of the following year		User enters.
4052	6-month Shared Appreciation Calculation 1951-S, 1951.14(a)(2)	4052 will be 5052	5 months		User enters.
4053	60-day Notification of Appreciation Due 1951-S, 1951.14(d)	4053 will be 5053	45 days		User enters.
4054	30-day Follow-up to shared Appreciation Notification 1951-S, 1951.14(d)	4054 will be 5054	20 days		User enters.
4058	Shared Appreciation Suspension Expiration 1951-S, 1951.914(h)(4)&(5)	4058 will be 5058			User enters.

The following 5000 code will be converted to the correct 4000 series.

Item Code	Description 4000 Series	Future Conversion Planned	Follow-up Date	Due Date	MAC Enters
					User Enters
5002	Contracted Real Estate Appraisal	Future change, 5002 will be 4063		20 days	User enters.

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Quick Reference – Workload Scheduling Codes

Codes	1000 Series, Application Processing, D&G	Codes	3000 Series, General Office
1009	Underwriting Review	3000	First Year Return of Insurance Policy
1010	14-Day Loan Decision for CLP/PLP	3001	SBA Monthly Report
1011	Application Completed Letter	3002	PLP 20% Guar Loan Review
1012	40-Day Application Completed	3003	CLP 20% Guar Loan Review
1013	Send Appl Resp Letter,1910-A,Exh C	3004	SEL 40% Guar Loan Review
1014	5-Day Appl Letter1 – Guar Loans	3005	Expiration of Builder Warranty
1015	10-Day Appl Ltr1 for Incomplete Appl	3006	Development Inspection
1016	20-Day Appl Ltr2 for Incompl Appl	3010	Final Building Inspection
1017	15-Day Elig/Non-elig Letter Sent	3011	30-Day Follow-up for Cost Item
1018	3-Day Rejection letter Sent- Feas	3012	Annual Real Estate Tax Review
1019	2-year Completion of Borr Training	3013	Commodity Lien List to Buyers
1020	SAP or Seed Approval/Disapproval Ltr Sent	3014	Send Annual Graduation Notices to B
1021	Appraisal/Environ Function	3015	Annual Graduation Review
1023	Personal Interview/Budget	3016	Annual Lender Underwriting Standards Survey
1024	Farm Planning/Farm Assessment	3021	Publicize Outreach Prog twice Yearly
1025	60-Day Loan Decision for Direct Loan	3022	Semi-Annual SDA Outreach Report
1027	30-Day Loan Decision for SEL's	3023	Quarterly 1951-T Notifications
1028	Enter Reason-Final Disp past 45 days	3028	Prepare Elements and Standards
1029	Notify Applicants of Expiring Application	3029	Mid-Year Performance Appraisal
1030	Close Loan within 20 working days	3030	Annual Performance Appraisal
1035	5-Day Loan Closing Docket Review	3031	Within Grade Increase
1036	Conditional Commitment – Guar	3032	Quarterly FLOT Training Report
1037	Return of Loan Closing Documents	3033	GSA Vehicle Annual Ltr of Commitment
1067	3-Day CAIVRS Check	3034	Weekly Work Organization Meeting (WOM)
2000 Series, Servicing D & G Loans		3035	Weekly Work Organization Meeting (WOM)
2000	60-Day Real Estate Appraisal	3036	Annual Guarantee Lender Training
2001	Suppl Payment Agreement	3037	Inventory of Debt Instruments
2002	Return of First Year Insurance Policy	3038	COC Classification Review
2003	Expiration of Builders Warranty	3039	Notice to CED of B's 31 days Past due
2004	Development Inspection	4000, Additional Servicing - D & G Loans	
2005	Final Bldg Inspection	4000	1-Year Limited Resource Review
2007	Delinquent Real Estate Taxes	4001	Classification Review
2008	Payment Follow-up –(After Reminder)	4002	Farm Assessment Semi-Annual Review
2009	Borrower to Redeem Insuff fund check	4003	Guaranteed Status Report
2010	Delinquency Visit (Office)	4004	Default Status Report
2011	Reconcile & Monitor SBA	4005	Field Visit
2015	Supervisory Visit (Field)	4006	COC Classification Review
2020	Supervisory Visit (Office)	4007	Process LR Interest Rate Change
2024	Graduation Review (Individual)	4008	Send Payment Reminder
2025	30-Day Graduation Review Follow-up	4010	Follow-up 1962-1
2026	Lender Prospectus Follow-up	4015	Follow-up with Security Agreement
2027	Notice of Intent – Refusal to Graduate	4020	Financing Statement Renewal
2030	Debt Settlement Follow-up	4025	Year-end Analysis
2035	Problem Case Report	4026	Release of Liability
2040	Acceleration Notice	4030	Subordination Review
2050	Delinquency Visit (Field)	4035	Guaranteed Loan Review
2080	Send Interest Accrual Notification	4036	Guaranteed Loan Maturity Date
2081	Complete Installments on Seed Loan		
2100	Emergency Seed Loan Expiration		

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Quick Reference – Workload Scheduling Codes

Codes	4000 Series (Continued)	Codes	5000 Series (Continued)
4037	Guar Report on Collection of Liq Accts	5010	Exh F, Att 3 Waiting on Neg Appraisal
4038	Process Guaranteed Loss Claim	5013	Incomplete 1951-T Application
4040	Line of Credit Review	5014	Send 1951-T-1 or 1951-T-2 Letter
4041	SEL Annual Analysis Report	5015	Process Complete 1951-T Application
4042	CLP Annual Analysis Report	5016	Installment Set-Aside Final Due Date
4046	Interest Assistance Review	5017	1951-T Addendum Signed and Ret'd
4050	24-Month NRB Review	5049	Annual Judgement Review
4051	Annual Shared Appreciation Reminder	5050	Judgment Expiration
4052	6-mo Shared Appreciation Calculation	5051	Reserved for 4051 conversion
4053	60-Day Notification of Appreciation Due	5052	Reserved for 4052 conversion
4054	30-Day Follow-up to SAA Notification	5053	Reserved for 4053 conversion
4055	Process Complete Security Serv Appl	5054	Reserved for 4054 conversion
4056	Finalize and Issue Sec Serv Documents	5055	Incomplete SAA Amortization Application
4057	Incomplete Security Serv Application	5056	Process Complete SAA Amort Appl
4058	SAA Suspension Expiration	5057	SAA Amortization Closing
4060	Agency Chattel Appraisal	*5058	Reserved for 4058 Conversion
4061	Contracted Chattel Appraisal/Review	5059	Notify Borrower of SAA suspended amt
4062	Agency Real Estate Appraisal	5060	Notify CED of Acquired Real Property
*4063	Reserved for 5002 to be converted	5061	Notify other agencies of acquired property
4065	Annual Farm Visit	5062	Monitor SFH Equity Recapture Agrmt
4070	Chattel Inspection	5080	6-Year Statute of Limitations
4071	3-Year Real Estate Inspection	5081	10-Year Statute of Limitations
4075	Crop Inspection	6000 Series, Key Management Practices	
4077	Lender Real Estate Appraisal Review	7000 Series, Reserved	
4078	Lender Chattel Appraisal Review.	8000 Series, Farm Program Work Actions	
4080	NRCS Conservation Follow-up	8001	Appeal Request
4081	Conserv Contract Compliance Review	8002	Meeting for Reconsideration
4082	Crop Insurance Assignment	8003	NAD Appeal Follow-up
4083	FSA Program Payments Assignment	8004	NAD Pre-Hearing Conference Call
4084	Milk Assignment	8005	Copy Document for NAD and Appellant
4085	Crop Insurance (Premium Due Date)	8006	NAD Appeal Hearing
4086	CAT Insurance or Waiver	8007	30-Day NAD Appeal Implementation
4087	Hazard Insurance Coverage	8008	National Office Review Follow-up
4088	Assignment of Income or Commodity	8010	Mediation Follow-up
4089	Assignment of Minerals	8011	STC Appeal Follow-up
4090	Financing Statement Renewal from 3B2 (Cannot Use any longer)	8012	STC Reconsideration Follow-up
4091	Flood Insurance Coverage	8013	Appraisal List to Appellant
4092	Return Paid in Full Note, Security Instr, etc.	8014	Appellant's Appraisal Follow-up
4100	60-Day Primary Loan Servicing Rqst	8015	Review Appraisal Follow-up
4105	Real Estate Lien Follow-up	8016	Selection by Appellant by 3 rd Appraiser
4110	HEL/Wetland Conservation Compliance	8017	Appraisal Appeal, Exh F, Att 3 follow-up
4120	NIR File Review	8018	Appellant's Negotiated Appraisal
4121	State Office File Review	8019	Appraisal Appeal Implementation
4122	District Director file Review	Work 9000 Series, Farm Program Actions	
4123	National Office file Review	9200	FSFL Financing Statement Expiration
5000 Series, 1951-S Servicing		9201	CCC Financing Statement Expiration
5000	Exh A & Att 1 & 2 – 90 Days Past Due	9202	FSFL Payment Due Date
5001	1951-C Offset Letter – 90 days past due	9203	FSFL Final Due Date
5002	Contracted Real Estate Appraisal/Review	9204	CCC 681-1 Expiration
5003	Deferral Expiration		
5004	Bankruptcy Follow-up		