

For: State and County Offices

Automated Discrepancy Processing System (ADPS) Updated Information

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A

Background

25-AS has been amended and RD Instruction 2033-A is no longer applicable to FSA. RD Instruction 2033-A, Exhibit C, was not incorporated into 25-AS. The relevant information from the exhibit will be addressed in this notice and the planned 1-FLP in the future.

B

Purpose

This notice provides ADPS information, which incorporates information from RD Instruction 2033-A, Exhibit C.

2 ADPS Information

A

Change

There is no longer a requirement for field office personnel who enter a transaction to notate their name, ADPS block number, and current processing date on the source/input document. The user ID and processing date is automatically printed on the transaction screen printout. In an effort to prepare for the migration of all FLP applications from the AT&T 3B2 to System 36, users should be processing ADPS transactions on System 36 when possible.

B

Documentation

When there is no related input document or authorizing form, for example, check requests, or name and address change, personnel will generate a printout of the completed input screen and have it signed and dated by the approving official or delegate.

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Disposal Date	Distribution
November 1, 1999	State Offices; State Offices relay to County Offices

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2 ADPS Information (Continued)

B

Documentation (Continued)

When routing or mailing transactions to the Finance Office, retain the original documents, screen printouts, and transmittal letters. These will be filed in the case folder after verifying the transaction has been processed.

If it is necessary to process a transaction or correct a discrepancy using an OK-to-apply code, justify the use on the screen printout by explaining the unique condition that makes its use necessary. The approving official must initial and date the screen printout. OK-to-apply codes will be found by accessing ADPS Online Help. State Offices should monitor the use of OK-to-apply codes by using the FOCUS Discrepancy Report DS04, "Use of OK-to-Apply Codes."

Screen printouts will be retained in position 2 of the case folder according to retention requirements for the folder and its entire contents.

C

Processing Timeframes

Each workday, access ADPS to determine the transactions that have been processed or rejected. File processed transaction screens, correct discrepancies, and annotate the related source/input document with the corrected information. Generate screen printouts of all corrections and file with the original input document.

Process transactions within 10 calendar days of the effective date. If discrepancies occur, correct the transaction within 5 calendar days of the initial rejection date. For discrepancies because of suspend code on the borrower account, an additional 15 calendar days are allowed for correction. An exception to this standard is allowed for Transaction Code 8M, "Limited Resource Reviews." Reviews performed during the month must be processed by the 5th day of the following month to be considered timely.

State Offices should monitor the timely processing of transactions by using the FOCUS Discrepancy Reports DSO3, "Report of Manuscripted Transactions by Jurisdiction Code, Transaction Code, and Borrower Case Number," and DS01, "Aging of Discrepancies in Field Office Jurisdictions." A rating of less than 80 percent of the jurisdictional transactions filed timely is unacceptable.

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2 ADPS Information (Continued)

C **Processing** **Timeframes** **(Continued)**

State Offices shall ensure timely initial processing by requiring that offices below the acceptable level:

- train at least 2 employees to process transactions
 - require loan closing agents to return documents the day of loan closing
 - process transactions as of the effective date or the next workday thereafter
 - use Action Pending Codes from Online Help when it is necessary to delay initial processing or make discrepancy corrections.
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D **Contacts**

State Offices shall direct questions about this notice to Cathy Quayle, LMD at 202-690-4018.
