UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice FLP-221

For: State and County Offices

Monitoring Prevailing Claimant Application Activity Through Automated Data Processing System (ADPS)

Approved by: Acting Deputy Administrator, Farm Loan Programs

1 Overview

A Background

Claimants who were awarded priority consideration under the Consent Decree are identified in the "Approved Civil Rights Claim Priority Activity," (ADPS Civil Rights) database. The database must be used by FLP approval officials to determine whether an applicant is entitled to priority consideration for farm loan assistance.

B Purpose

This notice:

- provides guidance to State and County Offices about using and maintaining the ADPS Civil Rights database
- informs Farm Loan Chiefs (FLC) of the availability of FOCUS reports pertaining to prevailing claimants
- obsoletes Notices FLP-165 and FLP-173.

C Contact

Direct any questions about this notice to Ann Smith, LMD, at 202-720-1656.

Disposal Date	Distribution
September 1, 2003	State Offices; State Offices relay to County Offices

2 Action

A Accessing ADPS Civil Rights Database

The ADPS Civil Rights database is accessible through Option 7, "**Other Inquiry**" on the ADPS Screen. Records may be viewed by employees with active ADPS ID's.

B Adding New Claimant Records to ADPS Civil Rights Database

LMD will continue to add new claimant records to the ADPS Civil Rights database. Additionally, select LMD employees have the capability to update all fields in the claimant records. State Offices shall contact LMD when corrections are needed to a claimant record.

C Updating Claimant Records Through ADPS Civil Rights Database

Maintenance of the ADPS Civil Rights database is mandatory. Claimant records **must** be updated to prevent FSA from inadvertently providing priority consideration for any 1 type of assistance more than once.

State and County Office employees should refer to ADPS Manual Chapter 22, "Approved Civil Rights Claim Priority Activity," for instructions on entering data into ADPS claimant records.

D Availability of FOCUS Reports for FLC's

The following FOCUS reports are available:

- list of claimants and addresses
- discrimination years and loan types identified by adjudicator
- writeoff amounts for prevailing claimants
- applicants who have requested priority consideration for farm loan assistance
- applicants who have submitted formal applications
- loans approved and denied.

Note: FLC's must contact Ann Smith at 202-720-1656, or Linda Baker, LMD, at 202-720-1647, to receive these FOCUS reports.