

FSA

HANDBOOK

Web-Based Farm Storage Facility Loan Program Functions

To access the transmittal page click on the short reference

For State and County Offices

SHORT REFERENCE

2-FSFL
(Revision 1)

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

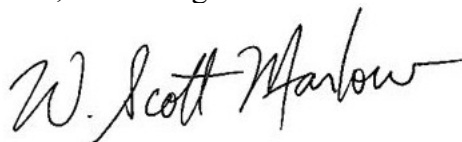
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Web-Based Farm Storage
Facility Loan Program Functions
2-FSFL (Revision 1)**

Amendment 7

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Subparagraph 51 A has been amended to correct the types of recoverable and nonrecoverable costs.

Subparagraph 53 A has been amended to add a note about deleting fees.

Page Control Chart		
TC	Text	Exhibit
	3-61, 3-62 3-69, 3-70	

Table of Contents

Page No.

Part 1 General Information

1	Handbook Coverage.....	1-1
2	Responsibilities	1-2
3	DLS Background and Functionality	1-3
4-19	(Reserved)	

Part 2 Web-Based FSFL

20	DLS Definitions and Security Roles.....	2-1
21	Accessing DLS.....	2-2
22	Selecting Borrowers.....	2-4
23	Customer Profile	2-5
24-30	(Reserved)	

Part 3 Loan Making

Section 1 Loan Information and Application Fees

31	Adding a Loan Package for New Applications.....	3-1
32	Loan Information	3-4
33	Application Fee	3-8
34	Adding Application Fee Details.....	3-9
35	Finalizing Application Fee Details	3-12
36	Modifying Application Fee Details	3-13
37	Submitting Application Fees to NRRS	3-16
38	Deleting Application Fees.....	3-18
39	Waiving Application Fee	3-22
40-49	(Reserved)	

Section 1.5 Other FSFL Fees

50	Accessing Other FSFL Fees.....	3-61
51	Other FSFL Fees Screen	3-62
52	Add Fee Screen	3-65
53	Deleting Other FSFL Fees	3-70
54	Other FSFL Fees Recovery Process	3-70
55-59	(Reserved)	

Section 2 Related Entities

60	Related Entities Screen	3-101
61	Adding Related Entities for a Single Borrower	3-101
62	Adding Related Entities for Multiple Borrowers.....	3-104
63	Deleting Related Entities	3-117
64 79	(Reserved)	

Table of Contents (Continued)

Page No.

Part 3 Loan Making (Continued)

Section 3 Facility and Loan Production

80	Facility Information	3-201
81	Farm Production Information	3-203
82-89	(Reserved)	

Section 3.5 Partial/Final Loan Requests

90	Creating Partial/Final Loan Requests	3-251
91	Converting a Partial/Final Loan Request to a Final Only Loan Request.....	3-253
92-99	(Reserved)	

Section 4 Updating Applications

100	Modifying Applications	3-301
101	Update Loan Request.....	3-302
102	View Loan Request.....	3-303
103	Withdrawn Loan Request	3-304
104	Delete Loan Request	3-306
105	(Withdrawn--Amend. 4)	
106-299	(Reserved)	

Part 4 Loan Disposition

300	Credit Decision	4-1
301	Disposition	4-2
302	Approving FSFL's	4-2
303	Disapproving FSFL's.....	4-8
304	Approval Extensions.....	4-14
305-349	(Reserved)	

Part 5 Requesting Funding

350	Obligations.....	5-1
351	Increases to Approved Loan Amount	5-2
352	Decreases to Approved Loan Amount.....	5-6
353-374	(Reserved)	

Table of Contents (Continued)

Page No.

Part 5.5 Disbursement Calculator

375	Accessing Disbursement Calculator	5-100
376	Disbursement Calculator Before Receipts Entered.....	5-101
377	Entering Disbursement Calculator Receipt.....	5-103
378	Disbursement Calculator after Receipts Entered	5-105
379	Disbursement Calculator 2nd Party Review	5-111
380	Reopening Disbursement Calculator after 2nd Party Review Completed.....	5-113

Part 6 Disbursement

400	Check Request	6-1
400.5	Disbursement Cancellation	6-4.7
401	Loan Closing.....	6-5
402	Closing Loans for Borrowers With EFT and No Alternate Payee.....	6-9
403	Loan Request Status History.....	6-10
404-459	(Reserved)	

Part 7 Loan Servicing

Section 1 Routine Servicing

460	General Information.....	7-1
461	Facility Loan Inquiry	7-1
462	Payment.....	7-4
463	Determining Amounts Owed for a Future Date.....	7-7
464	Bankruptcy Payments	7-9
465-499	(Reserved)	

Section 2 Corrections

500	Reverse Payment.....	7-51
501	Reapply S/36 Payment.....	7-53
502	Corrective Actions in NRRS and DLS for Payments	7-55
503-549	(Reserved)	

Table of Contents (Continued)

Page No.

Part 7 Loan Servicing (Continued)

Section 3 Special Servicing

550	Assumptions.....	7-101
551	Liquidations	7-110
552	Bankruptcies	7-111
553	Completing the Bankruptcy Process	7-114
554	Write Down.....	7-115
555	Treasury Offset Payments.....	7-117
556-599	(Reserved)	

Part 8 (Withdrawn--Amend. 4)

600-602	(Withdrawn--Amend. 4)
603-605	(Withdrawn--Amend. 3)

Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3	Statuses Used in DLS

Part 1 General Information

1 Handbook Coverage

A Purpose

This handbook provides step-by-step instructions for using the web-based DLS software to administer the FSFL program.

B Authority and Responsibilities

PECD has the authority and responsibility for the instructions in this handbook. PSD has the authority and responsibility for policy in 1-FSFL.

C Related FSA Handbooks

The following FSA handbooks concern FSFL.

IF the area of concern is about...	THEN see...
actively engaged determinations	4-PL.
appeals	1-APP.
approved abbreviations, signatures, and authorizations	1-CM.
audits and investigations	9-AO.
disbursing lien search and UCC-1 recording fees	1-FI.
document retention period	25-AS.
environmental quality	1-EQ and 2-EQ.
establishing claims	58-FI.
FBP	1-FLP.
FSFL policy	1-FSFL.
interest rates	50-FI.
IRS reporting	62-FI.
payments and deposits	64-FI.
prompt payment	61-FI.
receipts and deposits	3-FI.
sugar-related facility loans	12-SU.

2 Responsibilities

A Background

The responsibilities described in this paragraph are in addition to the responsibilities in 1-FSFL.

B Office Responsibilities

The following table describes the responsibilities of each office for FSFL activity.

Office	Responsibilities
PSD	Implement web-based processes to support FSFL functions in State and County Offices. Provide procedural assistance to State Offices on data entry requirements and software operations.
State Offices	Provide application training to County Offices. Provide procedural assistance to County Offices on data entry requirements and software operations.
KC-ITSD and KCCO	Provide technical assistance to State and County Offices on nonprogram-related problems.

3 DLS Background and Functionality

A Background

DLS:

- is an Intranet-based web application that is part of FLPIDS
- is used to record, track, monitor, and process various account actions related to making and managing FLP loans and FSFL's
- uses eAuthentication in the same manner that State, County, and National Offices use for other web-based programs
- operates through a Kansas City-based central web site
- is available 24 hours a day, 7 days a week, **except** during routine backup and maintenance periods.

Note: The National Help Desk is only available at 800-255-2434 or 816-926-1552 during regular business hours, and may **only** be contacted after National Office concurrence.

B Functionality

Follow the instructions in this handbook when using DLS to accomplish automated functions for the following FSFL activities:

- loan making
- routine servicing
- special servicing.

4-19 (Reserved)

Part 2 Web-Based FSFL

20 DLS Definitions and Security Roles

A Basic Information

All FSFL functions:

- are within the web-based DLS currently used to process FLP applications
- can only be updated by FSA employees with Level II eAuthentication access “FSFL” role
- are no longer processed using the System 36/APSS.

B Definitions

In this part:

- borrower means a single borrower or a borrower who has a co-borrower/co-signer/guarantor

Note: Borrower also means the applicant before a loan is approved.

- FBP contains the credit analysis for the applicant/borrower
- FLP employees mean State and County Office employees who administer FLP’s
- FP employees mean State and County Office employees who administer FP’s, such as price support, conservation, and disaster
- loans mean FSFL’s only
- users mean FSA employees with Level II eAuthentication access to DLS, **except** where specifically noted
- ***--microloans** means FSFL microloans only.--*

20 DLS Definitions and Security Roles (Continued)

C Security Roles

The following are security roles:

- FP employees with authorized access in DLS for FSFL applications will be able to fully administer FSFL's within their State
- FLP employees will continue to have the roles for FLP loans as granted by the security officer

Note: An additional "FSFL" role is needed for authorized FLP employees.

- FP employees with FLP loan approval authority will have access for FLP loans as requested on FSA-13-A
- for FP and FLP employees, who need access to FSFL and have not already been granted access, will need to submit FSA-13-A. Contact the security officer for guidance.

21 Accessing DLS

A Farm Loan Program Systems

Access the Farm Loan Programs System from the FSA Intranet Application Page at <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>.

Note: Internet Explorer shall be used when accessing DLS.

B Example of Farm Loan Programs Systems Screen

Following is an example of the Farm Loan Programs Systems Screen.



21 Accessing DLS (Continued)

C Action

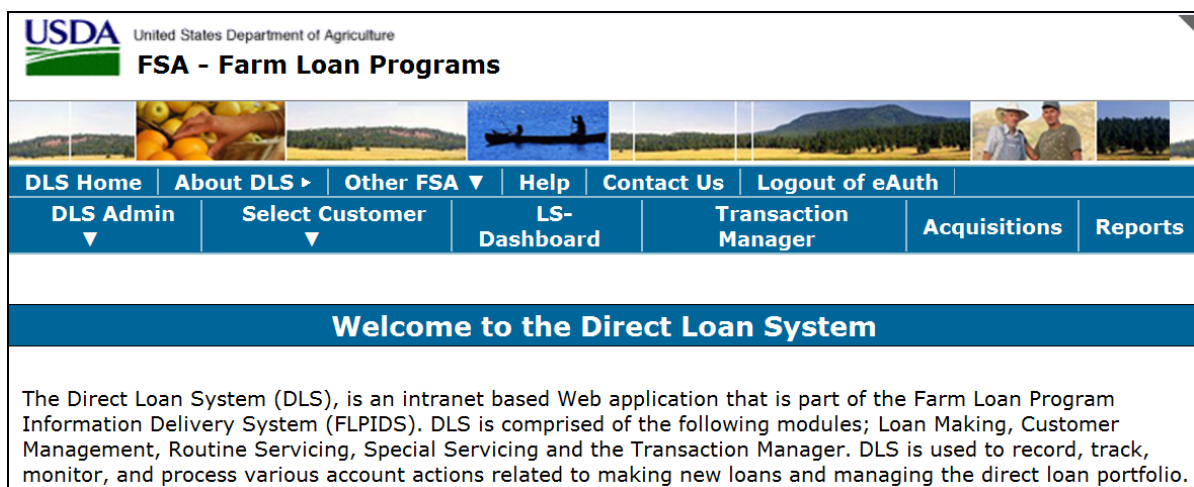
From the FSA Intranet Application Page:

- CLICK “**D-F**”
- CLICK “**Farm Loan Programs System**”
- CLICK “**Logon**” to display the eAuthentication Login Screen
- enter user ID and password or login using LincPass
- CLICK “**Login**” to display the Farm Loan Programs Systems Main Menu
- CLICK “**Direct Loan System**” under “Applications”.

D Example of Welcome to the Direct Loan System Screen

Following is an example of the Welcome to the Direct Loan System Screen.

Note: The Welcome to the Direct Loan System Screen will be referenced as the DLS Home Page.



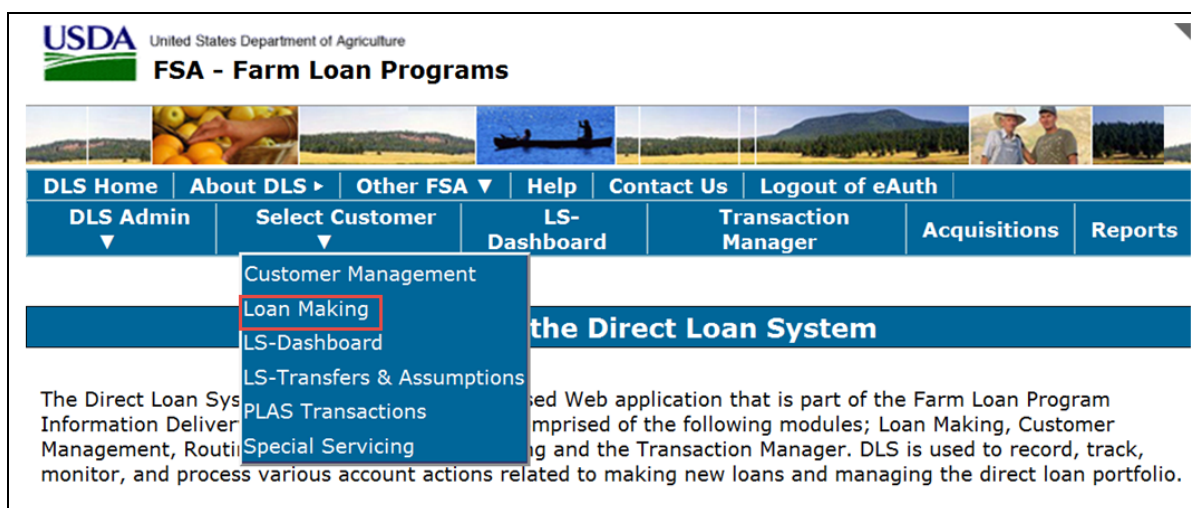
22 Selecting Borrowers

A Overview

Before initiating any FSFL process, select the borrower from the DLS Home Page.

B Example of “Select Customer” Options

Following is an example of the “Select Customer” options.



C Action

From the DLS Home Page:

- CLICK “Select Customer”
- CLICK “Loan Making”
- select the borrower from the SCIMS Search Page
- the customer profile will be displayed with the SCIMS and State/County information.

Note: The “Loan Making” option is the starting point for **all** FSFL functions, including loan servicing.

23 Customer Profile

A Overview

A customer profile:

- contains a summary of account information for FLP loans and FSFL's

Note: All applicants must have a customer profile established before a loan can be processed.

- will be established during the loan making process if one does not already exist.

Note: This will always be the first step in accessing a customer in "Loan Making". The user will select the customer by clicking "Select Customer", then "Loan Making" on the top navigational bar on the Direct Loan Making Main Screen. Upon selecting a customer, the system will automatically link the user to the SCIMS Customer Selection Screen.

If the applicant:

- is new to DLS, the user will be prompted to establish a 1-time customer profile by clicking "Submit"
- already exists in DLS, the Process Application Screen will be displayed.

B Example of Customer Profile Screen for a New Applicant in DLS

Following is an example of the Customer Profile Screen for a new applicant in DLS.

FSA - Farm Loan Programs - Customer Management

DLS Home | About DLS ▸ | Other FSA ▼ | Help | Contact Us | Logout of eAuth | DLS Admin ▼ | Select Customer ▼ | LS-Dashboard | Transaction Manager | Acquisitions | Reports

Customer Management

Loan Making

LS - Transfer/Assumption

LS - Dashboard

FSFL Loan Servicing

Special Servicing

Transactions

Message: The selected Customer (CCID: 11844809) does not match any existing DLS/FLP Customer. Please create a corresponding DLS/FLP customer.

Customer Profile

SCIMS Information

Customer Name:	IM Borrower	Customer Type:	Individual
Title:		Business Type:	Individual
Delivery Address:	Any Street	Email:	
City, State:	Anytown, State	Marital Status:	Unknown N/A
Zip:	12345		
Tax ID:	123456789	Tax ID Type:	S Social Security
Birth Date:		Gender:	Male
Employee Relationship:	Not an Employee	Race Type:	White
Ethnicity Type:	Not Hispanic	Veteran:	No
Phone(s):			

State/County

State/County:: 18066 - KS/Nemaha ▼

Service Center: 18366 - KS/SENECA/20131

Submit Cancel

23 Customer Profile (Continued)

C Example of Process Application Screen

The Process Application Screen is the first screen displayed after a borrower is selected from SCIMS and a customer profile is created, if applicable.

Following is an example of the Process Application Screen, which is displayed for all existing borrowers in DLS.

Process Application						
<p>The first time a new application is entered, select "Add Package".</p>						
<p>Add Package</p>						
<p>Action: <input type="text" value="Select an Action"/> <input type="button" value="Go"/></p>						
S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date
1	05-30-2014	<input checked="" type="radio"/> 11 - FS	900 2014/00006	50,000.00	Obligated	07-13-2014
2	05-12-2014	<input type="radio"/> 11 - FS	901 2014/00002(P)	75,000.00	Check Processed	07-07-2014
		<input type="radio"/> 11 - FS	901 2014/00003	75,000.00	Closed	07-07-2014
3	09-11-2013	<input type="radio"/> 11 - FS	900 2014/00001	50,000.00	Withdrawn	05-19-2014
4	05-20-2011	<input type="radio"/> 11 - FS	900 2011/00001	87,201.51	Closed	11-15-2011

24-30 (Reserved)

Part 3 Loan Making

Section 1 Loan Information and Application Fees

31 Adding a Loan Package for New Applications

A Overview

A loan package contains either of the following:

- final loan
- partial and final loan.

Important: A partial and final loan **must** be in the same loan package.

“Loan Making” is divided into the following 6 screens:

- Loan Info
- Application Fee
- Related Entities
- Facility
- Farm Production
- Disposition.

Notes: If a field is required on the specific screen as indicated by an asterisk, users must enter the required information before moving to another screen.

Use tabs only after an application is created. Using tabs during the creation of the loan may not always save information entered.

FSFL procedure allows an applicant to combine a loan request for both grain and hay structures under 1 loan.

Users will:

- only enter the farm production to determine storage needs for the grain structure
- attach a completed hay worksheet to CCC-185 according to 1-FSFL, Exhibit 6.

31 Adding a Loan Package for New Applications (Continued)

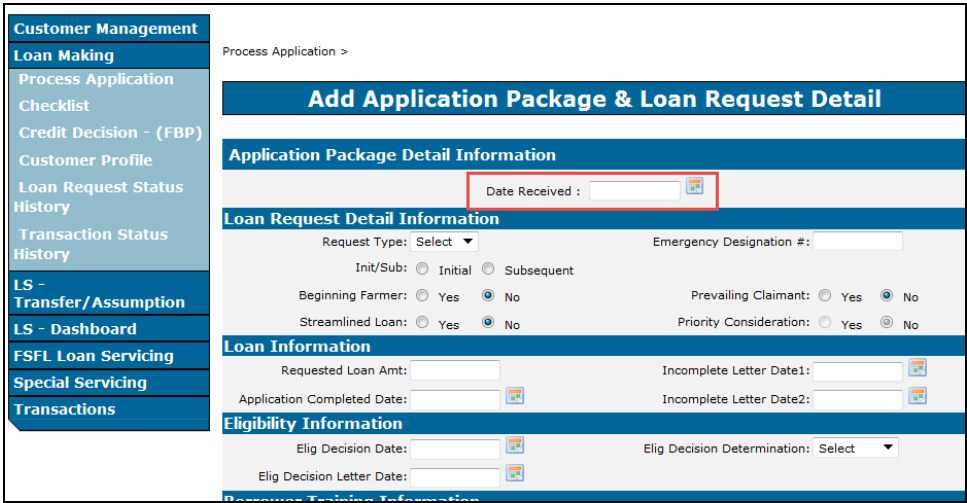
B Action

Add a new loan according to the following table.

Step	Action																																																																																																									
1	<p>Select the borrower according to paragraph 22. *--</p> <div> <div> Customer Management Loan Making Process Application Checklist Credit Decision - (FBP) Customer Profile Other FSFL Fees Loan Request Status History Transaction Status History LS - Transfer/Assumption LS - Dashboard FSFL Loan Servicing Special Servicing Transactions </div> <div> Process Application > Printer Friendly <div> <div>Process Application</div> <div> The first time a new application is entered, select "Add Package". <div>Add Package</div> <div> Action: <input type="text" value="Select an Action"/> <input type="button" value="Go"/> </div> <table border="1"> <thead> <tr> <th>S.No</th><th>Date Received</th><th>Request Type</th><th>Type of Assistance Loan #</th><th>Amount</th><th>Status</th><th>Status Date</th></tr> </thead> <tbody> <tr> <td>1</td><td>05-29-2017</td><td><input checked="" type="radio"/> 11 - FS-M</td><td>904 2017/00007</td><td>25,000.00</td><td>Received</td><td>05-29-2017</td></tr> </tbody> </table> </div> </div> </div> </div>	S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date	1	05-29-2017	<input checked="" type="radio"/> 11 - FS-M	904 2017/00007	25,000.00	Received	05-29-2017																																																																																											
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2	<p>On the Process Application Screen CLICK “Add Package”.</p> <p>Scroll to the bottom of the Customer Profile Screen.</p> <div> <table border="1"> <thead> <tr> <th>Fund Code - Loan No - Loan Type</th><th>(Restructured) Closing Date Original (Restructured) Loan Amt</th><th>Paid Status Date Paid in Full</th><th>Class of WriteOff</th><th>New Loan #</th></tr> </thead> <tbody> <tr> <td colspan="5">No Information Available</td></tr> <tr> <td colspan="5">Past Debt Information - Guaranteed</td></tr> <tr> <th>Loan # - Loan Type</th><th>Original Closing Date</th><th>Terminating Reason Settlement/Terminated Date</th><th>Customer Type</th><th>Primary Borr Id Primary Borr Name</th></tr> <tr> <td colspan="5">No Information Available</td></tr> <tr> <td colspan="5">Past Debt Information - Farm Storage Facility</td></tr> <tr> <th>Loan Number</th><th>Original Closing Date</th><th>Original Loan Amount</th><th>Paid Status Date Paid in Full</th><th></th></tr> <tr> <td>State County Code</td><td></td><td></td><td></td><td></td></tr> <tr> <td>2013/00001</td><td>08-01-2013</td><td>\$11,220.00</td><td>R00</td><td></td></tr> <tr> <td>01009</td><td></td><td></td><td>03-11-2014</td><td></td></tr> <tr> <td colspan="5">Previous Debt Forgiveness - Direct</td></tr> <tr> <th>Fund Code - Loan No - Loan Type</th><th>Settlement Date Settlement Type</th><th>Settlement Amount</th><th>Amount Repaid Date of Last Collection</th><th>Customer Type Primary Borr Id Primary Borr Name</th></tr> <tr> <td colspan="5">No Information Available</td></tr> <tr> <td colspan="5">Previous Debt Forgiveness - Guaranteed</td></tr> <tr> <th>Loan # - Loan Type</th><th>Current Loan Amount Net Loss Amount</th><th>Loss Type Loss Date</th><th>Customer Type</th><th>Primary Borr Id Primary Borr Name</th></tr> <tr> <td colspan="5">No Information Available</td></tr> <tr> <td colspan="5">Borrower Training Information Training History</td></tr> <tr> <td colspan="5">No Information Available</td></tr> <tr> <td colspan="5">Account Flag Information</td></tr> <tr> <th>Flag Type</th><th>Flag Description Type</th><th>Flag Date</th><th></th><th></th></tr> <tr> <td colspan="5">No Information Available</td></tr> </tbody></table> <div> <input type="button" value="Submit"/> <input checked="" type="button" value="Cont to Loan Req"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </div> </div> <p>CLICK “Cont to Loan Req”.</p>	Fund Code - Loan No - Loan Type	(Restructured) Closing Date Original (Restructured) Loan Amt	Paid Status Date Paid in Full	Class of WriteOff	New Loan #	No Information Available					Past Debt Information - Guaranteed					Loan # - Loan Type	Original Closing Date	Terminating Reason Settlement/Terminated Date	Customer Type	Primary Borr Id Primary Borr Name	No Information Available					Past Debt Information - Farm Storage Facility					Loan Number	Original Closing Date	Original Loan Amount	Paid Status Date Paid in Full		State County Code					2013/00001	08-01-2013	\$11,220.00	R00		01009			03-11-2014		Previous Debt Forgiveness - Direct					Fund Code - Loan No - Loan Type	Settlement Date Settlement Type	Settlement Amount	Amount Repaid Date of Last Collection	Customer Type Primary Borr Id Primary Borr Name	No Information Available					Previous Debt Forgiveness - Guaranteed					Loan # - Loan Type	Current Loan Amount Net Loss Amount	Loss Type Loss Date	Customer Type	Primary Borr Id Primary Borr Name	No Information Available					Borrower Training Information Training History					No Information Available					Account Flag Information					Flag Type	Flag Description Type	Flag Date			No Information Available				
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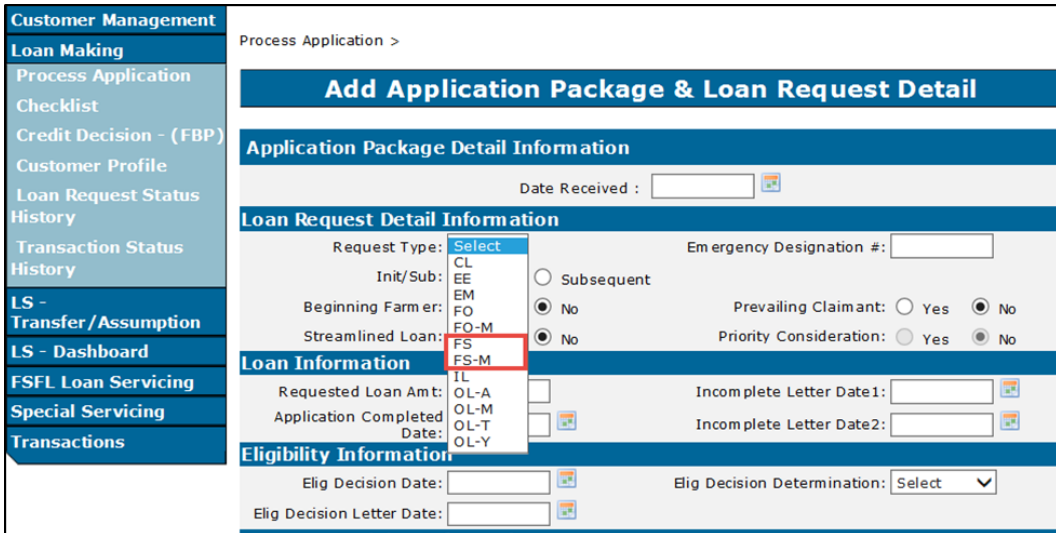
31 Adding a Loan Package for New Applications (Continued)

B Action (Continued)

Step	Action
3	<p>The Add Application Package & Loan Request Detail Screen will be displayed.</p>  <p>In the “Date Received” field, enter the date the application was receive in the County Office by doing either of the following:</p> <ul style="list-style-type: none"> entering the date in the “mm/dd/yyyy” format clicking the calendar icon. <p>Note: If “Date Received” field is left blank the system will automatically populate the current date after “FS” on the next screen.</p>

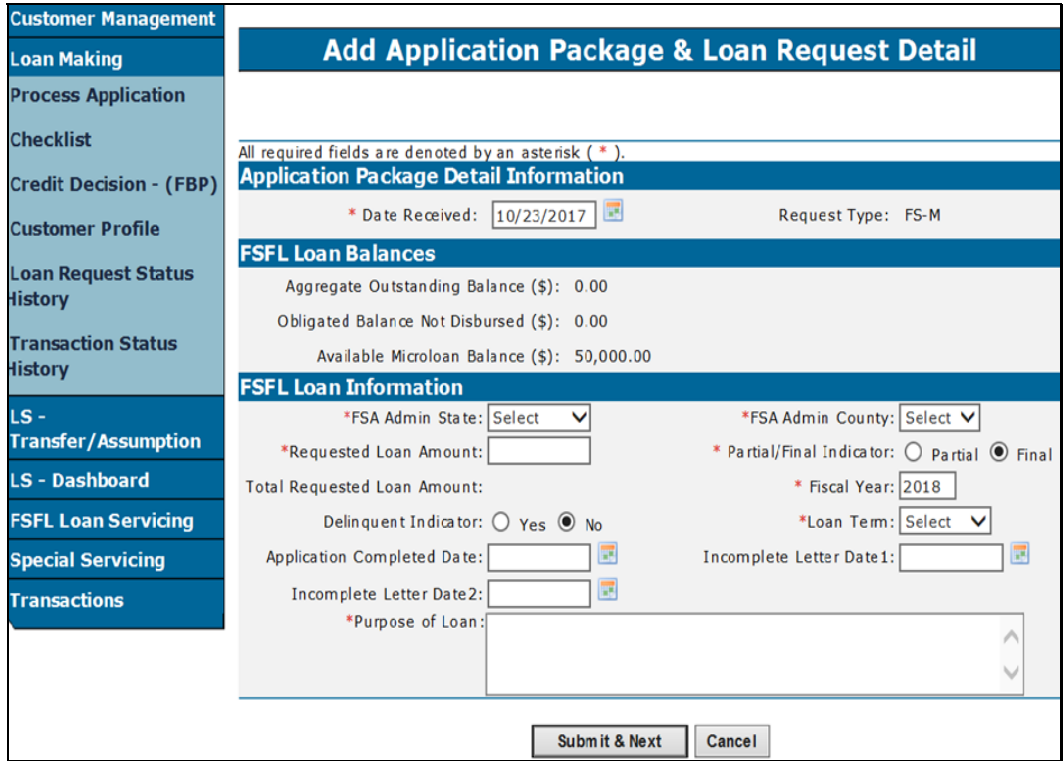
31 Adding a Loan Package for New Applications (Continued)

B Action (Continued)

Step	Action
4	<p>*--The request type for all FSFL's must be selected on the Loan Request Detail Information Screen.</p>  <p>Using the drop-down select one of the following request types:</p> <ul style="list-style-type: none"> • “FS” for Farm Stored - Regular • “FS-M” for Farm Stored – Microloan. <p>Important: Once the request type has been selected it cannot be changed. If the incorrect request type is selected, the loan will have to be deleted and re-entered.--*</p>

31 Adding a Loan Package for New Applications (Continued)

B Action (Continued)

Step	Action
5	<p>After the request type has been selected, the Add Application Package & Loan Request Detail Screen will be displayed.</p> <p>*--</p>  <p>--*</p> <p>Complete the initial application process according to paragraph 32 through 80 as applicable.</p>

32 Loan Information

A Overview

The “Loan Info” tab contains general information about the loan. The Add Application Package & Loan Request Detail Screen captures general loan information for the loan.

32 Loan Information (Continued)

B Example of Add Application Package & Loan Request Detail Screen

Following is an example of the Add Application Package & Loan Request Detail Screen after *--“FS” or “FS-M” is selected according to subparagraph 31 B.

--*

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Add Application Package & Loan Request Detail Screen.

Field/Button	Description	Action
Application Package Detail Information		
Date Received	<p>The date the signed CCC-185 is received in the County Office.</p> <p>Note: If the date was entered according to subparagraph 31 B, Step 3 the date will be populated.</p>	<p>Enter the date received if not already displayed.</p> <p>Note: A blue warning message will be displayed if the date entered is greater than 7 calendar days before the current date. Review and confirm that the date entered is corrected before clicking “Submit & Next”.</p>

32 Loan Information (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Application Package Detail Information (Continued)		
Request Type	“FS” means “Farm Storage” “FS-M” means “Farm Storage Microloan”.	
*--FSFL Loan Balances		
Aggregate Outstanding Balance	Displays the sum of the loan principal for all outstanding loans for the primary borrower, plus any loans in check processing status. Note: A warning message will be displayed when the total Aggregate Outstanding Balance is greater than \$100,000.	
Available Microloan Balance	Displays the difference between \$50,000 and the Aggregate Outstanding Balance for all outstanding loans. Important: The borrower is only eligible for the amount displayed. Note: A warning message will be displayed when the Requested Loan Amount entered for a Microloan is greater than the Available Microloan Balance. Example: Aggregate Outstanding Balance = \$30,000 Available Microloan Balance = \$20,000 (\$50,000-\$30,000= \$20,000)	
Obligated Balance Not Disbursed	Displays the sum of obligated loans not disbursed. This field assists the user when entering a new loan request.--*	

32 Loan Information (Continued)

C Field Descriptions and Actions (Continued)

FSFL Loan Information		
FSA Admin State	The office location of the applicant's administrative State and County Office. See 1-FSFL, subparagraph 68 B.	Using the drop-down list, select the applicable State.
FSA Admin County		Using the drop-down list, select the applicable county.
Requested Loan Amt	<p>The requested amount of the loan.</p> <p>Note: Maximum amount requested for microloans is \$50,000.</p>	<p>Enter the requested loan amount in dollars and cents.</p> <p>If the loan being entered is for the partial loan, enter the amount of the partial loan that can be up to 50 percent of the total requested loan amount.</p>
Partial/Final Indicator	<p>Identifies whether the loan is for a partial or final loan.</p> <p>Note: When an applicant requests a partial and final loan at loan application time, the partial loan application is entered first followed by the final loan application.</p>	<p>Select "Partial" or "Final".</p> <p>Note: The system defaults to "Final".</p>
Total Requested Loan Amount	The total amount for both partial and final loans, as applicable.	<p>Enter the total amount for both partial and final loans.</p> <p>Note: If "Final" is selected, this field is grayed out.</p>
Fiscal Year	<p>The year in which the loan will be approved.</p> <p>For loans requested in August or September, users will have the option to select the future FY if it is known at time of application that the loan will not be approved in the current FY.</p> <p>Note: After the loan is submitted in DLS, the fiscal year cannot be changed.</p>	<p>Using the drop-down list, select the fiscal year.</p> <p>Note: This field is defaulted to the current FY and cannot be changed unless the loan is requested in August or September.</p>

32 Loan Information (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Delinquent Indicator	Identifies if an applicant is delinquent according to DCIA rules.	Field is defaulted to “No”. Select “Yes” only if the applicant is delinquent.
Loan Term	The length of the loan in number of years.	*--Select “3”, “5”, “7”, “10”, or--* “12” from the drop-down list according to 1-FSFL, paragraph 23.
Application Completed Date	The date all information has been submitted by the applicant. Leave blank if all information has not been submitted at the time of request. Note: Leave this field blank when doing a partial or final loan. While the loan is in “Received” status, changes made to the partial loan will populate to the final loan. Once the partial loan is in “Completed” status, any updates to the partial loan will not populate to the final loan.	Enter the date by doing either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon. Note: Users cannot delete the “Application Complete Date” after clicking “Submit”.
Incomplete Letter Date1	The date the first letter was mailed to the applicant requesting additional information.	Enter the date by doing either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon. Note: Users cannot delete the “Application Complete Date” after clicking “Submit”.
Incomplete Letter Date2	The date the second letter was mailed to the applicant requesting additional information.	
Purpose of Loan	A free-form field to enter the reason for requesting the loan.	Enter the purpose for the loan.
Submit & Next	Proceeds to the Application Fee Screen; information is saved.	CLICK “Submit & Next”.
Cancel	Returns to the Process Application Screen; information is not saved	CLICK “Cancel”.

33 Application Fee

A Overview

All application fees for FSFL are:

- entered in DLS
- transmitted automatically from DLS to NRRS.

Important: County Offices shall not use NRRS to submit FSFL application fees.

The “Application Fee” tab contains a series of screens that allow the user to:

- enter application fee details
- update or delete application fee details that have not been transmitted to NRRS
- delete application fee details that have been transmitted to NRRS.

Note: Subsequent application fees can be entered until the check has been requested for loan closing.

B Example of Initial Application Fee Screen

Following is an example of the Initial Application Fee Screen before the application fee has been entered.

Application Fee							
Loan Info		App Fee					
All required fields are denoted by an asterisk (*).							
Application Details							
Date Received: 12/05/2015		Request Type: FS			Fiscal Year: 2016		
Application Fee Details							
Payment Date	Remitter Name	Remittance Amount	Remittance Type	FSA Office	Check/Item Number	Payment Amount	Status
Total Application fee used: \$0.00 Total Application fee available: \$0.00 Total Application fee: \$0.00							
<input type="button" value="Add Payment"/> <input type="button" value="Previous"/> <input type="button" value="Cancel"/>							

33 Application Fee (Continued)

C Action

From the Application Fee Screen CLICK:

- **“Add Payment”** to proceed to the Application Fee Details Screen
- **“Previous”** to return to the Loan Information Screen
- **“Cancel”** to return to the Process Application Screen.

Note: If “Cancel” is selected and the loan needs to be:

- re-accessed, select **“Update Loan Request”** from the drop-down list on the Process Application Screen before proceeding forward
- deleted, select **“Delete” Loan Request”** from the drop-down list on the Process Application Screen and delete loan according to paragraph 104.

Note: Obligated loans cannot be deleted, only withdrawn. See paragraph 103.

34 Adding Application Fee Details

A Overview

The Application Fee Screen allows the user to enter all remittance details associated with the application fee.

B Example of Remittance Details on Application Fee Screen

Following is an example of the remittance details on the Application Fee Screen before details have been entered.

The screenshot displays the 'Application Fee' screen. On the left is a navigation menu with options: Customer Management, Loan Making, Process Application Checklist, Credit Decision - (FBP), Customer Profile, Loan Request Status History, Transaction Status History, LS - Transfer/Assumption, LS - Dashboard, FSFL Loan Servicing, Special Servicing, and Transactions. The main content area has a header 'Application Fee' and two tabs: 'Loan Info' and 'App Fee'. Below the tabs, a note states 'All required fields are denoted by an asterisk (*)'. The 'Remittance Details' section includes a 'Select' dropdown with radio buttons for 'Existing' and 'New'. Below this are several required fields: '* Remitter Name' (a dropdown menu), '* Remittance Type' (a dropdown menu), '* Remittance State' (a dropdown menu), '* Office' (a dropdown menu), '* Remittance Amount' (a text input field), '* Check/Item Number' (a text input field), and '* Remittance County' (a dropdown menu). The 'Payment Type' section shows 'Payment Type' set to 'Application Fee'. The 'Payment Details' section includes '* Payment Amount' (a text input field) and '* Payment Date' (a date picker). At the bottom are 'Submit' and 'Cancel' buttons.

34 Adding Application Fee Details (Continued)

C Field Descriptions and Actions for Remittance Details

The following table provides the field descriptions and actions for entering the remittance details on the Application Fee Screen.

Field/Button	Description	Action
Remittance Details		
Existing/New	Allows the user to select a new or an existing remittance.	<p>“New” is the default value.</p> <p>Select “Existing” when correcting an application fee that is in an “Active verified” status.</p>
Remitter Name	<p>The name of the person or persons submitting the payment.</p> <p>Note: The remitter can be someone other than the borrower.</p>	<p>Using the drop down list, select the remitter. If the remitter is not the borrower, select the remitter from SCIMS by clicking “Select Customer from SCIMS”.</p> <p>Note: The remitter must have a valid TIN in SCIMS. When the remitter does not have a valid TIN, use TIN “430951685 E”, for CCC.</p>
Remittance Amount	<p>Enter the total remittance being submitted. It must be equal to the payment amount.</p> <p>Note: A future release will allow the remittance amount to be greater than the payment amount.</p>	Enter the amount in increments of \$100.00
Remittance Type	<p>The type of remittance. The following options are available:</p> <ul style="list-style-type: none"> • cash • cashier’s check • check • money order • multi-party check • wire. 	Using the drop-down list, select the applicable remittance type.

34 Adding Application Fee Details (Continued)

C Field Descriptions and Actions for Remittance Details (Continued)

Field/Button	Description	Action
Remittance Details (Continued)		
Check/Item Number	The number associated with the remittance type, such as check number.	Enter the number associated with the check/item number. Note: The field is grayed out when “Cash” has been selected.
Remittance State	The State where the application fee was accepted. Note: Borrowers can only submit an application fee in states they are associated with.	Using the drop-down list, select the applicable State.
--Remittance County	The county where the application fee was accepted.	Using the drop-down list, select the applicable county.--
Office	The Service Center associated with the State and county selected.	Using the drop-down list, select the Service Center.
Payment Type		
Payment Type	The type of payment. “Application Fee” is the only available type and this field is grayed out.	
Payment Amount	*--Payment amount is the amount applied to the application fee.--*	Enter the remittance amount.
Payment Date	The date the payment was received in the Service Center	Enter the date by doing either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon.

34 Adding Application Fee Details (Continued)

C Field Descriptions and Actions for Remittance Details (Continued)

Field/Button	Description	Action
Payment Type (Continued)		
Submit	The remittance information is saved and ready to transmit to NRRS. The Application Fee Summary Screen will be displayed.	CLICK “Submit”.
Cancel	Returns to the Application Fee Screen; information is not saved.	CLICK “Cancel”.

35 Finalizing Application Fee Details

A Overview

After the application fee details have been entered according to paragraph 34, the user will be able to submit the application fee details to NRRS.

B Example of Application Fee Screen Before Submitting to NRRS

The following is an example of the Application Fee Screen after application details have been entered but before the details have been submitted to NRRS. The status is “Pending”.

The screenshot displays the 'Application Fee' screen. On the left is a navigation menu with options: Customer Management, Loan Making, Process Application, Checklist, Credit Decision - (FBP), Customer Profile, Loan Request Status History, Transaction Status History, LS - Transfer/Assumption, LS - Dashboard, FSFL Loan Servicing, Special Servicing, and Transactions. The main content area has a header 'Application Fee' and tabs for 'Loan Info' and 'App Fee'. Below the tabs, it states 'All required fields are denoted by an asterisk (*).' and shows 'Application Details' with 'Date Received: 12/05/2015', 'Request Type: FS', and 'Fiscal Year: 2016'. The 'Application Fee Details' table has columns: Payment Date, Remitter Name, Remittance Amount, Remittance Type, FSA Office, Check/Item Number, Payment Amount, and Status. A single row is shown with a radio button, '12/05/2015', 'IM Remitter', '\$100.00', 'Check', 'ADAIR, IA', '12345', '\$100.00', and 'Pending' (circled in green). Below the table, summary text shows 'Total Application fee used: \$0.00', 'Total Application fee available: \$0.00', and 'Total Application fee: \$100.00'. At the bottom are buttons for 'Add Payment', 'Submit Payments', 'Previous', and 'Cancel'.

	Payment Date	Remitter Name	Remittance Amount	Remittance Type	FSA Office	Check/Item Number	Payment Amount	Status
<input type="radio"/>	12/05/2015	IM Remitter	\$100.00	Check	ADAIR, IA	12345	\$100.00	Pending

Total Application fee used: \$0.00
Total Application fee available: \$0.00
Total Application fee: \$100.00

35 Finalizing Application Fee Details (Continued)

C Actions

On the Application Fee Pending Screen **CLICK**:

- **“Submit Payments”** to submit application fee to NRRS
- **“Add Payment”** to add another application fee according to paragraph 34
- **“Previous”** to return to the Loan Information Screen; see paragraph 32
- **“Cancel”** to return the Process Application Screen; information entered is saved.
- radio button next to specific payment to update or delete the payment; see paragraph 36.

36 Modifying Application Fee Details

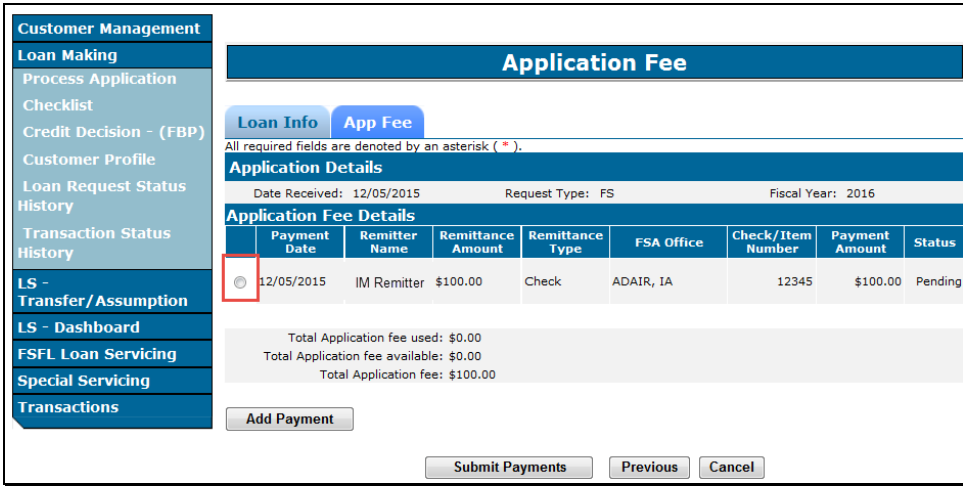
A Overview

Application fee details may be modified before submitting to NRRS.

After the application fee has been successfully submitted to NRRS, the only option is to delete the application payment and re-enter.

B Action

Modify the application fee details according to the following table.

Step	Action
1	<p>On the following Application Fee Screen,</p>  <p>The screenshot shows the 'Application Fee' screen with a sidebar menu on the left containing options like 'Customer Management', 'Loan Making', 'Process Application', 'Checklist', 'Credit Decision - (FBP)', 'Customer Profile', 'Loan Request Status History', 'Transaction Status History', 'LS - Transfer/Assumption', 'LS - Dashboard', 'FSFL Loan Servicing', 'Special Servicing', and 'Transactions'. The main content area has tabs for 'Loan Info' and 'App Fee'. Below the tabs, it says 'All required fields are denoted by an asterisk (*):'. Under 'Application Details', it shows 'Date Received: 12/05/2015', 'Request Type: FS', and 'Fiscal Year: 2016'. Below that is a table titled 'Application Fee Details' with columns: Payment Date, Remitter Name, Remittance Amount, Remittance Type, FSA Office, Check/Item Number, Payment Amount, and Status. The first row shows a payment on 12/05/2015 for \$100.00, with a radio button in the first column highlighted by a red box. At the bottom, there are buttons for 'Add Payment', 'Submit Payments', 'Previous', and 'Cancel'.</p> <p>Click the radio button next to the payment to be modified.</p>

36 Modifying Application Fee Details (Continued)


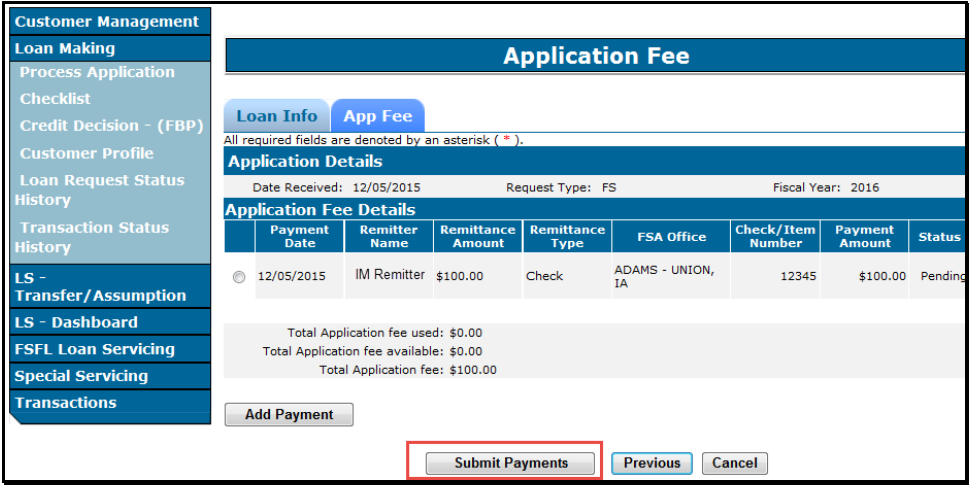
B Action (Continued)

Step	Action																		
2	<div>The “Update Payment” and “Delete Payment” buttons will be displayed.</div> <div><div><div><div>Customer Management</div><div>Loan Making</div><div>Process Application</div><div>Checklist</div><div>Credit Decision - (FBP)</div><div>Customer Profile</div><div>Loan Request Status History</div><div>Transaction Status History</div><div>LS - Transfer/Assumption</div><div>LS - Dashboard</div><div>FSFL Loan Servicing</div><div>Special Servicing</div><div>Transactions</div></div><div><div>Application Fee</div><div>Loan InfoApp Fee</div><div>All required fields are denoted by an asterisk (*).</div><div>Application Details</div><div>Date Received: 12/05/2015Request Type: FSFiscal Year: 2016</div><div>Application Fee Details</div><table><thead><tr><th></th><th>Payment Date</th><th>Remitter Name</th><th>Remittance Amount</th><th>Remittance Type</th><th>FSA Office</th><th>Check/Item Number</th><th>Payment Amount</th><th>Status</th></tr></thead><tbody><tr><td><input checked="" type="radio"/></td><td>12/05/2015</td><td>IM Remitter</td><td>\$100.00</td><td>Check</td><td>ADAIR, IA</td><td>12345</td><td>\$100.00</td><td>Pending</td></tr></tbody></table><div>Total Application fee used: \$0.00 Total Application fee available: \$0.00 Total Application fee: \$100.00</div><div>Add PaymentUpdate PaymentDelete Payment</div><div>Submit PaymentsPreviousCancel</div></div></div></div>		Payment Date	Remitter Name	Remittance Amount	Remittance Type	FSA Office	Check/Item Number	Payment Amount	Status	<input checked="" type="radio"/>	12/05/2015	IM Remitter	\$100.00	Check	ADAIR, IA	12345	\$100.00	Pending
	Payment Date	Remitter Name	Remittance Amount	Remittance Type	FSA Office	Check/Item Number	Payment Amount	Status											
<input checked="" type="radio"/>	12/05/2015	IM Remitter	\$100.00	Check	ADAIR, IA	12345	\$100.00	Pending											
3	<div>CLICK “Update Payment”</div> <div>The Application Fee Details Screen will be re-displayed</div> <div><div><div><div>Customer Management</div><div>Loan Making</div><div>Process Application</div><div>Checklist</div><div>Credit Decision - (FBP)</div><div>Customer Profile</div><div>Loan Request Status History</div><div>Transaction Status History</div><div>LS - Transfer/Assumption</div><div>LS - Dashboard</div><div>FSFL Loan Servicing</div><div>Special Servicing</div><div>Transactions</div></div><div><div>Application Fee</div><div>Loan InfoApp Fee</div><div>All required fields are denoted by an asterisk (*).</div><div>Remittance Details</div><div><div>* Remitter Name:IM Remitter</div><div>* Remittance Amount:100.00</div><div>* Remittance Type:Check</div><div>* Check/Item Number:12345</div><div>* Remittance State:Iowa</div><div>* Remittance County:Adair</div><div>* Office:ADAIR COUNTY FARM SERVICE AGENCY</div></div><div>Payment Type</div><div>Payment Type:Application Fee</div><div>Payment Details</div><div><div>* Payment Amount:100.00</div><div>* Payment Date:12/05/2015</div></div><div>SubmitCancel</div></div></div></div>																		

Modify details as applicable.

36 Modifying Application Fee Details (Continued)

B Action (Continued)

Step	Action
4	<p>In this example the Remittance County was changed from “Adair, Iowa” to “Adams, Iowa”.</p>  <p>CLICK “Submit”.</p>
5	<p>The Application Fee Details will be updated accordingly</p>  <p>CLICK “Submit”.</p>

37 Submitting Application Fees to NRRS

A Overview

The Application Fee Screen will be displayed with a status transmission update once submitted to NRRS.

After “Submit Payment” has been clicked the “Status” field will be updated to 1 of the following statuses:

- “Success”
- “No Response”
- “Failure”.

B “Success” Transmission to NRRS

A status of “Success” indicates that all application fees have been successfully transmitted to NRRS the user will proceed to the Related Entities Screen and:

- associate the application fee to the borrower(s)
- attribute share percentages for when co-borrowers are present on the loan
- enter any applicable co-signers and or guarantors.

Note: Subsequent application fees can be entered at any time until the check has been *--requested for loan closing. See 64-FI for guidance on completing the deposit in NRRS.--*

C Example of “Success” Transmission to NRRS

Following is an example of a successful transmission of remittance details to NRRS. The “Related Entities” (“RE”) tab is now available.

The screenshot displays the 'Application Fee' screen with a sidebar menu on the left. The sidebar includes options like 'Customer Management', 'Loan Making', 'Process Application', 'Checklist', 'Credit Decision - (FBP)', 'Customer Profile', 'Loan Request Status History', 'Transaction Status History', 'LS - Transfer/Assumption', 'LS - Dashboard', 'FSFL Loan Servicing', 'Special Servicing', and 'Transactions'. The main content area is titled 'Application Fee' and has three tabs: 'Loan Info', 'App Fee', and 'RE'. The 'RE' tab is selected and highlighted with a red box. Below the tabs, a message states: 'All required fields are denoted by an asterisk (*)'. The 'Application Details' section shows 'Date Received: 11/05/2015', 'Request Type: FS', and 'Fiscal Year: 2016'. The 'Application Fee Details' table has columns for 'Payment Date', 'Remitter Name', 'Remittance Amount', 'Remittance Type', 'FSA Office', 'Check/Item Number', 'Payment Amount', and 'Status'. A single row is shown with the status 'Success' circled in green. At the bottom, there is a summary of fees: 'Total Application fee used: \$0.00', 'Total Application fee available: \$100.00', and 'Total Application fee: \$100.00'. There is an 'Add Payment' button and a 'Next' button highlighted with a red box, along with 'Previous' and 'Cancel' buttons.

Payment Date	Remitter Name	Remittance Amount	Remittance Type	FSA Office	Check/Item Number	Payment Amount	Status
11/05/2015	IM Remitter	\$100.00	Check	ADAMS, IL	12345	\$100.00	Success

37 Submitting Application Fees to NRRS (Continued)

D Actions After “Success” Transmission to NRRS

On the screen CLICK:

- “Next” or the “RE” tab to proceed to the Related Entities Screen; see paragraph 60
- “Previous” to return to the Loan Information Screen
- “Cancel” to return the Process Application Screen. Application fee information entered is saved.

E “No Response” Transmission to NRRS

A status of “No Response” indicates that the application fee details attempted to be transmitted to NRRS but was unsuccessful. This will usually occur when NRRS is not available to receive transmissions.

The information is saved however the user will not be able to continue with the application process until the transmission is successful.

The screen will be updated to include a “Recovery” button which will allow the user to re-submit the application fee at a later time.

Note: An auto recovery process will be run nightly for all “No Response” statuses.

F Example of a “No Response” Status

Following is an example of a “No Response” status.

The screenshot displays the 'Application Fee' screen. On the left is a navigation menu with options: Customer Management, Loan Making, Process Application, Checklist, Credit Decision - (FBP), Customer Profile, Loan Request Status History, Transaction Status History, LS - Transfer/Assumption, LS - Dashboard, FSFL Loan Servicing, Special Servicing, and Transactions. The main content area has a header 'Application Fee' and tabs for 'Loan Info' and 'App Fee'. Below the tabs, it states 'All required fields are denoted by an asterisk (*).' and 'Application Details' with fields for Date Received (12/05/2015), Request Type (FS), and Fiscal Year (2016). A table titled 'Application Fee Details' shows a single entry with a status of 'No Response', which is circled in green. The table columns are Payment Date, Remitter Name, Remittance Amount, Remittance Type, FSA Office, Check/Item Number, Payment Amount, and Status. Below the table, summary text shows 'Total Application fee used: \$0.00', 'Total Application fee available: \$0.00', and 'Total Application fee: \$100.00'. At the bottom, there is an 'Add Payment' button and a 'Recover' button (highlighted with a red box), along with 'Previous' and 'Cancel' buttons.

Payment Date	Remitter Name	Remittance Amount	Remittance Type	FSA Office	Check/Item Number	Payment Amount	Status
12/05/2015	IM Remitter	\$100.00	Check	ADAMS - UNION, IA	12345	\$100.00	No Response

Total Application fee used: \$0.00
Total Application fee available: \$0.00
Total Application fee: \$100.00

Buttons: Add Payment, Recover, Previous, Cancel

37 Submitting Application Fees to NRRS (Continued)

G Actions After a “No Response” Transmission

When the “Status” field displays a “No Response” an error message will be displayed instructing the user to retry at a later time.

CLICK:

- **“Cancel”** to return to the Process Application Screen; information will be saved
- **“Recover”** to re-submit the application fee to NRRS before the auto recovery process has run.

H “Failure” Status

When the “Status” field displays a “Failure”, an error message will be displayed indicating that application fee was not transmitted to NRRS.

This occurs when the user tries to delete an application fee that has already been verified on the Schedule of Deposit.

Note: Only remittances in an “Active-Verified” status can be re-submitted. See 64-FI, Part 4 for further instructions.

I Actions After a “Failure” Transmission

When the status displayed is “Failure”:

- follow 64-FI, Part 4 to activate the remittance
- retry submitting the application fee according to paragraph 36.

38 Deleting Application Fees

A Overview

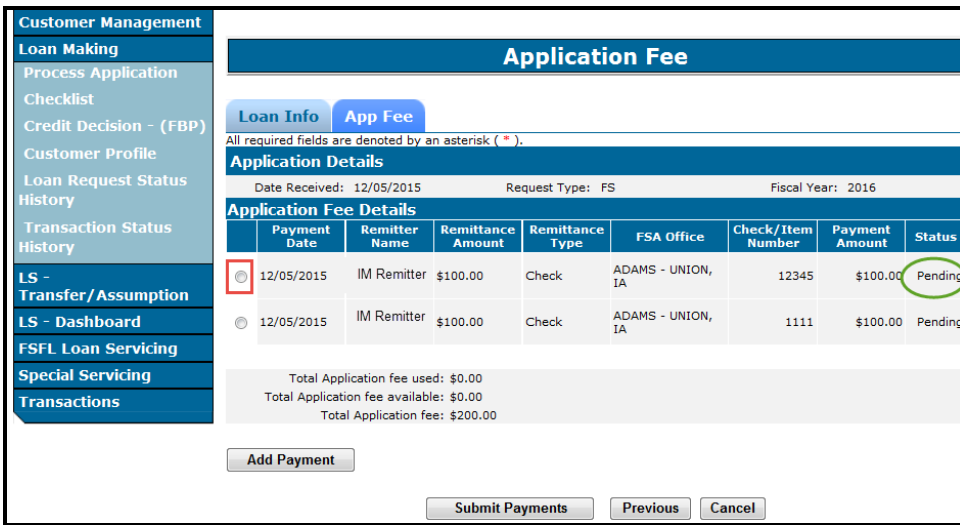
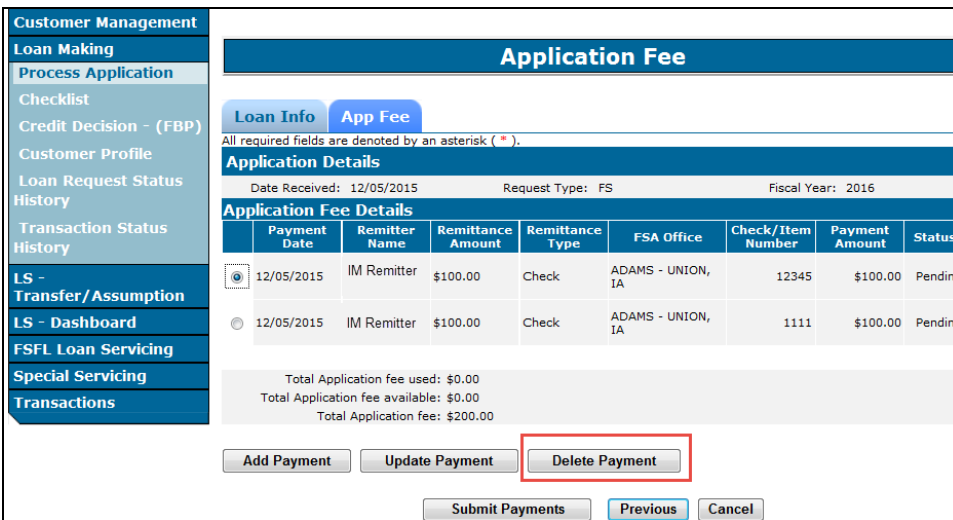
Application fees can only be deleted:

- before successful transmission to NRRS
- after successful transmission to NRRS and the remittance is an “Unscheduled” status
- after successful transmission to NRRS and the remittance is in an “Active-Verified” status.

38 Deleting Application Fees (Continued)


B Deleting Application Fee Before Successful Transmission to NRRS

Delete an application fee according to the following table.

Step	Action
1	<p>On the Application Fee Screen the “Status” is “Pending”.</p>  <p>Click the radio button of the applicable payment to delete.</p>
2	<p>The “Delete Payment” button will be displayed</p>  <p>CLICK “Delete Payment”.</p>

38 Deleting Application Fees (Continued)

B Deleting Application Fee Before Successful Transmission to NRRS (Continued)

Step	Action
3	<p>The payment is successfully deleted.</p>  <p>The screenshot shows the 'Application Fee' screen with a sidebar menu on the left. The main content area has tabs for 'Loan Info', 'App Fee', and 'RE'. Below the tabs, there's a section for 'Application Details' with fields for 'Date Received', 'Request Type', and 'Fiscal Year'. Below that is a table titled 'Application Fee Details' with columns: Payment Date, Remitter Name, Remittance Amount, Remittance Type, FSA Office, Check/Item Number, Payment Amount, and Status. A single row is shown with a radio button selected, indicating a payment of \$100.00 on 12/05/2015 from IM Remitter via Check to ADAMS - UNION, IA, with a status of 'Pending'. At the bottom, there are buttons for 'Add Payment', 'Submit Payments', 'Previous', and 'Cancel'.</p>

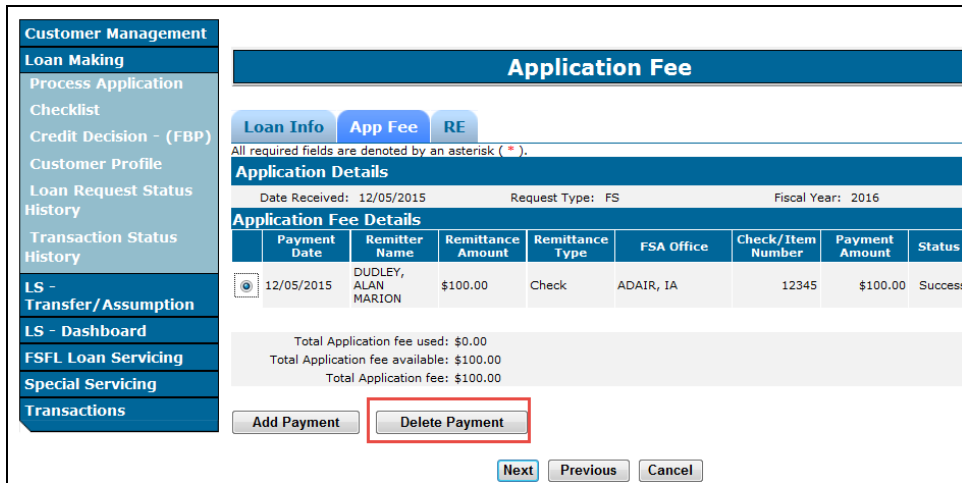
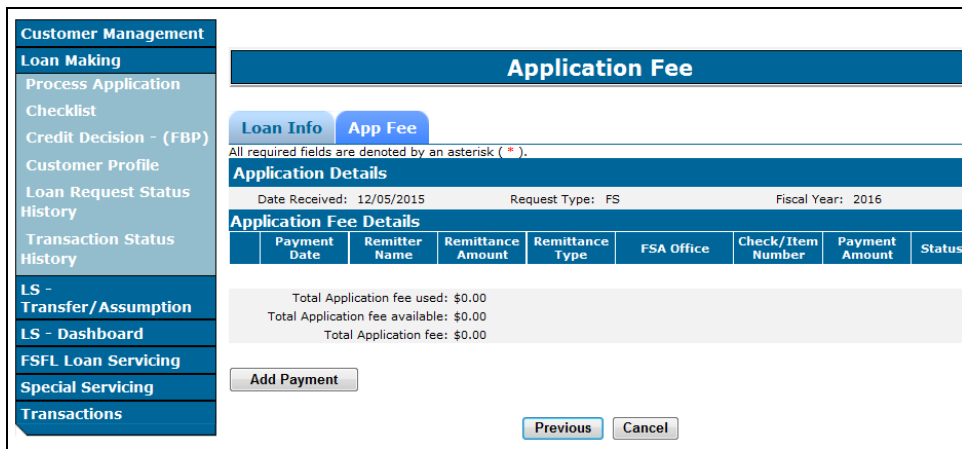
*--C Deleting Application Fee With Remittance in “Unscheduled” Status

Delete an application fee that has been successfully submitted to NRRS and the remittance is in an “Unscheduled” status according to the following table.--*

Step	Action
1	<p>On the Application Fee Screen the “Status” is “Success”.</p>  <p>The screenshot shows the 'Application Fee' screen with a sidebar menu on the left. The main content area has tabs for 'Loan Info', 'App Fee', and 'RE'. Below the tabs, there's a section for 'Application Details' with fields for 'Date Received', 'Request Type', and 'Fiscal Year'. Below that is a table titled 'Application Fee Details' with columns: Payment Date, Remitter Name, Remittance Amount, Remittance Type, FSA Office, Check/Item Number, Payment Amount, and Status. A single row is shown with a radio button selected, indicating a payment of \$100.00 on 12/05/2015 from IM Remitter via Check to ADAMS - UNION, IA, with a status of 'Success'. At the bottom, there are buttons for 'Add Payment', 'Next', 'Previous', and 'Cancel'.</p> <p>Click the radio button of the applicable payment.</p>

38 Deleting Application Fees (Continued)

*--C Deleting Application Fee With Remittance in “Unscheduled” Status (Continued)

Step	Action
2	<p>The “Delete Payment” button will be displayed.</p>  <p>The screenshot shows the 'Application Fee' screen with a sidebar menu on the left. The main content area has tabs for 'Loan Info', 'App Fee', and 'RE'. Below the tabs, there's a section for 'Application Details' with fields for 'Date Received', 'Request Type', and 'Fiscal Year'. Below that is the 'Application Fee Details' table. The table has columns: Payment Date, Remitter Name, Remittance Amount, Remittance Type, FSA Office, Check/Item Number, Payment Amount, and Status. One row is visible with Payment Date 12/05/2015, Remitter Name DUDLEY, ALAN MARION, Remittance Amount \$100.00, Remittance Type Check, FSA Office ADAIR, IA, Check/Item Number 12345, Payment Amount \$100.00, and Status Success. Below the table, there are summary lines: 'Total Application fee used: \$0.00', 'Total Application fee available: \$100.00', and 'Total Application fee: \$100.00'. At the bottom, there are buttons for 'Add Payment' and 'Delete Payment'. The 'Delete Payment' button is highlighted with a red box. There are also 'Next', 'Previous', and 'Cancel' buttons at the bottom right.</p> <p>CLICK “Delete Payment”.</p>
3	<p>The payment has been deleted.</p>  <p>The screenshot shows the 'Application Fee' screen after the payment has been deleted. The sidebar menu is the same. The main content area has the same tabs and 'Application Details' section. The 'Application Fee Details' table is now empty. The summary lines show: 'Total Application fee used: \$0.00', 'Total Application fee available: \$0.00', and 'Total Application fee: \$0.00'. The 'Add Payment' button is still present, but the 'Delete Payment' button is no longer visible. The 'Next', 'Previous', and 'Cancel' buttons are still at the bottom right.</p> <p>Notes: If the payment is deleted after related entities were added according to paragraph 39, the corresponding borrower(s) will also be deleted in Related Entities.</p> <p>If the payment does not delete:</p> <ul style="list-style-type: none"> • an error message will be displayed •*--the status will change to “Failure”; see subparagraph 38 D.--*

38 Deleting Application Fees (Continued)

D Deleting Application Fee with Remittance in “Settled” Status

Delete an application fee that has been successfully submitted to NRRS and the remittance is in a “Settled” status according to the following table.

Step	Action
1	Activate remittance in NRRS, according to 64-FI, part 4. Note: Print out remittance information from NRRS, this provides a reference in case application fee has to be re-entered again.
2	Delete application fee from DLS, according to subparagraph 38 C.
3	Review remittance in NRRS to confirm the external receipt has been deleted.

39 Waiving Application Fee

A Overview

Application fees may only be waived;

- in certain situations
- by a National Office user.

Example: An assumption has been requested for the spouse of a deceased primary borrower. 1-FSFL allows for fees to be waived for this request

B County Office Action

County Offices must provide the State Office FSFL Specialist with the following loan information:

- borrower name
- fiscal year
- loan number
- details for waiving application fee

C State Office Action

State Offices will access the following FSFL SharePoint website to record the waived application fee request.

https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/Lists/FSFL%20Payments/AllItems.aspx.

40-49 (Reserved)

*--Section 1.5 Other FSFL Fees

50 Accessing Other FSFL Fees

A Overview

Other FSFL fees are fees other than the application fee that is associated with an FSFL loan.

Users will process these fees using the “Other FSFL Fee” link from the left navigation menu.

Important: DLS is the only system to be used to process recoverable and nonrecoverable FSFL fees.

When a partial/final loan exists, the final loan must be entered and selected for the “Other FSFL Fee” link to be available. The link can only be accessed when selecting a final loan. See paragraph 90 for creating a partial/final loan request.

Other FSFL fees are view only when the loan is in one of the following statuses:

- settled
- withdrawn
- rejected
- bankruptcy.

B Example of Accessing Other FSFL Fees

Following is an example of the Process Application Screen highlighting the “Other FSFL Fees” link.

Customer Management

Loan Making

Process Application

Checklist

Credit Decision - (FBP)

Customer Profile

Check Request

Close Loan

Other FSFL Fees

Loan Request Status History

Transaction Status History

LS - Transfer/Assumption

LS - Dashboard

FSFL Loan Servicing

Special Servicing

Transactions

NATS

Process Application > [Printer Friendly](#)

Process Application

The first time a new application is entered, select "Add Package".

Action:

S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date
1	01-02-2013	<input checked="" type="radio"/> 11 - FS	900 2013/00001	28,648.36	Closed	08-30-2013
2	04-14-2009	<input type="radio"/> 11 - FS	900 2009/00001	36,022.00	Closed	10-19-2009

50 Accessing Other FSFL Fees (Continued)

C Action

From the Process Application Screen:

- select the loan the fee applies (1)
- CLICK “Other FSFL Fees” (2). The Other FSFL Fees Screen will be displayed.

51 Other FSFL Fees Screen

A Overview

Fee types are either recoverable or nonrecoverable costs. Depending on the type of the fee, the fee will be transmitted to either NPS or NRRS. See 1-FSFL.

Recoverable costs are the responsibility of the borrower. When these costs are submitted, the payment will be sent to NPS and a receivable will be created in NRRS.

The following are the recoverable costs:

- CCC-297 Severance Agreement
- UCC-3 filing (terminating UCC-1)
- real estate lien filings and subordination fees
- appraisals
- *--attorney fees.--*

Nonrecoverable costs are costs that are paid by CCC. When the nonrecoverable costs are submitted in DLS, the fee is sent to NPS.

The following are the nonrecoverable costs:

- lien search
 - lien search (motor vehicle)
 - UCC-1 filing
 - UCC-3 filing (continuation/amendment).
- * * *

Important: The recoveries and/or reimbursements are no longer created manually in NRRS.

Note: Not required to enter the recoverable cost into Other FSFL Fees, if the borrower pays for the fee.

*--51 Other FSFL Fees Screen (Continued)

B Example of Other FSFL Fees Screen

Following is an example of the Other FSFL Fees Screen before the fee(s) have been entered.

Other FSFL Fees					
Loan Details					
Loan Number (Final): 2009/00001			Request Type: FS		
Loan Term: 7			Total Requested Amount: 36,022.00		
Other FSFL Fee Details					
	Fee Type	Payee Name	Payment Amount	Issue Date	Status
<div style="text-align: right;"> <input type="button" value="Add Fee"/> <input type="button" value="Cancel"/> </div>					

C Field Descriptions and Actions

The following table provides the field description and actions for the Other FSFL Fees Screen.

Field/Button	Description	Action
Loan Details		
Loan Number	Fiscal year and loan number from the loan request selected on the Process Application Screen.	
Request Type	The request type of the FSFL “FS” = Farm Storage “FS-M” = Farm Storage Microloan	
Loan Term	The loan term of the loan.	
Total Requested Amount	The total amount for both the loans. Includes both partial and final loans, as applicable.	
Other FSFL Fee Details		
Fee Type	Indicates the type of other FSFL fee selected by user.	
Payee Name	Indicates the name of the person or persons being paid the fee.	
Payment Amount	Indicates the total payment amount for the fee.	

--*

*--51 Other FSFL Fees Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action								
Other FSFL Fee Details Continued										
Issue Date	Indicates the date on which the payment was issued.									
Status	Indicates the status of the fee after fee is submitted.									
	The following table displays the statuses that will be displayed and their explanations.									
	See paragraph 54 for the details on the recovery process.									
	<table><tr><th>Status</th><th>Description</th></tr><tr><td>Success</td><td>Fee has been successfully processed.</td></tr><tr><td>Failure</td><td>Fee failed to submit due to funds not being available to obligate.</td></tr><tr><td>In Progress</td><td>Funds were available however, either COF, NPS or NRRS is down and system is unable to process fee.</td></tr></table>		Status	Description	Success	Fee has been successfully processed.	Failure	Fee failed to submit due to funds not being available to obligate.	In Progress	Funds were available however, either COF, NPS or NRRS is down and system is unable to process fee.
	Status		Description							
	Success		Fee has been successfully processed.							
Failure	Fee failed to submit due to funds not being available to obligate.									
In Progress	Funds were available however, either COF, NPS or NRRS is down and system is unable to process fee.									
Add Fee	Allows the user to add a fee.	Click “Add Fee” to add a new fee.								
Cancel	Allows the user to exit the Other FSFL Fees Screen.	CLICK “Cancel” to exit.								

--*

*--52 Add Fee Screen

A Overview

Users will enter the following information on the Add Fee Screen:

- payee name
- fee type
- payment amount
- FSA State
- FSA county
- payment option
- issue date.

B Example of Add Fee Screen

Following is an example of the Add Fee Screen.

Add Fee

All required fields are denoted by an asterisk (*).

* Payee Name: SECRETARY OF STATE ▼

* Fee Type: Lien Search ▼

* Payment Amount (\$): 100.00

* FSA State: Maryland ▼

* FSA County: Montgomery ▼

* Payment Option: Pay Now ▼ ☐ Alternate Payee

Issue Date: 04/08/2019

Submit
Cancel

--*

*--52 Add Fee Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Fee Entry Screen.

Field/Button	Description	Action
Payee Name	Indicates the name of the person or persons being paid. Note: The payee cannot be the borrower or a related entity.	Using the drop-down list, select the payee from SCIMS by clicking “SCIMS”. Note: The payee must have a valid TIN in SCIMS.
Fee Type	Indicates the type of fee being paid. The following are the available fees: <ul style="list-style-type: none"> • lien search • lien search (vehicle) • UCC-1 filing • UCC-3 filing (continuation/amendment) • attorney fees • CCC-297 Severance Agreement • UCC-3 filing (terminating UCC-1) • real estate lien filings • subordination Fees • appraisals. Note: Receivables will be created for recoverable/reimbursed fees. See paragraph 51.	Using the drop-down list, select the applicable fee type.
Payment Amount	Indicates the total payment amount for the fee.	Enter the payment amount.
FSA State	The State where the payment for the fee will be disbursed.	Using the drop-down list, select the State.
FSA County	The county where the payment for the fee will be disbursed.	Using the drop-down list, select the county.

--*

*--52 Add Fee Screen (Continued)

C Field Description and Actions (Continued)

Field/Button	Description		Action
Payment Option	Indicates how the fee will be paid.		Using the drop-down list, select the payment option, as applicable.
	Option	Description	Action
	Pay Now	<p>A fee that is submitted to NPS to be paid immediately.</p> <p>Users will certify and sign on the same day, according to 1-FI.</p>	<p>Using the drop-down, select “Pay Now”.</p> <p>When applicable, click the “Alternate Payee” check box to issue the payment to an alternate payee.</p> <p>Note: “Alternate Payee” is only available for this option. User will identify the alternate payee name once the payment has been sent to NPS.</p>
	Pay Later – Batch	<p>A fee that will be submitted to NPS to be sent to the payee at a later date.</p> <p>Even though the payment is sent at a later date, users will certify and sign on the same day the payment is submitted to NPS, according to 1-FI.</p> <p>Note: NPS issues these fees on the 3rd business day of the subsequent month as the issue date.</p> <p>Example: User enters multiple fees to the Secretary of State on 3/10/2019. The issue date displayed will be 04/03/2019.</p>	Using the drop-down, select “Pay Later”

*--52 Add Fee Screen (Continued)

C Field Description and Actions (Continued)

Field/Button	Description		Action
Payment Option	Option	Description	Action
	Credit Card	<p>The “Credit Card” option is for fees that the county paid for using a credit card or a purchase card.</p> <p>The fee is not submitted to NPS and entered for recording purposes only.</p>	<p>Using the drop-down, select “Credit Card”.</p> <p>Users will be required to enter an issue date.</p>
Issue Date	The issue date display is based on the payment option selected.		
	Option	Description	
	Pay Now	Current system date.	
	Pay Later – Batch	3 rd business day of the subsequent month.	
	Credit Card	The date based on when the credit card was used to pay the fee.	<p>Enter the date by doing either of the following:</p> <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format CLICK the calendar icon.
Submit	Continues the process of submitting the fee payment to NPS.		<p>CLICK “Submit” after all the fee information has been entered.</p> <p>The Add Fee Confirmation Screen will be displayed.</p>
Cancel	Allows the user to cancel the process.		CLICK “Cancel” .

--*

52 Add Fee Screen (Continued)

D Add Fee Confirmation Screen

The following is an example of the Add Fee Confirmation Screen.

Add Fee Confirmation	
Payee Name:	SECRETARY OF STATE
Fee Type:	Lien Search
Payment Amount (\$):	100.00
FSA State:	Maryland
FSA County:	Montgomery
Payment Option:	Pay Now <input type="checkbox"/> Alternate Payee
Issue Date:	04/08/2019
<input type="button" value="Confirm"/>	<input type="button" value="Cancel"/>

E Action

From the Add Fee Confirmation Screen, review all the fee information and do either of the following:

- CLICK **“Confirm”** to submit and proceed with the fee in NPS
- CLICK **“Cancel”** to return to the Add Fee Screen.

53 Deleting Other FSFL Fees

A Overview

After a fee has been submitted the **only** modification allowed is “Delete Fee”.

If user realizes that something was entered incorrectly after submitting, they must delete the entire fee entry and re-enter everything again.

***--Note:** A fee can only be deleted if the fee has not been certified and signed in NPS.--*

--53 Deleting Other FSFL Fees (Continued)*B Other FSFL Fees Screen**

Following is an example of the Other FSFL Fees Screen with “Delete Fee” option.

Other FSFL Fees					
Loan Details					
Loan Number (Final): 2009/00001			Request Type: FS		
Loan Term: 7			Total Requested Amount: 36,022.00		
Other FSFL Fee Details					
	Fee Type	Payee Name	Payment Amount	Issue Date	Status
<input checked="" type="radio"/>	Lien Search	SECRETARY OF STATE	\$100.00	04/08/2019	Success
<div>Delete Fee</div>					
<div>Add Fee</div> <div>Cancel</div>					

C Action

Select the radio button next to the corresponding fee that is to be deleted. CLICK “Delete Fee”.

Note: Delete Confirmation Screen will be displayed.

54 Other FSFL Fees Recovery Process**A Overview**

The recovery process allows DLS to check and make sure the following systems are working properly when submitting the fee:

- COF (i.e. funds management)
- NPS
- NRRS.

Error messages will be displayed, and the statuses will be updated depending on what system failed to respond to DLS.--*

*--54 Other FSFL Fees Recovery Process (Continued)

B Status Description Action

The following table provides the status descriptions and actions for the recovery process.

Status	Description		Action	
Success	Fee has been successfully processed and sent to all 3 systems, as applicable.		User can certify and sign the fee in NPS according to 1-FI.	
Failure	Fee was unable to process because funds were not available to obligate through COF.		User complete the following.	
			Step	Action
			1	Contact State Office specialist.
			2	Re-enter fee once funds become available.
In Progress	One of the three systems were down, and system is unable to process fee.		3	Delete failed fee.
	If the error message displays...	Then the following system is affected...	Step	Action
	"Obligation System"	COF.	1	Contact State Office specialist.
	"Disbursement System"	NPS.	2	CLICK " Recover " once notified system(s) are working properly.
	"Receivable System"	NRRS.		

--*

*--54 Other FSFL Fees Recovery Process (Continued)

C Examples of In Progress Status

Following are examples of the Other FSFL Fees Screen when a fee has an “In Progress” status.

Errors

An error occurred while processing Add fee payment with Obligation System

Other FSFL Fees

Loan Details

Loan Number (Final): 2019/00001 Request Type: FS-M
 Loan Term: 3 Total Requested Amount: 1,000.00

Other FSFL Fee Details

Fee Type	Payee Name	Payment Amount	Issue Date	Status
Appraisals	SECRETARY OF STATE	\$299.00	04/11/2019	Success
Attorney Fees	OLIVER JR, JOHN B	\$200.00	05/03/2019	Success
Severance Agreement CCC-297	DICKERSON, ALFRED	\$300.00	05/03/2019	Success
Appraisals	SMITH, CALVIN A	\$100.00	05/03/2019	In Progress



Recover **Cancel**

Errors

An error occurred while processing Add other fee previously, please click Recover to retry


Other FSFL Fees

Loan Details

Loan Number (Final): 2019/00001 Request Type: FS-M
 Loan Term: 3 Total Requested Amount: 1,000.00

Other FSFL Fee Details

Fee Type	Payee Name	Payment Amount	Issue Date	Status
Appraisals	SECRETARY OF STATE	\$299.00	04/11/2019	Success
Attorney Fees	OLIVER JR, JOHN B	\$200.00	05/03/2019	Success
Severance Agreement CCC-297	DICKERSON, ALFRED	\$300.00	05/03/2019	Success
Appraisals	SMITH, CALVIN A	\$100.00	05/03/2019	In Progress



Recover **Cancel**

--*

*--54 Other FSFL Fees Recovery Process (Continued)

D Examples of Failure Status

Following is an example of the Other FSFL Fees Screen when a fee has a “Failure” status.

Errors

Obligation system returned with a business failure. Please contact the appropriate office. Here is the actual message:

ErrorCodeId:1 Message: Funds not available in Common Obligation Framework. Please contact your FSFL Specialist.

Other FSFL Fees

Loan Details

Loan Number (Final): 2013/00001
Loan Term: 7

Request Type: FS
Total Requested Amount: 28,648.36

Other FSFL Fee Details

	Fee Type	Payee Name	Payment Amount	Issue Date	Status
<input type="radio"/>	Lien Search (Motor Vehicle)		\$333.00	04/18/2019	Failure

Add Fee
Cancel

--*

55-59 (Reserved)

Section 2 Related Entities**60 Related Entities Screen****A Overview**

All primary borrowers and any applicable co-borrowers, co-signers, and guarantors on a loan must be entered in the Related Entities Screen.

The Related Entities Screen allows the user to:

- associate the application fee to the borrower(s)
- allocate shares when co-borrowers exist
- enter co-signers and guarantors
- **--delete co-signers and co-borrowers.--*

Note: Related entities may be entered and or modified until the check has been requested for loan closing.

B Action

When the loan:

- is for a single borrower, see paragraph 61
- is for multiple borrowers, see paragraph 62
- has co-signers or guarantors, see paragraph 62.

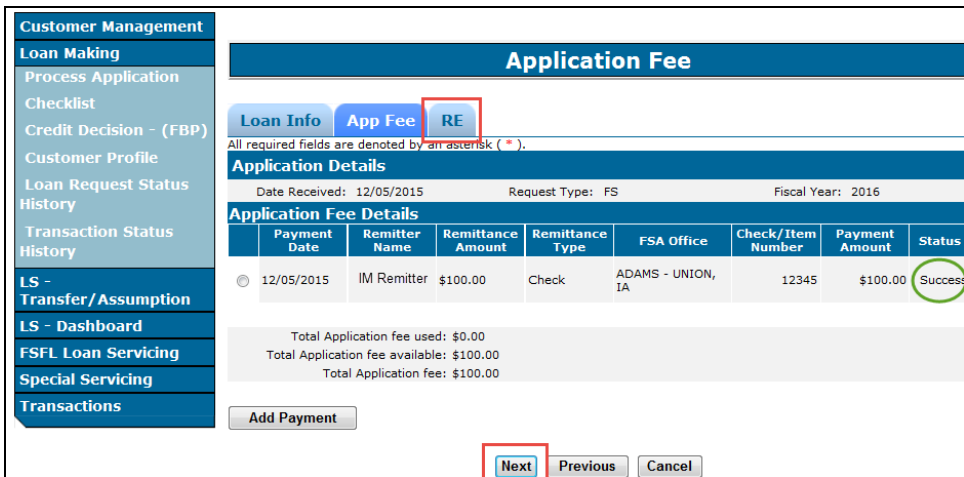
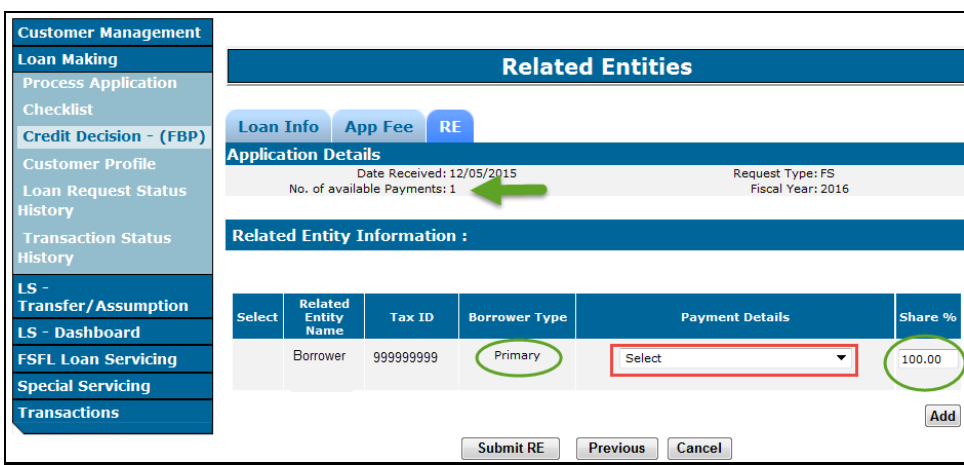
61 Adding Related Entities for a Single Borrower**A Overview**

Loans with a single borrower will be recorded in the Related Entities Screen as the primary borrower.

61 Adding Related Entities for a Single Borrower (Continued)

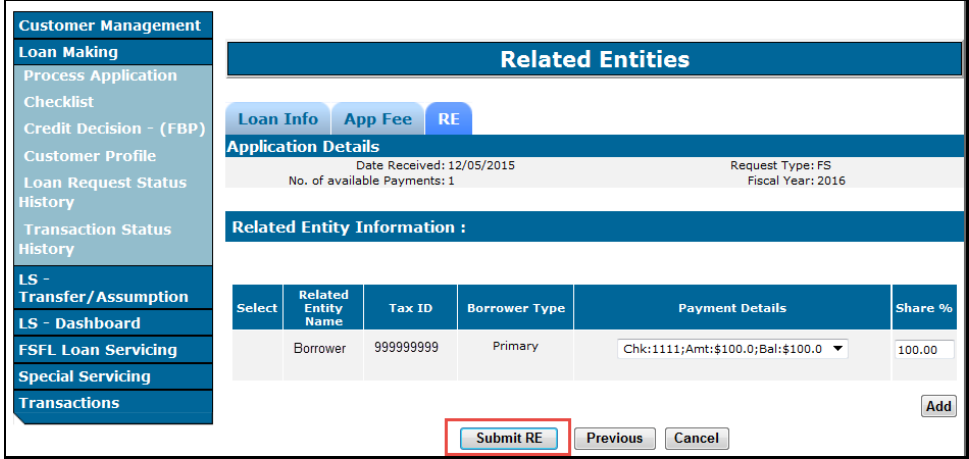
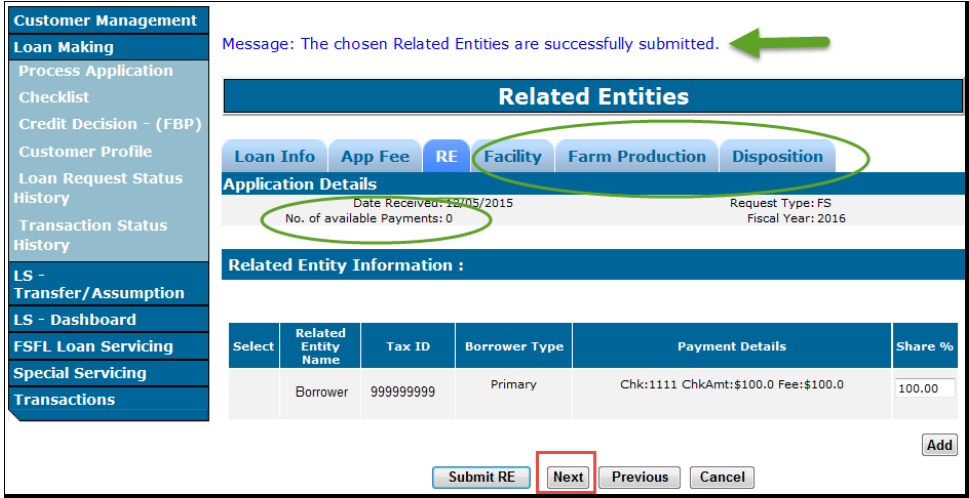
B Associating Payment Details to a Single Borrower

Complete the Related Entities Screen for a loan with a single borrower according to the following table.

Step	Action
1	<p>After the application fee has been successfully transmitted to NRRS according to paragraph 37, the Application Fee Screen will display the “RE” tab.</p>  <p>CLICK “Next” or the “RE” tab.</p>
2	<p>The Related Entities Screen will be displayed.</p> <p>Before the payment details are associated to the borrower, the number of available payments is displayed as “1”.</p> <p>The “Borrower Type” displayed is “Primary” and the Share Percentage is 100%.</p>  <p>CLICK the “Payment Details” field.</p>

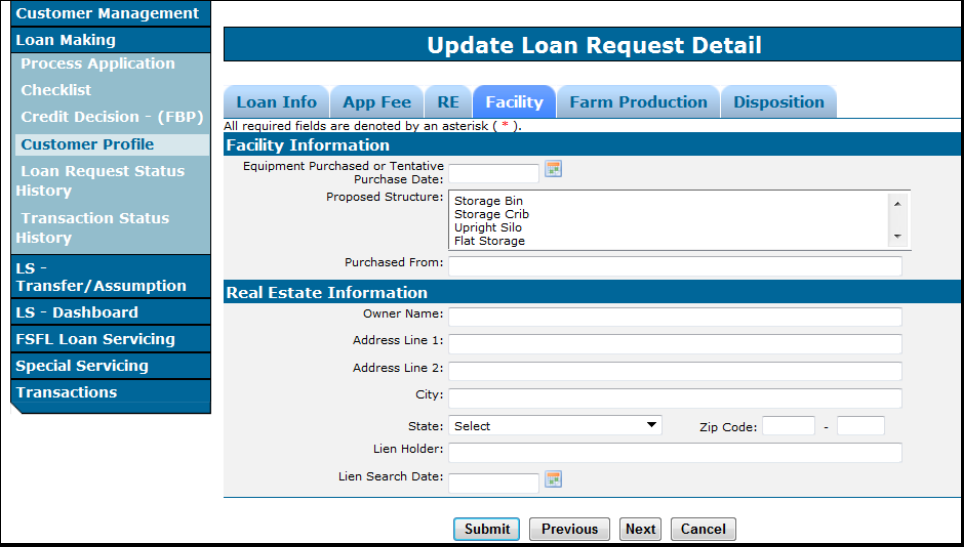
61 Adding Related Entities for a Single Borrower (Continued)

B Associating Payment Details to a Single Borrower (Continued)

Step	Action
3	<p>The payment details will be displayed.</p>  <p>CLICK “Submit RE”.</p>
4	<p>The following message will be displayed, “<i>The chosen Related Entities are successfully submitted.</i>”</p> <p>Notes: Error messages will be displayed if there are errors. Errors must be corrected before proceeding.</p> <p>The number of available payments has been updated to “0”.</p> <p>The remaining loan making tabs are now available.</p>  <p>CLICK “Next”.</p>

61 Adding Related Entities for a Single Borrower (Continued)

B Associating Payment Details to a Single Borrower (Continued)

Step	Action
5	<p>The Facility Screen will be displayed.</p>  <p>See paragraph 80 to complete the facility information.</p>

62 Adding Related Entities for Multiple Borrowers

A Overview

Multiple borrower loans:

- have a primary borrower
- have 1 or more co-borrowers
- may have co-signers
- may have guarantors.

***--Note:** Changes to related entities and applicable shares can be made up until the loan is closed. After the loan has closed only the shares can be updated using the “Manage Related Entities” function in Loan Servicing according to subparagraph 460 A.--*

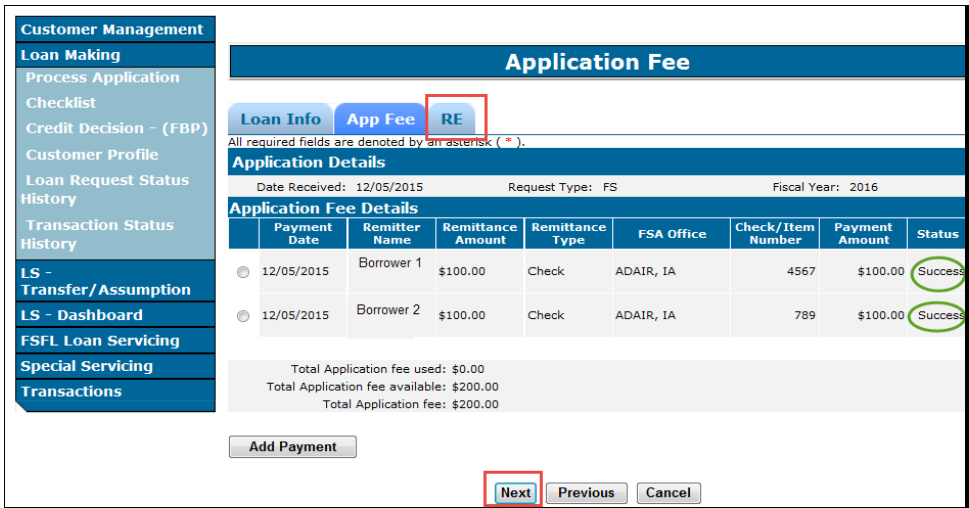
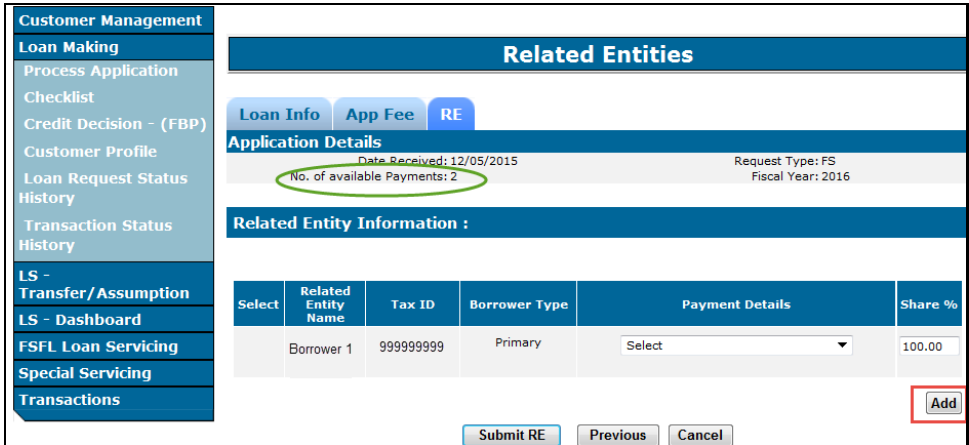
Application fees can be accepted as:

- a single remittance
- multiple remittances.

62 Adding Related Entities for Multiple Borrowers (Continued)

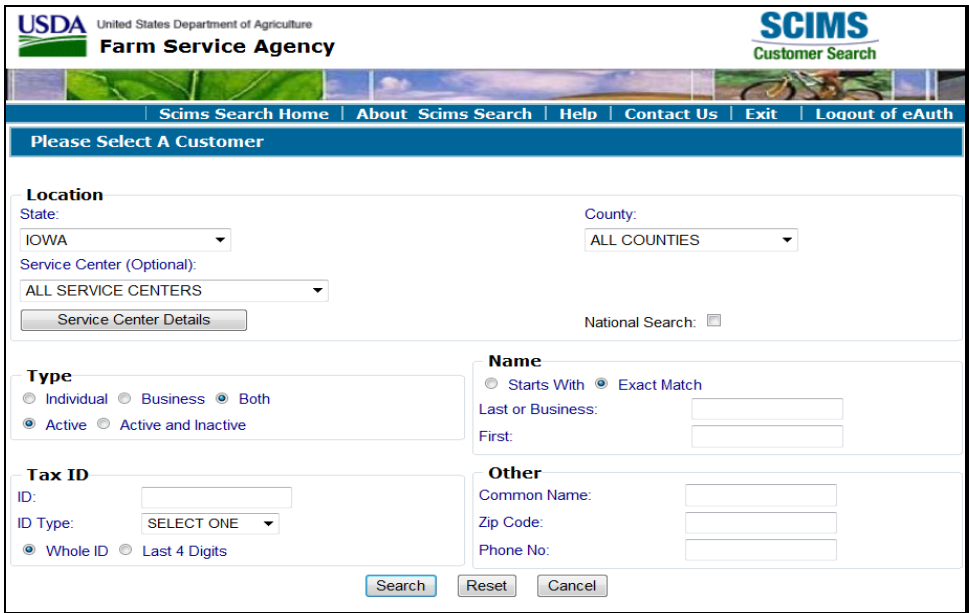
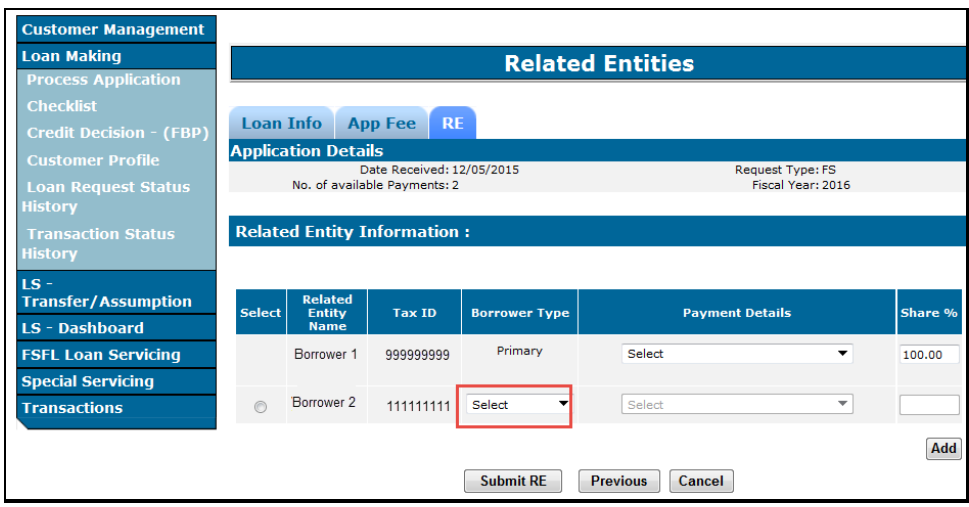
B Adding Related Entities for Multiple Remittances

Add the related entities with multiple remittances according to the following table.

Step	Action
1	<p>After the application fees has been successfully transmitted to NRRS according to paragraph 37, the “RE” tab will be available.</p>  <p>CLICK “Next” or “RE”.</p>
2	<p>All borrowers must be selected before associating the application fee to the specific borrower.</p> <p>Notes: The primary borrower will always be the borrower who was selected on the Process Application Screen according to paragraph 31.</p> <p>The number of available payments is the total number of \$100 remittances submitted that have not been associated with a borrower. The number will decrease when payments are associated to a borrower.</p>  <p>CLICK “Add”.</p>

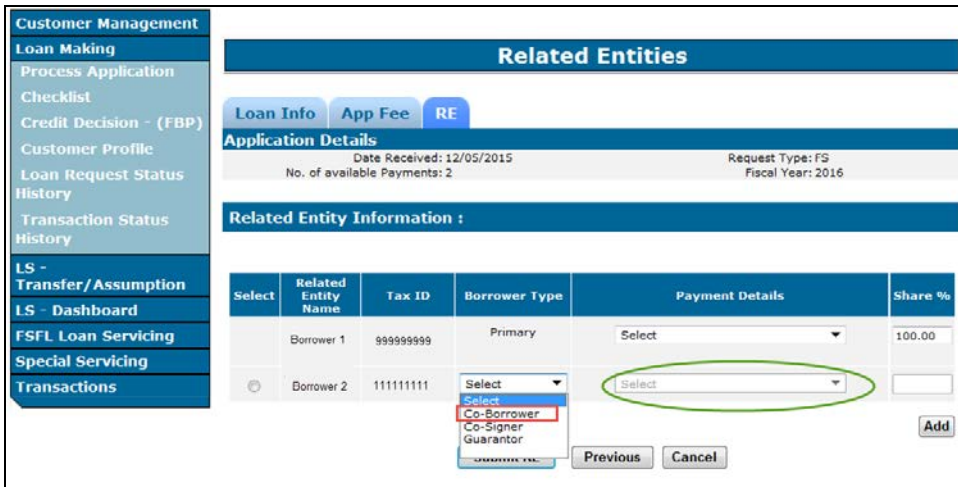
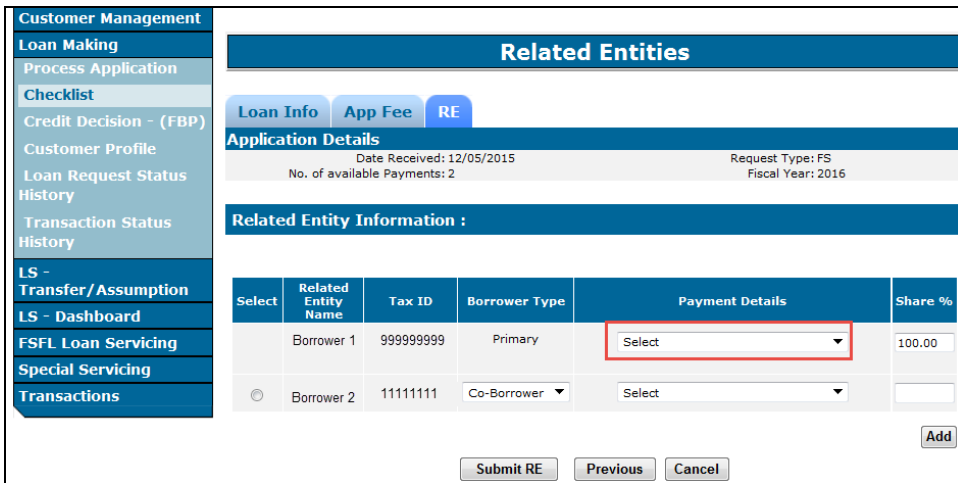
62 Adding Related Entities for Multiple Borrowers (Continued)

B Adding Related Entities for Multiple Remittances (Continued)

Step	Action
3	<p>The SCIMS Search Page will be displayed.</p>  <p>Select the co-borrower accordingly.</p>
4	<p>The Related Entities Screen is re-displayed.</p> <p>Note: When the loan has more than 1 co-borrower, repeat steps 2 and 3 before completing this step.</p>  <p>After all co-borrowers have been selected CLICK the “Borrower Type” field of the applicable co-borrower.</p>

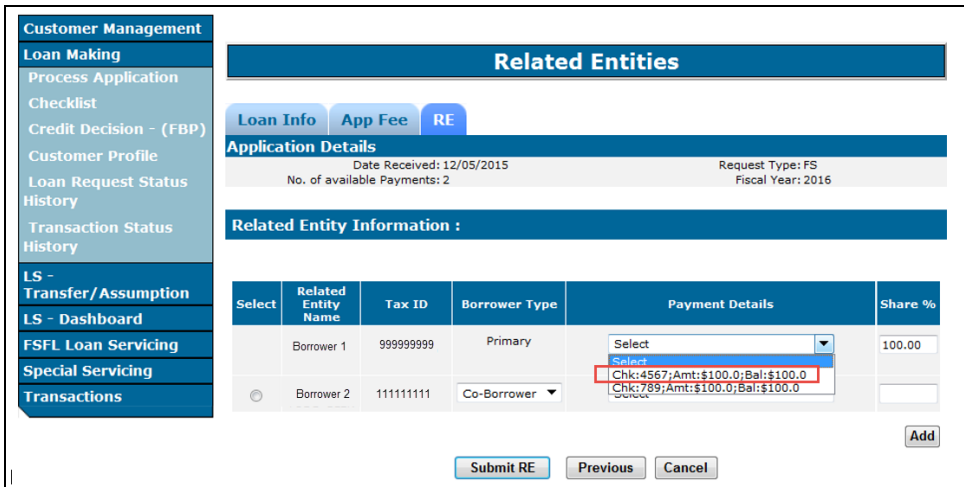
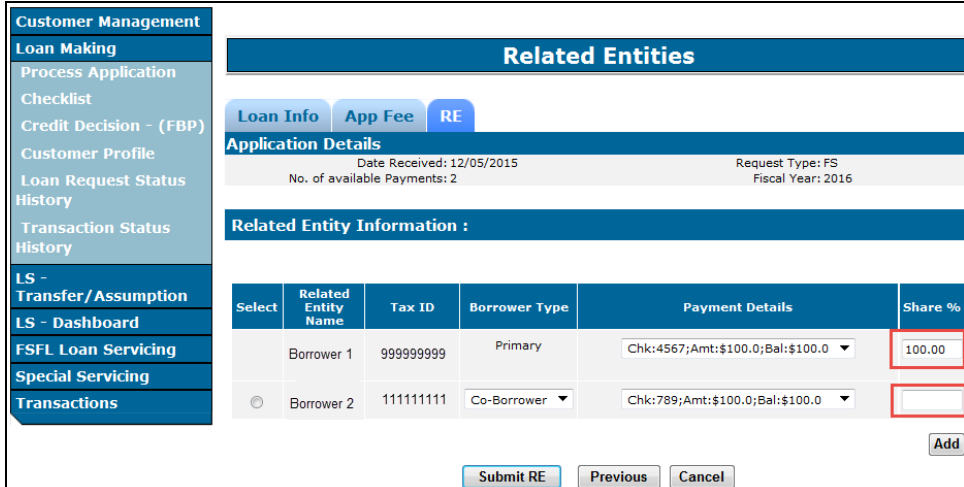
62 Adding Related Entities for Multiple Borrowers (Continued)

B Adding Related Entities for Multiple Remittances (Continued)

Step	Action
5	<p>The borrower types will be displayed.</p> <p>Notes: The “Payment Details” field will be grayed out:</p> <ul style="list-style-type: none"> • until the co-borrower is selected • for all co-signers selected • for all guarantors selected.  <p>CLICK “Co-Borrower”</p>
6	<p>The “Borrower Type” field has populated.</p> <p>Note: The “Payment Details” field is now editable</p>  <p>CLICK “Payment Details”</p>

62 Adding Related Entities for Multiple Borrowers (Continued)

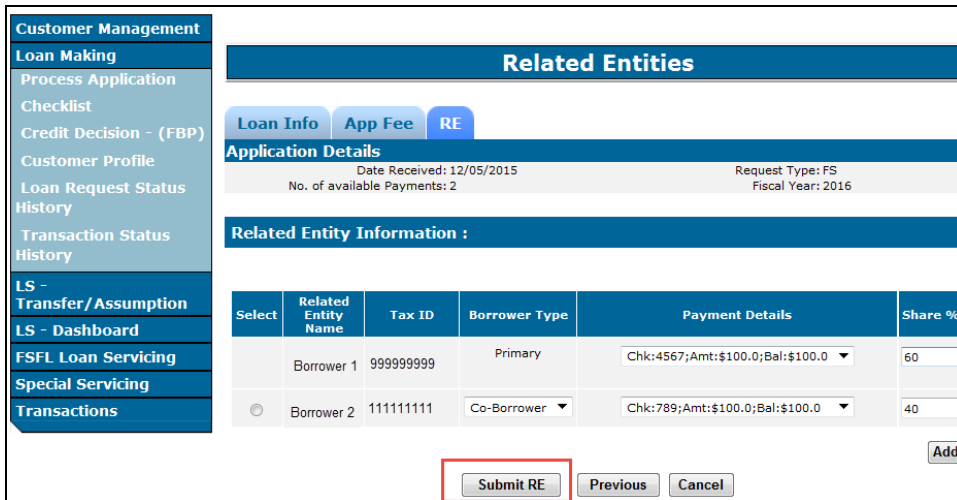
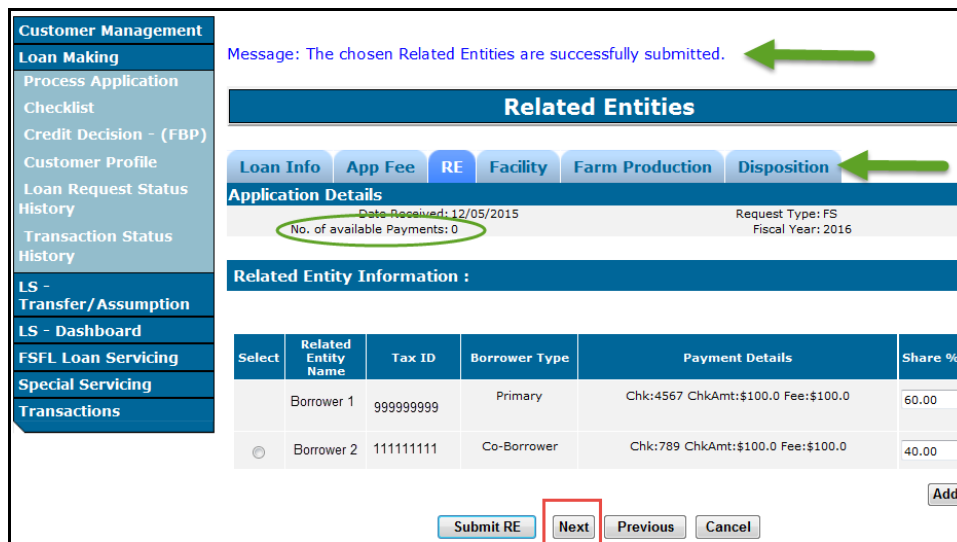
B Adding Related Entities for Multiple Remittances (Continued)

Step	Action
7	<p>The Payment Details will display all successful remittances.</p>  <p>Click on the applicable remittance for the primary borrower. Repeat for remaining co-borrowers.</p>
8	<p>After all remittances have been associated to all borrowers,</p>  <p>update the share percentages for all borrowers.</p>

--Note: Share percentages must equal 100 percent.--

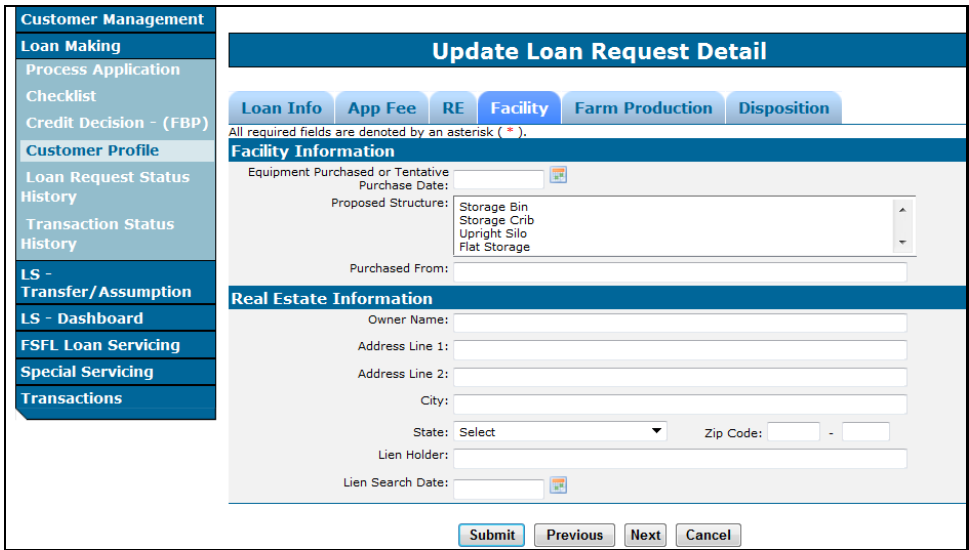
62 Adding Related Entities for Multiple Borrowers (Continued)

B Adding Related Entities for Multiple Remittances (Continued)

Step	Action
9	<p>After the shares have been allocated,</p>  <p>CLICK “Submit RE”.</p>
10	<p>The following message will be displayed, “<i>The chosen Related Entities are successfully submitted.</i>”</p> <p>Notes: Error messages will be displayed if there are errors. Errors must be corrected before proceeding.</p> <p>The number of available payments has been updated to “0”.</p> <p>The remaining loan making tabs are now available.</p>  <p>CLICK “Next”.</p>

62 Adding Related Entities for Multiple Borrowers (Continued)

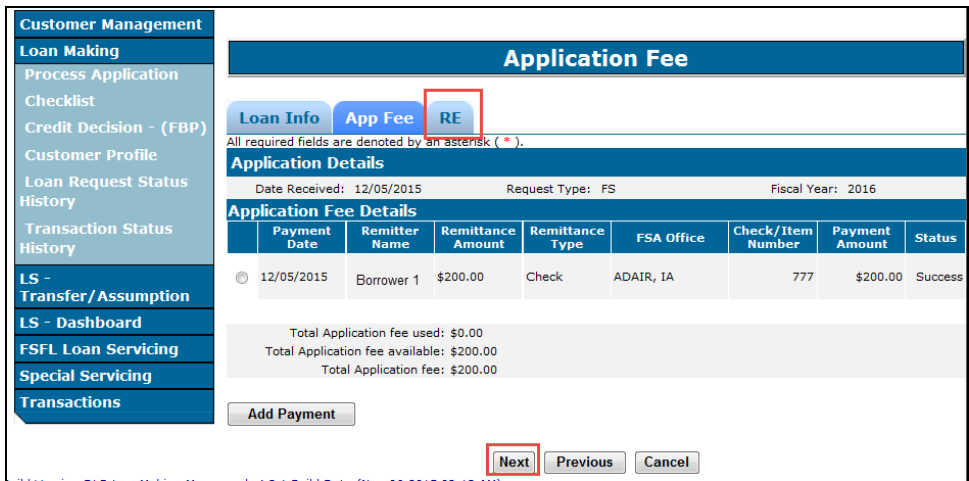
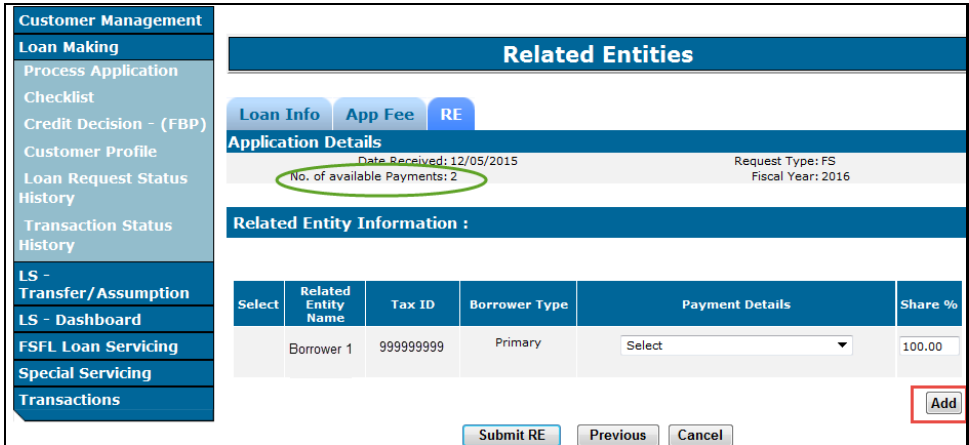
B Adding Related Entities for Multiple Remittances (Continued)

Step	Action
11	<p>The Facility Screen will be displayed.</p>  <p>See paragraph 80 to complete the facility information.</p>

62 Adding Related Entities for Multiple Borrowers (Continued)

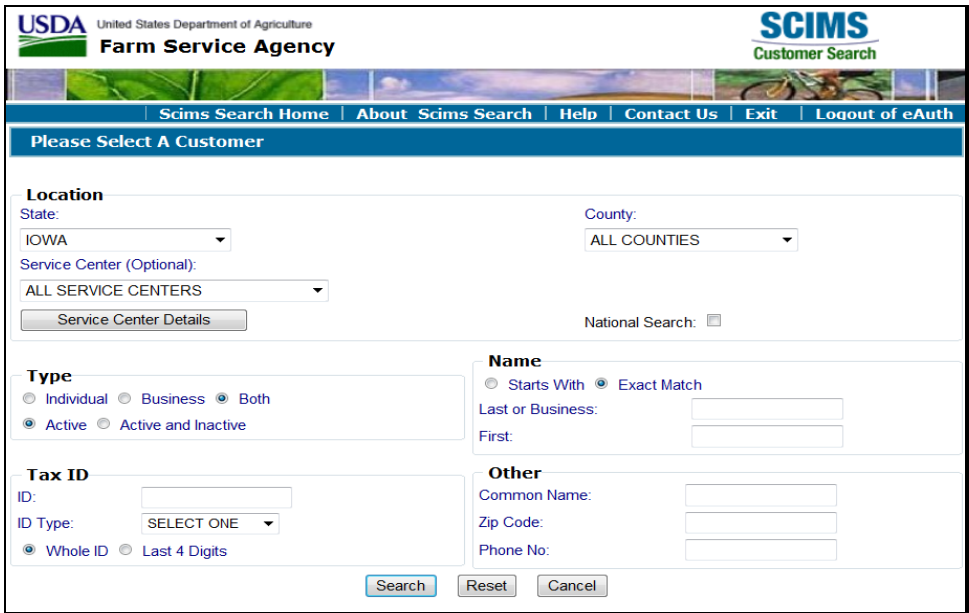
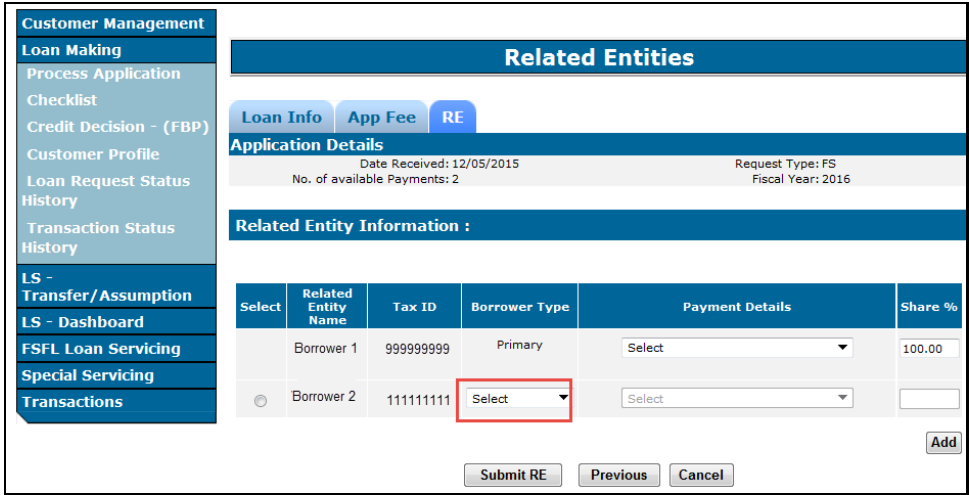
C Adding Related Entities With a Single Remittance

Add the related entities with a single remittance according to the following table.

Step	Action
1	<p>After the application fee has been successfully transmitted to NRRS according to paragraph 37, the “RE” tab will be available.</p>  <p>CLICK “Next” or “RE”.</p>
2	<p>All borrowers must be selected before associating the application fee to the specific borrower.</p> <p>Notes: The primary borrower will always be the borrower who was selected on the Process Application Screen according to paragraph 31.</p> <p>The number of available payments is the total number of \$100 remittances submitted that have not yet been associated with a borrower. The number will decrease when payments are associated to a borrower.</p>  <p>CLICK “Add”.</p>

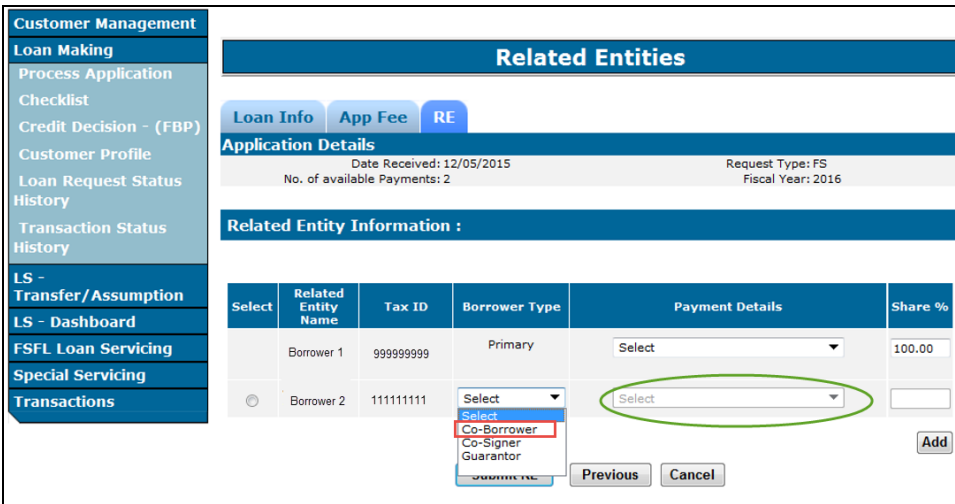
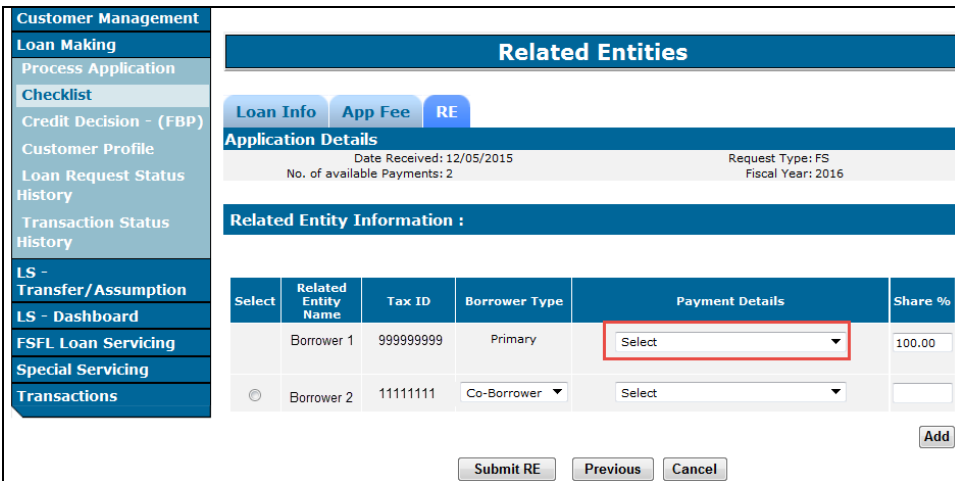
62 Adding Related Entities for Multiple Borrowers (Continued)

C Adding Related Entities With a Single Remittance (Continued)

Step	Action
3	<p>The SCIMS Search Page will be displayed.</p>  <p>Select the co-borrower accordingly.</p>
4	<p>The Related Entities Screen is re-displayed.</p> <p>Note: When the loan has more than 1 co-borrower, repeat steps 2 and 3 before completing this step.</p>  <p>After all co-borrowers have been selected CLICK the “Borrower Type” field of the applicable co-borrower.</p>

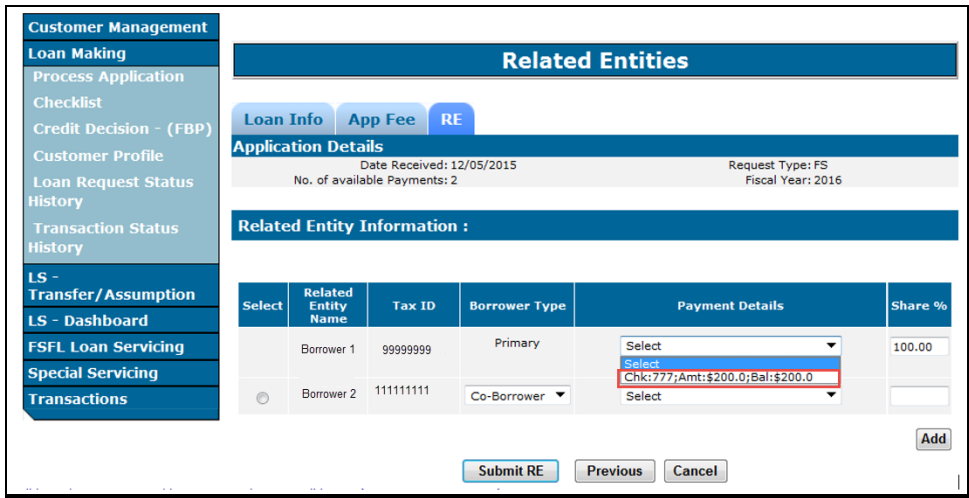
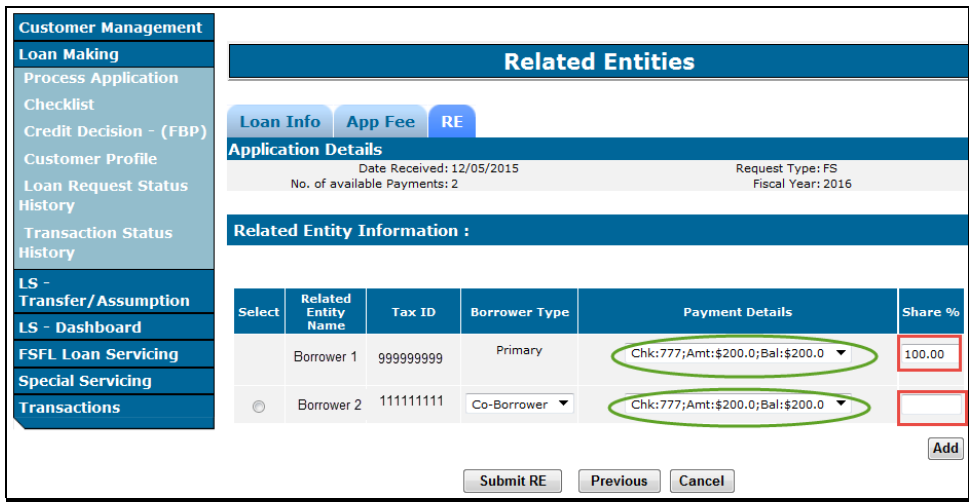
62 Adding Related Entities for Multiple Borrowers (Continued)

C Adding Related Entities With a Single Remittance (Continued)

Step	Action
5	<p>The borrower types will be displayed.</p> <p>Notes: The “Payment Details” field will be grayed out:</p> <ul style="list-style-type: none"> until the co-borrower is selected for all co-signers selected for all guarantors selected.  <p>CLICK “Co-Borrower”.</p>
6	<p>The “Borrower Type” field has populated.</p> <p>Note: The “Payment Details” field is now editable.</p>  <p>CLICK “Payment Details”.</p>

62 Adding Related Entities for Multiple Borrowers (Continued)

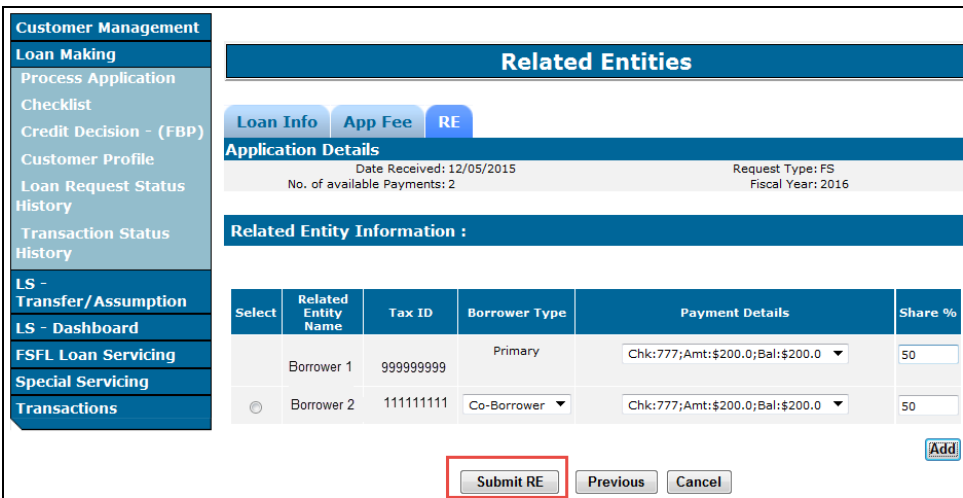
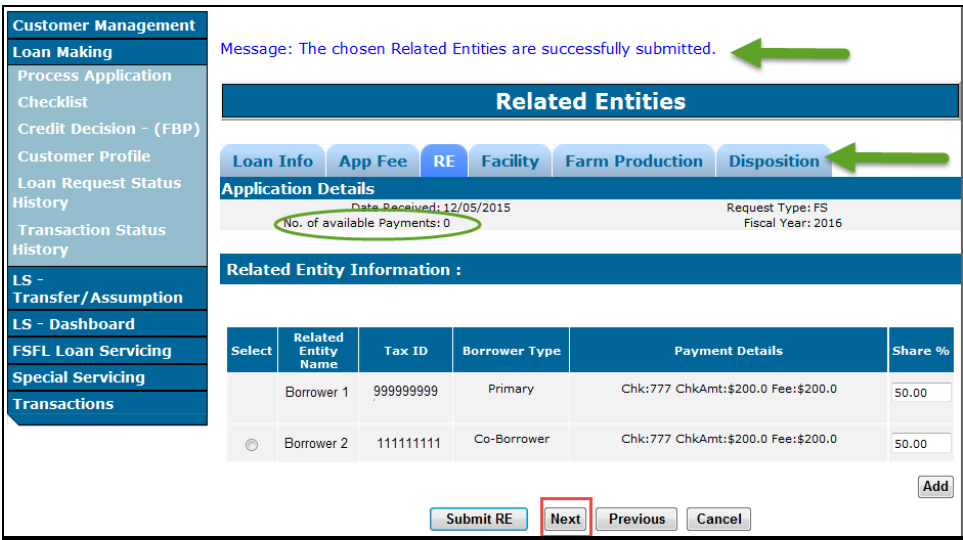
C Adding Related Entities With a Single Remittance (Continued)

Step	Action
7	<p>The Payment Details will display all successful remittances.</p>  <p>Click on the same remittance for all borrowers.</p>
8	<p>The same remittance is used for all borrowers.</p>  <p>Update the share percentages for all borrowers.</p>

***--Note:** Share percentages must equal 100 percent.--*

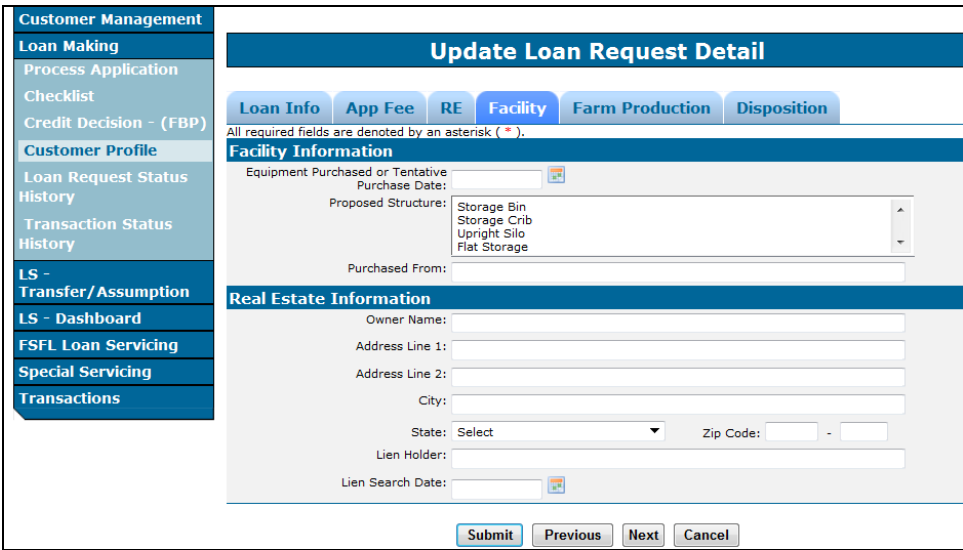
62 Adding Related Entities for Multiple Borrowers (Continued)

C Adding Related Entities With a Single Remittance (Continued)

Step	Action
9	<p>After the shares have been allocated,</p>  <p>CLICK “Submit RE”.</p>
10	<p>The following message will be displayed, “<i>The chosen Related Entities are successfully submitted.</i>”</p> <p>Notes: Error messages will be displayed if there are errors. Errors must be corrected before proceeding.</p> <p>The number of available payments has been updated to “0”.</p> <p>The remaining loan making tabs are now available.</p>  <p>CLICK “Next”.</p>

62 Adding Related Entities for Multiple Borrowers (Continued)

C Adding Related Entities With a Single Remittance (Continued)

Step	Action
11	<p>The Facility Screen will be displayed.</p>  <p>See paragraph 80 to complete the facility information.</p>

*--63 Deleting Related Entities

A Overview

Related entities may be deleted before processing the check request because of the following:

- deceased
- divorced
- other (user error)

Note: Only co-signers, co-borrowers, & guarantors may be deleted.

B Procedure for Deleting Related Entities

Delete related entities according to the following table.

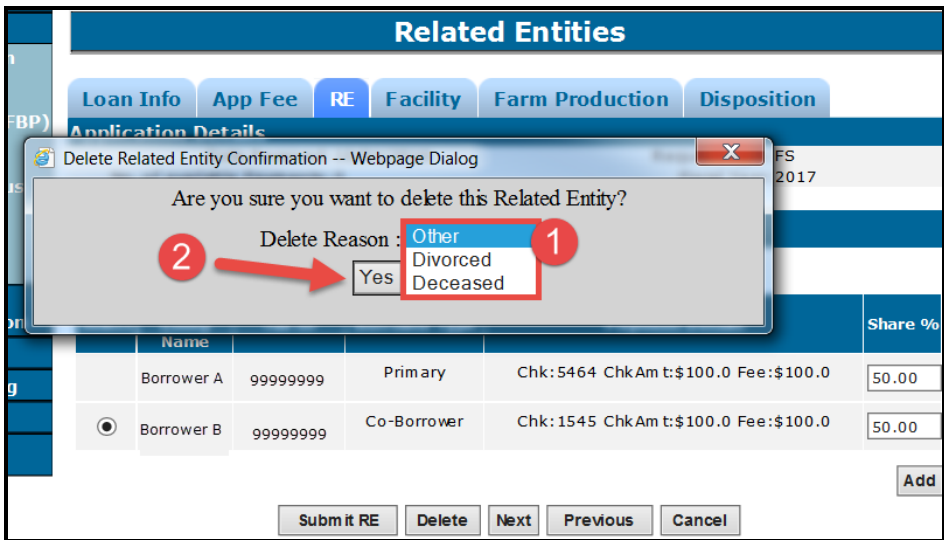

Step	Action																		
1	<p>Related entity must be selected for the “Delete” option to appear.</p> <div><div><div>Related Entities</div><div><div>Loan Info</div><div>App Fee</div><div>RE</div><div>Facility</div><div>Farm Production</div><div>Disposition</div></div><div><div>Application Details</div><div><div>Date Received: 10/01/2016</div><div>Request Type: FS</div></div><div><div>No. of available Payments: 0</div><div>Fiscal Year: 2017</div></div></div><div><div>Related Entity Information :</div><table><thead><tr><th>Select</th><th>Related Entity Name</th><th>Tax ID</th><th>Borrower Type</th><th>Payment Details</th><th>Share %</th></tr></thead><tbody><tr><td><input type="radio"/></td><td>Borrower A</td><td>99999999</td><td>Primary</td><td>Chk: 5464 ChkAm t:\$100.0 Fee:\$100.0</td><td>50.00</td></tr><tr><td><input checked="" type="radio"/></td><td>Borrower B</td><td>99999999</td><td>Co-Borrower</td><td>Chk: 1545 ChkAm t:\$100.0 Fee:\$100.0</td><td>50.00</td></tr></tbody></table><div><div>Submit RE</div><div>Delete</div><div>Next</div><div>Previous</div><div>Cancel</div><div>Add</div></div></div></div></div>	Select	Related Entity Name	Tax ID	Borrower Type	Payment Details	Share %	<input type="radio"/>	Borrower A	99999999	Primary	Chk: 5464 ChkAm t:\$100.0 Fee:\$100.0	50.00	<input checked="" type="radio"/>	Borrower B	99999999	Co-Borrower	Chk: 1545 ChkAm t:\$100.0 Fee:\$100.0	50.00
Select	Related Entity Name	Tax ID	Borrower Type	Payment Details	Share %														
<input type="radio"/>	Borrower A	99999999	Primary	Chk: 5464 ChkAm t:\$100.0 Fee:\$100.0	50.00														
<input checked="" type="radio"/>	Borrower B	99999999	Co-Borrower	Chk: 1545 ChkAm t:\$100.0 Fee:\$100.0	50.00														

- Select the radio button next to the related entity to delete.
- CLICK “Delete”.

--*

*--63 Deleting Related Entities (Continued)


B Procedure for Deleting Related Entities (Continued)

Step	Action
2	<p>The Delete Related Entity Confirmation pop-up will be displayed.</p>  <ul style="list-style-type: none"> • Select a delete reason from drop-down menu. • Click “Yes” to confirm.
3	<p>The Related Entity Screen is re-displayed.</p> <p>Note: The radio button next to the related entity that was deleted is no longer displayed.</p>  <ul style="list-style-type: none"> • Update the share percentages for all borrowers. • Click “Submit RE”.

--*

*--63 Deleting Related Entities (Continued)

B Procedure for Deleting Related Entities (Continued)

Step	Action												
4	<p>The following error message will be displayed, “<i>The chosen Related Entities are successfully submitted.</i>”</p> <p>The deleted related entity is no longer displayed on the screen.</p> <p>Note: The error message will be displayed if there are errors. Errors must be corrected before proceeding.</p> <div><p>Message: The chosen Related Entities are successfully submitted. </p><div><div>Related Entities</div><div><div>Loan Info</div><div>App Fee</div><div>RE</div><div>Facility</div><div>Farm Production</div><div>Disposition</div></div><div>Application Details</div><div><div>Date Received: 10/01/2016</div><div>Request Type: FS</div><div>No. of available Payments: 0</div><div>Fiscal Year: 2017</div></div><div>Related Entity Information :</div><table><thead><tr><th>Select</th><th>Related Entity Name</th><th>Tax ID</th><th>Borrower Type</th><th>Payment Details</th><th>Share %</th></tr></thead><tbody><tr><td></td><td>Borrower A</td><td>99999999</td><td>Primary</td><td>Chk:5464 ChkAm t:\$100.0 Fee:\$100.0</td><td>100.00</td></tr></tbody></table><div><div></div><div>Submit RE</div><div>Next</div><div>Previous</div><div>Cancel</div></div><div>aven-web-4.6.0-SNAPSHOT Build Date:(Oct-06-2016 15:13 PM)</div></div></div>	Select	Related Entity Name	Tax ID	Borrower Type	Payment Details	Share %		Borrower A	99999999	Primary	Chk:5464 ChkAm t:\$100.0 Fee:\$100.0	100.00
Select	Related Entity Name	Tax ID	Borrower Type	Payment Details	Share %								
	Borrower A	99999999	Primary	Chk:5464 ChkAm t:\$100.0 Fee:\$100.0	100.00								

CLICK “Next”, “Previous” or “Cancel”.

--*

64-79 (Reserved)

Section 3 Facility and Farm Production

80 Facility Information

A Overview

The Facility Screen contains information about the facility and is divided into the following 2 sections:

- Facility Information
- Real Estate Information.

B Example of Facility Screen

Following is an example of the Facility Screen.

*--

Update Loan Request Detail	
Loan Info	App Fee RE Facility Farm Production Disposition
All required fields are denoted by an asterisk (*).	
Facility Information	
Equipment Purchased or Tentative Purchase Date:	<input type="text"/>
Proposed Structure:	<div> Grain Storage bin Grain Storage Crib Upright Silo Flat Storage </div>
Purchased From:	<input type="text"/>
FSA-850 Completed Date:	<input type="text"/>
Real Estate Information	
Owner Name:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	Select <input type="text"/> Zip Code: <input type="text"/> - <input type="text"/>
Lien Holder:	<input type="text"/>
Lien Search Date:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>	

--*

80 Facility Information (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Facility Screen.

Field/Button	Description	Action
Facility Information		
Equipment Purchased or Tentative Purchase Date	It is the date the equipment was purchased or a future date if equipment has not been purchased.	Enter the date by doing either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon. Note: Enter the earliest date for multiple dates.
Proposed Structure	Identifies the proposed structures and applicable components.	Using the drop-down list, select the structure or structures. Hold the “ Ctrl ” key when clicking multiple structures or components.
Purchased From	A free-form field to enter from whom the equipment was purchased.	Enter the name from whom the equipment was purchased.
--FSA-850 Completed Date	The date FSA-850 was completed. Note: FSA-850 date needs to be added to partial when doing a partial/final loan request, so the date populates into the final loan requests.	Enter the date by doing either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format CLICK the calendar icon. Note: This date must be prior to the approval date.--
Real Estate Information		
Owner Name	A free-form field to enter the name and address of the owner of the real estate.	Enter the name and address of the person or persons who own the real estate.
Address Line 1		
Address Line 2		
City		If there is no physical address, enter the legal description of the structure in the “Address Line 1” field.
State		
Zip Code		

80 Facility Information (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Lien Holder	A free-form field to enter the lien holder.	Enter the name of the lien holder.
Lien Search Date	The date of the initial lien search.	Enter the date by doing either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon.
Submit	Returns to the Process Application Screen; information is saved.	CLICK “ Submit ” Note: Do not click “Submit” until after users have entered both the facility and farm production information. If the user clicks “Submit” before completing the loan application, the user will need to re-access the loan according to paragraph 101 using the “Update Loan Request” option.
Previous	Returns to the RE Screen; information is saved.	CLICK “ Previous ”.
Next	Proceeds to the Farm Production Screen; information is saved.	CLICK “ Next ”.
Cancel	Returns to the Process Application Screen; information is not saved.	CLICK “ Cancel ”.

81 Farm Production Information

A Overview

The Farm Production Screen contains information about the farm production used to calculate additional storage needs.

Note: According to 1-FSFL borrowers are permitted to certify storage needs for certain structures, however DLS requires the user to input at least 1 farm number and 1 commodity. The acres and yield fields can be left blank.

81 Farm Production Information (Continued)

B Example of Farm Production Screen

Following is an example of the Farm Production Screen.

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Farm Production Screen.

Field/Button	Description	Action
Facility Production		
Farm Number, County, State	DLS retrieves the farm numbers on *--record for the primary borrower from Farm Records. If there is a co-borrower, then their farm numbers will be retrieved. Note: Farm numbers are deleted for co-borrowers if the co-borrower is deleted as a related entity.--*	Using the drop-down list, select the applicable farm number. Users have the option to select “ ALL ” to combine all acres/production for all farms for a single commodity.
Commodity	Lists all eligible commodities. This list does not validate against selected storage structure.	Using the drop-down list, select the commodity.
Acres	The average acres of the commodity Note: This field is grayed out for structures that do not require acre information according to 1-FSFL.	Enter the 3-year average acres for the specific commodity.

81 Farm Production Information (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Yield Per Acre	The COC-established yield for the commodity. Note: This field is grayed out for structures that do not require yield information according to 1-FSFL.	Enter the commodity yield, as applicable. After the yield has been entered, CLICK “Add Farm”.
Total Production	A calculated field based on the average acres times the yield times applicable years of storage needs. For grains and hay, the total production is multiplied by 2. For cold storage, the total production is multiplied by 1.	
Total Estimated Production	The sum of all production entered.	
Note: Repeat the process for additional farms and commodities.		
Existing Capacity	The applicant’s existing storage capacity.	Enter the existing storage capacity.
Additional Capacity Needed	A calculated field that subtracts the existing capacity from the total estimated production.	
Proposed Structure Capacity	The proposed structure capacity requested on the loan.	Enter the proposed capacity, then CLICK “Compute”. For hay storage, enter the tons calculated from the worksheet in 1-FSFL, Exhibit 6, subparagraph A, line item 5.
Eligibility and Proration Indicator	A calculated field that subtracts the proposed structure capacity from the additional capacity needed.	A positive number indicates the applicant is eligible based on storage needs. A negative number indicates that the applicant does not meet the additional storage needs; however, a negative value is acceptable for loans with handling only.

81 Farm Production Information (Conitnued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Compute	Calculates the amount of storage needs	CLICK “Compute”.
Submit	Returns to the Application Process Screen; information is saved.	CLICK “Submit”. Note: Do not click “Submit” until after all information has been entered. If the user clicks “Submit” before completing the loan application, the user will need to re-access the loan according to paragraph 101 using the “Update Loan Request” option.
Previous	Returns to the Facility Screen; information is saved	CLICK “Previous”.
Next	Proceeds to the Disposition Screen; information is saved.	CLICK “Next”.
Cancel	Returns to the Process Application Screen; information is not saved	CLICK “Cancel”.

D Example of Completed Farm Production Screen

Following is an example of a successfully completed Farm Production Screen.

Customer Management

Loan Making

Process Application Checklist

Credit Decision - (FBP)

Customer Profile

Loan Request Status History

Transaction Status History

LS - Transfer/Assumption

LS - Dashboard

FSFL Loan Servicing

Special Servicing

Transactions

Update Loan Request Detail

Loan Info App Fee RE Facility Farm Production Disposition

All required fields are denoted by an asterisk (*).

Farm Production

Sel	Farm Number, County, State	Commodity	Acres	Yield Per Acre	Yr	Total Production
<input type="checkbox"/>	Select	Select				
<input type="checkbox"/>	0000046, Jasper, IL	CORN/GRAIN	300	210	2	126,000.00
<input type="checkbox"/>	0006918, Cumberland, IL	SOYBEANS	450	55	2	49,500.00
<input type="checkbox"/>	ALL	WHEAT	650	75	2	97,500.00

Add Farm Update Farm Delete Farm

Total Estimated Production: 273,000.00

Existing Capacity: 100,000

Additional Capacity Needed: 173,000.00

Proposed Structure Capacity: 75,000

Eligibility and Proration Indicator: 98,000.00

Compute

Submit Previous Next Cancel

81 Farm Production Information (Continued)

E Editing the Farm Production Screen

To make edits to a line item after it is initially entered:

- click the “**Sel**” radio button of the line item to edit
- make applicable edits
- CLICK “**Update Farm**”.

To delete a line item currently displayed:

- click the “**Sel**” radio button of the line item to delete
- CLICK “**Delete Farm**”.

82-89 (Reserved)

*--Section 3.5 Partial/Final Loan Requests

90 Creating Partial/Final Loan Request

A Overview

A partial/final loan request is a loan request that allows the borrower to receive up to 50 percent of the total approved loan amount after completing 50 percent of the project.

Important: A partial and final loan request **must** be entered:

- in the same loan package
- at the same time.

Before entering the final loan application, the partial loan must be entered according to Sections 1 through 3. All information entered for the partial loan request will automatically be populated to the final loan request.

Note: Any information **not** entered in partial loan prior to creating the final will have to be entered manually in the final loan request.

B Example of Process Application Screen for a Partial Loan Requested

The following is an example of the “Action” drop-down menu on the Process Application Screen after the partial loan request has been created.

The screenshot displays the 'Process Application' screen. On the left is a navigation menu with options: Customer Management, Loan Making, Process Application, Checklist, Credit Decision - (FBP), Customer Profile, Other FSFL Fees, Loan Request Status History, Transaction Status History, LS - Transfer/Assumption, LS - Dashboard, FSFL Loan Servicing, Special Servicing, and Transactions. The main content area has a header 'Process Application' and a sub-header 'The first time a new application is entered, select "Add Package"'. Below this is an 'Add Package' button. An 'Action:' label is followed by a dropdown menu with the following options: Select an Action, Add Loan Request (highlighted with a red box), Update Loan Request, View Loan Request, Withdraw Loan Request, Delete Loan Request, and Related Entity. To the right of the dropdown is a 'Go' button. Below the dropdown is a table with the following data:

S.No	Date Rec	Type of Assistance	Amount	Status	Status Date
1	10-23-2017	904	25,000.00	Received	10-23-2017

--*

*--90 Creating Partial/Final Loan Request (Continued)

C Action for Creating Final Loan Request for Partial/Final

From the Process Application Screen:

- select the partial loan request
- using the “Action” drop-down list, select “Add Loan Request”
- CLICK “Go”.

The Add Application Package & Loan Request Detail Screen will be displayed.

D Example of Add Application Package & Loan Request Detail Screen for Final Loan

Following is an example of the Add Application Package & Loan Request Detail Screen for final loan in a partial/final loan request.

Customer Management

Loan Making

Process Application

Checklist

Credit Decision - (FBP)

Customer Profile

Loan Request Status History

Transaction Status History

LS - Transfer/Assumption

LS - Dashboard

FSFL Loan Servicing

Special Servicing

Transactions

Add Application Package & Loan Request Detail

All required fields are denoted by an asterisk (*).

Application Package Detail Information

Date Received: 10/23/2017 Request Type: FS-M

FSFL Loan Balances

Aggregate Outstanding Balance (\$): 0.00

Obligated Balance Not Disbursed (\$): 0.00

Available Microloan Balance (\$): 50,000.00

FSFL Loan Information

*FSA Admin State: Maryland

*FSA Admin County: Frederick

*Requested Loan Amount: 25000

*Total Requested Loan Amount: 50000.00

Partial/Final Indicator: Final

Fiscal Year: 2018

*Loan Term: 5

Delinquent Indicator: ☐ Yes ☒ No

Application Completed Date:

Incomplete Letter Date 1:

Incomplete Letter Date 2:

*Purpose of Loan: Grain Truck

Submit & Next **Cancel**

E Action for Submitting Add Application Package & Loan Request Detail for Final Loan

From the Add Application Package & Loan Request Detail Screen:

- enter the remaining loan amount in the “Requested Loan Amount” field
- CLICK “Submit & Next”.

The loan request tabs will be displayed with all the information from the partial loan request.--*

***--91 Converting a Partial/Final Loan Request to a Final Only Loan Request**

A Overview

The borrower may decide after the partial/final loan request has been approved, that the partial is no longer needed. The loan will need to be converted to a final only loan request.

Note: The National Office can only assist with this change.

B Action

County Offices must:

- contact and provide loan information to the State Office Specialist
- provide an explanation as to why the loan is being converted.

State Offices must provide the loan information to the National Office using FSFL SharePoint.--*

92-99 (Reserved)

Section 2 Updating Applications

100 Modifying Applications

A Overview

After a loan package has been created, the following options are available:

* * *

- Update Loan Request
- View Loan Request
- Withdraw Loan Request
- Delete Loan Request
- *--Related Entities.--*

* * *

B Statuses

The following table describes the statuses of a loan.

Status	Descriptions
Appeal	Application is in appeal.
Approved	Application has been approved by COC or STC.
Check Request	Checks have been requested from Treasury.
Closed	Loan has closed and loan servicing actions can be processed.
Completed	Application has all information submitted and is ready to be approved or disapproved.
Disapproved	Application has been disapproved by COC or STC.
Obligated	Funds have been received from Treasury.
Obligation Pending	Approved loan is awaiting funds from Treasury. Loan is locked for editing.
Received	Application has been submitted but is not complete.
Rejected	Application has been rejected.
Settled	Loan has been paid in full or has been liquidated.
Withdrawn	Application has been withdrawn by the producer.

Note: Deleted applications or loans will never be displayed on the Process Application Screen.

100 Modifying Applications (Continued)

C Example of Actions After the Loan Package Has Been Created

Following is an example of the actions available after a loan package has been created.

S.No	Date Rec	Type of Assistance	Amount	Status	Status Date
1	12-05-2015	900 2016/00005	50,000.00	Received	12-05-2015
2	12-05-2015	900 2016/00006	75,000.00	Received	12-05-2015

101 Update Loan Request

A Overview

Modifications can be made to a loan application up until the loan is in “Obligation Pending” status.

Note: The loan is locked for editing while in “Obligation Pending” status. Once the status is “Obligated”, the loan can be modified.

B Action

From the Process Application Screen:

- click the radio button of the loan to update
- click the “Action” drop-down list to display available options
- CLICK “**Update Loan Request**”
- CLICK “**Go**” to display the Update Loan Request Screen.

The Add Application Package & Loan Request Detail Screen will be displayed.

Edit the loan, as applicable, by clicking between tabs or by clicking “Next”. After edits have been entered, CLICK “**Submit**”. If the user does **not** want to save edits, CLICK “**Cancel**”.

102 View Loan Request

A Overview

This function allows the user to view the loan request details.

B Example of View Loan Request Screen

Following is an example of the View Loan Request Screen.

FSFL Loan Information					
FSA Admin State: New York			FSA Admin County: Broome		
Requested Loan Amt: \$44,900.00			Partial/Final Indicator: Final		
Total Requested Loan Amount: \$0.00			Fiscal Year: 2008		
Delinquent Indicator: No			Loan Term: 7 years		
Application Completed Date: 08/11/2008			Incomplete Letter Date1:		
Incomplete Letter Date2:			Equipment Purchased or Tentative Purchase Date: 05/05/2008		
Proposed Structure: Storage Bin					
Purpose of Loan: PURCHASE, CONSTRUCT, ERECT AND INSTALL 2 STORAGE BINS. BIN 1 - STORAGE CAPACITY OF 5124 BUSHELS BIN 2 - STORAGE CAPACITY OF 3764 BUSHELS					
Purchased From: SHANKS AG SERVICE INC.					
Lien Holder:					
Real Estate Information					
Owner Name:					
Address Line 1:					
Address Line 2:					
City:					
State:					
Zip Code: 0					
Farm Production					
Farm Number,County,State	Commodity	Acres	Yield Per Acre	Yr	Total Production
0000775, Cortland, NY	CORN/GRAIN	10.00	135.00	2	2,700.00
0000775, Cortland, NY	OATS	12.50	40.00	2	1,000.00
0000871, Broome, NY	CORN/GRAIN	44.70	135.00	2	12,069.00
0000871, Broome, NY	OATS	15.60	40.00	2	1,248.00
0000871, Broome, NY	SOYBEANS	32.40	45.00	2	2,916.00
Total Estimated Production:					19,933.00
Existing Capacity:					10,002.59
Additional Capacity Needed:					9,930.41
Proposed Structure Capacity:					8,888.00
Eligibility and Proration Indicator:					1,042.41
Eligibility Information					
Elig Decision Date: 08/11/2008			Elig Decision Determination: Eligible		
Elig Decision Letter Date: 08/11/2008					
Disposition Information					
Final Disposition: Approved			Final Disposition Date: 08/11/2008		
In Appeal:			Appeal Status Date:		
Approved Amount: \$44,900.00			Lien Search Date: 04/22/2008		
Reasons:					
Explanation:					
Reason for No Final Disposition:					
Explanation:					
Additional Information					

102 View Loan Request (Continued)**C Action**

From the Process Application Screen:

- click the radio button of the loan to view
- click the “Action” drop-down list to display available options
- CLICK “**View Loan Request**”
- CLICK “**Go**” to display the View Loan Request Screen.

103 Withdraw Loan Request**A Overview**

A loan that is:

- **not** obligated can only be withdrawn by the applicant

Note: Use the “Delete Loan” function when the application was entered in error by the user

- obligated can be withdrawn when:
 - requested by the applicant before the loan is closed.
 - the loan expiration date has passed.

***--Note:** A withdrawal of an obligated loan will automatically deobligate the loan.--*

* * *

Important: Once a check has been requested for disbursement in NPS, but has not been signed and certified; and the applicant decides not to close the loan, users can use the “Withdraw” option to withdraw the loan request. If the check has been signed and certified, and the applicant decides to withdraw, contact the National Office for assistance.

103 Withdraw Loan Request (Continued)

B Example of Withdraw Loan Request Screen

Following is an example of the Withdraw Loan Request Screen.

*--

Withdraw Loan Request					
All required fields are denoted by an asterisk (*).					
Loan Number	Date Received	Request Type	Type of Assistance	Requested Loan Amount	Status
2017/00013	04/01/2017	FS	900	15,000.00	Obliga ted
Withdraw Date		Explanation			
* <input type="text"/>		<input type="text"/>			
*If you withdraw this loan request you will NOT be able to apply the application fee to another loan. <input type="radio"/> Yes Are you sure you want to withdraw this loan request? <input checked="" type="radio"/> No					
<div> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </div>					

--*

C Action

From the Process Application Screen:

- click the radio button of the loan to withdraw
- click the “Action” drop-down list to display available options
- CLICK “**Withdraw Loan Request**”
- CLICK “**Go**” to display the Withdraw Loan Request Screen
- enter the withdraw date of the request
- enter an explanation for the withdraw request
- select “**Yes**” to the question, “If you withdraw the loan request, you will **not** be able to apply the application fee to another loan. Are you sure you want to withdraw this loan request?”
- CLICK “**Submit**”.

The loan will be withdrawn and no further action can be processed on this loan.

Note: To cancel the withdraw process, CLICK “**Cancel**”.

104 Delete Loan Request

A Overview

An FSFL can be deleted when:

- an error has occurred by the user
- has not been obligated.

Before an application can be deleted, the application fees must be deleted before deleting the erroneous application

Note: This function is available to only National Office users.

B Action

When the FSFL is to be deleted, County Offices shall:

- activate the remittance according to 64-FI
- delete the application fee according to subparagraph 38 C or D
- contact the State Office specialist.

The State Office specialist shall submit loan deletions on the FSFL SharePoint.

Note: When the error is discovered after the loan was obligated, the user must delete the application fee before withdrawing the loan according to paragraph 103.

105 (Withdrawn--Amend. 4)

106-299 (Reserved)

--105 Add Loan Request*A Overview**

A loan request can be added to a loan package when a partial/final loan request is selected by the borrower.

Note: Only use “Add Loan Request” to add a final loan to a created partial loan request.

For additional information about partial/final loan requests see 1-FSFL.

B Action

From the Process Application Screen:

- click the radio button of the already existing partial loan
- click the “Action” drop-down list to display available options
- **CLICK “Add Loan Request”**
- **CLICK “Go”** to display the “Add Application Package & Loan Request Detail Screen”
- enter the “Requested Loan Amount”
- **CLICK “Submit & Next”**.

All loan request information (except for the disposition tab) will automatically populate from the partial loan request.

Note: Only 1 loan package is created for a partial/final loan request.--*

106-299 (Reserved)

Part 4 Loan Disposition**300 Credit Decision****A Overview**

After a loan application is submitted in DLS, the next step is to determine credit worthiness.

Authorized FSA users with loan approval authority will enter the applicable information needed to make a credit decision in FBP.

The credit decision date:

- populates to DLS as the final disposition date
- is not editable.

B Action

After an application has been requested, the FSA employee with loan approval authority will complete the financials in FBP and enter a credit status of either of the following:

- recommend approve
- recommend disapprove.

After an application has been acted on by COC or STC, the FSA employee with loan approval authority will update the credit decision **on the same day of the COC/STC meeting** as either of the following:

- approved
- disapproved.

--Important:** The FBP credit action decision **should** be updated on the **same** day as the**-- COC/STC meeting to ensure that the producer receives the correct FSFL interest rate.

301 Disposition

A Overview

The Disposition Screen allows the user to record the decision of COC/STC. The Disposition Screen allows the user to record:

- an approval for a completed loan
- a disapproval for a completed loan
- an increase to an obligated loan
- a decrease to an obligated loan
- *--an extension to an obligated loan.--*

Loans can only be approved when:

- the status is completed
- all required information has been recorded.

Note: When information is missing, an error message will be displayed to identify the missing information that is required before approval.

B Action

When the COC/STC decision is to:

- approve the loan, follow paragraph 302
- disapprove the loan, follow paragraph 303.

302 Approving FSFL's

A Overview

*--Before a loan can be approved the loan should have an approved credit decision recorded in FBP. It is imperative that the credit decision be recorded in FBP on the **same day** as the COC/STC meeting. However, the FBP date can be different but an explanation shall be required in the "Remarks" section. For example, a COC/STC meeting is held after business hours.--*

When a loan package contains both a partial and a final loan, each loan must be approved:

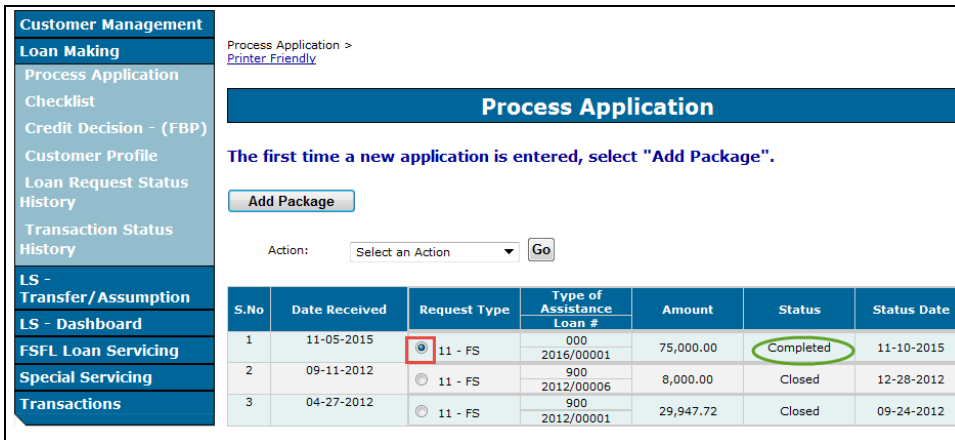
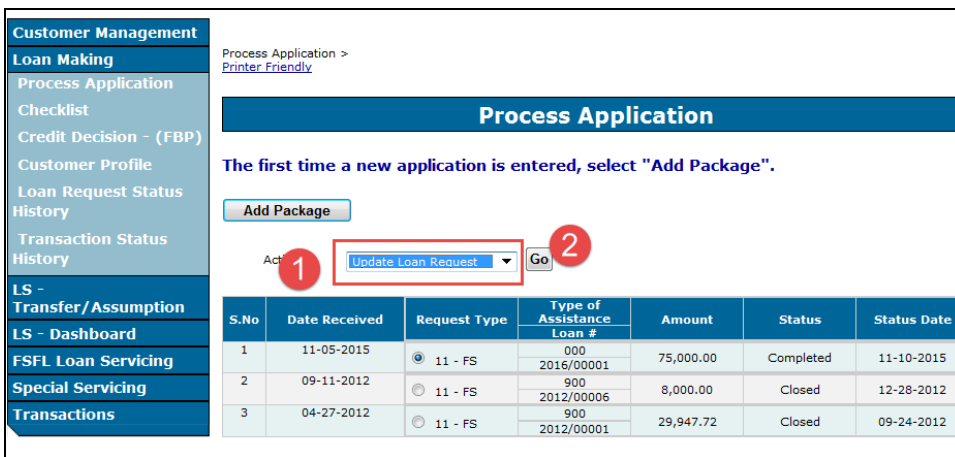
- separately
- on the same day
- with the same COC/STC decision date.

* * *

302 Approving FSFL's (Continued)

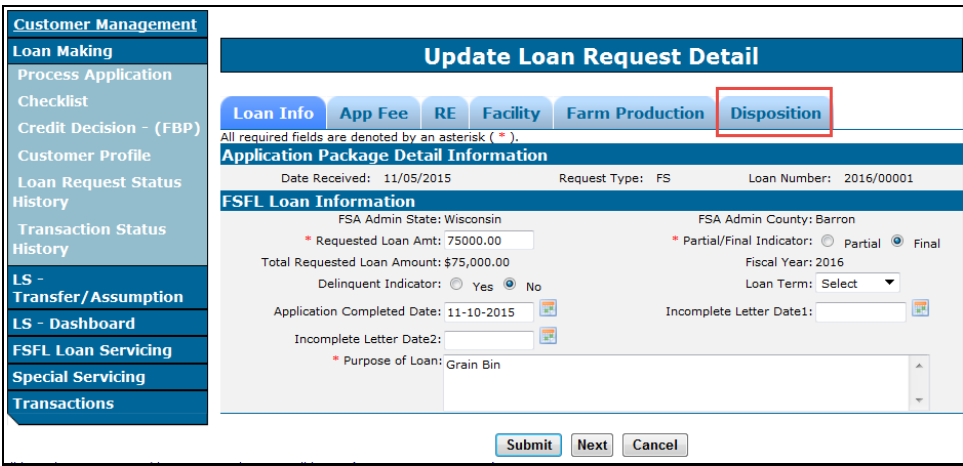
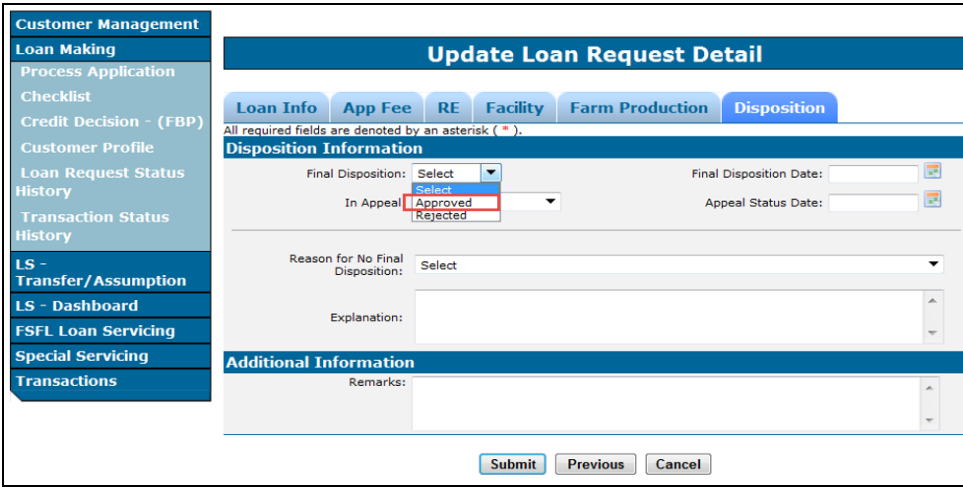
B Action

Approve a loan according to the following table.

Step	Action
1	<p>From the Process Application Screen, click on the radio button of the application loan.</p>  <p>Note: The status must be “Completed”.</p>
2	<p>From the Process Application Screen:</p>  <ul style="list-style-type: none"> • using the drop-down list, select “Update Loan Request” • CLICK “Go”.

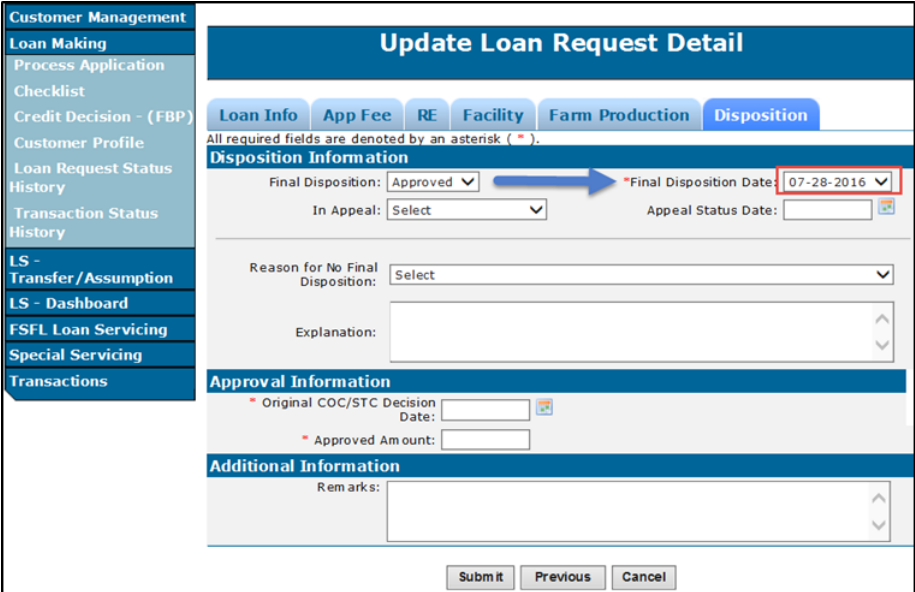
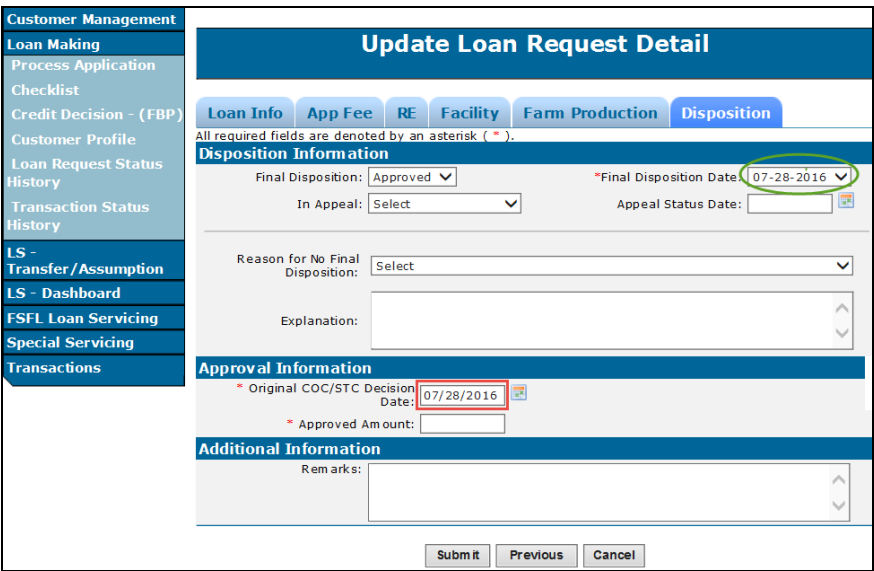
302 Approving FSFL's (Continued)

B Action (Continued)

Step	Action
3	<p>The Update Loan Request Detail Screen will be displayed.</p>  <p>CLICK “Disposition”.</p>
4	<p>The Disposition Screen will be displayed.</p>  <p>Using the drop-down list, select “Approved” in the “Final Disposition” field.</p> <p>If “Approved” is not displayed, an approved credit decision has not been recorded in FBP.</p> <p>DLS will not display any FBP credit decisions completed before the complete date for this application.</p>

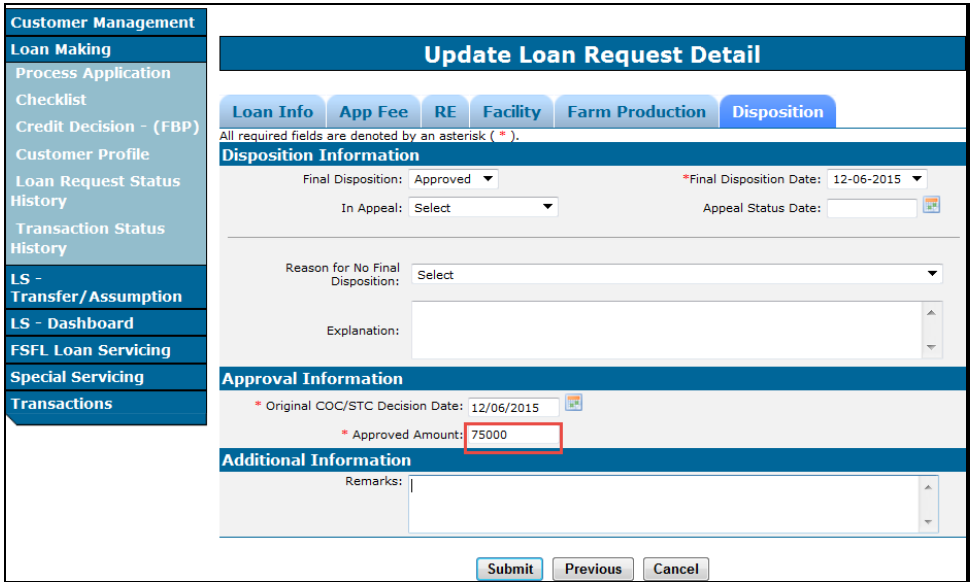
302 Approving FSFL's (Continued)

B Action (Continued)

Step	Action
5	<p>The Disposition Screen is updated to include the Approval Information Section. *--</p>  <p>Using the drop-down list, select the final disposition date.</p> <p>Note: This date cannot be overridden.</p>
6	<p>After the Final Disposition Date has been selected,</p>  <p>enter the COC/STC decision date in the “Original COC/STC Decision Date” field.</p> <p>Note: The COC/STC disposition date and the final disposition date should always be the same date; however when the COC/STC decision date is earlier than the final disposition date, users will be required to enter a reason in the “Remarks” section.--*</p>

302 Approving FSFL's (Continued)

B Action (Continued)

Step	Action
7	<p>After the COC/STC decision date is entered,</p>  <p>enter the approved loan amount in the “Approved Amount” field.</p>

302 Approving FSFL's (Continued)

B Action (Continued)

Step	Action
8	<p>After the approved amount has been entered, review the amount entered carefully before proceeding.</p> <p>Enter any additional information in the “Remarks” section.</p> <div data-bbox="402 497 1356 1033"> </div> <p>CLICK “Submit”.</p> <p>*--Note: The application will automatically obligate.--*</p> <p>When the approved amount was entered incorrectly users must follow:</p> <ul style="list-style-type: none"> • paragraph 351 to increase the approved amount • paragraph 352 to decrease the approved amount.

302 Approving FSFL's (Continued)

B Action (Continued)

Step	Action																					
9	<p>The Process Application Screen will be displayed.</p> <p>--The loan status has been updated to "Obligated"--*</p> <div> <div> Customer Management Loan Making Process Application Checklist Credit Decision - (FBP) Customer Profile Check Request Loan Request Status History Transaction Status History LS - Transfer/Assumption LS - Dashboard FSFL Loan Servicing Special Servicing Transactions </div> <div> Process Application > Printer Friendly <div>Process Application</div> <p>The first time a new application is entered, select "Add Package".</p> <div>Add Package</div> <p>Action: <input type="text" value="Select an Action"/> <input type="button" value="Go"/></p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Date Received</th> <th>Request Type</th> <th>Type of Assistance Loan #</th> <th>Amount</th> <th>Status</th> <th>Status Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>07-28-2016</td> <td><input checked="" type="radio"/> 11 - FS</td> <td>907 2016/00001</td> <td>60,000.00</td> <td>Obligated</td> <td>08-01-2016</td> </tr> <tr> <td>2</td> <td>03-07-2013</td> <td><input type="radio"/> 11 - FS</td> <td>900 2013/00003</td> <td>230,339.96</td> <td>Closed</td> <td>01-21-2014</td> </tr> </tbody> </table> </div> </div>	S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date	1	07-28-2016	<input checked="" type="radio"/> 11 - FS	907 2016/00001	60,000.00	Obligated	08-01-2016	2	03-07-2013	<input type="radio"/> 11 - FS	900 2013/00003	230,339.96	Closed	01-21-2014
S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date																
1	07-28-2016	<input checked="" type="radio"/> 11 - FS	907 2016/00001	60,000.00	Obligated	08-01-2016																
2	03-07-2013	<input type="radio"/> 11 - FS	900 2013/00003	230,339.96	Closed	01-21-2014																

--*

303 Disapproving FSFL's

A Overview

When COC/STC disapproves a loan, the disapproval must be recorded in the Disposition Screen.

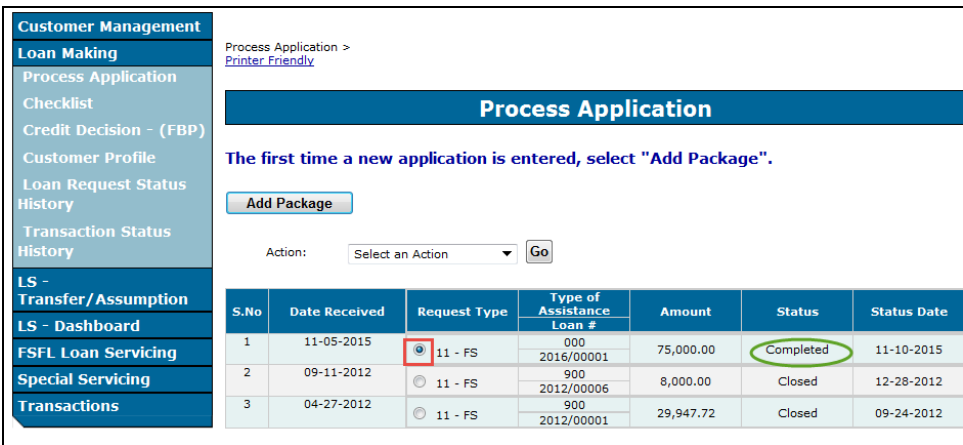
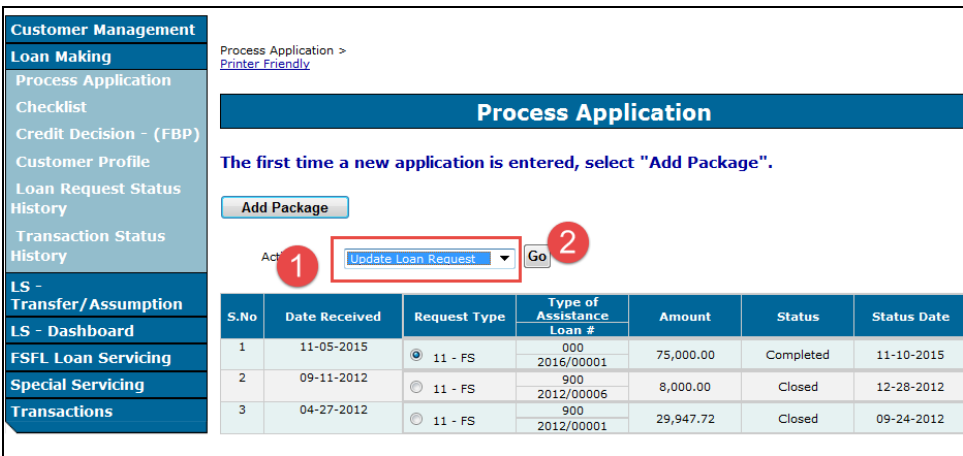
The Disposition Screen provides field entries to:

- disapprove
- record reason for disapproval.

303 Disapproving FSFL's (Continued)

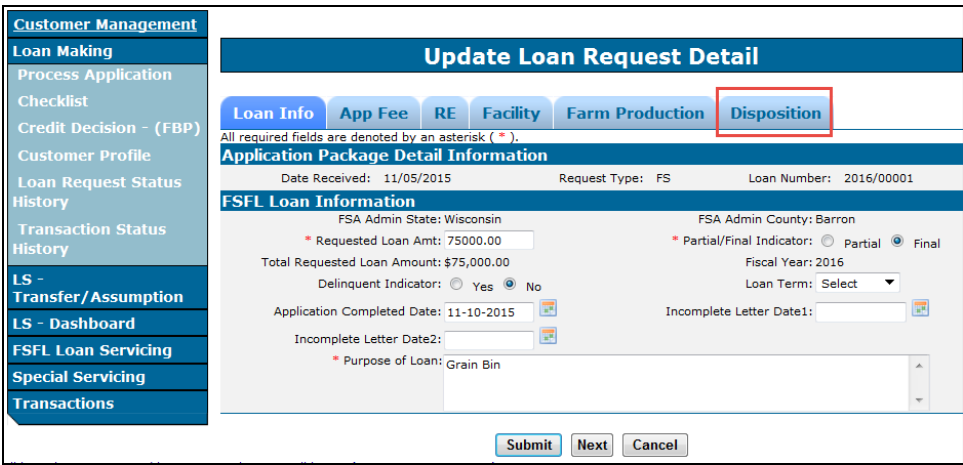
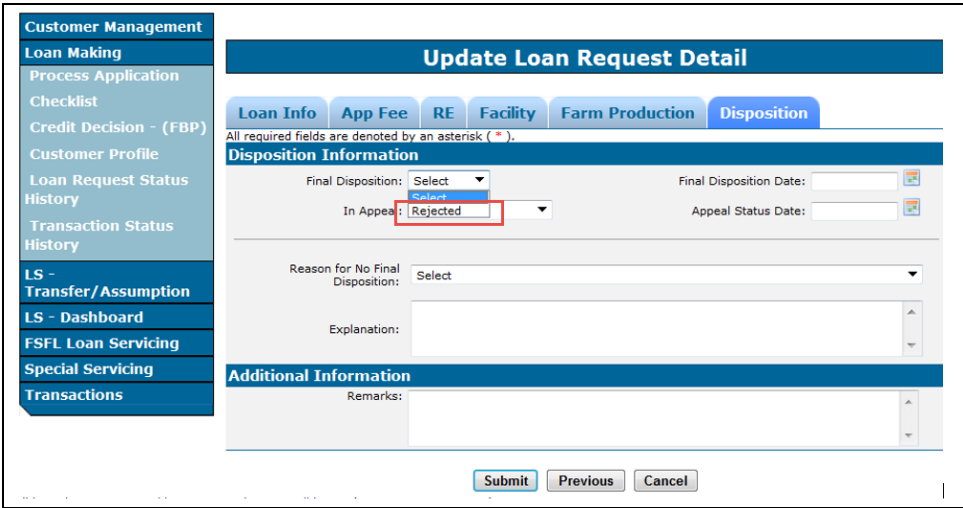
B Action

Disapprove a loan according to the following table.

Step	Action
1	<p>From the Process Application Screen,</p>  <p>The screenshot shows the 'Process Application' screen. On the left is a navigation menu with options: Customer Management, Loan Making, Process Application, Checklist, Credit Decision - (FBP), Customer Profile, Loan Request Status History, Transaction Status History, LS - Transfer/Assumption, LS - Dashboard, FSFL Loan Servicing, Special Servicing, and Transactions. The 'Loan Making' section is active. The main area has a header 'Process Application' and a sub-header 'The first time a new application is entered, select "Add Package"'. Below this is an 'Add Package' button and an 'Action:' dropdown menu set to 'Select an Action' with a 'Go' button. A table lists three loans. The first loan (S.No 1, Date Received 11-05-2015, Request Type 11 - FS, Amount 75,000.00) has a status of 'Completed', which is circled in green. The other two loans have a status of 'Closed'.</p> <p>click the radio button of the applicable loan.</p> <p>Note: The status must be “Completed”.</p>
2	<p>From the Process Application Screen:</p>  <p>The screenshot shows the same 'Process Application' screen. The 'Action:' dropdown menu is now set to 'Update Loan Request', which is highlighted with a red box and a red circle with the number 1. The 'Go' button is also highlighted with a red circle with the number 2. The table below shows the same three loans, but the first loan's status is now 'Completed' (previously 'Completed' in the first screenshot).</p> <ul style="list-style-type: none"> • using the drop-down list, select “Update Loan Request” • CLICK “Go”.

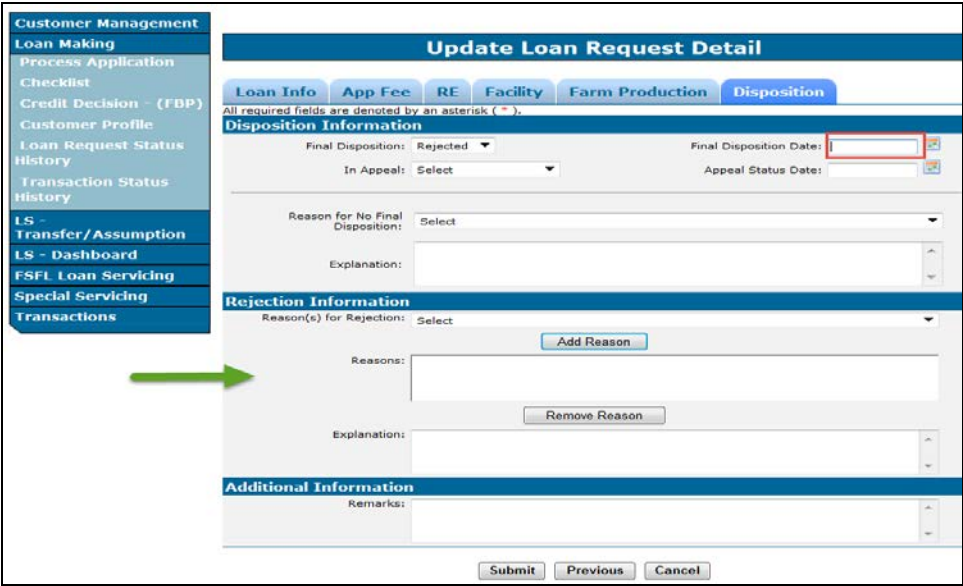
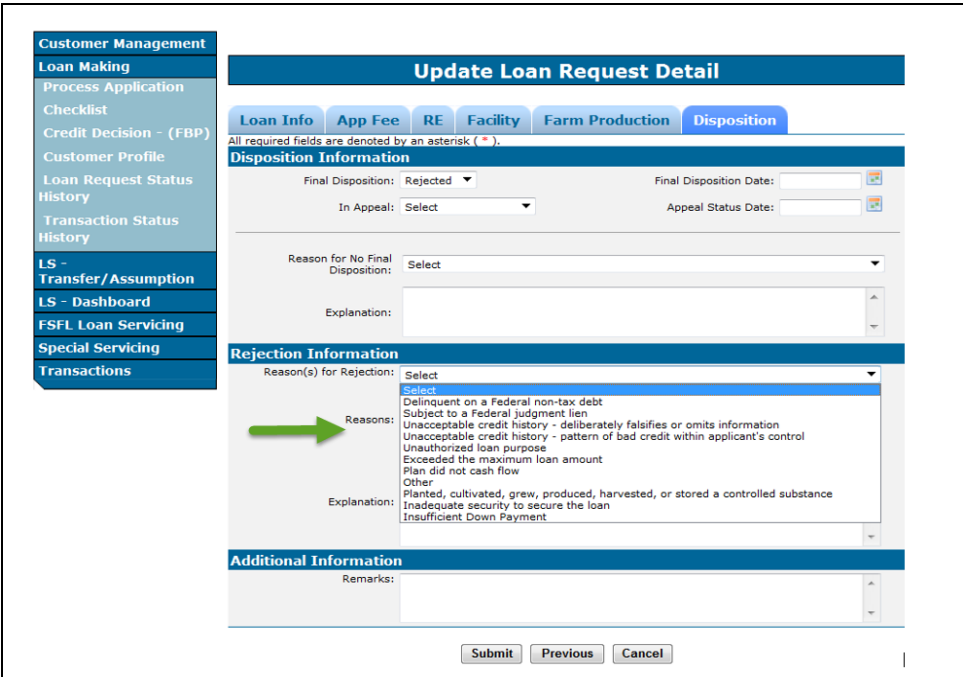
303 Disapproving FSFL's (Continued)

B Action (Continued)

Step	Action
3	<p>The Update Loan Request Detail Screen will be displayed.</p>  <p>CLICK “Disposition”.</p>
4	<p>The Disposition Screen will be displayed.</p>  <p>Using the drop-down list, select “Rejected” in the “Final Disposition” field.</p>

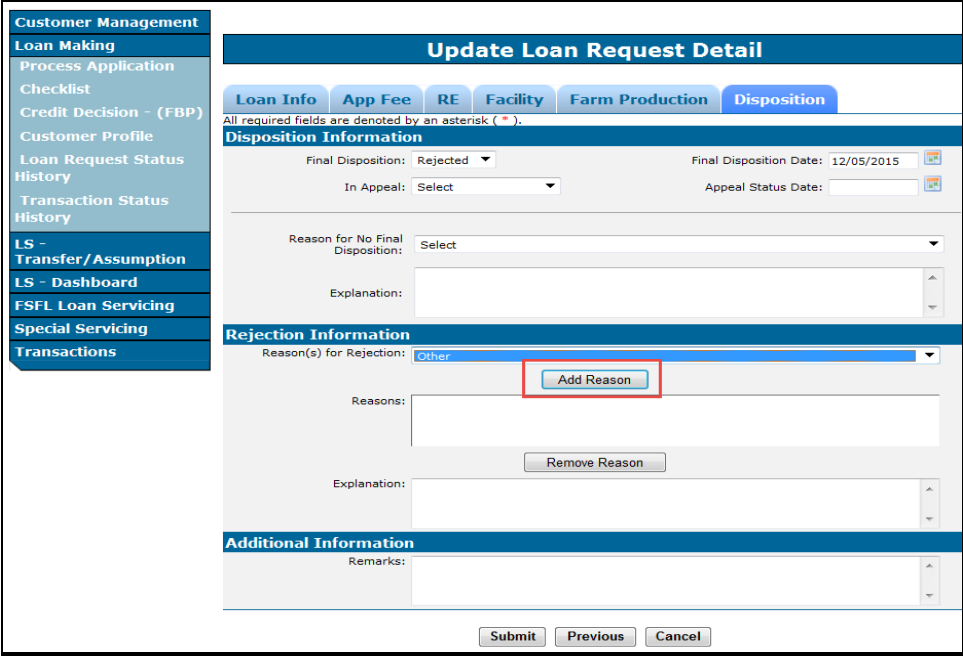
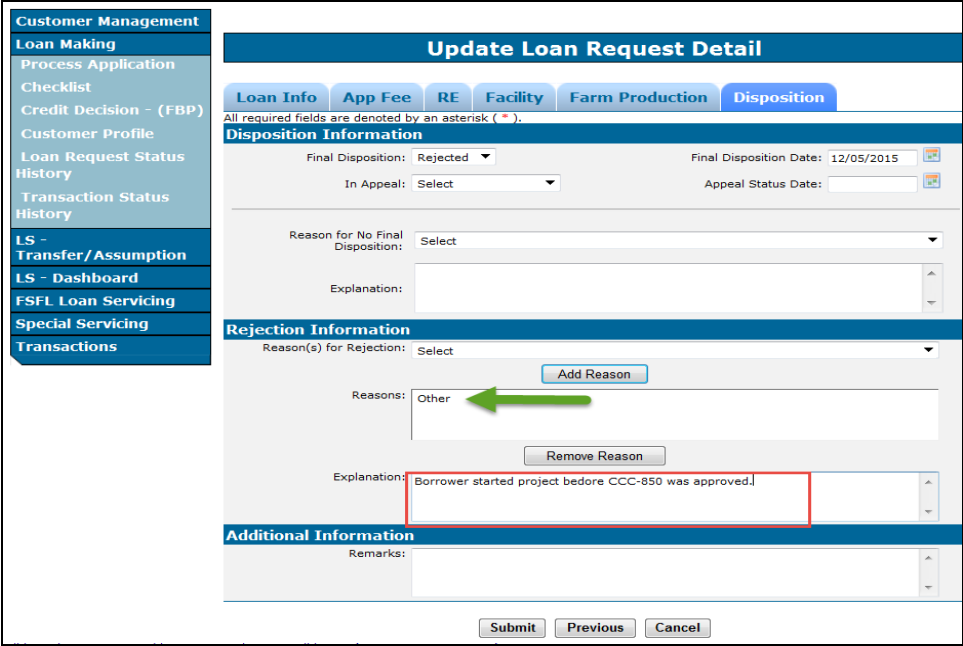
303 Disapproving FSFL's (Continued)

B Action (Continued)

Step	Action
5	<p>After “Rejected” has been selected the Disposition Screen is updated to include the Rejection Information Section.</p>  <p>Enter the COC/STC disapproval date in the “Final Disposition Date” field.</p>
6	<p>After the COC/STC disapproval date has been entered,</p>  <p>using the drop-down list, select a reason for the disapproval.</p>

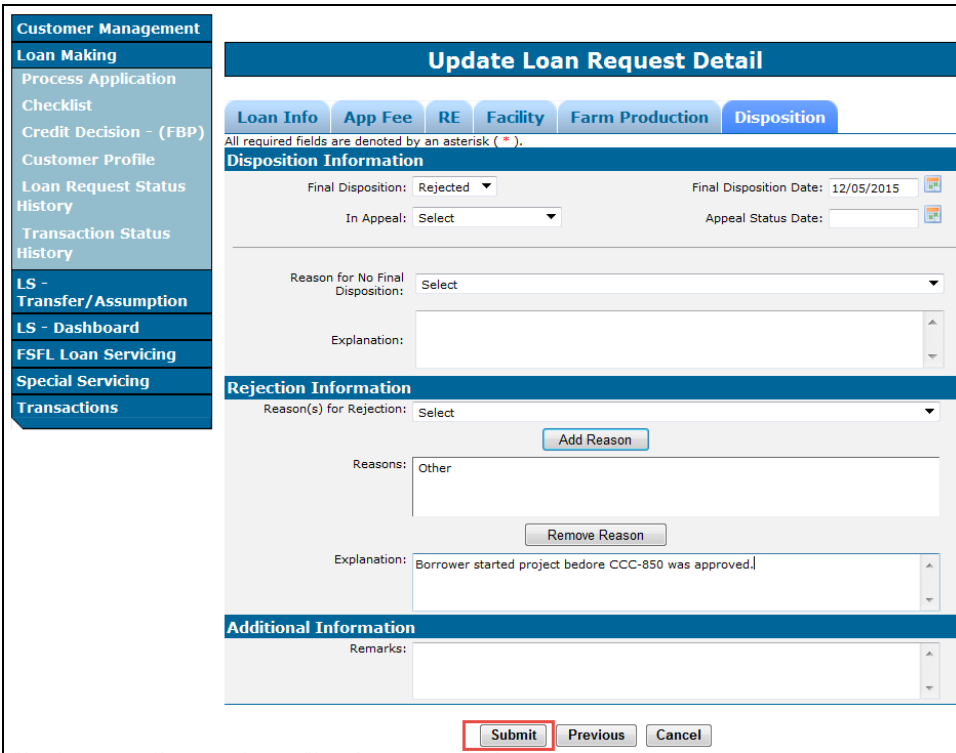
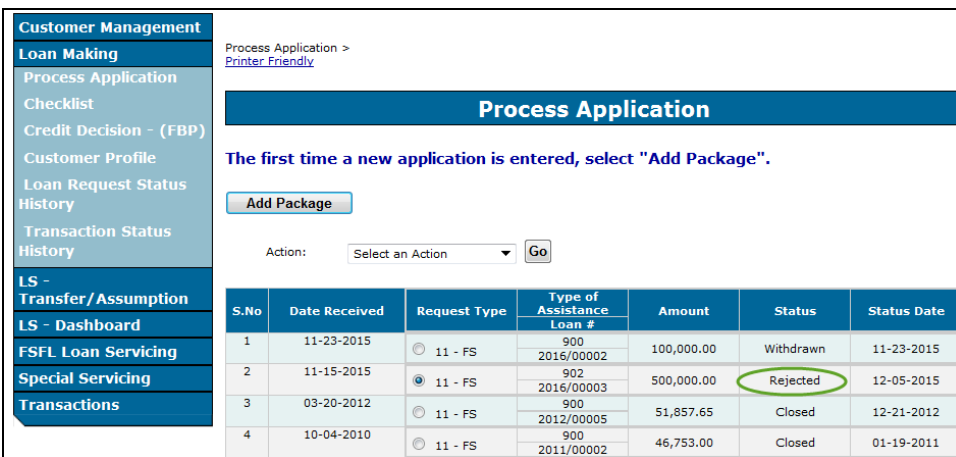
303 Disapproving FSFL's (Continued)

B Action (Continued)

Step	Action
7	<p>After the reason code has been selected,</p>  <p>CLICK “Add Reason”.</p>
8	<p>The reason code will be displayed in the “Reason” field. Additional reason codes may be added as applicable.</p>  <p>Enter explanation when the reason code is “Other”.</p>

303 Disapproving FSFL's (Continued)

B Action (Continued)

Step	Action
9	<p>After rejection information has been entered,</p>  <p>CLICK “Submit”.</p>
10	<p>The Process Application Screen will be displayed.</p>  <p>The status has been updated to display “Rejected”</p>

--304 Approval Extensions*A Overview**

FSFL approvals expire 6 months after the date of approval. If a borrower submits a request for an extension, DLS allows users to record an extension request.

The following rules apply to extensions in DLS:

- only 2 extensions are granted
- each extension will extend the application an additional 6 months.

For additional guidelines and policy on approval extensions see 1-FSFL, paragraph 158.

B Example of an Extension on the Disposition Tab

The following is an example of an extension on the “Disposition” tab.

The screenshot displays the 'Disposition' tab of a loan management system. At the top, there are tabs for 'Loan Info', 'App Fee', 'RE', 'Facility', 'Farm Production', and 'Disposition'. Below the tabs, a note states: 'All required fields are denoted by an asterisk (*).' The form is divided into several sections:

- Disposition Information:** Contains 'Final Disposition' (set to 'Approved'), 'Final Disposition Date' (06-08-2016), 'In Appeal' (set to 'Select'), and 'Appeal Status Date'.
- Reason for No Final Disposition:** A dropdown menu set to 'Select'.
- Explanation:** A text area for providing details.
- Approval Information:** Includes 'Original COC/STC Decision Date' (06/01/2016), '* Final COC/STC Decision Date' (06/01/2016), and '* Approved Amount' (30000.00).
- Additional Information:** A 'Remarks' field containing the text 'COC met the night of 6/1/2016'.
- Obligation Information:** Shows 'Current Status' as 'OBLIGATED', 'Current Obligation Amount' as '\$30,000.00', and 'Loan Request Type' as 'FS'.
- Extension Information:** Features an 'Extension Request' dropdown menu with options 'Select', '1st', and '2nd'. A red arrow points to the '1st' option. The 'Expiration Date' is set to '12/01/2016'.

At the bottom of the form are buttons for 'Submit', 'Previous', and 'Cancel'.

--*

***--304 Approval Extensions (Continued)**

C Action

From the “Disposition” tab:

- use the “Extension Request” drop-down list to select the request

Note: DLS will update the expiration date of the loan

- CLICK “Submit”--*

305-349 (Reserved)

Part 5 Requesting Funding

*--350 Obligations

A Overview

The obligation process is automatically initiated by the system once a loan is approved. If funding is:

- available the status will update to “Obligated”
- **not** available the loan remains in an “Approved” status
- available but the transmission failed, the status remains in an “Approved” status.

Note: All loans in an approved status that were unable to be obligated must re-access using “Update Loan Request”, navigate to the “Disposition” tab and CLICK “Submit”.

B Example of an Obligated Loan

Following is an example of an obligated loan.

Customer Management

Loan Making

Process Application

Checklist

Credit Decision - (FBP)

Customer Profile

Check Request

Loan Request Status History

Transaction Status History

LS - Transfer/Assumption

LS - Dashboard

FSFL Loan Servicing

Special Servicing

Transactions

Process Application >
[Printer Friendly](#)

Process Application

The first time a new application is entered, select "Add Package".

Add Package

Action:

S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date
1	07-28-2016	<input checked="" type="radio"/> 11 - FS	907 2016/00001	60,000.00	Obligated	08-01-2016
2	03-07-2013	<input type="radio"/> 11 - FS	900 2013/00003	230,339.96	Closed	01-21-2014

--*

351 Increases to Approved Loan Amount

A Overview

*--When an increase has been approved by COC/STC and the increase amount is

- greater than 10 percent, a new credit decision is required

Note: DLS will **not** accept an approved increase above 10 percent without a new credit decision date.

- 10 percent or less, a new credit decision is not required.

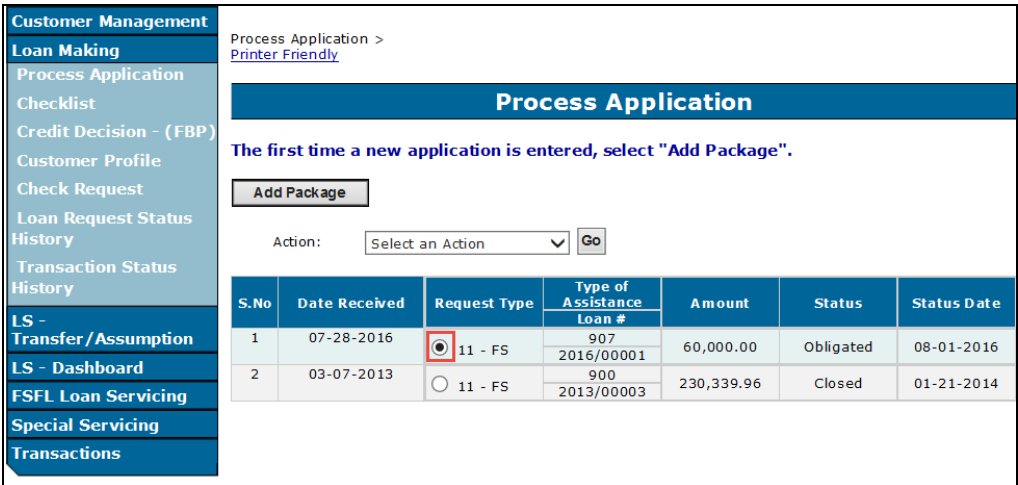
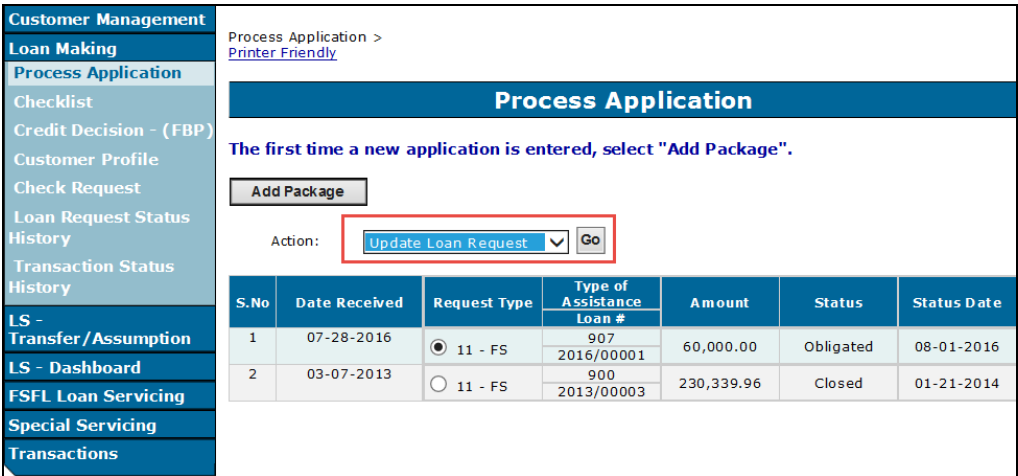
A new COC/STC date must be entered in DLS regardless of the increased amount.

Note: Only one increase is allowed.--*

351 Increases to Approved Loan Amount (Continued)

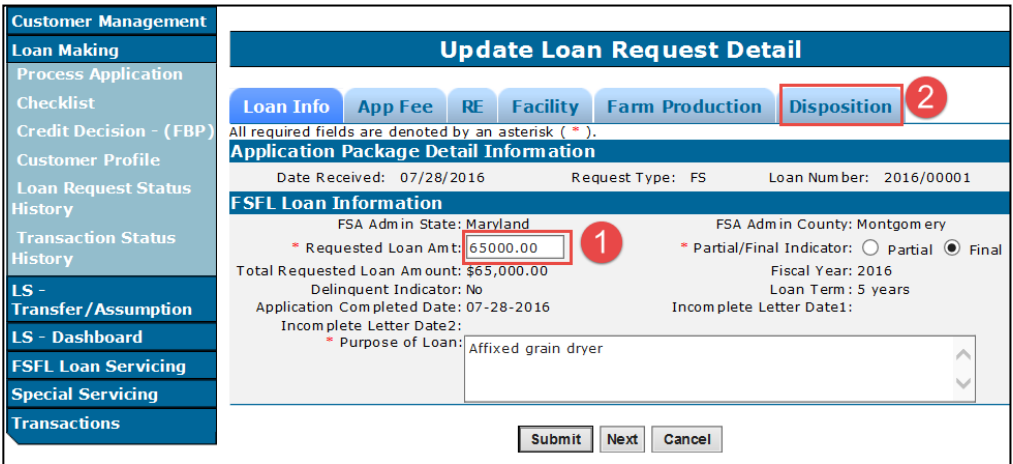
B Action

Increase the loan amount according to the following table.

Step	Action
1	Select the borrower according to paragraph 22.
2	<p>From the Process Application Screen</p> <p>*--</p>  <p>click the radio button of the loan to increase.</p>
3	<p>After the loan is selected,</p>  <p>CLICK:</p> <ul style="list-style-type: none"> • “Update Loan Request” • “Go”.

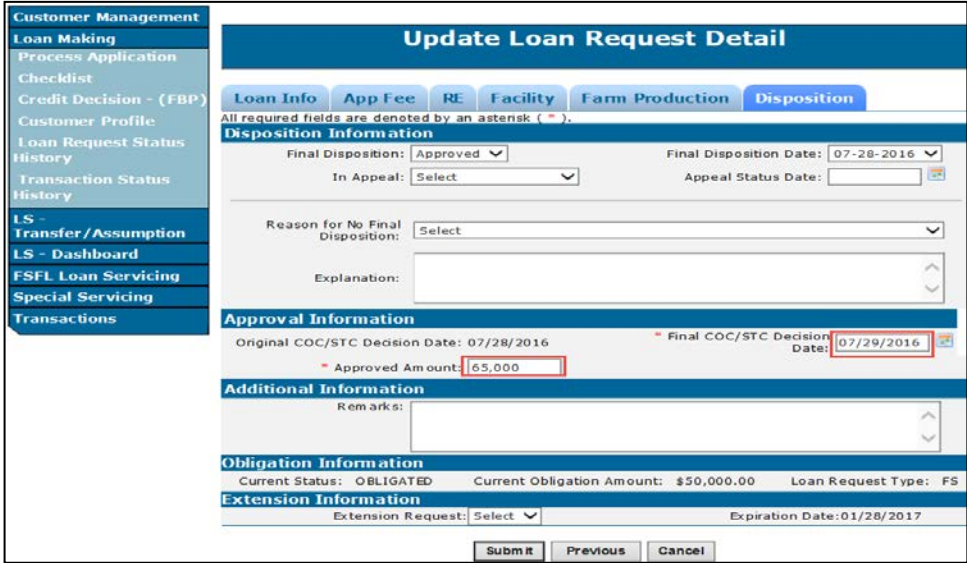
351 Increases to Approved Loan Amount (Continued)

B Action (Continued)

Step	Action
4	<p>On the “Loan Info” tab: *--</p> <div data-bbox="396 390 1403 850">  </div> <p>--*</p> <ul style="list-style-type: none"> increase the requested loan amount by entering the new total loan amount in the “Requested Loan Amount” field CLICK “Disposition”.
***	***

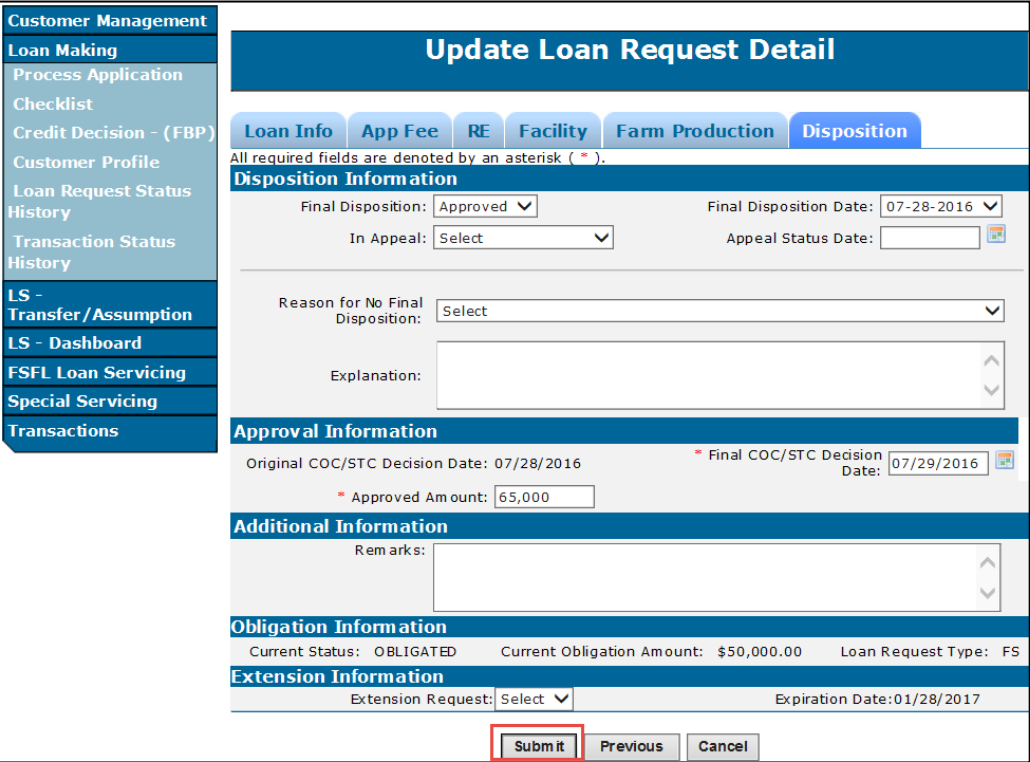
351 Increases to Approved Loan Amount (Continued)

B Action (Continued)

Step	Action
5	<p>*--The disposition screen will be displayed.</p>  <p>Enter:</p> <ul style="list-style-type: none"> the new final COC/STC decision date the new total increase amount in the “Approval” field the updated FBP credit action date in the “Final Disposition Date” field when the increase is 10 percent greater than original approved loan amount any applicable remarks <p>Note: Increases less than 10 percent still require an updated COC/STC approval date.--*</p>

351 Increases to Approved Loan Amount (Continued)

B Action (Continued)

Step	Action
6	<p>After all required information has been entered *--</p>  <p>CLICK “Submit”.</p> <p>Important: Users must enter the increased amount on the “Disposition” tab before clicking “Submit”. Failure to do so will not obligate the increase and a new credit decision must be performed on another day *--when the increase is greater than 10 percent.--*</p>

352 Decreases to Approved Loan Amount

A Overview

When a borrower requests a decrease to an approved loan amount, the approved loan amount **must** be adjusted:

- on the Disposition Screen
- before processing the check request.

Note: Do **not** adjust the loan amount on the Loan Info Screen. Decreases in approved loan amounts are only made on the Disposition Screen.

352 Decreases to Approved Loan Amount (Continued)

B Action

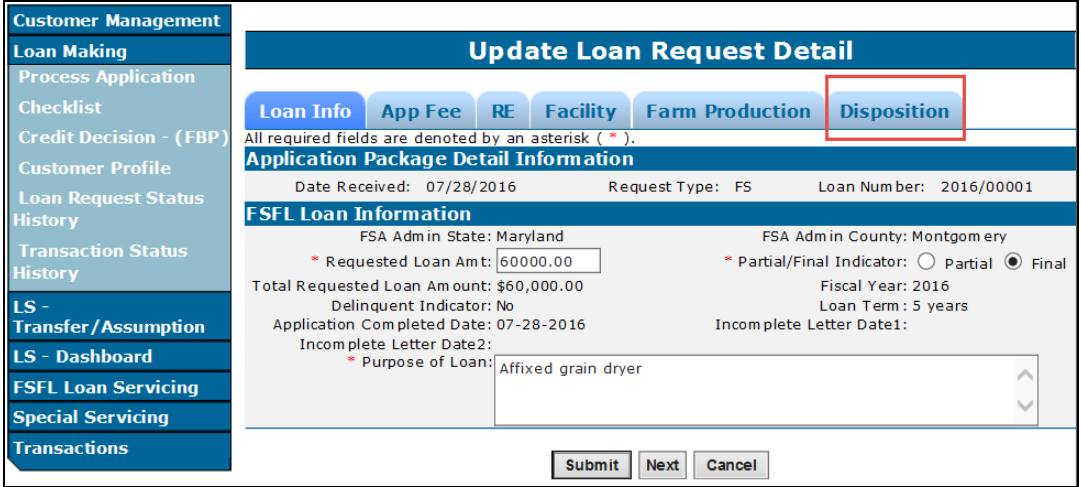
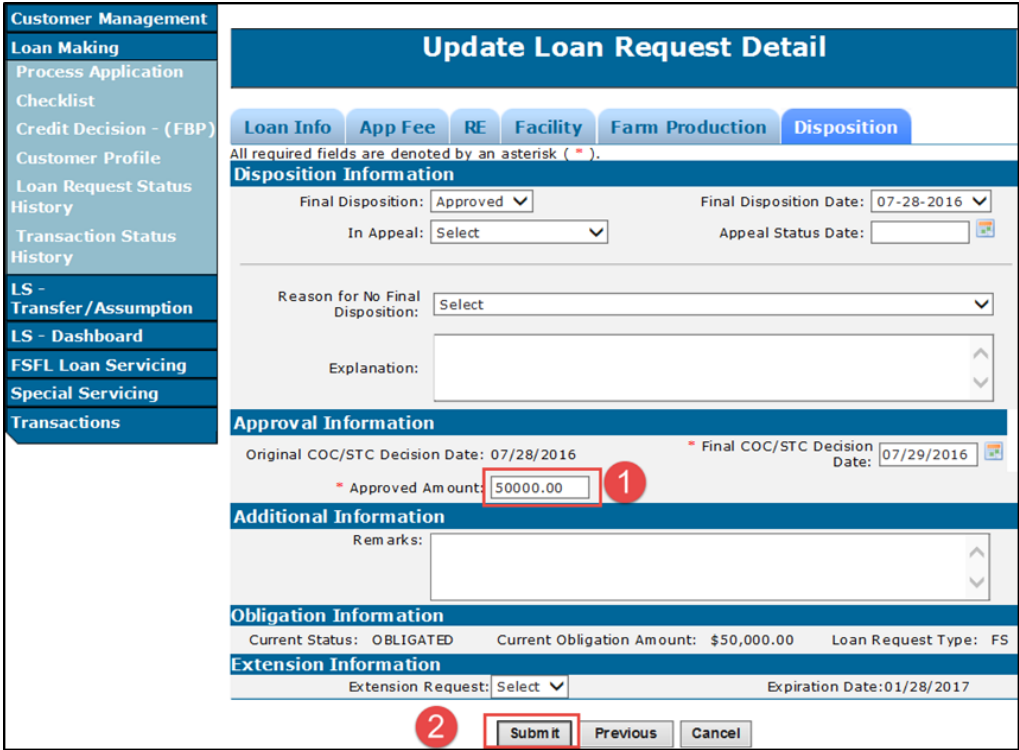
Decrease an approved loan amount according to the following table.

Step	Action																					
1	Select the borrower according to paragraph 22.																					
2	<p>From the Process Application Screen *--</p> <div> <div> Customer Management Loan Making Process Application Checklist Credit Decision - (FBP) Customer Profile Check Request Loan Request Status History Transaction Status History LS - Transfer/Assumption LS - Dashboard FSFL Loan Servicing Special Servicing Transactions </div> <div> Process Application > Printer Friendly <div> <div>Process Application</div> <div> The first time a new application is entered, select "Add Package". <div>Add Package</div> <div> Action: <input type="text" value="Select an Action"/> <input type="button" value="Go"/> </div> </div> </div> <table border="1"> <thead> <tr> <th>S.No</th><th>Date Received</th><th>Request Type</th><th>Type of Assistance Loan #</th><th>Amount</th><th>Status</th><th>Status Date</th></tr> </thead> <tbody> <tr> <td>1</td><td>07-28-2016</td><td><input checked="" type="radio"/> 11 - FS</td><td>907 2016/00001</td><td>60,000.00</td><td>Obligated</td><td>08-01-2016</td></tr> <tr> <td>2</td><td>03-07-2013</td><td><input type="radio"/> 11 - FS</td><td>900 2013/00003</td><td>230,339.96</td><td>Closed</td><td>01-21-2014</td></tr> </tbody> </table> </div> </div> <p>click the radio button of the loan to decrease.</p>	S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date	1	07-28-2016	<input checked="" type="radio"/> 11 - FS	907 2016/00001	60,000.00	Obligated	08-01-2016	2	03-07-2013	<input type="radio"/> 11 - FS	900 2013/00003	230,339.96	Closed	01-21-2014
S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date																
1	07-28-2016	<input checked="" type="radio"/> 11 - FS	907 2016/00001	60,000.00	Obligated	08-01-2016																
2	03-07-2013	<input type="radio"/> 11 - FS	900 2013/00003	230,339.96	Closed	01-21-2014																
3	<p>After the loan is selected,</p> <div> <div> Customer Management Loan Making Process Application Checklist Credit Decision - (FBP) Customer Profile Check Request Loan Request Status History Transaction Status History LS - Transfer/Assumption LS - Dashboard FSFL Loan Servicing Special Servicing Transactions </div> <div> Process Application > Printer Friendly <div> <div>Process Application</div> <div> The first time a new application is entered, select "Add Package". <div>Add Package</div> <div> Action: <input type="text" value="Update Loan Request"/> <input type="button" value="Go"/> </div> </div> </div> <table border="1"> <thead> <tr> <th>S.No</th><th>Date Received</th><th>Request Type</th><th>Type of Assistance Loan #</th><th>Amount</th><th>Status</th><th>Status Date</th></tr> </thead> <tbody> <tr> <td>1</td><td>07-28-2016</td><td><input checked="" type="radio"/> 11 - FS</td><td>907 2016/00001</td><td>60,000.00</td><td>Obligated</td><td>08-01-2016</td></tr> <tr> <td>2</td><td>03-07-2013</td><td><input type="radio"/> 11 - FS</td><td>900 2013/00003</td><td>230,339.96</td><td>Closed</td><td>01-21-2014</td></tr> </tbody> </table> </div> </div> <p>CLICK:</p> <ul style="list-style-type: none"> • "Update Loan Request" • "Go". 	S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date	1	07-28-2016	<input checked="" type="radio"/> 11 - FS	907 2016/00001	60,000.00	Obligated	08-01-2016	2	03-07-2013	<input type="radio"/> 11 - FS	900 2013/00003	230,339.96	Closed	01-21-2014
S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date																
1	07-28-2016	<input checked="" type="radio"/> 11 - FS	907 2016/00001	60,000.00	Obligated	08-01-2016																
2	03-07-2013	<input type="radio"/> 11 - FS	900 2013/00003	230,339.96	Closed	01-21-2014																

--*

352 Decreases to Approved Loan Amount (Continued)

B Action

Step	Action
4	<p>The Update Loan Request Detail Screen will be displayed.</p> <p>*--</p>  <p>CLICK “Disposition”.</p> <p>Important: Do not change the requested loan amount.</p>
5	<p>On the Disposition Screen:</p>  <p>--*</p> <ul style="list-style-type: none"> decrease the approved amount in the “Approved Amount” field CLICK “Submit”.

352 Decreases to Approved Loan Amount (Continued)

B Action

Step	Action																					
6	<p>The Process Application Screen will be displayed.</p> <p>*--</p> <div><div><div>Customer Management</div><div>Loan Making</div><div>Process Application</div><div>Checklist</div><div>Credit Decision - (FBP)</div><div>Customer Profile</div><div>Check Request</div><div>Loan Request Status History</div><div>Transaction Status History</div><div>LS - Transfer/Assumption</div><div>LS - Dashboard</div><div>FSFL Loan Servicing</div><div>Special Servicing</div><div>Transactions</div></div><div><div>Process Application > Printer Friendly</div><div><div>Process Application</div><div>The first time a new application is entered, select "Add Package".</div><div><div>Add Package</div><div>Action: <div>Select an Action</div> <div>Go</div></div><table><tr><th>S.No</th><th>Date Received</th><th>Request Type</th><th>Type of Assistance Loan #</th><th>Amount</th><th>Status</th><th>Status Date</th></tr><tr><td>1</td><td>07-28-2016</td><td><input checked="" type="radio"/> 11 - FS</td><td>907 2016/00001</td><td>50,000.00</td><td>Obligated</td><td>08-01-2016</td></tr><tr><td>2</td><td>03-07-2013</td><td><input type="radio"/> 11 - FS</td><td>900 2013/00003</td><td>230,339.96</td><td>Closed</td><td>01-21-2014</td></tr></table></div></div></div></div> <p>--*</p> <p>The loan amount has been decreased.</p> <p>Note: The status remains “Obligated”. DLS will automatically send a decrease to the Finance Office.</p>	S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date	1	07-28-2016	<input checked="" type="radio"/> 11 - FS	907 2016/00001	50,000.00	Obligated	08-01-2016	2	03-07-2013	<input type="radio"/> 11 - FS	900 2013/00003	230,339.96	Closed	01-21-2014
S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date																
1	07-28-2016	<input checked="" type="radio"/> 11 - FS	907 2016/00001	50,000.00	Obligated	08-01-2016																
2	03-07-2013	<input type="radio"/> 11 - FS	900 2013/00003	230,339.96	Closed	01-21-2014																

353-374 (Reserved)

*--Part 5.5 Disbursement Calculator

375 Accessing Disbursement Calculator

A Overview

The disbursement calculator is **only** available to a user after the loan is obligated.

County Offices **must** complete the FSFL Disbursement Calculator only after receiving any of the following:

- bills from the borrower
- completed CCC-191 Farm Storage Facility Loan Program Release of Liability
- completed CCC-197 Final Farm Storage Facility Loan (FSFL) Program Cost Certification.

The partial disbursement calculator **must** be completed before the final disbursement calculator.

Note: DLS will not allow the Check Request function to be available until the Disbursement Calculator has been completed.

B Example for Accessing Disbursement Calculator Screen

Following is an example of the Process Application Screen for accessing the disbursement calculator.

The screenshot shows the 'Process Application' screen. On the left is a sidebar menu with the following items: Customer Management, Loan Making, Process Application, Checklist, Credit Decision - (FBP), Customer Profile, Disbursement Calculator (highlighted with a red box and a red circle with the number 2), Other FSFL Fees, Loan Request Status History, Transaction Status History, LS - Transfer/Assumption, LS - Dashboard, FSFL Loan Servicing, Special Servicing, and Transactions. The main content area has a header 'Process Application' and a sub-header 'The first time a new application is entered, select "Add Package"'. Below this is an 'Add Package' button. Under the 'Action:' label, there is a dropdown menu with 'Select an Action' and a 'Go' button. Below the dropdown is a table with the following data:

S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date
1	12-01-2016	11 - FS	900 2016/00001	34,000.00	Obligated	10-16-2017

--*

--375 Accessing Disbursement Calculator (Continued)*C Action**

From the Process Application Screen:

- select the loan with an obligated status (Step 1)
- CLICK “Disbursement Calculator” on the left navigation (Step 2)
- the Disbursement Calculator Screen will be displayed.

376 Disbursement Calculator Before Receipts Entered**A Overview**

After selecting the Disbursement Calculator link from the Process Application Screen, the Disbursement Calculator will be displayed.

B Example of Disbursement Calculator

Following is an example of the Disbursement Calculator Screen before receipts are entered.

Customer Management Loan Making Process Application Checklist Credit Decision - (FBP) Customer Profile Loan Request Status History Transaction Status History LS - Transfer/Assumption LS - Dashboard FSFL Loan Servicing Special Servicing Transactions	Printer Friendly					
	Disbursement Calculator					
	Loan Details					
	Partial/Final Loan: Final Loan Number: 2016/00001 Approved Loan Amount (\$): 49,790.00 Loan Type: FS Total Requested Loan Amount (\$): 49,790.00					
	FSFL Loan Balances					
	Aggregate Outstanding Balance (\$): 0.00					
	Receipt Details					
		Vendor Name	Vendor Paid in Full Indicator	Receipt Amount	Payment Method	Partial/Final Indicator
	<input type="button" value="Add Receipt"/>					
	Total Receipt Amount (\$): 0.00 Other Federal Grant(s) or Loan(s) (\$): <input type="text" value="0.00"/> Total Project Costs (\$): 0.00 Minimum Down Payment (\$): 0.00 Additional Down Payment (\$): <input type="text" value="0.00"/> Total Down Payment (\$): 0.00 Maximum Loan Amount (\$): 0.00					

Disbursement Calculator is ready for 2nd Party review : ☐
 Disbursement Calculator Status: Pending

From the Disbursement Calculator Screen:

- CLICK “Add Receipt”
- the Receipt Screen is displayed.--*

*--377 Entering Disbursement Calculator Receipt

A Overview

County Offices **must** enter the following data in the applicable fields for each receipt:

- vendor and/or contractor name
- if the vendor and/or contractor is paid in full
- total amount of the bill
- payment method (check, money order, credit card, or cash).

The Disbursement Calculator Receipt Screen will allow the user to enter more than one receipt without going back to the Disbursement Calculator Screen.

B Example of Disbursement Calculator Receipt

Following is an example of the Receipt Screen.

Customer Management	Receipt
Loan Making	All required fields are denoted by an asterisk (*).
Process Application	Receipt Details
Checklist	* Vendor Name: <input type="text"/>
Credit Decision - (FBP)	* Vendor Paid in Full Indicator: <input type="text" value="Select"/>
Customer Profile	* Receipt Amount (\$): <input type="text"/>
Loan Request Status	Payment Method: <input type="text" value="Select"/>
History	Create Another <input type="checkbox"/>
Transaction Status	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>
History	
LS -	
Transfer/Assumption	
LS - Dashboard	
FSFL Loan Servicing	
Special Servicing	
Transactions	

--*

--377 Entering Disbursement Calculator Receipt (Continued)*C Field Descriptions and Actions**

The following table provides the field, descriptions, and action/result for the Receipt Entry Screen.

Field/Button	Description	Action/Result
Vendor Name	A free-form field to provide the name of the company or person(s) that constructed or provided service to the purpose of the loan request.	Enter the name of the vendor or contractor.
Vendor Paid in Full Indicator	Identifies if the vendor and/or contractor was paid in full.	Using the drop-down list, select “Yes” or “No”.
Receipt Amount	The amount provided on the receipt/invoice from the vendor.	Enter the amount from the receipt.
Payment Method	The type of payment used to pay the vendor. The following options are available: <ul style="list-style-type: none"> • Cash • Credit Card • Check • Money Order. 	Using the drop-down list, select the applicable payment method.
Create Another	A check box that allows the user to enter additional receipts without exiting Disbursement Calculator Screen. The following message will display after entering a receipt and clicking submit. <i>“The Disbursement Calculator Receipt successfully Added”.</i>	Click the check box when additional receipts will be entered.
Submit		CLICK “Submit” after all receipts have been entered.
Cancel		CLICK “Cancel” to cancel the process and return to the Process Application Screen.

--*

***--378 Disbursement Calculator after Receipts Entered**

A Overview

The Disbursement Calculator Screen displays the results of receipts entered. This screen allows the users to add, update or delete a receipt.

B Example of Disbursement Calculator Screen after Receipts Entered

Following is an example of the Disbursement Calculator after receipts have been entered.

Customer Management

Loan Making

Process Application

Checklist

Credit Decision - (FBP)

Customer Profile

Loan Request Status History

Transaction Status History

LS - Transfer / Assumption

LS - Dashboard

FSFL Loan Servicing

Special Servicing

Transactions

[Printer Friendly](#)

Disbursement Calculator

Loan Details

Partial/Final Loan: Final

Approved Loan Amount (\$): 49,790.00

Total Requested Loan Amount (\$): 49,790.00

Loan Number: 2016/00001

Loan Type: FS

FSFL Loan Balances

Aggregate Outstanding Balance (\$): 0.00

Receipt Details

	Vendor Name	Vendor Paid in Full Indicator	Receipt Amount	Payment Method	Partial/Final Indicator
<input checked="" type="radio"/>	ABC Equipment	Yes	\$40,000.00	Check	F

Add Receipt

Update Receipt

Delete Receipt

Total Receipt Amount (\$): 40,000.00

Other Federal Grant(s) or Loan(s) (\$):

Total Project Costs (\$): 40,000.00

Minimum Down Payment (\$): 6,000.00

Additional Down Payment (\$):

Total Down Payment (\$): 6,000.00

Maximum Loan Amount (\$): 34,000.00

Disbursement Calculator is ready for 2nd Party review : ☐

Disbursement Calculator Status: Pending

Save

Cancel

--*

--378 Disbursement Calculator after Receipts Entered (Continued)*C Field Descriptions and Actions (Continued)**

The following table provides the field descriptions and actions for the Disbursement Calculator after receipts are entered.

Field/Button	Description	Action
Loan Details Information		
Partial/Final Loan	Identifies whether the disbursement calculator is for a partial or final loan. Note: The partial disbursement calculator must be completed before completing the final loan disbursement calculator.	
Loan Number	Displays the Fiscal Year and loan number.	
Approved Loan Amount	Displays the approved loan amount.	
Loan Type	Identifies the type of FSFL. “FS” indicates a regular loan. “FS-M” indicates a microloan.	
Total Requested Loan Amount	Displays the total requested loan amount .	
FSFL Loan Balances		
Aggregate Outstanding Balance	Displays the sum of the loan principal for all outstanding loans for the primary borrower, plus any loan in check processing status.	
Receipt Details		
Vendor Name	Displays the name of the vendor from the receipt.	
Vendor Paid in Full Indicator	Identifies if the vendor and/or contractor was paid in full.	
Receipt Amount	Displays the amount provided on the receipt/invoice.	
Payment Method	Indicates the type of payment used to pay vendor, if applicable.	

--*

*--378 Disbursement Calculator after Receipts Entered (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Partial/Final Indicator	<p>Indicates the type of loan attributed to the receipt.</p> <ul style="list-style-type: none"> • P=partial • F=final • P/F= split receipt between partial and final <p>Note: The sum of the submitted receipts can exceed the maximum amount allowed for the partial. The amount that exceeds the maximum for the partial is transferred to the final loan.</p>	
Radio Button	Allows user to select the specific receipt line item to be modified or deleted.	Click the radio button of the receipt to update/delete.
Add Receipt	<p>Allows user to enter receipt information to the Disbursement Calculator.</p> <p>Note: Option will not display when the sum of the receipts have exceeded the allowed amount.</p>	CLICK “ Add Receipt ” to add receipt information.
Update Receipt		CLICK “ Update Receipt ” to update receipt details.
Delete Receipt		CLICK “ Delete Receipt ” to delete a receipt.

--*

*--378 Disbursement Calculator after Receipts Entered (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Total Receipt Amount	<p>Displays the sum of eligible expenses. The following formula only applies to a partial disbursement.</p> <p><i>Total Receipt Amount = (Approved Loan Amount + Additional Down Payment) / (1.00 – Minimum Down Payment Percentage) + Other Grants Loans</i></p> <p>The following example illustrates when a receipt submitted for a partial/final loan exceeds the maximum allotted amount for a partial loan.</p> <p>Example of Calculation:</p> <p>Loan Type – FS (15% down payment) Partial approved loan amount = \$50,000 Receipt entered = \$60,000</p> <p>Total Receipt Amount = $(50,000+0) / (1-.15) + 0 = \\$58,823.53$</p> <p>Minimum Down payment $(\\$58,823.53 \times .15) = \\$8,823.53$</p> <p>Maximum Loan Amount – $\\$58,823.53 - \\$8,823.53 = \\$50,000$</p> <p>Remaining amount transferred to final disbursement calculator = \$ 1,176.47</p>	
Other Federal Grant(s) or Loan(s)	A free-form field to enter the amount received from grants or loans for the project, as applicable.	Enter the amount received in dollars and cents.
Total Project Cost	The difference between Total Receipt Amount and the Other Federal Grant(s) or Loan(s).	
Minimum Down Payment	<p>Calculated based on Loan Type.</p> <p>FS = 15% of total project costs FS-M = 5% of total project costs.</p>	

--*

*--378 Disbursement Calculator after Receipts Entered (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Additional Down Payment	A free-form field to enter the amount of the additional down payment, if applicable.	Enter the additional down payment amount received in dollars and cents.
Total Down Payment	Displays the sum of the Minimum Down Payment and Additional Down Payment.	
Maximum Loan Amount	Displays the difference between the Total Project Costs and the Total Down Payment. This amount displayed will be the amount disbursed.	
Disbursement Calculator is ready for 2 nd Party Review	Allows the disbursement calculator to be 2 nd party reviewed Note: Once the check box has been selected and the calculator is saved, users can no longer make changes to the disbursement calculator. Only the 2 nd party reviewer can change the status of the disbursement calculator when the status is in completed. Follow paragraph 350.8 on procedure for changing the status from “Completed” to “Pending”	Click the Check Box after all receipts are entered.
Disbursement Calculator Status	The following displays the different disbursement calculator statuses; “ Pending ” = Calculator has not been submitted for 2 nd party review “ Completed ” = Calculator has been submitted for 2 nd party review “ Approved ” = Calculator has been approved by the 2 nd party reviewer. Statuses also available in Exhibit 3.	

--*

*--378 Disbursement Calculator after Receipts Entered (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Save		CLICK “ Save ” to save the receipt information The following message will display after successful save: <i>“The Disbursement Calculator information successfully saved.”</i>
Cancel		CLICK “ Cancel ” to cancel the process and return to the Process Application Screen.

D Error Messages

The following error messages are displayed when information entered does not meet the applicable validations. Users must correct these conditions before proceeding.

Error Message	Description	Corrective Action
Maximum amount is greater than the obligated amount. Follow 2-FSFL for increasing loan amount.	Displays when user tries to proceed to second party review and the Maximum Loan Amount does not equal the Approved Loan amount.	Follow paragraph 351 to increase the approved loan amount.
Maximum amount is less than the obligated amount. Follow 2-FSFL for decreasing loan amount.	Note: Disbursement Calculator will not allow user to submit for 2 nd party review until the Maximum Loan Amount and the Approved Loan Amount are the same.	Follow paragraph 352 to decrease the approved loan amount.

--*

--379 Disbursement Calculator 2nd Party Review*A Overview**

According to 1-FSFL all information entered into the FSFL Disbursement Calculator must be reviewed and verified by a second reviewer to ensure data accuracy.

DLS will **not** allow the same person to prepare and second party review the FSFL Disbursement calculator.

When discrepancies are discovered the original preparer **must** correct and/or resolve **before** the second party review can be completed.

B Example of Disbursement Calculator for 2nd Party Review

Following is an example of the Disbursement Calculator Screen for a 2nd Party Reviewer.

Customer Management Loan Making Process Application Checklist Credit Decision - (FBP) Customer Profile Loan Request Status History Transaction Status History LS - Transfer/Assumption LS - Dashboard FSFL Loan Servicing Special Servicing Transactions	Printer Friendly				
	Disbursement Calculator				
	Loan Details				
	Partial/Final Loan: Final Loan Number: 2016/00001 Approved Loan Amount (\$): 34,000.00 Loan Type: FS Total Requested Loan Amount (\$): 49,790.00				
	FSFL Loan Balances				
	Aggregate Outstanding Balance (\$): 0.00				
	Receipt Details				
		Vendor Name	Vendor Paid in Full Indicator	Receipt Amount	Payment Method
		ABC Equipment	Yes	\$40,000.00	Check
					Partial/Final Indicator
					F
	Total Receipt Amount (\$): 40,000.00 Other Federal Grant(s) or Loan(s) (\$): 0.00 Total Project Costs (\$): 40,000.00 Minimum Down Payment (\$): 6,000.00 Additional Down Payment (\$): 0.00 Total Down Payment (\$): 6,000.00 Maximum Loan Amount (\$): 34,000.00				
	Disbursement Calculator is ready for 2 nd Party review : <input checked="" type="checkbox"/> Disbursement Calculator Status: Completed				
	<div style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Refer to Correct"/> <input type="button" value="Cancel"/> </div>				

--*

*--379 Disbursement Calculator 2nd Party Review**C Field Descriptions and Actions**

The following table provides additional fields that are only available to the 2nd Party Reviewer on the Disbursement Calculator Screen.

Field/Button	Description	Result
Approve	<p>Allows user to approve after reviewing the Disbursement Calculator.</p> <p>The following message will be displayed after disbursement calculator is approved:</p> <p><i>“The Disbursement Calculator status is set to Approved.”</i></p> <p>Note: The 2nd party reviewer must be a different user than the user who completed the disbursement calculator.</p>	CLICK “ Approve ” after 2 nd party review is complete without errors.
Refer to Correct	<p>Allows 2nd party review to refer back to the original preparer to make changes when an error is discovered.</p> <p>Note: The Disbursement Calculator status will return to “Pending” allowing original preparer to correct errors.</p>	CLICK “ Refer to Correct ” when errors are discovered.
Cancel		CLICK “ Cancel ” to cancel the process and return to the Process Application Screen.

--*

--380 Reopening Disbursement Calculator after 2nd Party Review Completed*A Overview**

When an error is discovered after the 2nd party review was complete, the calculator can be re-opened as long as the check has not been signed.

Important: When an error has been discovered after the check has been signed in NPS, the disbursement calculator **cannot** be re-opened. It is imperative that 2nd party review is completed thoroughly.

B Example of the 2nd Party Review Completed

Following is an example of the Disbursement Calculator Screen after the 2nd party review has been completed.

Customer Management Loan Making Process Application Checklist Credit Decision - (FBP) Customer Profile Loan Request Status History Transaction Status History LS - Transfer/Assumption LS - Dashboard FSFL Loan Servicing Special Servicing Transactions	Printer Friendly					
	Disbursement Calculator					
	Loan Details					
	Partial/Final Loan: Final Loan Number: 2016/00001 Approved Loan Amount (\$): 34,000.00 Loan Type: FS Total Requested Loan Amount (\$): 49,790.00					
	FSFL Loan Balances					
	Aggregate Outstanding Balance (\$): 0.00					
	Receipt Details					
		Vendor Name	Vendor Paid in Full Indicator	Receipt Amount	Payment Method	Partial/Final Indicator
		ABC Equipment	Yes	\$40,000.00	Check	F
	Total Receipt Amount (\$): 40,000.00 Other Federal Grant(s) or Loan(s) (\$): 0.00 Total Project Costs (\$): 40,000.00 Minimum Down Payment (\$): 6,000.00 Additional Down Payment (\$): 0.00 Total Down Payment (\$): 6,000.00 Maximum Loan Amount (\$): 34,000.00					
Approved by: DOUGLAS JONES Approved Date: 10/16/2017 Disbursement Calculator Status: Approved						
<input type="button" value="Reopen"/> <input type="button" value="Cancel"/>						

--*

--380 Reopening Disbursement Calculator after 2nd Party Review Completed (Continued)*C Field Descriptions and Action**

The following table provides the additional field description and result for the disbursement calculator screen after the 2nd party review has been completed.

Field/Button	Description	Action
Approved By	Displays the name of the 2 nd party reviewer.	
Approved Date	Displays the date the calculator was approved.	
Reopen	Allows 2 nd party reviewer to refer back to the original preparer. Note: A new 2 nd party review is required.	CLICK “ Reopen ” to open the calculator.
Cancel	Allows user to exit the Disbursement Calculator Screen.	CLICK “ Cancel ” to cancel the process and return to the Process Application Screen.

Part 6 Disbursement

400 Check Request

A Overview

When a borrower has completed the structures and submitted receipts, the user will request funds before closing the loan. Funds will be disbursed to the following:

- borrower
- alternate payees
- borrower and alternate payees.

*--The user will perform 3 processes when disbursing funds for an approved loan. The processes **must** be executed in the following order:

- disbursement calculator--*
- check request
- loan closing.

Important: The check request process is **always** executed before the loan closing process regardless if funds are going by EFT or Treasury check.

* * *

After the check request has been completed in DLS, users will then certify and sign the check request in NPS according to 1-FI.

Note: When the funds will be disbursed 100 percent to the borrower, a signed CCC-186 must be filed before certifying and signing the check request in NPS.

400 Check Request (Continued)

B Example of Check Request Screen

Following is an example of the Check Request Screen.

*--

Check Request		
All required fields are denoted by an asterisk (*).		
Loan Information		Loan Req Status Date: 10/12/2016 Loan Req Status: Obligated
Date Received: 01/05/2016	Loan Number: 2016/00001	
Use of Funds: 11 - Capital	Request Type: FS	
Costs		
Type of Assistance: 906 - FSFL - 3 Years	COC/STC Decision Date: 06/01/2016	
Approved Loan Amount: \$32,000.00	Repayment Period: 3	
Interest Rate: 1.000%		
Credit Action Information		
Loan Approval Date: 06/08/2016		
Loan Approval Official:		
Title:		
Comments/Req:		
Check Request Information		
* Lien Search Date: 09/01/2016		
Select	* Check Request Amount	* Alternate Payee Indicator
<input type="checkbox"/>	15000	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="checkbox"/>	15000	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	2000	<input checked="" type="radio"/> Yes <input type="radio"/> No
		<input type="radio"/> Yes <input checked="" type="radio"/> No
Total Requested Check Amount: \$32,000.00		
Undisbursed Balance: \$0.00		
Add Check	Update Check	Delete Check
Check Request		Cancel

--*

C Field Descriptions and Actions

From the Process Application Screen:

- click the radio button of the applicable loan
- CLICK “**Check Request**” from the left navigation bar.

400 Check Request (Continued)

C Field Descriptions and Actions (Continued)

The following table provides the field descriptions and actions for the Check Request Screen.

Field/Button	Description	Action
Check Request Information		
Lien Search Date	The final lien search date which must be a date earlier than the closing date.	Enter the date by doing either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon.
Check Request Amount	The amount of check to be disbursed. An undisbursed balance is displayed to assist the user with any remaining balance. Note: All checks must total the approved loan amount.	Enter the amount in dollars and cents.
Alternate Payee Indicator	Indicate whether the check will be issued to the borrower or an alternate payee(s). *--If the check is being disbursed to the: <ul style="list-style-type: none"> borrower, the Alternative Payee is “No” vendor(s), the Alternative Payee is “Yes”. Note: There can be multiple alternate payees, but there can only be 1 non alternate payee. Users will identify the alternate payee(s) names once the check request has been sent to NPS. Important: When using a closing agent and 100% of the proceeds must go to the borrower, users must select “Alternate Payee”. This will ensure that a treasury check is mailed back to the County Office.--*	Click the applicable “Yes” or “No” radio button. * * *

400 Check Request (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Check Request Information		
*--Add Check	Used when multiple checks are being requested. Note: When adding multiple checks the requested amount and the alternate payee indicator must be selected.	CLICK “ Add Check ”.
Update Check	To update check information before submitting to NPS.	<ul style="list-style-type: none"> • Select the radio button next to the check request record user wishes to update. • Adjust check request record. • CLICK “Update Check”.
Delete Check	To remove a check request record after “Add Check” has been selected.	<ul style="list-style-type: none"> • Select the radio button next to the check request record user wishes to update. CLICK “ Delete Check ”.
Check Request	Continues the process of submitting the checks to NPS.	CLICK “ Check Request ” after all checks have been entered.
Cancel	To cancel the check request process and return to the Process Application Screen.	CLICK “ Cancel ”.--*

400 Check Request (Continued)

D Check Request Confirmation

The following is an example of the Check Request Confirmation Screen.

Check Request Confirmation													
Loan Information	Loan Req Status Date: 10/12/2016 Loan Req Status: Obligated												
Date Received: 01/05/2016 11 - Capital	Loan Number: 2016/00001												
Use of Funds: Improvements/Construction Costs	Request Type: FS												
Type of Assistance: 906 - FSFL - 3 Years													
Approved Loan Amount: \$32,000.00	COC/STC Decision Date: 06/01/2016												
Interest Rate: 1.000%	Repayment Period: 3												
Credit Action Information													
Loan Approval Date: 06/08/2016													
Loan Approval Official:													
Title:													
Comments/Req:													
Check Request Information													
Lien Search Date: 09/01/2016													
<table border="1"> <thead> <tr> <th>Check Request Amount</th> <th>Alternate Payee Indicator</th> </tr> </thead> <tbody> <tr> <td>\$15,000.00</td> <td>No</td> </tr> <tr> <td>\$15,000.00</td> <td>Yes</td> </tr> <tr> <td>\$2,000.00</td> <td>Yes</td> </tr> <tr> <td colspan="2">Total Requested Check Amount: \$32,000.00</td> </tr> <tr> <td colspan="2">Undisbursed Balance: \$0.00</td> </tr> </tbody> </table>		Check Request Amount	Alternate Payee Indicator	\$15,000.00	No	\$15,000.00	Yes	\$2,000.00	Yes	Total Requested Check Amount: \$32,000.00		Undisbursed Balance: \$0.00	
Check Request Amount	Alternate Payee Indicator												
\$15,000.00	No												
\$15,000.00	Yes												
\$2,000.00	Yes												
Total Requested Check Amount: \$32,000.00													
Undisbursed Balance: \$0.00													
<div> <input type="button" value="Confirm"/> <input type="button" value="Previous"/> <input type="button" value="Cancel"/> </div>													

From the Check Request Confirmation Screen:

- review all check request information and do 1 of the following:
- CLICK **“Confirm”** to submit and proceed with check request in NPS
- *--**Note:** The message “Check Request Successfully Processed to NPS”, will be displayed; User will have to Exit the screen to return to the Process Application Screen.--*
- CLICK **“Previous”** to return to Check Request Screen
- CLICK **“Cancel”** to return to the Process Application Screen.

400 Check Request (Continued)

E Certifying and Signing Payment Requests in NPS

After submitting the check request, the County Office **must** access NPS to:

- enter payee information for each payable
- complete certification and signing for each payable.

Note: If payables are **not** certified and signed **before** the 3 p.m. c.t. cutoff time for payments, payments will be delayed.

--See 1-FI for more information on NPS.--

* * *

--400.5 Disbursement Cancellation*A Overview**

When the borrower informs the County Office after the check request process has been completed that they **no** longer want an FSFL, the County Office shall cancel the disbursement depending on if the payable has been certified and signed in NPS.

There are 2 approaches that can be used to cancel a disbursement.

- cancel check request, according to subparagraph B
- cancel a payable, according to subparagraph D.

B Cancel Check Request

Canceling a check request is **only** performed in DLS, if the disbursement is **not** certified and signed in NPS.

The Cancel Check Request Screen will be displayed if the check request has been certified and signed.

Note: If the check request process has been certified and signed in NPS, see subparagraph D.

The following is an example of the Cancel Check Request Screen.

Cancel Check Request																				
Loan Information		Loan Req Status Date: 04/25/2016																		
		Loan Req Status: Check Processed																		
Date Received: 04/10/2016	Loan Number: 2016/00001																			
11 - Capital																				
Use of Funds: Improvements/Construction Costs	Request Type: FS																			
Type of Assistance: 901 - FSFL - 3 Year																				
Approved Loan Amount: \$ 32,000.00	COC/STC Decision Date: 06/11/2016																			
Interest Rate: 1.000%	Repayment Period: 3																			
Credit Action Information																				
Loan Approval Date: 04/13/2016																				
Loan Approval Official:																				
Title:																				
Comments/Req:																				
Check Request Information																				
Lien Search Date: 04/22/2016																				
<table border="1"> <thead> <tr> <th>Check Request Amount</th> <th>Alternate Payee Indicator</th> <th>Signed Certified</th> </tr> </thead> <tbody> <tr> <td>\$ 15,000.00</td> <td>No</td> <td>Pending</td> </tr> <tr> <td>\$ 15,000.00</td> <td>Yes</td> <td>Pending</td> </tr> <tr> <td>\$ 2,000.00</td> <td>Yes</td> <td>Pending</td> </tr> <tr> <td colspan="3">Total Requested Check Amount: \$ 32,000.00</td> </tr> <tr> <td colspan="3">Undisbursed Balance: \$ 0.00</td> </tr> </tbody> </table>			Check Request Amount	Alternate Payee Indicator	Signed Certified	\$ 15,000.00	No	Pending	\$ 15,000.00	Yes	Pending	\$ 2,000.00	Yes	Pending	Total Requested Check Amount: \$ 32,000.00			Undisbursed Balance: \$ 0.00		
Check Request Amount	Alternate Payee Indicator	Signed Certified																		
\$ 15,000.00	No	Pending																		
\$ 15,000.00	Yes	Pending																		
\$ 2,000.00	Yes	Pending																		
Total Requested Check Amount: \$ 32,000.00																				
Undisbursed Balance: \$ 0.00																				
<input type="button" value="Cancel Check"/> <input type="button" value="Cancel"/>																				

--*

--400.5 Disbursement Cancellation (Continued)*C Action**

From the Process Application Screen:

- select the radio button of the applicable loan
- CLICK **“Cancel Check Request”** from the left navigation bar.

From the Cancel Check Request Screen:

- review certified and signed status; if status is “Pending”
- CLICK **“Cancel Check”** to confirm check request cancellation.

From the Cancel Check Request Confirmation Screen:

- review all check request information
- CLICK **“Confirm”** to cancel the check request

Note: The Process Application Screen will be displayed, and the status of the loan will be updated to “Obligated”.

- CLICK **“Previous”** to return to the Cancel Check Request Screen.

Note: CLICK **“Cancel”** to cancel the process and return to the Process Application Screen.--*

400.5 Disbursement Cancellation (Continued)**D Cancel Payable**

Use the following table to cancel a disbursement after the Treasury check has been received.

*--

Step	Action
1	<p>The County Office shall:</p> <ul style="list-style-type: none"> • write “VOID” on the check and make a photocopy for the file • mail the check marked “VOID” to Treasury at the following address: <ul style="list-style-type: none"> Philadelphia Regional Financial Center P.O. Box 51320 Philadelphia, PA 19115-6320 • not use Federal Express to mail checks to Treasury • send an e-mail to FSA’s Payment Management Office in Kansas City at RA.mokansasc2-PMO-TreasuryPay, with the following information: <ul style="list-style-type: none"> • explain why checks are being returned • request a replacement check payable to CCC. <p>See 1-FI for additional information on replacement treasury checks.</p>
2	The County Office shall cancel FSFL, according to paragraph 104. DLS will send loan information to NRRS and an overpayment receivable will be created.
3	When the overpayment receivable has been created in NPS, and the re-issued check made payable to CCC is received in the County Office, the check must be applied as a collection to the receivable.

--*

401 Loan Closing

A Overview

*--Loan closing occurs in DLS **after** the:

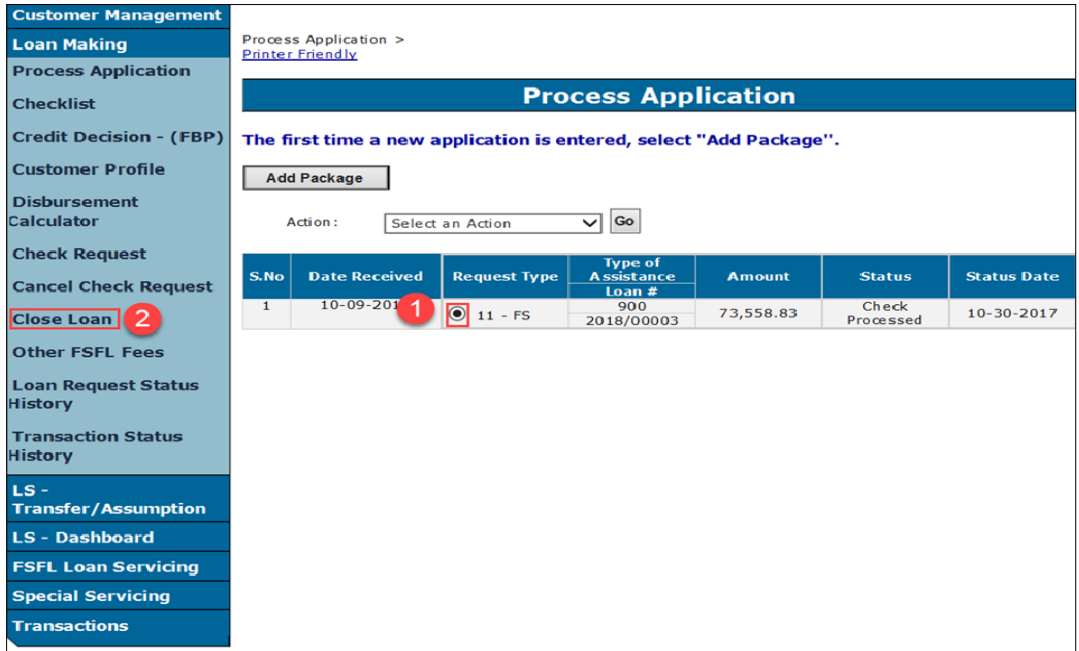
- check was requested
- CCC-186 has been prepared through DLS
- applicant has signed CCC-186.

Note: Partial must be closed before final in a partial/final loan application.--*

B Action

Complete the loan closing according to the following table.

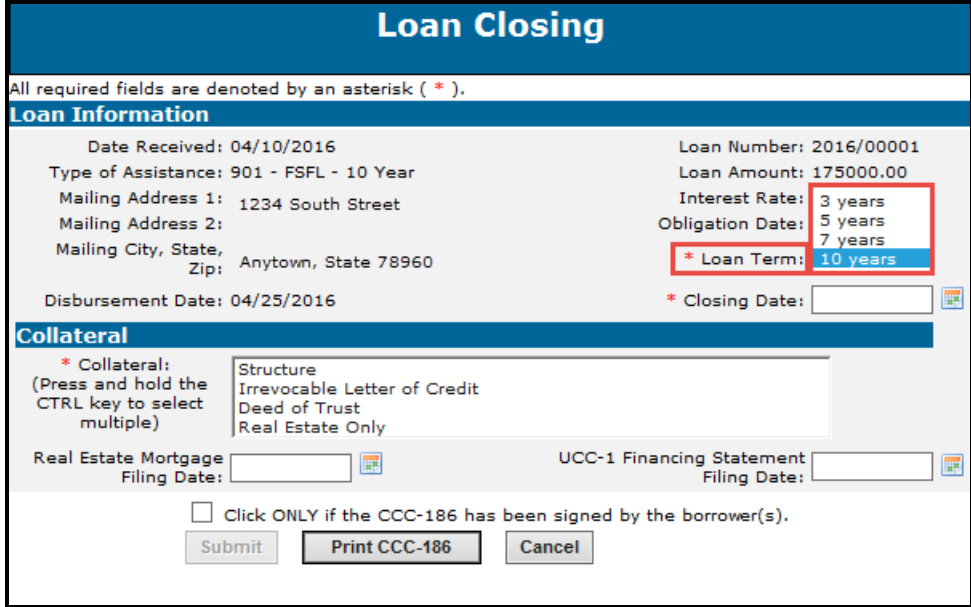
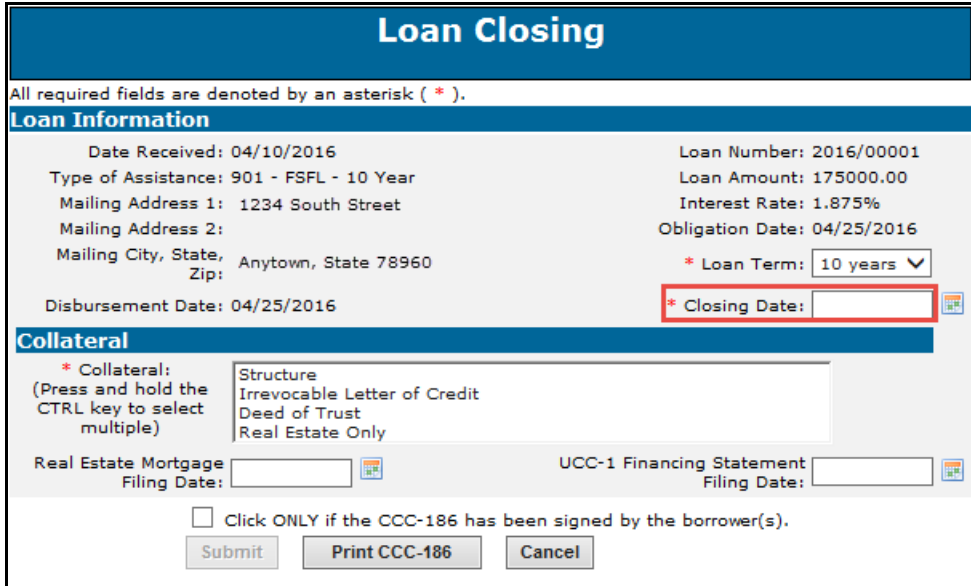
*--

Step	Action
1	<p>From the Process Application Screen:</p> <ul style="list-style-type: none"> • click the radio button of the applicable loan to be closed • CLICK “Close Loan” from the left navigation bar. <p>Note: The loan status must be “Check Processed”.</p> 

--*






401 Loan Closing (Continued)

B Action (Continued)

Step	Action
2	<p>The Loan Closing Screen will be displayed.</p> <p>*--</p>  <p>--*</p> <p>Using the drop-down, review the eligible loan terms to determine if an adjustment needs to be made. See 1-FSFL about changing FSFL terms.</p>
3	<p>After the loan term has been reviewed,</p> <p>*--</p>  <p>--*</p> <ul style="list-style-type: none"> enter the closing date PRESS “Tab”.

401 Loan Closing (Continued)

B Action (Continued)

Step	Action																																																																			
4	<p>The amortization schedule will be displayed.</p> <p>*--</p> <div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0056b3; color: white; text-align: center; padding: 5px;">Loan Closing</div> <p>All required fields are denoted by an asterisk (*).</p> <div style="background-color: #0056b3; color: white; padding: 2px 5px;">Loan Information</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Date Received: 04/10/2016</td> <td style="width: 50%;">Loan Number: 2016/00001</td> </tr> <tr> <td>Type of Assistance: 901 - FSFL - 10 Year</td> <td>Loan Amount: 175000.00</td> </tr> <tr> <td>Mailing Address 1: 1234 South Street</td> <td>Interest Rate: 1.875%</td> </tr> <tr> <td>Mailing Address 2:</td> <td>Obligation Date: 04/25/2016</td> </tr> <tr> <td>Mailing City, State, Zip: Anytown, State 78960</td> <td>* Loan Term: 10 years ▼</td> </tr> <tr> <td>Disbursement Date: 04/25/2016</td> <td>* Closing Date: 04/25/2016 </td> </tr> </table> <div style="background-color: #0056b3; color: white; padding: 2px 5px;">Collateral</div> <p>* Collateral: (Press and hold the CTRL key to select multiple)</p> <div style="border: 1px solid black; padding: 2px;"> Structure Irrevocable Letter of Credit Deed of Trust Real Estate Only </div> <p>Real Estate Mortgage Filing Date: <input type="text"/> </p> <p>UCC-1 Financing Statement Filing Date: <input type="text"/> </p> <div style="background-color: #0056b3; color: white; padding: 2px 5px;">Amortization Schedule</div> <table style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Installment Number</th> <th>Installment Date</th> <th>Principal</th> <th>Interest</th> <th>Total Installment</th> </tr> </thead> <tbody> <tr><td>1</td><td>04/25/2017</td><td>\$16,073.70</td><td>\$3,281.25</td><td>\$19,354.95</td></tr> <tr><td>2</td><td>04/25/2018</td><td>\$16,375.08</td><td>\$2,979.87</td><td>\$19,354.95</td></tr> <tr><td>3</td><td>04/25/2019</td><td>\$16,682.11</td><td>\$2,672.84</td><td>\$19,354.95</td></tr> <tr><td>4</td><td>04/25/2020</td><td>\$16,994.90</td><td>\$2,360.05</td><td>\$19,354.95</td></tr> <tr><td>5</td><td>04/25/2021</td><td>\$17,313.56</td><td>\$2,041.39</td><td>\$19,354.95</td></tr> <tr><td>6</td><td>04/25/2022</td><td>\$17,638.19</td><td>\$1,716.76</td><td>\$19,354.95</td></tr> <tr><td>7</td><td>04/25/2023</td><td>\$17,968.90</td><td>\$1,386.05</td><td>\$19,354.95</td></tr> <tr><td>8</td><td>04/25/2024</td><td>\$18,305.82</td><td>\$1,049.13</td><td>\$19,354.95</td></tr> <tr><td>9</td><td>04/25/2025</td><td>\$18,649.05</td><td>\$705.90</td><td>\$19,354.95</td></tr> <tr><td>10</td><td>04/25/2026</td><td>\$18,998.72</td><td>\$356.23</td><td>\$19,354.95</td></tr> </tbody> </table> <p><input type="checkbox"/> Click ONLY if the CCC-186 has been signed by the borrower(s).</p> <div style="display: flex; justify-content: center; gap: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Print CCC-186"/> <input type="button" value="Cancel"/> </div> </div> <p>Select collateral according to subparagraph C.--*</p>	Date Received: 04/10/2016	Loan Number: 2016/00001	Type of Assistance: 901 - FSFL - 10 Year	Loan Amount: 175000.00	Mailing Address 1: 1234 South Street	Interest Rate: 1.875%	Mailing Address 2:	Obligation Date: 04/25/2016	Mailing City, State, Zip: Anytown, State 78960	* Loan Term: 10 years ▼	Disbursement Date: 04/25/2016	* Closing Date: 04/25/2016 	Installment Number	Installment Date	Principal	Interest	Total Installment	1	04/25/2017	\$16,073.70	\$3,281.25	\$19,354.95	2	04/25/2018	\$16,375.08	\$2,979.87	\$19,354.95	3	04/25/2019	\$16,682.11	\$2,672.84	\$19,354.95	4	04/25/2020	\$16,994.90	\$2,360.05	\$19,354.95	5	04/25/2021	\$17,313.56	\$2,041.39	\$19,354.95	6	04/25/2022	\$17,638.19	\$1,716.76	\$19,354.95	7	04/25/2023	\$17,968.90	\$1,386.05	\$19,354.95	8	04/25/2024	\$18,305.82	\$1,049.13	\$19,354.95	9	04/25/2025	\$18,649.05	\$705.90	\$19,354.95	10	04/25/2026	\$18,998.72	\$356.23	\$19,354.95
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401 Loan Closing (Continued)

B Action (Continued)

Step	Action																																																							
*--5	<p>The County Office shall print the CCC-186 from DLS after all required fields are completed.</p> <div data-bbox="381 424 1242 1008"> <p>Loan Closing</p> <p>All required fields are denoted by an asterisk (*).</p> <p>Loan Information</p> <p>Date Received: 04/10/2016 Loan Number: 2016/00001 Type of Assistance: 901 - FSFL - 10 Year Loan Amount: 175000.00 Mailing Address 1: 1234 South Street Interest Rate: 1.875% Mailing Address 2: Obligation Date: 04/25/2016 Mailing City, State, Zip: Anytown, State 78960 * Loan Term: 10 years Disbursement Date: 04/25/2016 * Closing Date: 04/25/2016</p> <p>Collateral</p> <p>* Collateral: Structure (Press and hold the CTRL key to select multiple) Irrevocable Letter of Credit Deed of Trust Real Estate Only</p> <p>Real Estate Mortgage Filing Date: 04/25/2016 UCC-1 Financing Statement Filing Date: 04/13/2016</p> <p>Amortization Schedule</p> <table border="1"> <thead> <tr> <th>Installment Number</th> <th>Installment Date</th> <th>Principal</th> <th>Interest</th> <th>Total Installment</th> </tr> </thead> <tbody> <tr><td>1</td><td>04/25/2017</td><td>\$16,073.70</td><td>\$3,281.25</td><td>\$19,354.95</td></tr> <tr><td>2</td><td>04/25/2018</td><td>\$16,375.08</td><td>\$2,979.87</td><td>\$19,354.95</td></tr> <tr><td>3</td><td>04/25/2019</td><td>\$16,682.11</td><td>\$2,672.84</td><td>\$19,354.95</td></tr> <tr><td>4</td><td>04/25/2020</td><td>\$16,994.90</td><td>\$2,360.05</td><td>\$19,354.95</td></tr> <tr><td>5</td><td>04/25/2021</td><td>\$17,313.56</td><td>\$2,041.39</td><td>\$19,354.95</td></tr> <tr><td>6</td><td>04/25/2022</td><td>\$17,638.19</td><td>\$1,716.76</td><td>\$19,354.95</td></tr> <tr><td>7</td><td>04/25/2023</td><td>\$17,968.90</td><td>\$1,386.05</td><td>\$19,354.95</td></tr> <tr><td>8</td><td>04/25/2024</td><td>\$18,305.82</td><td>\$1,049.13</td><td>\$19,354.95</td></tr> <tr><td>9</td><td>04/25/2025</td><td>\$18,649.05</td><td>\$705.90</td><td>\$19,354.95</td></tr> <tr><td>10</td><td>04/25/2026</td><td>\$18,998.72</td><td>\$356.23</td><td>\$19,354.95</td></tr> </tbody> </table> <p><input type="checkbox"/> Click ONLY if the CCC-186 has been signed by the borrower(s).</p> <p>Submit Print CCC-186 Cancel</p> </div> <p>CLICK “Print CCC-186”.</p> <p>CCC-186 shall open in Adobe Acrobat as a PDF. All fields are automatically populated with data from the Loan Closing Screen.--*</p>	Installment Number	Installment Date	Principal	Interest	Total Installment	1	04/25/2017	\$16,073.70	\$3,281.25	\$19,354.95	2	04/25/2018	\$16,375.08	\$2,979.87	\$19,354.95	3	04/25/2019	\$16,682.11	\$2,672.84	\$19,354.95	4	04/25/2020	\$16,994.90	\$2,360.05	\$19,354.95	5	04/25/2021	\$17,313.56	\$2,041.39	\$19,354.95	6	04/25/2022	\$17,638.19	\$1,716.76	\$19,354.95	7	04/25/2023	\$17,968.90	\$1,386.05	\$19,354.95	8	04/25/2024	\$18,305.82	\$1,049.13	\$19,354.95	9	04/25/2025	\$18,649.05	\$705.90	\$19,354.95	10	04/25/2026	\$18,998.72	\$356.23	\$19,354.95
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401 Loan Closing (Continued)

B Action (Continued)

Step	Action																																																							
*--6	<p>The Loan Close may be completed only if the CCC-186 has been signed.</p> <div data-bbox="381 394 1250 949"> <p>Loan Closing</p> <p>All required fields are denoted by an asterisk (*).</p> <p>Loan Information</p> <p>Date Received: _____ Loan Number: 2016/00001 Type of Assistance: 901 - FSFL - 10 Year Loan Amount: 175000.00 Mailing Address 1: 1234 South Street Interest Rate: 1.875% Mailing Address 2: _____ Obligation Date: _____ Mailing City, State, Anytown, State 78960 * Loan Term: 10 years Zip: _____ * Closing Date: 04/25/2016 Disbursement Date: 04/25/2016</p> <p>Collateral</p> <p>* Collateral: <u>Structure</u> (Press and hold the Irrevocable Letter of Credit CTRL key to select Deed of Trust multiple) Real Estate Only</p> <p>Real Estate Mortgage UCC-1 Financing Statement Filing Date: 04/25/2016 Filing Date: 04/13/2016</p> <p>Amortization Schedule</p> <table border="1"> <thead> <tr> <th>Installment Number</th> <th>Installment Date</th> <th>Principal</th> <th>Interest</th> <th>Total Installment</th> </tr> </thead> <tbody> <tr><td>1</td><td>04/25/2017</td><td>\$16,073.70</td><td>\$3,281.25</td><td>\$19,354.95</td></tr> <tr><td>2</td><td>04/25/2018</td><td>\$16,375.08</td><td>\$2,979.87</td><td>\$19,354.95</td></tr> <tr><td>3</td><td>04/25/2019</td><td>\$16,682.11</td><td>\$2,672.84</td><td>\$19,354.95</td></tr> <tr><td>4</td><td>04/25/2020</td><td>\$16,994.90</td><td>\$2,360.05</td><td>\$19,354.95</td></tr> <tr><td>5</td><td>04/25/2021</td><td>\$17,313.56</td><td>\$2,041.39</td><td>\$19,354.95</td></tr> <tr><td>6</td><td>04/25/2022</td><td>\$17,638.19</td><td>\$1,716.76</td><td>\$19,354.95</td></tr> <tr><td>7</td><td>04/25/2023</td><td>\$17,968.90</td><td>\$1,386.05</td><td>\$19,354.95</td></tr> <tr><td>8</td><td>04/25/2024</td><td>\$18,305.82</td><td>\$1,049.13</td><td>\$19,354.95</td></tr> <tr><td>9</td><td>04/25/2025</td><td>\$18,649.05</td><td>\$705.90</td><td>\$19,354.95</td></tr> <tr><td>10</td><td>04/25/2026</td><td>\$18,998.72</td><td>\$356.23</td><td>\$19,354.95</td></tr> </tbody> </table> <p><input checked="" type="checkbox"/> Click ONLY if the CCC-186 has been signed by the borrower(s).</p> <p>2 Submit Print CCC-186 Cancel</p> </div> <ul style="list-style-type: none"> • Select check box if CCC-186 has been signed by the borrower(s). • CLICK “Submit” to close the loan. <p>Note: The submit button will only become available once the CCC-186 is signed and the check box is selected.--*</p>	Installment Number	Installment Date	Principal	Interest	Total Installment	1	04/25/2017	\$16,073.70	\$3,281.25	\$19,354.95	2	04/25/2018	\$16,375.08	\$2,979.87	\$19,354.95	3	04/25/2019	\$16,682.11	\$2,672.84	\$19,354.95	4	04/25/2020	\$16,994.90	\$2,360.05	\$19,354.95	5	04/25/2021	\$17,313.56	\$2,041.39	\$19,354.95	6	04/25/2022	\$17,638.19	\$1,716.76	\$19,354.95	7	04/25/2023	\$17,968.90	\$1,386.05	\$19,354.95	8	04/25/2024	\$18,305.82	\$1,049.13	\$19,354.95	9	04/25/2025	\$18,649.05	\$705.90	\$19,354.95	10	04/25/2026	\$18,998.72	\$356.23	\$19,354.95
Installment Number	Installment Date	Principal	Interest	Total Installment																																																				
1	04/25/2017	\$16,073.70	\$3,281.25	\$19,354.95																																																				
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3	04/25/2019	\$16,682.11	\$2,672.84	\$19,354.95																																																				
4	04/25/2020	\$16,994.90	\$2,360.05	\$19,354.95																																																				
5	04/25/2021	\$17,313.56	\$2,041.39	\$19,354.95																																																				
6	04/25/2022	\$17,638.19	\$1,716.76	\$19,354.95																																																				
7	04/25/2023	\$17,968.90	\$1,386.05	\$19,354.95																																																				
8	04/25/2024	\$18,305.82	\$1,049.13	\$19,354.95																																																				
9	04/25/2025	\$18,649.05	\$705.90	\$19,354.95																																																				
10	04/25/2026	\$18,998.72	\$356.23	\$19,354.95																																																				

401 Loan Closing (Continued)

C Field Descriptions

The following table provides the field descriptions for the Loan Closing Screen.

*--

Field/Button	Description	Action	
Loan Information			
Loan Terms	The length of the loan in years	Loan terms may be changed when the final approved amount changes the eligible term.	
		IF the approved loan amount...	THEN...
		decreases	the loan term may be changed. Note: The loan term must be decreased if the original loan term is no longer eligible.
		increases	a new FBP determination and COC/STC approval are needed before loan terms are changed.--*
***	***	***	

402 Closing Loans for Borrowers With EFT and No Alternate Payee**A Processing in NPS**

When a loan is to be disbursed and closed on the **same day** because 100 percent of the monies will be disbursed to the borrower by EFT and a loan closing agent is **not** required, users shall complete the following in this order:

- execute the check request process

Note: Do **not** sign and certify in NPS until after the borrower has signed CCC-186.

- CLICK “Close Loan”
- enter the current date as the closing date
- PRESS “Tab” to display the amortization schedule
- using the amortization schedule, enter the installment figures on CCC-186 accordingly
- have the borrower sign CCC-186
- complete the loan closing process according to 1-FSFL, Part 7
- process EFT in NPS.

Note: When a borrower is using a closing agent or title company, EFT is **not** allowed.

Important: The Check Request and Loan Closing functions **must** be performed on the **same day**.

403 Loan Request Status History

A Overview

At any time during the loan making process, users can view the progress of a specific loan.

B Example of Loan Request Status History Screen

Following is an example of the Loan Request Status History Screen.

Customer Management
Loan Making
 Process Application
 Checklist
 Credit Decision - (FBP)
 Customer Profile
 Loan Request Status History
 Transaction Status History
LS - Transfer/Assumption
Loan Servicing
Special Servicing
Transactions

Process Application >
[Printer Friendly](#)
 As of 05-30-2014 13:30:09 CDT

Loan Request Status History

Selection Results			
S.No	Request Type	Date Received	Requested Loan Amount
1	<input checked="" type="radio"/> FS	02-23-2010	50,000.00
2	<input type="radio"/> FS	03-20-2007	92,000.00

Request Type#: FS
 Loan #: 2010/00004
 Type of Assistance: 900 - Farm Storage Facility Loan-7Yr

Date	Status	Days at Status
02-23-2010	Received	9
03-04-2010	Completed	0
03-04-2010	Approved	251
11-10-2010	Obligated	6
11-16-2010	Check Processed	2
11-18-2010	Closed	

C Action

From the Process Application Screen:

- click the radio button of the loan
- CLICK “**Loan Request Status History**” from the left navigation bar
- CLICK “**Select**”.

The transaction history will be displayed.

Note: Users have the option to print a printer-friendly version of this screen.

404-459 (Reserved)

Part 7 Loan Servicing

Section 1 Routine Servicing

460 General Information

A Overview

After a loan has closed, users will then be able to perform the following actions:

- loan inquiry
- payment
- assumption
- reverse payment
- reapply S/36 payment
- create bankruptcy plan
- write down
- liquidation
- *--manage related entities.--*

B Example of Select Facility Loan to Service Screen

Following is an example of the Select Facility Loan to Service Screen.

*--

Select Facility Loan to Service						
Action:			<div> <div>Select an Action</div> <div> Loan Inquiry Payment Assumption Reverse Payment Reapply S/36 Payment Create Bankruptcy Plan Write-Down Liquidation Manage Related Entities </div> </div>		<input type="button" value="Go"/>	
Select	Loan Number	Fund Code		Loan Amount	Term	Status
<input checked="" type="radio"/>	2014/00002	11		\$34,509.30	7	Active

--*

461 Facility Loan Inquiry

A Overview

The FSFL Loan Inquiry Screen will be displayed with:

- summary information for a loan
- detailed history information for a loan.

461 Facility Loan Inquiry (Continued)

B Example of FSFL Loan Inquiry Summary Screen

Following is an example of the FSFL Loan Inquiry Screen when the Summary Screen is displayed. The Summary Screen is divided into the following 3 sections:

- Loan Information
- Installment Status
- Loan Payoff as of Accrual Date.

[Printer Friendly](#)

FSFL Loan Inquiry			
Summary		History	
Loan Information			
Loan Number:	2013/00001	Loan Amount:	\$335,934.36
FSA State:	Florida (12)	Loan Term:	12
FSA County:	Hendry (051)	Interest Rate:	2.125%
Installment Status			
Current Amount Due:	\$0.00	Next Installment Date:	11/15/2014
Daily Interest Accrual:	\$19.557822	Next Installment Amount:	\$32,010.18
Payment Status:	\$0.00 Current	Next Installment Total Due:	\$32,010.18
Loan Payoff as of Accrual Date			
Accrual Date:	09/11/2014	Outstanding Loan Principal:	\$335,934.36
		Outstanding Loan Interest:	\$5,867.35
		Total Outstanding Loan Amount:	\$341,801.71
<input type="button" value="Cancel"/> <input type="button" value="Make Payment"/>			

C Example of the FSFL Loan Inquiry Summary Screen

Following is an example of the Loan Inquiry Screen for a borrower who owes an additional \$25.02 for the 2015 installment.

FSFL Loan Inquiry			
Summary		History	
Loan Information			
Loan Number:	2009/00001	Loan Amount:	\$45,255.00
FSA State:	Minnesota (27)	Loan Term:	7
FSA County:	Pipestone (117)	Interest Rate:	2.375%
Installment Status			
Current Amount Due:	\$25.02	Next Installment Date:	10/14/2015
Daily Interest Accrual:	\$0.889549	Next Installment Amount:	\$7,093.57
Payment Status:	\$25.02 Behind	Next Installment Total Due:	\$7,118.59
Loan Payoff as of Accrual Date			
Accrual Date:	10/14/2015	Outstanding Loan Principal:	\$13,670.97
		Outstanding Loan Interest:	\$342.48
		Total Outstanding Loan Amount:	\$14,013.45
<input type="button" value="Cancel"/> <input type="button" value="Make Payment"/>			

461 Facility Loan Inquiry (Continued)

D Example of FSFL Loan Inquiry Screen History

Following is an example of the Facility Loan Inquiry Screen when the History Screen is displayed. The History Screen is divided into the following 2 sections:

- Loan Information
- Loan History Transactions.

Facility Loan Inquiry			
Summary		History	
Loan Information			
Loan Number:	2010/00001	Loan Amount:	\$20,000.00
FSA State:	Maryland(24)	Loan Term:	7
FSA County:	Anne Arundel(003)	Interest Rate:	3.250%
Loan History Transactions			
Effective Date	Transaction Type	Transaction Amount	Transaction Date and Time
05/28/2013	Payment	\$3,222.07	05/28/2013 00:00:00
06/21/2012	Payment	\$3,263.69	06/21/2012 00:00:00
06/07/2011	Payment	\$3,240.44	06/07/2011 00:00:00
06/07/2010	Loan Creation	\$20,000.00	06/07/2010 00:00:00
<input type="button" value="Cancel"/>			

E Action

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the “Action” drop-down list, CLICK “**Loan Inquiry**”
- CLICK “**Go**” to display the FSFL Loan Inquiry Screen.

The Summary Screen is the defaulted screen. Click the “History” tab to view the loan history transactions.

Note: Users have the option to make a payment directly from the Summary Screen. See paragraph 462 for instructions for recording payments.

462 Payment

A Overview


The Payment Screen allows the user to process a payment received for the loan. Information entered in DLS will be automatically sent to NRRS for processing.

Note: Payments will be transmitted to NRRS based on the OIP code of the employee who entered the information which may be different than the borrower's administrative State and county.

Important: When entering a single remittance for payments on multiple loans it is imperative that the total remittance amount entered is the amount on the check and not the amount be attributed to the loan

B Example of Payment Screen

Following is an example of the Payment Screen.

Payment	
All required fields are denoted by an asterisk (*).	
Loan Information	
Loan Number: 2014/00001	Loan Amount: \$150,000.00
FSA State: Illinois (17)	Loan Term: 10
FSA County: Bond (005)	Interest Rate: 2.625%
Payment Details	
* Payment Date: 10/13/2016 	Outstanding Loan Principal: \$136,720.16
* Payment Amount: <input type="text"/>	Outstanding Loan Interest: \$3,185.77
	Outstanding Loan Amount: \$139,905.93
Remittance Details	
* Remitter Name: <input type="text" value="Select"/>	* Total Remittance Amount: <input type="text"/>
* Remittance Type: <input type="text" value="Select"/>	Check/Item Number: <input type="text"/>
* Remittance State: <input type="text" value="Select"/>	* Remittance County: <input type="text" value="Select"/>
* Office: <input type="text" value="Select"/>	
<input type="button" value="Next"/> <input type="button" value="Cancel"/>	

--*

462 Payment (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Payment Screen.

Field/Button	Description	Action
Payment Details		
Payment Date	<p>The date the payment was received in the Service Center.</p> <p>The date is defaulted to the current date but a previous date can be entered.</p> <p>Note: If the date is greater than 7 calendar days before the system date, a warning message will be displayed.</p>	<p>No action needed if payment date is the current date.</p> <p>If the payment was received before the system date, enter the date by doing either of the following:</p> <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon.
Payment Amount	The dollar amount of the payment for the loan.	Enter the amount in dollars and cents.
Remittance Details		
Remitter Name	<p>The name of the person or persons submitting the payment.</p> <p>The remitter can be someone other than the borrower.</p>	<p>Using the drop down list, select the remitter. If the remitter is not the borrower, select the remitter from SCIMS by clicking “Select Customer from SCIMS”.</p> <p>Note: The remitter must have a valid TIN in SCIMS. When the remitter does not have a valid TIN, use TIN “430951685 E”, for CCC.</p>
Total Remittance Amount	Enter the total remittance being submitted. It can be equal to or greater than the payment amount.	Enter the amount in dollars and cents.
Remittance Type	<p>The type of remittance. The following options are available:</p> <ul style="list-style-type: none"> cash cashier’s check check money order multi-party check wire. 	<p>Select the applicable remittance type from the drop-down list.</p> <p>*--Note: The system will not allow Check/Item Number to be entered when “Cash” is selected as remittance type. --*</p>

462 Payment (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
--Check/Item Number--	The number associated with the remittance type, such as check number.	Enter the number associated with the remittance type. When a borrower submits cash, leave this field blank.
*--Remittance State	State where the remittance is physically located.	Using the drop down list, enter the State where the remittance is physically located.
Remittance County	County where the remittance is physically located.	Using the drop down list, enter the State where the remittance is physically located.
Office	Office where the remittance is physically located	Using the drop down list, enter the Office where the remittance is physically located.--*

After applicable information is entered:

- CLICK “Next” to display the Payment Confirmation Screen
- CLICK “Cancel” to return to the Select Facility Loan to Service Screen.

D Example of Payment Confirmation Screen

Following is an example of the Payment Confirmation Screen.

Payment Confirmation		
Loan Information		
Loan Number: 2014/00001	Loan Amount:	\$150,000.00
FSA State: Illinois (17)	Loan Term:	10
FSA County: Bond (005)	Interest Rate:	2.625%
Payment Details		
Payment Date: 10/13/2016	Payment Amount:	\$17,249.70
New Loan Balance: \$122,656.23	Payment Interest Amount:	\$3,185.77
	Payment Principal Amount:	\$14,063.93
Remittance Details		
Remitter Name: Joe Farmer	Total Remittance Amount:	\$17,249.70
Remittance Type: Check	Check/Item Number:	1234
Remittance State: Illinois	Remittance County:	Bond
Office: BOND COUNTY FARM SERVICE AGENCY		
<input type="button" value="Confirm"/> <input type="button" value="Previous"/> <input type="button" value="Cancel"/>		

E Action for Payment Confirmation Screen

Before completing the payment process it is recommended that the user:

- screen print the Payment Confirmation Screen
- initial the following remittance details as correct:
 - payment date
 - payment amount
 - *--remittance name--*
 - total remittance amount
 - remittance type
 - *--check number
 - remittance state
 - remittance county
 - office.--*

If any of the information on the Payment Confirmation Screen is not correct, the user shall CLICK “Previous” to return to the Payment Screen and modify payment details accordingly.

Note: Retain a copy of the initialed Payment Confirmation screen shot in the borrower’s folder.

462 Payment (Continued)

E Action for Payment Confirmation Screen (Continued)

After completing the payment confirmation, for accuracy users are required to print a receipt for the borrower: To print the receipt:

- CLICK “**Printer Friendly**” and print a receipt for the borrower and loan folder.

Important: The Payment Confirmation Screen is the **only** screen that allows the user to print a payment receipt for the borrower.

- CLICK “**Submit**” to complete the payment
- CLICK “**Previous**” to return to the previous screen
- CLICK “**Cancel**” to cancel the payment.

463 Determining Amounts Owed for a Future Date

A Overview

Payments owed on FSFL’s are calculated based on the date of the last payment made up until the next installment due date. The payment status displayed on the Loan Inquiry Screen only changes when either of the following occurs:

- an additional payment is made before the next installment due date
- the borrower fails to pay by the installment due date.

B Example

As shown on the following screen, the borrower is \$369.30 behind as of January 27, 2015. The outstanding principal and interest owed are \$67,830.40 and \$211.85 respectively. As of January 27, 2015, the borrower would need to pay \$369.30 to be current on the payment status.

FSFL Loan Inquiry		Printer Friendly
<div>Summary History</div>		
Loan Information		
Loan Number: 2011/00004	Loan Amount:	\$114,000.00
FSA State: Illinois (17)	Loan Term:	7
FSA County: Edgar (045)	Interest Rate:	2.375%
Installment Status		
Current Amount Due: \$369.30	Next Installment Date:	11/29/2015
Daily Interest Accrual: \$4.413622	Next Installment Amount:	\$17,869.13
Payment Status: \$369.30 Behind	Next Installment Total Due:	\$18,238.43
Loan Payoff as of Accrual Date		
Accrual Date: 01/27/2015	Outstanding Loan Principal:	\$67,830.40
	Outstanding Loan Interest:	\$211.85
	Total Outstanding Loan Amount:	\$68,042.25
<div>Cancel Make Payment</div>		

463 Determining Amounts Owed for a Future Date (Continued)

B Example (Continued)

As shown on the following screen if the accrual date is changed to May 10, 2015, the outstanding principal and payment status remain the same at \$67,830.40 and \$369.30 behind respectively. The outstanding interest has increased to \$666.46. To bring the loan current the borrower would have to pay \$369.30 to as of May 10, 2015.

FSFL Loan Inquiry			
Summary		History	
Loan Information			
Loan Number:	2011/00004	Loan Amount:	\$114,000.00
FSA State:	Illinois (17)	Loan Term:	7
FSA County:	Edgar (045)	Interest Rate:	2.375%
Installment Status			
Current Amount Due:	\$369.30	Next Installment Date:	11/29/2015
Daily Interest Accrual:	\$4.413622	Next Installment Amount:	\$17,869.13
Payment Status:	\$369.30 Behind	Next Installment Total Due:	\$18,238.43
Loan Payoff as of Accrual Date			
Accrual Date:	05/10/2015	Outstanding Loan Principal:	\$67,830.40
		Outstanding Loan Interest:	\$666.46
		Total Outstanding Loan Amount:	\$68,496.86
<input type="button" value="Cancel"/> <input type="button" value="Make Payment"/>			

As shown on the following below, if the borrower submits a payment of \$400 on January 27, 2015, the payment status changes to \$30.70 ahead. The outstanding interest is now \$0.00. The borrower will remain \$30.70 ahead unless an additional payment is made before the installment due date.

FSFL Loan Inquiry			
Summary		History	
Loan Information			
Loan Number:	2011/00004	Loan Amount:	\$114,000.00
FSA State:	Illinois (17)	Loan Term:	7
FSA County:	Edgar (045)	Interest Rate:	2.375%
Installment Status			
Current Amount Due:	\$0.00	Next Installment Date:	11/29/2015
Daily Interest Accrual:	\$4.401379	Next Installment Amount:	\$17,869.13
Payment Status:	\$30.70 Ahead	Next Installment Total Due:	\$17,838.43
Loan Payoff as of Accrual Date			
Accrual Date:	01/27/2015	Outstanding Loan Principal:	\$67,642.25
		Outstanding Loan Interest:	\$0.00
		Total Outstanding Loan Amount:	\$67,642.25
<input type="button" value="Cancel"/> <input type="button" value="Make Payment"/>			

*--464 Bankruptcy Payments

A Overview

The Bankruptcy Payment Screen allows the user to process bankruptcy plan payments received for the loan. Bankruptcy payments will be applied to the original loan and transmitted to NRRS during the complete bankruptcy plan process.

B Applying Bankruptcy Plan Payments

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the “Action” drop-down list, CLICK “**Payment**”
- CLICK “**Go**” to display the Bankruptcy Plan Screen.

Following is an example of the Bankruptcy Payment Screen that will be displayed when the “Payment” option has been selected.

Bankruptcy Payment				
All required fields are denoted by an asterisk (*).				
Loan Information				
Loan Number: 2015/00002				
Part I - Secured Debt Payments				
	Installment Number	Date Due	Payment Date	Payment Amount
No payments received to date				
Part II - Unsecured Debt Payments				
	Installment Number	Date Due	Payment Date	Payment Amount
No payments received to date				
New Payment				
* Payment Type: <input type="radio"/> Secured Payment <input type="radio"/> Unsecured Payment				
	Date Due	Payment Date	Payment Amount	
		* 06/03/2021	*	
Remittance Details				
* Remitter Name:	Select		* Total Remittance Amount:	
* Remittance Type:	Select		Check /Item Number:	
* Remittance State:	Select		* Remittance County:	Select
* Office:	Select			
		Next	Cancel	

--*

*--464 Bankruptcy Payments (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for bankruptcy plan payments.

Field/Button	Description	Action
New Payment		
Payment Date	<p>The date the payment was received in the Service Center.</p> <p>The date is defaulted to the current date, but a previous date can be entered.</p>	<p>No action needed if payment date is the current date.</p> <p>If the payment was received before the system date, enter the date by doing either of the following:</p> <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon.
Payment Amount	The dollar amount of the payment for the loan.	Enter the amount in dollars and cents.
Remittance Details		
Remitter Name	<p>The name of the person or persons submitting the payment.</p> <p>The remitter can be someone other than the borrower.</p>	Using the drop down list, select the remitter. If the remitter is not the borrower, select the remitter from SCIMS by clicking “ Select Customer from SCIMS ”.
Total Remittance Amount	Enter the total remittance being submitted. It can be equal to or greater than the payment amount.	Enter the amount in dollars and cents.
Remittance Type	<p>The type of remittance. The following options are available:</p> <ul style="list-style-type: none"> cash cashier’s check check money order multi-party check wire. 	<p>Select the applicable remittance type from the drop-down list.</p> <p>Note: The system will not allow Check/Item Number to be entered when “Cash” is selected as remittance type.</p>

--*

--464 Bankruptcy Payments (Continued)*C Field Descriptions and Actions (Continued)**

Field/Button	Description	Action
Remittance Details (Continued)		
Check/Item Number	The number associated with the remittance type, such as check number.	Enter the number associated with the remittance type. When a borrower submits cash, leave this field blank.
Remittance State	State where the remittance is physically located.	Using the drop down list, enter the State where the remittance is physically located.
Remittance County	County where the remittance is physically located.	Using the drop down list, enter the State where the remittance is physically located.
Office	Office where the remittance is physically located	Using the drop down list, enter the Office where the remittance is physically located.

After applicable information is entered:

- CLICK “**Next**” to display the Payment Confirmation Screen
- CLICK “**Cancel**” to return to the Select Facility Loan to Service Screen.--*

465-499 (Reserved)

Section 2 Corrections

500 Reverse Payment

A Overview

The Reverse Payment Screen allows for System 36 or DLS payment reversals.

Payment transactions that have been recorded for the loan will be listed on the Reverse Payment Screen. Only 1 transaction can be reversed at a time beginning with the most recent transaction.

Note: See 64-FI for further instructions for reconciling NRRS for payments that have been reversed.

B Example of Reverse Payment Screen

Following is an example of the Reverse Payment Screen.

Reverse Payment				
Loan Information				
Loan Number: 2011/00001		Loan Amount: \$87,201.51		
FSA State: Maryland (24)		Loan Term: 7		
FSA County: Frederick (021)		Interest Rate: 2.250%		
Payments Received				
The payment transactions that have been recorded for this loan are listed below. Only the most recent transaction can be reversed.				
Select	Payment Date	Payment Principal	Payment Interest	Payment Total
<input checked="" type="radio"/>	11/13/2013	\$11,896.53	\$1,699.74	\$13,596.27
<input type="radio"/>	11/13/2012	\$11,657.55	\$1,951.28	\$13,608.83
<input type="button" value="Next"/> <input type="button" value="Cancel"/>				

C Action

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the “Action” drop-down list, CLICK “**Reverse Payment**”
- CLICK “**Go**” to display the Reverse Payment Screen
- CLICK “**Next**” to display the Reverse Payment Confirmation Screen.

500 Reverse Payment (Continued)**C Action (Continued)**

Following is an example of the Reverse Payment Confirmation Screen.

Reverse Payment Confirmation			
Loan Information			
Loan Number:	2010/00003	Loan Amount:	\$50,000.00
FSA State:	Maryland(24)	Loan Term:	7
FSA County:	Baltimore(005)	Interest Rate:	3.125%
Payments to Reverse			
The following payment has been selected to be reversed:			
Payment Date:	08/09/2013	Payment Principal:	\$6,886.95
		Payment Interest:	\$1,148.23
		Payment Total:	\$8,035.18
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

From the Reverse Payment Confirmation Screen:

- CLICK “**Submit**” to reverse the payment
- CLICK “**Cancel**” to cancel the reversal.

Repeat the process for additional reversals.

To re-enter payments originally made in:

- DLS, process the payment using the “Payment” option according to paragraph 462
- System 36, process the payment using the “Reapply S/36 Payment” option according to paragraph 501.

Note: Do **not** use the “Payments” option to re-enter System 36 payments that were originally entered incorrectly.

501 Reapply S/36 Payment

A Overview

The “Reapply S/36 Payment” option allows for re-entry of payments originally processed on the System 36. Use this option to reapply a System 36 payment that was:

- reversed for an earlier payment to be reversed
- originally entered with an incorrect payment date.

Note: Using this option is a rare occurrence. For all other corrections, contact the National Office for assistance.

B Example of Reapply S/36 Payment Screen

Following is an example of the Reapply S/36 Payment Screen.

Customer Management Loan Making LS - Transfer/Assumption LS - Dashboard FSFL Loan Servicing Select Facility Loan Special Servicing Transactions	Reapply S/36 Payment				
	All required fields are denoted by an asterisk (*).				
	Loan Information				
	Loan Number: 2009/00006		Loan Amount: \$50,000.00		
	FSA State: Iowa (19)		Loan Term: 7		
	FSA County: Adair (001)		Interest Rate: 3.250%		
	Reversed S/36 Payments				
	The following payments have been reversed and may be reapplied.				
	Select	Payment Date	Payment Principal	Payment Interest	Payment Total
	<input checked="" type="radio"/>	11/16/2013	\$7,124.98	\$887.45	\$8,012.43
Payment Details					
* Payment Date: 11/16/2013		* Schedule of Deposit:			
<input type="button" value="Next"/> <input type="button" value="Cancel"/>					

C Field Descriptions and Actions

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the “Action” drop-down list, CLICK “**Reapply S/36 Payment**”
- CLICK “**Go**” to display the Reapply S/36 Payment Screen.

501 Reapply S/36 Payment (Continued)

C Field Descriptions and Actions (Continued)

The following table provides the field descriptions and actions for the Reapply S/36 Payment Screen.

Field/Button	Description	Action
Payment Details		
Payment Date	<p>The date the payment was received in the Service Center.</p> <p>The date is defaulted to the current date and will need to be changed to the actual date the payment was received in the Service Center.</p>	<p>Enter the date by doing either of the following:</p> <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon.
Schedule of Deposit	The CCC-257 number associated with this payment.	Enter the CCC-257 number.

Following is an example of the Payment Confirmation Screen.

Customer Management	Payment Confirmation	
Loan Making		
LS - Transfer/Assumption		
LS - Dashboard		
FSFL Loan Servicing		
Select Facility Loan		
Special Servicing		
Transactions		
Loan Information		
Loan Number: 2009/00006		Loan Amount: \$50,000.00
FSA State: Iowa (19)		Loan Term: 7
FSA County: Adair (001)		Interest Rate: 3.250%
Payment Details		
Payment Date: 11/15/2013		Payment Amount: \$8,012.43
Schedule of Deposit: 456		Payment Interest Amount: \$884.78
New Loan Balance: \$22,802.51		Payment Principal Amount: \$7,127.65
<input type="button" value="Submit"/> <input type="button" value="Previous"/> <input type="button" value="Cancel"/>		

From the Payment Confirmation Screen:

- CLICK “**Submit**” to complete the process
- CLICK “**Previous**” to return to the previous screen
- CLICK “**Cancel**” to cancel the process.

502 Corrective Actions in NRRS and DLS for Payments**A Reapplying an System 36 Payment for Other Than an Incorrect Payment Date**

When a System 36 payment needs to be reapplied in DLS for a reason other than an incorrect payment date, complete the following steps in order:

- activate the applicable remittance in NRRS according to 64-FI, subparagraph 44 B
- send a receipt deletion request to the NRRS help desk or RMO to get the payment receipts associated to these remittances deleted in NRRS

Note: The County Office must wait for confirmation from the Help Desk or RMO that the receipt has been deleted.

- reverse the S/36 payment in DLS according to paragraph 500
- record the payment correctly in DLS according to paragraph 462

Note: The remittance number, type, amount, effective date, and remitter **must** be the same.

- deactivate the applicable remittance in NRRS according to 64 FI, subparagraph 44 D.

B Reapply DLS Payments After Preparing the Schedule of Deposit

When a DLS payment needs to be reapplied after preparing the Schedule of Deposit, complete the following steps in order:

- delete the prepared Schedule of Deposit according to 64 FI, subparagraph 42 D
- reverse the payment in DLS according to paragraph 500
- record the payment correctly in DLS according to paragraph 462.

502 Corrective Actions in NRRS and DLS for Payments (Continued)**C Reapply DLS Payments After Verifying the Schedule of Deposit**

When a DLS payment needs to be reapplied after verifying the Schedule of Deposit, complete the following steps in order:

- activate the applicable remittance in NRRS according to 64-FI, subparagraph 44 B
- reverse the payment in DLS according to paragraph 500
- record the payment correctly in DLS according to paragraph 462
- deactivate the applicable remittance in NRRS according to 64 FI, subparagraph 44 D.

D Dishonored Checks

After a check has been recorded as dishonored in NRRS according to 64-FI, NRRS will automatically send a message to DLS that will automatically reverse the DLS payment.

Note: Do **not** reverse an FSFL payment in DLS for a dishonored check.

503-549 (Reserved)

Section 3 Special Servicing

550 Assumptions

A Overview

The assumption process in DLS allows 1 or more borrowers to assume a loan that is “Active”. The primary borrower that assumes the loan must have an approved credit decision in FBP **before** the loan can be assumed in DLS.

Partial/Final loans must be in the same loan package for the assumption process to work correctly.

Important: When a partial/final loan is in separate loan packages, the State Office specialist must contact the National Office for assistance. This action must be done **before** the loan can be assumed in DLS.

Note: Any FY 2014 and prior loans will need assistance from the National Office **before** processing the assumption as those loans were migrated to DLS in separate loan packages.

B Example of Partial/Final Loan in Separate Loan Packages

Following is an example of a partial/final loan in separate loan packages.

The screenshot shows the 'Process Application' screen in the DLS system. On the left is a navigation menu with options like Customer Management, Loan Making, Process Application, Checklist, Credit Decision - (FBP), Customer Profile, Obligate Loan Request, Check Request, Close Loan, Loan Request Status History, Transaction Status History, LS - Transfer/Assumption, LS - Dashboard, FSFL Loan Servicing, Special Servicing, and Transactions. The main area is titled 'Process Application' and contains a button 'Add Package', an 'Action:' dropdown menu, and a 'Go' button. Below this is a table with two rows of loan data. The first row (S.No 1) shows a loan received on 02-23-2010, request type 11 - FS, type of assistance loan # 901, amount 125,000.00, status Closed, and status date 06-25-2010. The second row (S.No 2) shows a loan received on 02-23-2010, request type 11 - FS, type of assistance loan # 901, amount 125,000.00, status Closed, and status date 10-08-2010. The second row is circled in green.

S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date
1	02-23-2010	11 - FS	901 2010/00004(P)	125,000.00	Closed	06-25-2010
2	02-23-2010	11 - FS	901 2010/00006	125,000.00	Closed	10-08-2010

Important: This loan must **not** be assumed until both loans are in a single loan package.

550 Assumptions (Continued)

C Action for Partial/Final Loans in Separate Loan Packages

When a partial/final loan is to be assumed and the loans are in 2 separate loan packages the County Office shall contact the National Office through their State Office for assistance in moving the loans into a single loan package.

After the loans have be moved into a single loan package, follow subparagraph G.

Important: **Never** process an assumption for a partial/final loan that are in separate loan packages.

D Example of Partial/Final Loan in Same Loan Packages

Following is an example of a partial/final loan in the same loan package.

Customer Management		Process Application > Printer Friendly																																							
Loan Making		Process Application																																							
Process Application		The first time a new application is entered, select "Add Package".																																							
Checklist		<input type="button" value="Add Package"/>																																							
Credit Decision - (FBP)		Action: <input type="text" value="Select an Action"/> <input type="button" value="Go"/>																																							
Customer Profile		<table border="1"> <thead> <tr> <th>S.No</th> <th>Date Received</th> <th>Request Type</th> <th>Type of Assistance Loan #</th> <th>Amount</th> <th>Status</th> <th>Status Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11-01-2015</td> <td><input type="radio"/> 11 - FS</td> <td>900 2016/00002(P)</td> <td>50,000.00</td> <td>Received</td> <td>11-01-2015</td> </tr> <tr> <td></td> <td></td> <td><input checked="" type="radio"/> 11 - FS</td> <td>900 2016/00003</td> <td>50,000.00</td> <td>Received</td> <td>11-01-2015</td> </tr> <tr> <td>2</td> <td>03-18-2014</td> <td><input type="radio"/> 11 - FS</td> <td>900 2014/00003</td> <td>148,420.43</td> <td>Closed</td> <td>11-18-2014</td> </tr> <tr> <td>3</td> <td>01-17-2012</td> <td><input type="radio"/> 11 - FS</td> <td>900 2012/00003</td> <td>500,000.00</td> <td>Closed</td> <td>11-20-2012</td> </tr> </tbody> </table>					S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date	1	11-01-2015	<input type="radio"/> 11 - FS	900 2016/00002(P)	50,000.00	Received	11-01-2015			<input checked="" type="radio"/> 11 - FS	900 2016/00003	50,000.00	Received	11-01-2015	2	03-18-2014	<input type="radio"/> 11 - FS	900 2014/00003	148,420.43	Closed	11-18-2014	3	01-17-2012	<input type="radio"/> 11 - FS	900 2012/00003	500,000.00	Closed	11-20-2012
S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date																																			
1	11-01-2015	<input type="radio"/> 11 - FS	900 2016/00002(P)	50,000.00	Received	11-01-2015																																			
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Special Servicing																																									
Transactions																																									

550 Assumptions (Continued)

E Example of a Final Only Loan

Following is an example of a Final Only Loan.

Customer Management	Process Application > Printer Friendly																					
Loan Making																						
Process Application	<div style="background-color: #005596; color: white; text-align: center; padding: 5px;">Process Application</div> <p>The first time a new application is entered, select "Add Package".</p> <div style="border: 1px solid #005596; background-color: #e6f2ff; padding: 5px; display: inline-block;">Add Package</div> <p>Action: Select an Action Go</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Date Received</th> <th>Request Type</th> <th>Type of Assistance Loan #</th> <th>Amount</th> <th>Status</th> <th>Status Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>03-26-2015</td> <td><input type="radio"/> 11 - FS</td> <td>900 2015/00002</td> <td>33,600.00</td> <td>Completed</td> <td>03-26-2015</td> </tr> <tr> <td>2</td> <td>04-19-2012</td> <td><input checked="" type="radio"/> 11 - FS</td> <td>900 2012/00004</td> <td>49,795.99</td> <td>Closed</td> <td>08-02-2012</td> </tr> </tbody> </table>	S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date	1	03-26-2015	<input type="radio"/> 11 - FS	900 2015/00002	33,600.00	Completed	03-26-2015	2	04-19-2012	<input checked="" type="radio"/> 11 - FS	900 2012/00004	49,795.99	Closed	08-02-2012
S.No		Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date															
1		03-26-2015	<input type="radio"/> 11 - FS	900 2015/00002	33,600.00	Completed	03-26-2015															
2		04-19-2012	<input checked="" type="radio"/> 11 - FS	900 2012/00004	49,795.99	Closed	08-02-2012															
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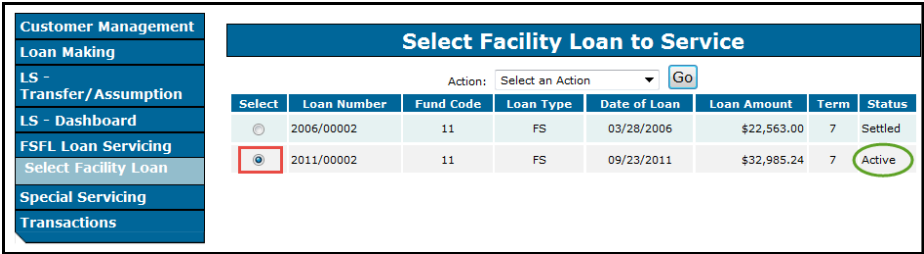
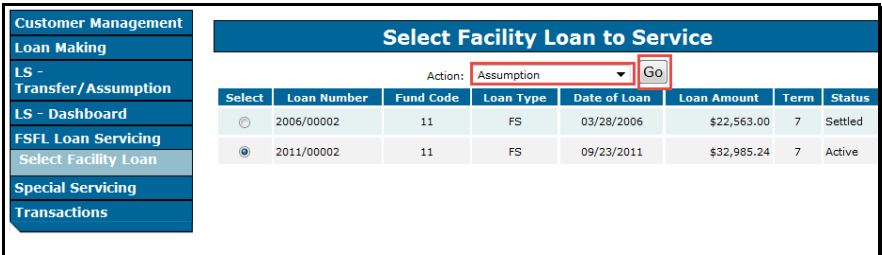
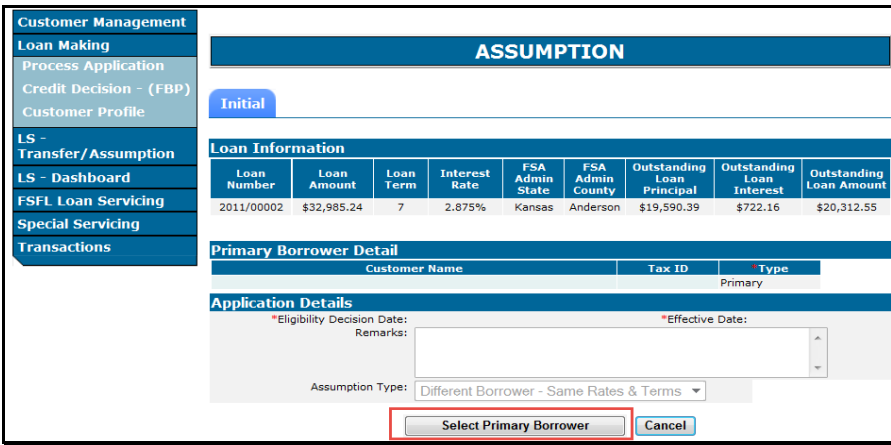
G Action

Complete the assumption process according to the following table.

Step	Action																																											
1	Select the borrower according to paragraph 22.																																											
2	<p>The Process Application Screen will be displayed.</p> <div style="border: 1px solid #005596; padding: 10px; margin: 10px;"> <table border="1"> <tr> <td>Customer Management</td> <td rowspan="2">Process Application > Printer Friendly</td> </tr> <tr> <td>Loan Making</td> </tr> <tr> <td>Process Application</td> <td rowspan="10"> <div style="background-color: #005596; color: white; text-align: center; padding: 5px;">Process Application</div> <p>The first time a new application is entered, select "Add Package".</p> <div style="border: 1px solid #005596; background-color: #e6f2ff; padding: 5px; display: inline-block;">Add Package</div> <p>Action: Select an Action Go</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Date Received</th> <th>Request Type</th> <th>Type of Assistance Loan #</th> <th>Amount</th> <th>Status</th> <th>Status Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11-12-2015</td> <td><input checked="" type="radio"/> 11 - FS</td> <td>900 2016/00001(P)</td> <td>20,000.00</td> <td>Completed</td> <td>11-16-2015</td> </tr> <tr> <td></td> <td></td> <td><input type="radio"/> 11 - FS</td> <td>900 2016/00002</td> <td>30,000.00</td> <td>Completed</td> <td>11-16-2015</td> </tr> <tr> <td>2</td> <td>02-28-2011</td> <td><input type="radio"/> 11 - FS</td> <td>900 2011/00002</td> <td>32,985.24</td> <td>Closed</td> <td>09-23-2011</td> </tr> </tbody> </table> </td> </tr> <tr> <td>Checklist</td> </tr> <tr> <td>Credit Decision - (FBP)</td> </tr> <tr> <td>Customer Profile</td> </tr> <tr> <td>Loan Request Status History</td> </tr> <tr> <td>Transaction Status History</td> </tr> <tr> <td>LS - Transfer/Assumption</td> </tr> <tr> <td>LS - Dashboard</td> </tr> <tr> <td>FSFL Loan Servicing</td> </tr> <tr> <td>Special Servicing</td> </tr> <tr> <td>Transactions</td> </tr> </table> </div> <p>From the left navigation bar CLICK "FSFL Loan Servicing".</p>	Customer Management	Process Application > Printer Friendly	Loan Making	Process Application	<div style="background-color: #005596; color: white; text-align: center; padding: 5px;">Process Application</div> <p>The first time a new application is entered, select "Add Package".</p> <div style="border: 1px solid #005596; background-color: #e6f2ff; padding: 5px; display: inline-block;">Add Package</div> <p>Action: Select an Action Go</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Date Received</th> <th>Request Type</th> <th>Type of Assistance Loan #</th> <th>Amount</th> <th>Status</th> <th>Status Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11-12-2015</td> <td><input checked="" type="radio"/> 11 - FS</td> <td>900 2016/00001(P)</td> <td>20,000.00</td> <td>Completed</td> <td>11-16-2015</td> </tr> <tr> <td></td> <td></td> <td><input type="radio"/> 11 - FS</td> <td>900 2016/00002</td> <td>30,000.00</td> <td>Completed</td> <td>11-16-2015</td> </tr> <tr> <td>2</td> <td>02-28-2011</td> <td><input type="radio"/> 11 - FS</td> <td>900 2011/00002</td> <td>32,985.24</td> <td>Closed</td> <td>09-23-2011</td> </tr> </tbody> </table>	S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date	1	11-12-2015	<input checked="" type="radio"/> 11 - FS	900 2016/00001(P)	20,000.00	Completed	11-16-2015			<input type="radio"/> 11 - FS	900 2016/00002	30,000.00	Completed	11-16-2015	2	02-28-2011	<input type="radio"/> 11 - FS	900 2011/00002	32,985.24	Closed	09-23-2011	Checklist	Credit Decision - (FBP)	Customer Profile	Loan Request Status History	Transaction Status History	LS - Transfer/Assumption	LS - Dashboard	FSFL Loan Servicing	Special Servicing	Transactions
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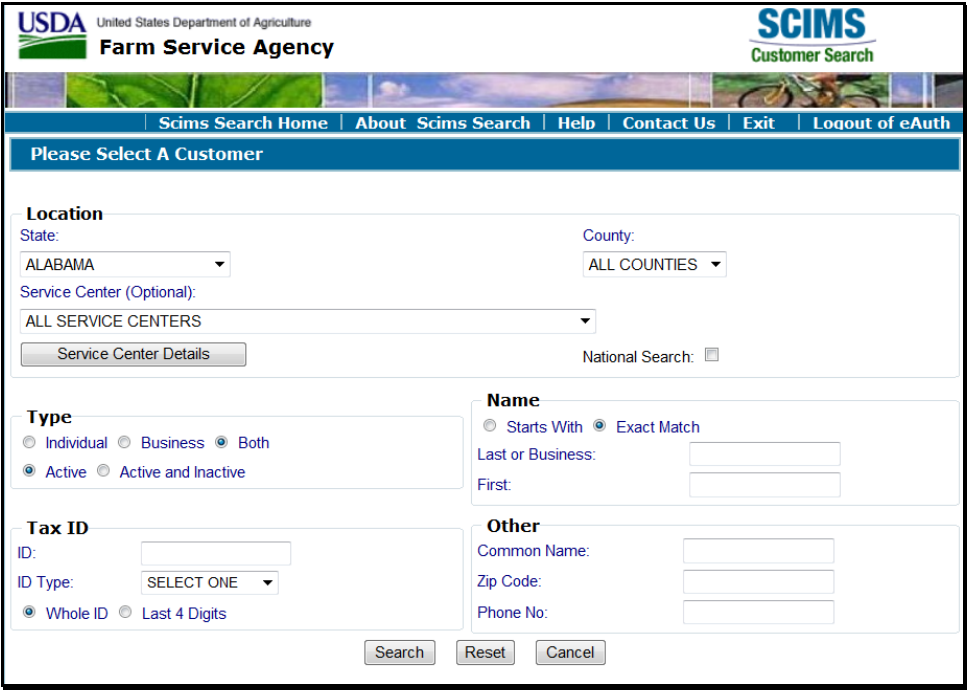
550 Assumptions (Continued)

G Action (Continued)

Step	Action
3	<p>The Select Facility Loan to Service Screen will be displayed.</p>  <p>Click the radio button of the applicable loan.</p> <p>Note: Only loans with a status of “Active” can be assumed.</p>
4	<p>Use the “Action” drop-down list to select “Assumption”.</p>  <p>CLICK:</p> <ul style="list-style-type: none"> • “Assumption” • “Go”.
5	<p>The Assumption Screen will be displayed.</p>  <p>CLICK “Select Primary Borrower”.</p>

550 Assumptions (Continued)

G Action (Continued)

Step	Action
6	<p>The SCIMS Search Page will be displayed.</p>  <p>Select the primary borrower who will be assuming the loan.</p> <p>Important: After selecting the new primary borrower the system will not allow the user to change the primary borrower that was selected from SCIMS.</p>

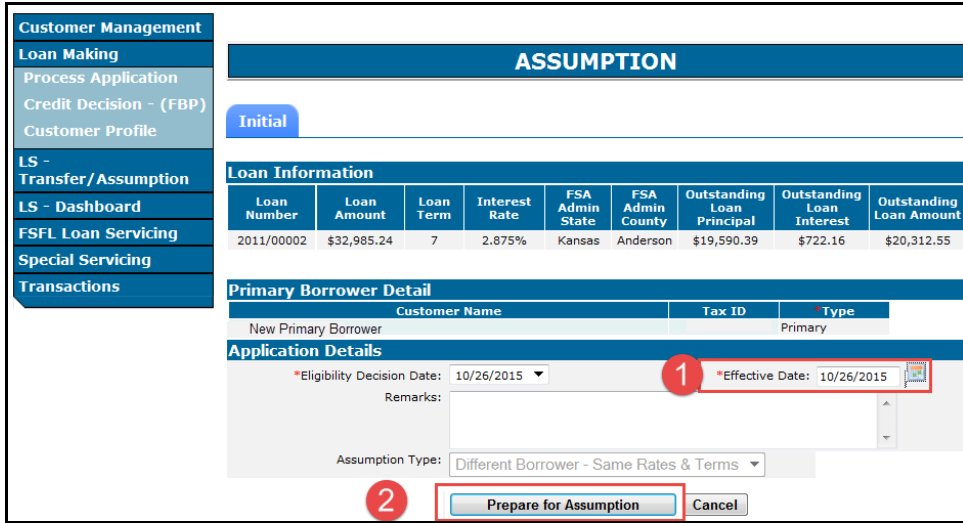
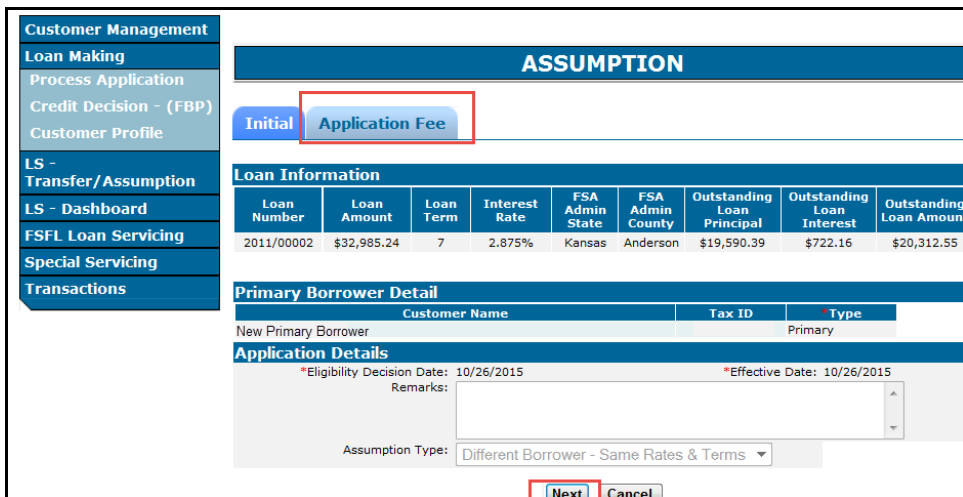
550 Assumptions (Continued)

G Action (Continued)

Step	Action
7	<p>The Assumption Screen will be re-displayed.</p> <div data-bbox="406 394 1364 955"> </div> <p>Using the drop-down list, select the Eligibility Decision Date.</p> <p>Note: If the field is blank an approved credit decision does not exist in FBP for the new primary borrower.</p>

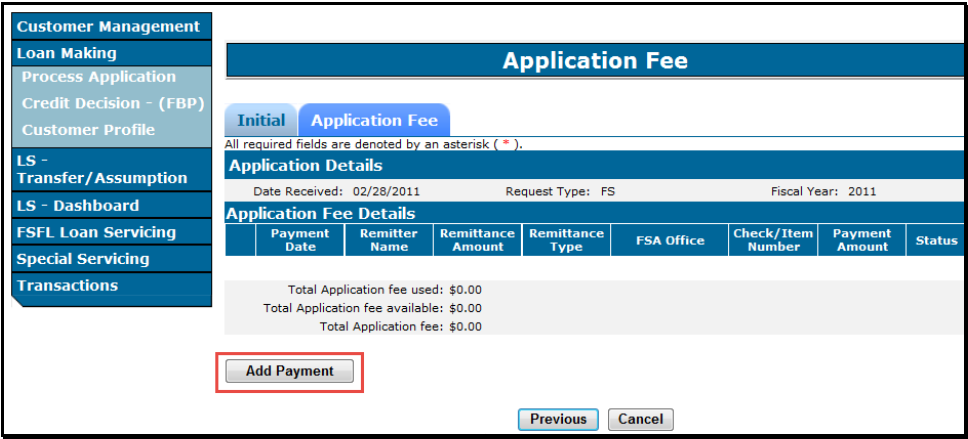
550 Assumptions (Continued)

G Action (Continued)

Step	Action
8	<p>The Eligibility Decision Date will be populated.</p>  <p>Enter the effective date of the assumption. CLICK “Prepare for Assumption”.</p> <p>Notes: The effective date must be equal to or greater than the eligibility decision date.</p> <p>Enter any remarks before clicking “Prepare for Assumption”.</p>
9	<p>The “Application Fee” tab will now be available.</p>  <p>CLICK “Next” or “Application Fee”.</p>

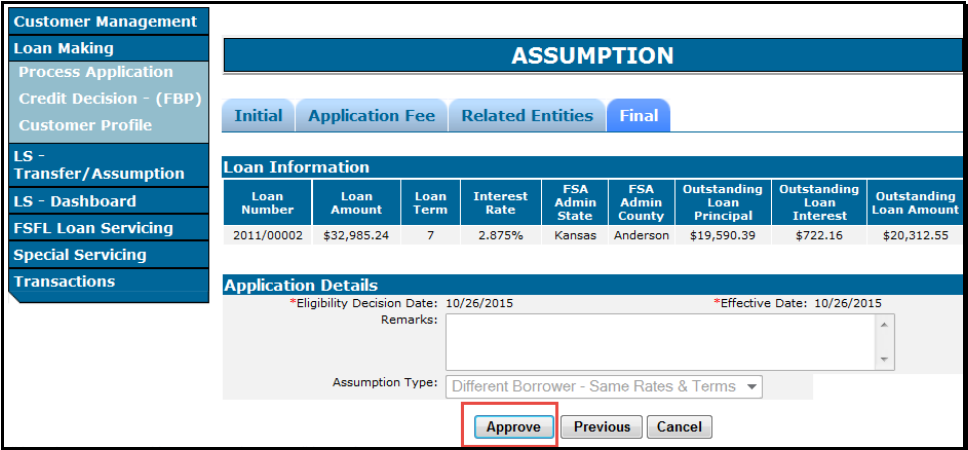
550 Assumptions (Continued)

G Action (Continued)

Step	Action
10	<p>The Application Fee Screen will be displayed.</p>  <p>Complete the:</p> <ul style="list-style-type: none"> • application fee according to paragraphs 34 through 37 • related entities according to paragraphs 60 through 62. <p>*--Important: When the borrower assuming the loan is a spouse, a new application fee is not required. County Offices shall contact the State Office with applicable loan details, to be entered into the PECD/ FSFL SharePoint to allow the fee to be waived according to paragraph 39.--*</p>

550 Assumptions (Continued)

G Action (Continued)

Step	Action
11	<p>After the application fees and related entities information has been completed, the Assumption Screen will be re-displayed.</p>  <p>CLICK:</p> <ul style="list-style-type: none"> • “Approve” to finalize assumption • “Cancel” to save information and approve at a later date. <p>Note: The loan will no longer be available to be viewed under the original borrower.</p> <p>All payment history for the loan:</p> <ul style="list-style-type: none"> • is moved to the new borrower • can be viewed in the Loan Inquiry Screen.

551 Liquidations

A Overview


The liquidation process:

- is processed in DLS **after** the loan has been liquidated
- transfers outstanding balances to NRRS for further processing
- closes out the loan in DLS.

Important: After a loan is liquidated in DLS, no further transactions for that loan are allowed in DLS. All transactions are processed in NRRS. If a refund is due a borrower, NRRS will send the refund to NPS for further processing.

B Example of Liquidation Screen

Following is an example of the Liquidation Screen.

Liquidation	
All required fields are denoted by an asterisk (*).	
Loan Information	
Loan Number: 2007/00006	Loan Amount: \$50,000.00
FSA State: Iowa (19)	Loan Term: 7
FSA County: Boone (015)	Interest Rate: 4.625%
Update of Liquidation Status	
* Notification of Disposition Letter: 08/26/2014 	Outstanding Loan Principal: \$8,147.05
	Outstanding Loan Interest: \$346.86
	Total Outstanding Loan Amount: \$8,493.91
* Liquidation will make the loan as settled and transfer the balance to NRRS as a receivable.	
Do you wish to continue?	
<input type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

C Action

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the “Action” drop-down list, CLICK “**Liquidation**”
- CLICK “**Go**” to display the Liquidation Screen
- enter the notification of disposition letter date
- CLICK “**Yes**” to continue with the liquidation process
- CLICK “**Submit**” to complete the liquidation
- CLICK “**Cancel**” to cancel the liquidation.

***--552 Bankruptcies**

A Overview

The Create Bankruptcy Plan Screen allows for the entry of the bankruptcy plan received.

Note: Only National and State Office users will be able to create, edit, and second party review bankruptcy plans.

B Example of Create Bankruptcy Plan Screen

Following is an example of the Create Bankruptcy Plan Screen.

Create Bankruptcy Plan

All required fields are denoted by an asterisk (*).

Court Approved Plan Details

Loan Number: 2015/00005

* Effective Date:

* Installment Start Date:

* Payment Frequency:

Annually
 Monthly
 Quarterly
 Semi-Annually

Outstanding Loan Principal:

Outstanding Loan Interest:

Outstanding Loan Balance: \$24,897.83

Status: Initial Setup

* Bankruptcy Loan Term:

* Bankruptcy Chapter Type:

Part I - Secured Debt Portion

* New Secured Principal:

* New Secured Interest Rate:

Part II - Unsecured Debt Portion

* New Unsecured Principal:

* New Unsecured Interest Rate:

g-web-4.0.3 Build Date:(2021-05-12 01:13:42 -0600)

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*--552 Bankruptcies (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Create Bankruptcy Plan Screen.

Field/Button	Description	Action
Court Approved Plan Details		
Effective Date	The effective date of the bankruptcy plan. Note: Effective date may vary and will be confirmed by National Office.	Enter the date by doing either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format
Installment Start Date	The date of first installment.	<ul style="list-style-type: none"> click the calendar icon.
Payment Frequency	Frequency of Payment.	Drop down to select: <ul style="list-style-type: none"> Annually Monthly Quarterly Semi-Annually.
Outstanding Loan Principal	The outstanding loan principal based on the “Effective Date” of bankruptcy plan.	Automatically calculated
Outstanding Loan Interest	The outstanding loan interest based on the “Effective Date” of bankruptcy plan.	Automatically calculated
Outstanding Loan Balance	The outstanding loan balance is the total loan principal plus interest.	Automatically calculated
Bankruptcy Loan Term	Term of bankruptcy plan in years.	Enter bankruptcy loan term.
Bankruptcy Chapter Type	Bankruptcy chapter filed according to approved plan.	Drop down to select: <ul style="list-style-type: none"> Chapter 7 Chapter 11 Chapter 12 Chapter 13 Chapter 15.

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*--552 Bankruptcies (Continued)

C Field Descriptions and Actions (Continued)

Part I – Secured Debt Portion		
New Secured Principal	The amount of the new secured principal.	Enter in dollars and cents.
New Secured Interest Rate	The interest rate of the plan.	Enter as “XX.XXX” percent.
Part II – Unsecured Debt Portion		
New Unsecured Principal	The amount of the new unsecured principal.	Enter in dollars and cents.
New Unsecured Interest Rate	The interest rate of the plan.	Enter as “XX.XXX” percent.
Summary Review	<p>To create and review the bankruptcy plan.</p> <p>Note: Second party review.</p>	<p>CLICK “Summary Review” to create and view the bankruptcy plan. Plan is now ready for edit, 2nd party review, or deletion.</p> <p>CLICK “Edit” to edit the plan according to this subparagraph.</p> <p>CLICK “Delete” to delete the plan.</p>
<p>Note: After the summary review has been completed, contact Kimberly Kempel at Kimberly.Kempel@usda.gov or Toni Williams at toni.williams@usda.gov for 2nd party review and approval of the bankruptcy plan.</p>		
Exit	To exit the Create Bankruptcy Plan Screen.	CLICK “Exit” to return to Select Facility Loan to Service Screen.

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*--552 Bankruptcies (Continued)

C Field Descriptions and Actions (Continued)

Following is an example of the redisplayed Select Facility Loan to Service Screen after a bankruptcy plan has been created.

Select Facility Loan to Service							
Select	Loan Number	Fund Code	Action:		Amount	Term	Status
<input type="radio"/>	2015/00002	11	<div> Select an Action Payment Reverse Payment Delete Bankruptcy Plan Complete Bankruptcy Process Manage Related Entities </div>		\$46,282.50	7	Bankruptcy Original
<input checked="" type="radio"/>	2015/00002 (B)	11	FS	09/08/2020	\$30,832.71	7	Bankruptcy
<input type="radio"/>	2015/00003	11	FS	10/29/2015	\$50,629.40	7	Bankruptcy Original
<input type="radio"/>	2015/00003 (B)	11	FS	09/08/2020	\$37,073.39	7	Bankruptcy
<input type="radio"/>	2015/00004	11	FS	09/01/2015	\$30,396.00	7	Bankruptcy Original
<input type="radio"/>	2015/00004 (B)	11	FS	09/08/2020	\$20,425.02	7	Bankruptcy
<input type="radio"/>	2015/00005	11	FS	10/30/2015	\$36,475.20	7	Bankruptcy Original
<input type="radio"/>	2015/00005 (B)	11	FS	09/08/2020	\$27,384.33	7	Bankruptcy

Notes: Once the bankruptcy plan goes through 2nd party review and approval the original loan will have a “Bankruptcy Original” status and the plan created will have a “Bankruptcy” status.

Complete bankruptcy plan payments according to subparagraphs 464 A through E.--*

553 Completing the Bankruptcy Process

A Overview

The bankruptcy process applies all bankruptcy payments back to the original loan, settles the bankruptcy loan, and reactivates the original loan.

Note: Only National Office users will be able to complete this process.

B Example of Complete Bankruptcy Process Screen

Following is an example of the Complete Bankruptcy Process Screen.

Complete Bankruptcy Process			
Loan Information			
Bankruptcy Loan Number: 2010/00002		Original Loan Number: 2010/00002	
Effective Date of Bankruptcy: 06/01/2014		Original FSFL Disbursement Date: 06/01/2014	
Apply Bankruptcy Payments to Original Loan			
Secured Debt Payments Received			
Payment Number	Date Due	Date Paid	Amount of Payment
Unsecured Debt Payments Received			
Payment Number	Date Due	Date Paid	Amount of Payment
This process will apply all bankruptcy loan payments bank to the original loan, settle the bankruptcy loan, and reactivate the original loan.			

From the redisplayed Select Facility Loan to Service Screen:

- click the radio button of the applicable bankrupt loan
- using the “Action” drop-down list, CLICK “**Complete Bankruptcy Process**”
- CLICK “**Go**”
- CLICK “**Submit**” to complete the process
- CLICK “**Cancel**” to cancel the process.

554 Write Down

A Overview

According to 58-FI debts less than \$25 may be disregarded, unless otherwise specified by legislation or program procedures.

Authorization is provided to write-off FSFL's with a remaining outstanding balance of \$24.99 or less **after** the final installment payment is made.

B Processing Small Balances of \$24.99 or Less in DLS

Process small balances from the Select Facility to Service Screen according to the following:

- click the radio button of the applicable loan
- using the “Action” drop-down list, CLICK **“Write Down”** as shown on the following screen

Select Facility Loan to Service						
Action:			Select an Action ▼	Go		
Select	Loan Number	Fund Code		Loan Amount	Term	Status
<input checked="" type="radio"/>	2008/00002	11		\$16,468.79	7	Active
<input type="radio"/>	2011/00004	11		\$20,104.20	7	Active
<input type="radio"/>	2013/00002	11		\$24,393.30	7	Active

Select an Action
 Loan Inquiry
 Payment
 Assumption
 Reverse Payment
 Reapply S/36 Payment
 Create Bankruptcy Plan
Write-Down
 Liquidation

554 Write Down (Continued)

B Processing Small Balances of \$24.99 or Less in DLS (Continued)

- enter the last payment date in the “Write-Down Date” field as shown on the following screen

Important: The write down date is defaulted to the current date. Users need to be careful to make sure the **last** payment date is the date recorded in the “Write-Down Date” field.

Write-Down	
All required fields are denoted by an asterisk(*).	
Loan Information	
Loan Number: 2008/00002	Loan Amount: \$16,468.79
FSA State: Wyoming (56)	Loan Term: 7
FSA County: Park (029)	Interest Rate: 3.375%
Write-Down Details	
*Write-Down Date:	01/07/2015
Write-Down Principal:	\$2.30
Write-Down Interest:	\$0.00
Write-Down Total:	\$2.30
This process will write-down the outstanding loan amount to zero and mark the loan as settled.	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

- CLICK “**Submit**” to complete the process
- CLICK “Cancel” to cancel the process and return to the Process Application Screen.

--555 Treasury Offset Payments*A Overview**

Delinquent FSFL's will be referred to TOP 120 calendar days after the installment due date. The National Office will initiate the referral to TOP to offset any payments due to the borrower.

B County Office Action

County Offices shall set the "Other Debt Offset" flag in FSA-FS, under Customer Profile, on all borrowers listed on the delinquent FSFL, according to instructions provided in 1-FSFL, subparagraph 262 E.

C State Office Action

After receiving notification of a Treasury offset, the State Office shall e-mail the following payment information to Stacy Carroll at **stacy.carroll@wdc.usda.gov** and cc **laura.schlote@wdc.usda.gov**:

- name and address of borrower
- State and county
- year and FSFL number
- date of treasury offset payment
- treasury offset payment amount.

D National Office Action

The National Office will contact OBF to obtain the exact net payment offset amount to be entered in DLS. OBF will recognize payments in CORE once payments have been applied to DLS using the Treasury Offset Payment option.

Note: Only National Office users will be able to enter Treasury offset payments in DLS.--*

556-599 (Reserved)

Part 8 (Withdrawn--Amend. 4)

600-602 (Withdrawn--Amend. 4)

603-605 (Withdrawn—Amend. 3)

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-185	Loan Application for Farm Storage Facility Loan Program		31, 32
CCC-186	Farm Storage Facility Loan Program Promissory Note and Security Agreement		400, 401, 402
CCC-257	Schedule of Deposit		501
CCC-297	Severance Agreement		51, 52
FSA-13-A	Data Security Access Authorization Form		20, 600
UCC-1	UCC Financing Statement		2, 52, 401
UCC-3	UCC Financing Statement Amendment		51, 52

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
COF	Common Obligation Frame	51, 54
DLS	Direct Loan System	text
FLPIDS	Farm Loan Program Information Delivery System	3, 600, Ex. 2
FP	farm program	20, Ex. 2
NPS	National Payment System	51-54
NRRS	National Receipts and Receivables System	50, 51, 54

Redelegations of Authority

None

Definitions of Terms Used in This Handbook**Borrower**

Borrower means a single borrower or a borrower who has a co-borrower/co-signer/guarantor.

Note: Borrower also means the applicant before a loan is approved.

Customer Profile

Customer profile is a summary of account information for a borrower. This is for both FLP loans and FSFL's.

Direct Loan System (DLS)

DLS is an Intranet-based web application that is part of FLPIDS. DLS is comprised of the following modules:

- Loan Making
- Customer Management
- Routine Servicing
- Special Servicing
- Transaction Manager.

Note: DLS is used to record, track, monitor, and process various account actions related to making and managing FLP loans and FSFL's.

Disposition

Disposition is the decision for the loan, such as approved or disapproved.

Farm Business Plan (FBP)

FBP is a web-based software that captures the financials of a loan applicant. FBP is used to determine credit worthiness. Only authorized FSA employees with "FLP" role have access.

FLP Employees

FLP employees mean State and County Office employees who administer FLP's.

FP Employees

FP employees mean State and County Office employees who administer FP's, such as Price Support, Conservation, and Disaster

Definitions of Terms Used in This Handbook (Continued)**Loan Package**

Loan package consists of an application and other necessary information to make a loan determination. For FSFL, the loan package will contain either of the following:

- partial and final loan applications
- only final application.

Loans

Loans mean FSFL's only.

Payment

Payment is the amount paid by a borrower on their FSFL. In the System 36, this was known as a "repayment".

Related Entity

Related entity is any person or persons other than the borrower who is responsible for the debt on the loan. Related entities are a co-borrower, co-signer, or guarantor.

Users

Users mean FSA employees with Level II eAuthentication access to DLS, **except** where specifically noted.

***--Statuses Used in DLS**

A Process Application Screen Statuses

Following are the Process Application Screen statuses.

Status	Description
Received	Loan request has been entered into DLS but has not been completed.
Completed	Loan request has been completed but not yet approved.
Approved	Loan was approved but funds were not obligated. Note: This status will only display when funds are not available.
Obligated	Loan has been approved and funds obligated.
Disbursement Calculator Approved	Disbursement calculator has been 2 nd party reviewed.
Check Processed	Check process completed and funds transmitted to NPS.
Closed	Loan has been closed in DLS.

B Application Fee Statuses

Following are the application fee statuses.

Status	Description
Pending	Application fee entered but not submitted to NRRS.
Success	Application fees have successfully transmitted to NRRS.
No Response	Application fees attempted to be transmitted to NRRS but were unsuccessful.
Failure	Application fee was not transmitted to NRRS. Occurs usually when user tries to delete application fee that has already been verified.

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***--Statuses Used in DLS**

C Disbursement Calculator Statuses

Following are the Disbursement Calculator statuses.

Status	Description
Pending	Disbursement calculator has not be submitted for 2 nd party review.
Completed	Disbursement calculator has been submitted for 2 nd party review, but the 2 nd party review is not completed.
Approved	Disbursement Calculator 2 nd party review has been completed.

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