

Purpose

Section 14003 of the Food, Conservation, and Energy Act of 2008 (2008 Farm Bill) amended section 2501A of the Food, Agriculture, Conservation, and Trade Act of 1990 (7 U.S.C. 2279-1) by adding a provision requiring FSA, NRCS, and RD to provide a receipt, upon request, to any current or prospective producer or landowner requesting a USDA benefit or service.

The requirements established by the 2008 Farm Bill were further amended by Section 12204 of the Agricultural Act of 2014 (2014 Farm Bill) to **require** FSA, NRCS and RD to provide a receipt when a current or prospective producer or landowner requests a USDA benefit or service. Specifically, 7 U.S.C. 2779-1, as amended by the 2014 Farm Bill, provides:

“(e) Receipt for service or denial of service

In any case in which a current or prospective producer or landowner, in person or in writing, requests from the Farm Service Agency, the Natural Resources Conservation Service, or an agency of the Rural Development Mission Area any benefit or service offered by the Department to agricultural producers or landowners, the Secretary shall issue, on the date of the request, a receipt to the producer or landowner that contains-

- (1) the date, place, and subject of the request; and*
- (2) the action taken, not taken, or recommended to the producer or landowner.”*

In many situations, program applicants or participants are routinely provided with copies of forms and documents in delivery of USDA benefits and services. These forms and documents will serve as a receipt, with the exception of certain loan programs. FSA, NRCS, and RD collaboratively developed webRFS to issue and maintain receipts when a request for benefit or service does not result in the generation of a form or document, or when the request pertains to certain loan programs. FSA, NRCS, and RD employees will use webRFS to issue a receipt:

- when required by Section C2 of the webRFS User’s Guide, or
- any time a customer requests a receipt.

Trigger

Perform a Search for Receipt for Service (RFS) whenever an RFS needs to be recovered.

Prerequisites

- Internet connectivity
- Access to webRFS
- eAuth Level 2

Helpful Hints

- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes may be used throughout this work instruction:

Note type	Icon	Description
A general note of information		This is the most commonly used note icon. It is the default icon in the uPerform system for all notes. Use this icon for general information that falls out of the scope of these other icons.
A cautionary note		Use this note to communicate to the end-user of something that MUST be completed or another trigger that should be started and is related to the procedure.
A critical note		Use this note to specify something that MUST NOT be done during the procedure.
Contact someone		Use this icon to specify to the end-user the need to initiate a communication within the organization due to an event in the procedure.
A reference is available		Use this note to specify that more information is available in another

		location. You may reference SOPs, another system, or document.
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Procedure

1. {Start the transaction from the webRFS Home Page.}

Home Page - Receipt For Service

USDA Receipt For Service

User: JULIE
Session Timeout: 20 Min.
LOGOUT

RECEIPT ENTRY RECEIPT SEARCH

What is the USDA Receipt for Service (RFS) system?

The USDA RFS system allows NRCS, FSA and RD employees to create a receipt for services provided to customers in accordance with the 2014 Farm Bill. There are options to send the receipts via email, printed and handed to the customer in person or printed and sent via US mail. RFS also offers search functionality across all receipts in the event a receipt needs to be emailed or printed again.

Who can access the USDA Receipt for Service (RFS) system?

Access is maintained by the USDA eAuth system. Any NRCS, FSA or RD user with a USDA eAuth level 2 account can generate and search for receipts in the system.

[NRCS Home](#) | [FSA Home](#) | [RD Home](#) | [USDA.gov](#) | [Civil Rights](#) | [FOIA](#) | [Accessibility Statement](#)

2. Click Receipt Search link label **RECEIPT SEARCH**.

Receipt Search - Receipt For Service



Receipt For Service

[RECEIPT ENTRY](#) [RECEIPT SEARCH](#)

User: JULIE

Session Timeout: 20 Min.

[LOGOUT](#)

Receipt #:

Customer Name:

Business Entity:

Customer Street Address:

Customer Location: State: City:

Customer Zip Code: **Customer Email:**

Agency: NRCS FSA RD ALL

Office Location: State: Servicing Office:

Date Of Service:

3. Click Customer Name: text box .

 A user can search using by filling in any data field on the search screen. The user is required to complete at least one field.

Receipt Search - Receipt For Service



Receipt For Service

RECEIPT ENTRY RECEIPT SEARCH

User: JULIE

Session Timeout: 20 Min.

LOGOUT

Receipt #:

Customer Name: First Name Last Name

Business Entity:

Customer Street Address:

Customer Location: State: City:

Customer Zip Code: **Customer Email:**

Agency: NRCS FSA RD ALL

Office Location: State: Servicing Office:

Date Of Service:

4. As required, complete/review the following fields:

Field	R/O/C	Description
Customer Name:	O	Example: Joe

Receipt Search - Receipt For Service

Receipt For Service

 User: JULIE
 Session Timeout: 20 Min.
 LOGOUT

RECEIPT ENTRY
RECEIPT SEARCH

Receipt #:

Customer Name:

Business Entity:

Customer Street Address:

Customer Location: State: City:

Customer Zip Code: Customer Email:

Agency: NRCS FSA RD ALL

Office Location: State: Servicing Office:

Date Of Service:

5. As required, complete/review the following fields:

Field	R/O/C	Description
Customer Name:	O	Example: Farmer

Receipt Search - Receipt For Service



Receipt For Service

User: JULIE [redacted]
Session Timeout: 20 Min.
LOGOUT

RECEIPT ENTRY RECEIPT SEARCH

Receipt #:

Customer Name:

Business Entity:

Customer Street Address:

Customer Location: State: City:

Customer Zip Code: Customer Email:

Agency: NRCS FSA RD ALL

Office Location: State: Servicing Office:

Date Of Service:

6. Click Search button .



After selecting Search, it may be necessary to scroll down to view the Search Results.

Receipt Search - Receipt For Service

RECEIPT ENTRY
RECEIPT SEARCH
LOGOUT

Receipt #:

Customer Name:

Business Entity:

Customer Street Address:

Customer Location: State: City:

Customer Zip Code: Customer Email:

Agency: NRCS FSA RD ALL

Office Location: State: Servicing Office:

Date Of Service:

Receipts							
Receipt #	Issue Date	First Name	Last Name	Bus. Entity	Address	Agency	Office
345	10/17/20	Joe	Farmer	JF Critters		RD	MUSKOGEE RD AREA OFFICE, MUSKOGEE, OK
344	10/17/20	Joe	Farmer			FSA	WAGONER COUNTY FARM SERVICE

7. Click JF Critters JF Critters .

Receipt Search - Receipt For Service

x
Receipt #: 345

Receipt #:

Customer Name:

Business Entity:

Customer Street Address:

Customer Location:

Customer Zip Code:

Agency: N

Office Location:

Date Of Service:

Receipt #	Issue
345	10/1
344	10/1

United States Department of Agriculture

RECEIPT FOR SERVICE

On October 17, 2014, JULIE of the MUSKOGEE RD AREA OFFICE discussed the following services and benefits provided by the USDA Rural Development (RD) with Joe Farmer (JF Critters). The discussion took place via Office Visit.

Servicing Office Address: 3001 AZALEA PARK DR, MUSKOGEE, OK 74401-2214

Requested:
Rural Energy for America Program

Resolution Provided:
Materials Provided
Added to Mailing List

Receipt #: 345

NTY
MUSKOGEE, OK
FARM SERVICE

8. Click on the USDA logo to continue to the next step.

Result

You searched and located a Receipt for Service.