

For: State and County Offices

Service Center Information Management System (SCIMS) Modifications

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Modifications have been made to SCIMS to accommodate on-going multi-agency needs.

B Purpose

This notice informs Service Centers of recent modifications instituted in SCIMS that will be released to County Offices on Monday, August 11, 2003.

2 Modifications to SCIMS

A Program Participation

The drop down menu on the Add Program Participation pop-up page has been modified to include the following new program types:

- “Inactive Customer”
- “Technical Service Provider”.

SCIMS users are advised that “Inactive Customer” does not display if adding a new customer. If “Inactive Customer” is selected, the General Program Interest and the Current Participant are not accessible to the user. Before making a customer inactive, Service Center employees shall ensure that the customer is, in fact, inactive in **all** programs with **all** agencies. When making a customer inactive, all previously entered program participation entries must be removed.

Note: Failure to remove all previously entered program participation will result in the error message, “To select “Inactive Customer” all other program participations must be deleted.”

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

Notice CM-475

2 Modifications to SCIMS (Continued)

A Program Participation (Continued)

SCIMS users are also advised that selecting “Inactive Customer” will inactivate the customer on System 36.

The “NRCS Customer” program type has been replaced with the following 2 program types:

- “Non-AG NRCS Customer”
- “AG NRCS Customer”.

Note: The NRCS customers who are currently in the database will be edited to “AG NRCS Customer”.

B Business Types

Modifications have been made to the Business Information page to:

- display the long description for business types on the drop down menu
- add “Financial Institution” (type code 23) as a new business type

Note: Business type code 23, “Financial Institution”, will convert to type code 04, “Corporation With Stockholders”, when downloading to the legacy system.

- expand “Churches” (type code 10) to read “Churches, Charities, and Non-Profit Organizations”.

C Search Results

The Search Results page has been enhanced to align the address and correlating legacy link more clearly.

D County Office Action

County Offices shall ensure that all Service Center employees are advised of these modifications.

E Contact Person

Direct questions about this notice to Mike Sienkiewicz, Program Specialist, PECD, Common Provisions Branch, at 202-720-8959.