

For: State and County Offices

Transfer Policy for Producers Impacted by Servicing Office Reassignment

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Servicing offices are responsible for managing assigned administrative county farm records. In some cases, a servicing office is responsible for only the administrative county farm records based on the county where the office is located. In other cases, a servicing office is responsible for the administrative county farm records based on the county where the office is located, plus administrative county farm records of adjacent counties that do not have their own servicing office.

10-CM (Rev. 2), paragraph 53 provides specific transfer policy for producers on farms impacted by a servicing office closure resulting in reassignment of an administrative county to a new servicing office. However, these provisions do not provide transfer policy for cases where an administrative county has been reassigned to a different servicing office and the original servicing office remains open.

B Purpose

This notice provides transfer policy for producers who are impacted by the reassignment of an administrative county to a different servicing office, and the original servicing office remains open. This includes situations where a new office is being opened and an existing administrative county is being reassigned to that new office from an existing office, and situations where an administrative county is being reassigned from an existing office to another already existing office.

Note: 10-CM (Rev. 2) procedure will be updated in a forthcoming amendment.

C Questions

State Offices will direct questions about this notice to Tyler Gilkey by email to tyler.gilkey@usda.gov.

County Offices will direct questions to the applicable DD or State Office specialist.

Disposal Date	Distribution
June 1, 2024 11-29-23	State Offices; State Offices relay to County Offices

Notice CM-858

2 Transfer Policy for Producers Impacted by Reassignment of Servicing Office

A Impacted Producers

The transfer policy as outlined in subparagraph B is applicable only to producers on farms administratively located in a county that has been reassigned to a different servicing office and the previous servicing office for that administrative county remains open.

B Transferring to Previous Servicing Office

Impacted producers on farms administratively located in a county that have been reassigned to a different servicing office and the previous servicing office remains open may request a transfer back to the original servicing office without providing a reason for transfer. To transfer farms back to the original servicing office, producers must request to transfer the farm to an administrative county still serviced by the original servicing office.

The operator and all owners must sign the transfer request on FSA-179. The approval authority will be COC's of the transferring and receiving offices, or CED's as delegated. Until 10-CM (Rev. 2) procedure is updated, the reason for transfer indicated on FSA-179, item 5, will be "DAFP Approval" with this notice specified.

Note: A transfer to an administrative county serviced by the original servicing office would result in the administrative county of the impacted farm being changed to align with an administrative county managed by the selected servicing office.

Any request to transfer to a servicing office other than the original servicing office will be considered under the procedure in 10-CM (Rev. 2), paragraph 52.

C Notification

When an administrative county is reassigned to a new Service Center, impacted producers will be notified of the change to the new servicing office for their applicable farm or farms. This notification will include the location of the new servicing office and provide opportunity for the producer to choose an alternative servicing office, which may include a transfer of the impacted farm back to the original servicing office.

Note: Example notification letters are provided in Exhibit 1.

D Nationwide Customer Service

As an alternative to transferring a farm, producers may use the nationwide customer service option that FSA offers. This would allow affected producers to continue to do business with the original servicing office with no administrative change necessary. The farm would remain administratively located in the original county and associated with the new servicing office.

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3 Action

A State Office Action

State Offices must ensure that the County Office complies with the provisions of this notice.

B County Office Action

The County Office must follow procedure as outlined in this notice.

Example Notification Letters

A Example 1

The following is an example notification letter for affected producers on farms administratively located in a county that has been reassigned to a newly opened office.

Dear _____ (Owner or Operator):

USDA has established the _____ (new servicing office name) Office located at _____ (address) in _____ (town). The new office is open as of (month, day, year). Your farm records and associated program enrollment will now be administered from the new office. The phone number for the new office is _____ (phone).

You may request that your farm be transferred back to the _____ (prior servicing office name) Office. You may also request a transfer to a different servicing office if more convenient to you. Any transfer will change your farm’s administrative county, which will result in a new farm number and impact existing contracts and enrollments. FSA staff can assist you with requesting a transfer and answer questions you have.

If you have a direct or guaranteed loan with FSA, please contact your loan officer to discuss where you would like to have your loan file located and serviced.

Please contact the _____ (new servicing office name) FSA Office no later than 30 calendar days after the date of this letter if you wish to request a farm transfer. Farm transfer requests must be submitted on form FSA-179 and the operator and all owners must sign agreeing to the transfer. If we do not hear from you within 30 calendar days of the date of this letter, your farm records will be managed by the _____ (new servicing office name) FSA Office.

Sincerely,

_____, CED

Example Notification Letters (Continued)

B Example 2

The following is an example notification letter for affected producers on farms administratively located in a county that has been reassigned to an existing office.

Dear _____ (Owner or Operator):

FSA recently took action to reassign _____ (impacted administrative county) administrative farms to the _____ (new servicing office) Office located at _____ (address) in _____ (town). Prior to this action, _____ (impacted administrative county) farms were serviced by the _____ (previous servicing office) Office. Your farm records and associated program enrollment(s) for your _____ (impacted administrative county) farms will now be serviced from the _____ (new servicing office) Office. The phone number for the office is _____ (phone).

You may request that your farm be transferred back to the _____ (prior servicing office name) Office. You may also request a transfer to a different servicing office if more convenient to you. Any transfer will change your farm’s administrative county, which will result in a new farm number and impact existing contracts and enrollments. FSA staff can assist you with requesting a transfer and answer questions you have.

Please contact the _____ (new servicing office name) Office no later than 30 calendar days after the date of this letter if you wish to request a farm transfer. Farm transfer requests must be submitted on form FSA-179 and the operator and all owners must sign agreeing to the transfer. If we do not hear from you within 30 calendar days of the date of this letter, your farm records will be managed by the _____ (new servicing office name) Office.

If you have a direct or guaranteed loan with FSA, please contact your loan officer to discuss where you would like to have your loan file located and serviced.

Sincerely,

_____, CED