

For: FSA Offices

Preparing for National Payment Services (NPS)

Approved by: Deputy Administrator, Management



1 Overview

A Background

FSA is in the process of migrating program applications from the County Office AS400 to web-based processing in the local Service Centers. NPS is being developed to support:

- new program applications that are being initially released as a web-based application
- program applications that are being migrated as a web-based application.

NPS will provide the accounting functions that are included in the System 36/AS400, and reduce the paperwork burden at the County Office. NPS is currently scheduled for release in April 2004.

The Trade Adjustment Assistance Program is being initially released as a web-based application. Programs being migrated to NPS in April 2004, include the Milk Income Loss Contracts and electronic LDP's.

B Purpose

This notice:

- provides an explanation of NPS
- includes the form (Exhibit 1) necessary to establish user access to NPS.

C Contact

State Offices with questions about this notice should contact Debbie Simmons by:

- e-mail at Debbie_Simmons@wdc.usda.gov
- telephone at 703-305-1309.

<p>Disposal Date</p> <p>August 1, 2004</p>	<p>Distribution</p> <p>All FSA Offices; State Offices relay to County Offices</p>
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2 Introduction to NPS

A What Is NPS

NPS is a centralized, web-based accounting application that interfaces with a web-based program application to complete the payment process for the program. The user must be registered with security to have access to the secured FSA Intranet website.

B What Accounting Functions Are Included In NPS

NPS includes the same accounting functions that are included in the accounting application on the System 36/AS400. NPS supports:

- assignments to a third party
- joint payments to a third party
- voluntary receivable collections
- offsets for debts due FSA or CCC
- other agency claims
- foreign persons tax withholdings
- prompt payment interest calculation
- issuing payments.

Payments may be made by direct deposit or by CCC-184.

C How Does the County Office Process Change

Checks and disbursement transaction statements for payments initiated through NPS will be printed by KCFO and mailed directly to the payment recipient. The County Office may query the system and view the disbursement transaction statement. The disbursement transaction statement can be printed from the web browser view option, when necessary. The County Office will not be required to file a copy of the disbursement transaction statement in the local office.

Offsets for debts due FSA or CCC are withheld by the system, and will be applied to the debt without requiring that a check be printed made payable to CCC and deposited. Tax withholdings for foreign persons will be withheld and paid by KCFO to IRS without further County Office processing.

D When Will NPS be Operational

NPS is scheduled for release in April 2004.

E Does the Accounting Function Change for Programs Not Being Migrated to the Web

The accounting application on the System 36/AS400 will remain intact for those programs that are not yet migrated to the web. CCC-184's and disbursement transaction statements will print at the County Office.

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3 County Office Levels of Security Access and Roles and Responsibilities of Each Level

A Service Center Representative

The Service Center Representative is the first person to handle the processing of a payment when special processing is required. The Service Center Representative will:

- accept or modify the displayed amount of an offset for a debt due FSA or CCC
- enter the amount of an offset for any other agency's debts
- establish foreign person's tax withholding percentage
- enter a reason code when prompt payment interest is due.

CCC-392 is **not** required for a Service Center Representative.

B County Certifying Official

The County Certifying Official requires CCC-392 be on file, except when the County Certifying Official is CED. The County Certifying Official has the responsibility to:

- hold a payment for cancellation by the program application if it is determined that the payment should not be issued
- reset special processing done by the Service Center Representative if it is determined that the withholdings or offsets are incorrect
- electronically certify that the payment is due and proper.

Certifying that the payment is due and proper is the same function as signing CCC-184 or the disbursement transaction statement except it is done electronically

C County Signing Official

The County Signing Official requires CCC-392 be on file, except when the County Signing Official is CED. The County Signing Official has the responsibility to:

- dispute the payment if the payment is not correct
- electronically sign that the payment is due and proper.

Signing that the payment is due and proper is the same function as counter-signing CCC-184 or signing the ACH transmission verification report except it is done electronically.

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3 County Office Levels of Security Access and Roles and Responsibilities of Each Level (Continued)

D Separation of Duties

The separation of duties in 1-FI, paragraph 32, apply to payments issued through NPS. The same person who approved the related expenditure documents shall not serve as the County Certifying Official or the County Signing Official.

NPS provides system verification that the separation of duties are maintained.

4 State Office Levels of Security Access and Roles and Responsibilities of Each Level

A State Representative

The State Representative is the first person to handle the processing of a payment when special processing is required. The State Representative will:

- apply an offset for a debt due FSA or CCC
- apply an offset for any other agency's debts
- establish foreign person's tax withholding
- enter a reason code when prompt payment interest is due.

CCC-392 is **not** required for a State Representative.

B State Certifying Official

The State Certifying Official requires CCC-392 be on file, except when the State Certifying Official is SED. The State Certifying Official has the responsibility to:

- hold a payment for cancellation by the program application if it is determined that the payment should not be issued
- reset special processing done by the State Representative if it is determined that the withholdings or offsets are incorrect
- electronically certify that the payment is due and proper.

Certifying that the payment is due and proper is the same function as signing CCC-184 or the disbursement transaction statement except it is done electronically.

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4 State Office Levels of Security Access and Roles and Responsibilities of Each Level (Continued)

C State Signing Official

The State Signing Official requires CCC-392 be on file, except when the State Signing Official is SED. The State Signing Official has the responsibility to:

- dispute the payment if the payment is not correct
- electronically sign that the payment is due and proper.

Signing that the payment is due and proper is the same function as counter-signing CCC-184 or signing the ACH transmission verification report except it is done electronically.

The State Signing Official must also serve as the Signing Official for a County Office payment if there are not enough employees in the County Office to complete the payment process and maintain a separation of duties.

D Separation of Duties

The separation of duties in 1-FI, paragraph 32, apply to payments issued through NPS. The same person who approved the related expenditure documents shall **not** serve as the State Certifying Official or the State Signing Official.

NPS provides system verification that the separation of duties are maintained.

5 Establishing User ID's and Passwords for Access to NPS

A Access to NPS

NPS is a secure website and requires that a user ID and password be entered to gain access to the application. The KC-Application Development Center (KC-ADC) security office is responsible for assigning user ID's and initial passwords for State and County Office employees. An employee's existing WebCAAF/I*CAMS user ID and password will be used.

B Identifying Employees Requiring Access to NPS

All State and County Offices must identify the employees that will need access to NPS. An employee, except SED or CED, must have CCC-392 on file in the State or County Office to have access as a State or County Certifying Official or as a State or County Office Signing Official. Use Exhibit 1 to identify employees that must have access to NPS, and the level of access authorized.

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5 Establishing User ID's and Passwords for Access to NPS (Continued)

C Completing Exhibit 1

Complete Exhibit 1 to request that security be established for those State and County Office employees that require access to NPS, including SED or CED. ENTER "X" in the column representing the type of role that the employee will have responsibility for.

County Offices shall FAX or mail the completed Exhibit 1 to the State Office by March 12, 2004.

D State Office Complete Excel Spreadsheet

DAFO will e-mail an Excel spreadsheet to SED's by March 3, 2004, for the State Office to consolidate the information on Exhibit 1 for County Offices within the State. Include the State Office employees in the spreadsheet, and e-mail the completed spreadsheet to **Debbie_Simmons@wdc.usda.gov** by March 26, 2004.

E Establishing Security Access

FMD will provide each State's Excel spreadsheet to the KC-ADC security office to establish security access for the State and County Office employees. Security access will be available when NPS is released.

6 Training and Additional Instructions on NPS

Training on NPS will be held in conjunction with the program division training on using the web-based program application.

Temporary directives describing the screen flow of NPS and providing instructions on using NPS will be released in April 2004. Permanent procedures for NPS will be included in an FI handbook.

