

For: State and County Offices

Updating “Other Agency Claim” Flag and “Bankruptcy” Flag in FSA Financial Services (FSA-FS)

Approved by: Deputy Administrator, Management



1 Overview

A Background

In the past, the accounting flag settings for “Other Agency Claims” and “Bankruptcy” were recorded through the System 36 name and address file. The flags would then transmit to Kansas City and update the FSA-FS accounting customer profile database. The update could take several days. Since these flags are used for accounting purposes, an option has been added to FSA-FS to change the flag settings immediately in the FSA-FS accounting customer profile database and to replicate to the System 36 name and address file.

B Purpose

This notice provides instructions for setting the “Other Agency Claim” flag and the “Bankruptcy” flag through FSA-FS.

C Contact

State Offices with questions about this notice should contact 1 of the following:

- Debbie Simmons, FMD, by either of the following:
 - e-mail to **debbie.simmons@wdc.usda.gov**
 - telephone at 703-305-1309.
- Adam Gilstrap, KCFO, by:
 - e-mail to **adam.gilstrap@kcc.usda.gov**
 - telephone at 816-926-1109.

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2 When to Set the “Other Agency Claim” Flag or “Bankruptcy” Flag

A When to Set the “Other Agency Claim” Flag

The “Other Agency Claim” flag must be set to “Yes” when the County Office receives a request from a Federal creditor agency. See 58-FI, paragraph 404, to determine if the request should be honored. When the “Other Agency Claim” flag is set to “Yes”, the payment application will display a screen for the County Office to enter the withholding amount and the name and address of the Federal creditor agency the payment will be sent to. A check will be generated for the Federal creditor agency.

The “Other Agency Claim” flag must be reset to “No”:

- when the debtor stops farming in the county
- when directed by the State Office
- after the claim or debt has been collected in full.

B When to Set the “Bankruptcy” Flag

The “Bankruptcy” flag must be set to “Yes” when the County Office is notified that a producer has filed a petition for bankruptcy. See 58-FI, Part 11, Section 3, to determine the actions required when the County Office becomes aware or is informed of the filing.

The “Bankruptcy” flag must be reset to “No” if the bankruptcy petition is dismissed.

3 Setting the “Other Agency Claim” Flag or “Bankruptcy” Flag in FSA-FS

A Login to Web Site

County Office employees must have a valid eAuthentication user ID and password to login to the FSA-FS Web site. To login to the web site from FSA Intranet Home Page, click “FSA Applications” under the section labeled “Links”. The FSA Applications page will be displayed.

On the “FSA Applications” page, click on “Financial Applications” under the section labeled “Financial Services”. The FSA Intranet Financial Applications page will be displayed.

Note: FSA Financial Services is a link. The 2 bullets below the link are informational only.

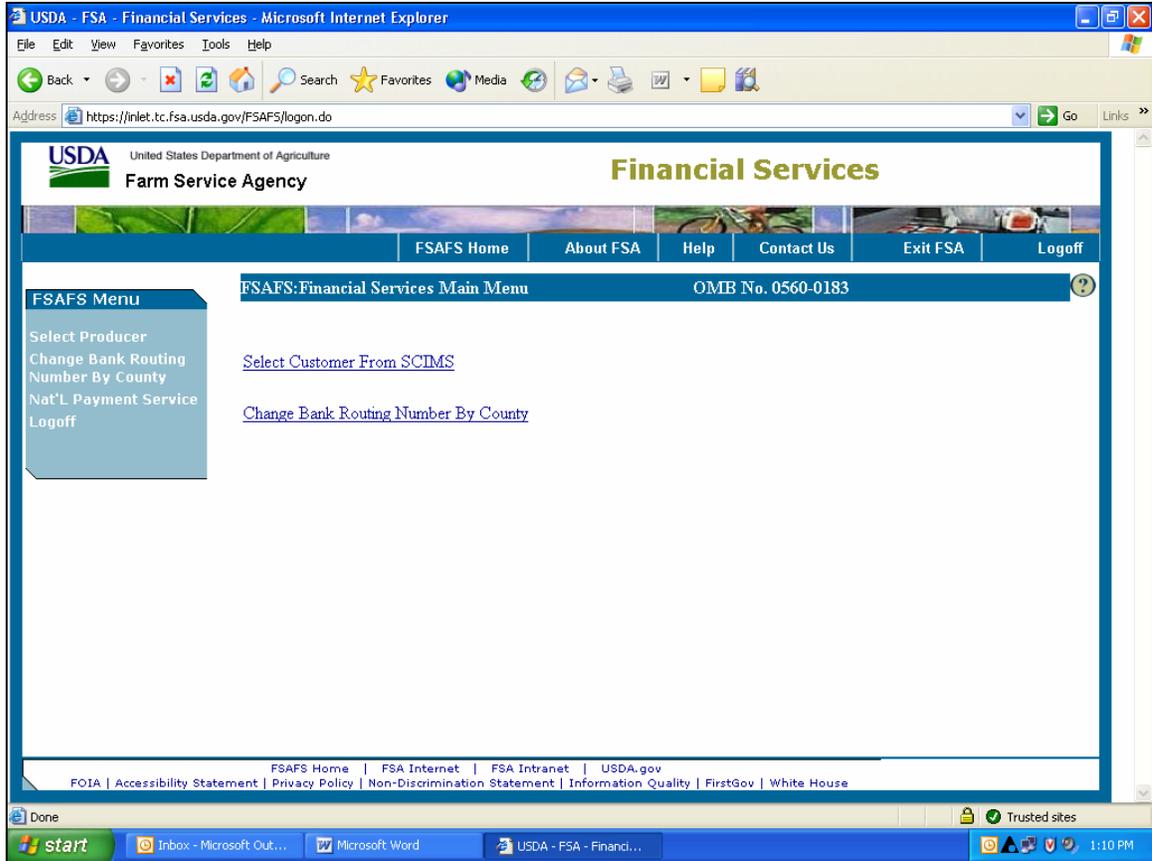
On the “FSA Intranet Financial Applications” page, click on the line labeled, “FSA Financial Services”, to access the eAuthentication process. Enter a valid eAuthentication user ID and password to continue to FSA-FS. The FSA Financial Services Main Menu will be displayed.

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3 Setting the “Other Agency Claim” Flag or “Bankruptcy Flag” in FSA-FS (Continued)

A Login to Web Site (Continued)

This is an example of the FSA Financial Services Main Menu.



Click on the “Select Customer From SCIMS” link to select the producer. See 1-CM for instructions on selecting a customer from SCIMS.

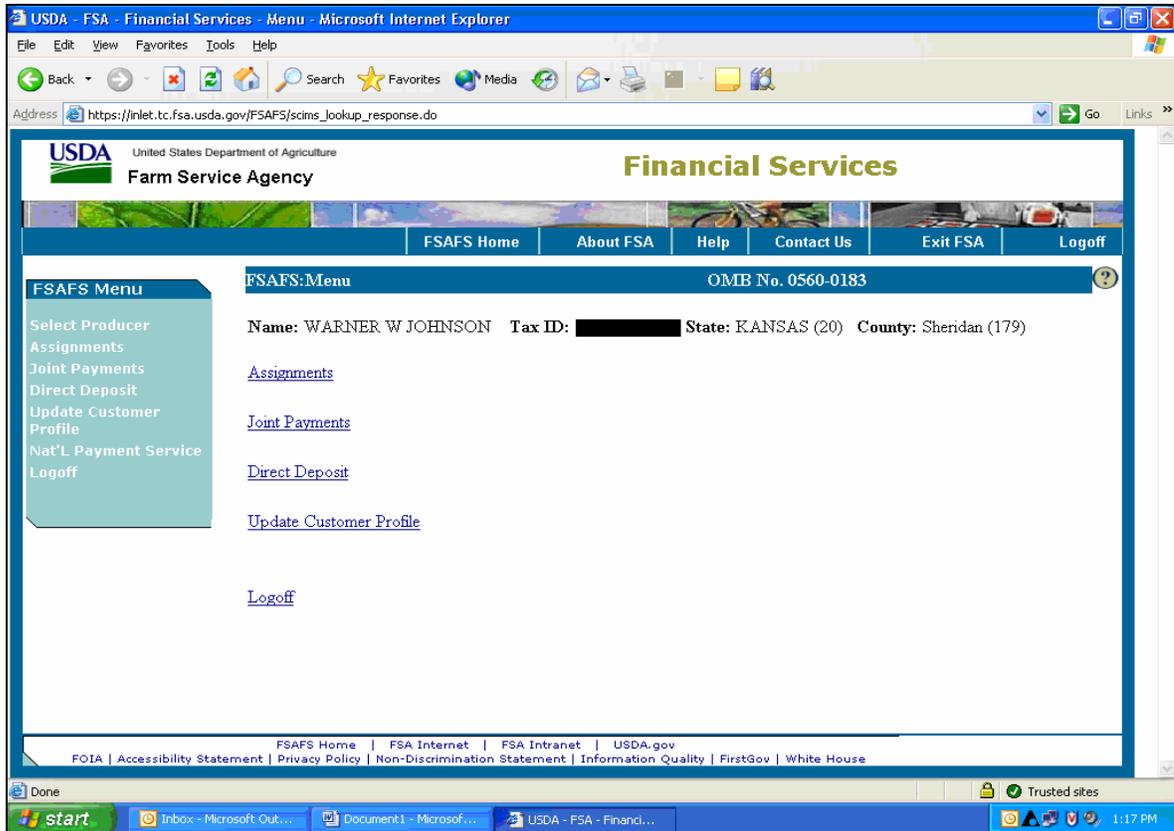
When the producer has been selected, the FSAFS Menu screen will be displayed.

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3 Setting the “Other Agency Claim” Flag or “Bankruptcy” Flag in FSA-FS (Continued)

B FSAFS Menu

This is an example of the FSAFS Menu that is displayed after the customer is selected.



Click on “Update Customer Profile” to change the flag settings for “Other Agency Claim” or “Bankruptcy”. The FSAFS Update Customer Profile Screen will be displayed.

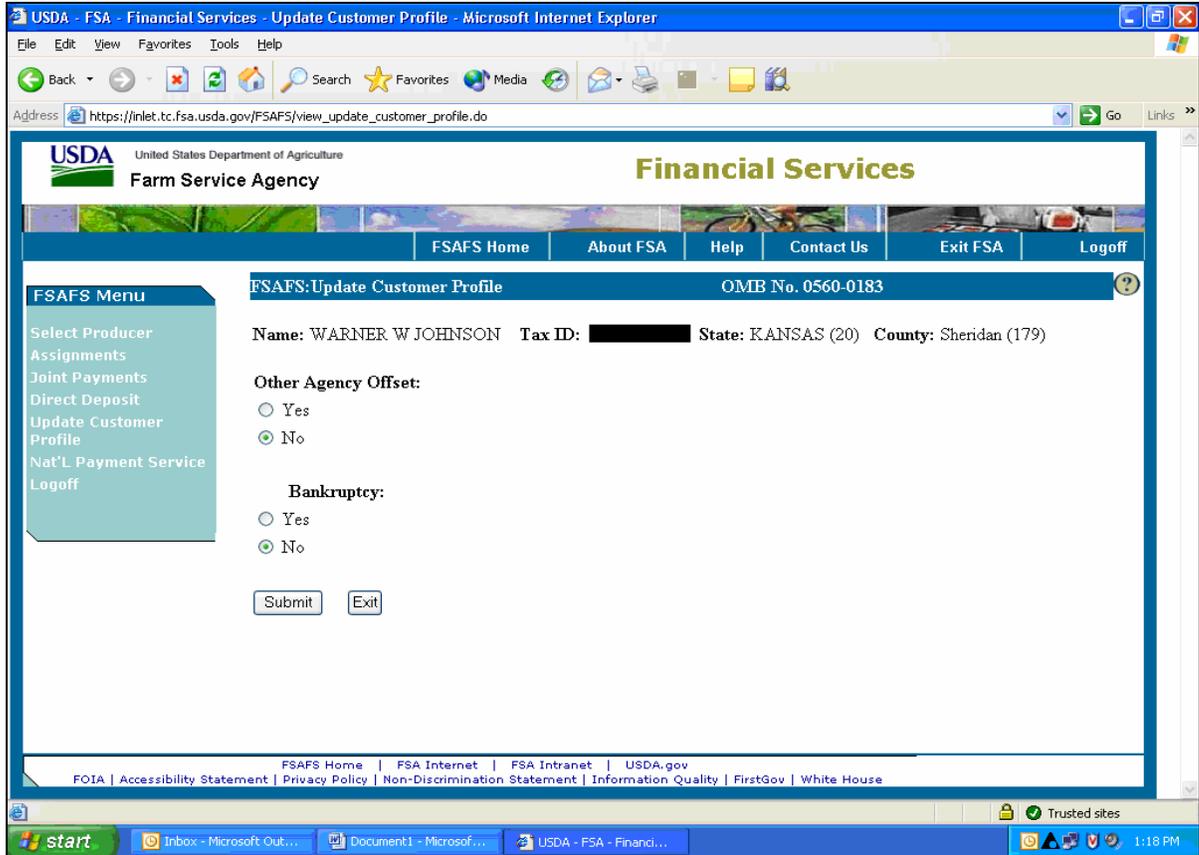
Note: All current “Other Agency Claim” and “Bankruptcy” flags will be replicated to FSA-FS, so County Offices are not required to re-establish these flags.

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3 Setting the “Other Agency Claim” Flag or “Bankruptcy” Flag in FSA-FS (Continued)

C Completing the FSAFS Update Customer Profile Screen

This is an example of the FSAFS Update Customer Profile Screen.



On the FSAFS Update Customer Profile Screen, click the radio button under “Other Agency Offset” and/or “Bankruptcy”, as appropriate, according to the following:

- “Yes” to set the flag
- “No” to remove a previously set flag.

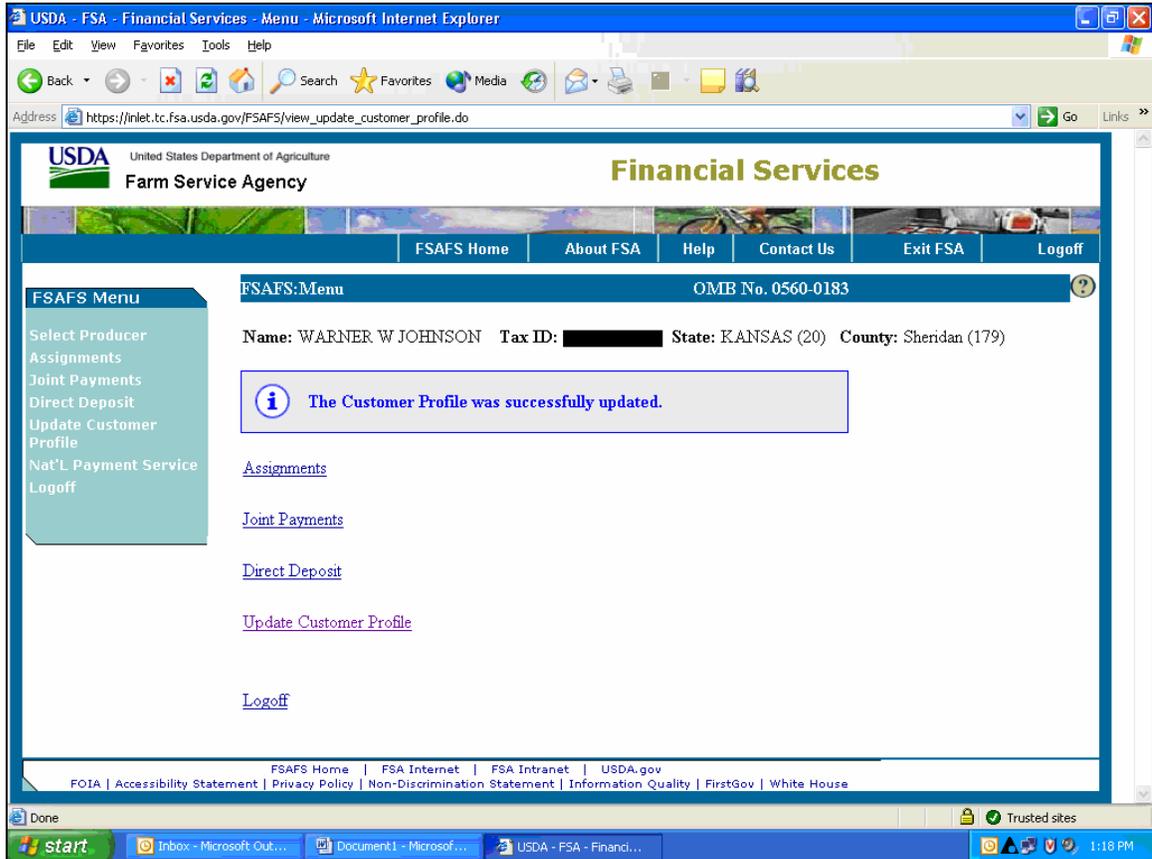
Click on “Submit” to record the flag setting. The FSAFS Menu will be redisplayed with the informational message, “The Customer Profile was successfully updated.” The flag setting will replicate to the System 36 name and address file within an hour.

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3 Setting the “Other Agency Claim” Flag or “Bankruptcy” Flag in FSA-FS (Continued)

C Completing the FSAFS Update Customer Profile Screen (Continued)

This is an example of the message screen that will be displayed when the customer profile has been successfully updated.



Click on “Logoff” to exit FSA-FS.

4 Discontinue Using System 36 Name and Address Flag Settings

A Effective Date

The web application was moved to production on May 19. Immediately begin using the Update Customer Profile in FSA-FS for future changes to the “Other Agency Claim” flag and the “Bankruptcy” flag. Do **not** use the System 36 name and address to make these flag changes. The flag settings will be replicated to the System 36 within an hour.