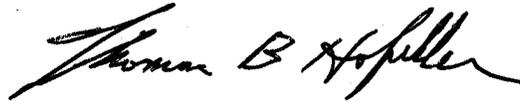


For: State and County Offices

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

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

In the past, the accounting flag settings for “Other Agency Claim” 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 was added to FSA-FS to:

- change the flag settings immediately in the FSA-FS accounting customer profile database
- replicate to the System 36 name and address file.

B Purpose

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

C Contact

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

- Jackie Pickens, FMD, by either of the following:
 - e-mail to jackie.pickens@wdc.usda.gov
 - telephone at 703-305-1310
- Denise Glover, Financial Services Center, FMD, by either of the following:
 - e-mail to denise.glover@kcc.usda.gov
 - telephone at 816-926-6590.

Disposal Date

March 1, 2009

7-9-08

Distribution

State Offices; State Offices relay to County Offices

Notice FI-2842

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 whether 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 following:

- withholding amount
- name and address of the Federal creditor agency to which the payment will be sent.

Note: 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.

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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.

Access the FSA Intranet Home Page at <http://intranet.fsa.usda.gov/fsa/>. Under “Links”, CLICK “FSA Applications”.



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

A Login to Web Site (Continued)

The FSA Applications page will be displayed. Under “Financial Services”, CLICK “Financial Applications”.

The screenshot displays a web application interface with a navigation menu. At the top left, there is a header box containing the text "State & County" and "T-OPS/LWV". The main menu is organized into several categories:

- Administrative Applications**
 - WSRs- IE, Work Status Report System- Internet Enabled
 - COC Elections
 - COC State AO Reports
 - COE Replacement
 - ERSR
 - Directive Tools
 - OIP - Office Information Profile
- Financial Services**
 - Financial Applications ← (indicated by a red arrow)
- Rates and Fact Sheets**
 - County LDP Rates
 - Honey Rates
 - Pulse Crop Rates
 - Wool Rates
 - Grain Warehouse Rates
 - Program Fact Sheets
- Production Adjustment & Disaster Programs**
 - Assistance Payment
 - eLDP - Electronic Loan Deficiency Payments
 - EWR - Electronic Warehouse Receipts
 - MILC-X - MILC Extension Program
 - Peanut Program
 - Sugar Program
 - TAA - Trade Adjustment Assistance
 - Tobacco Transition Payment Program
 - AILFP- American Indian Livestock Feed Program
 - 2005-2006-2007 CDP Crop Table
 - Compliance Query Tool
 - DCP - Direct and Counter-Cyclical Program
 - Homeland Security
 - LAPLT - Livestock Assistance Program Load Table
 - LAP - Livestock Assistance Program
 - NCT - National Crop Table (2009 -)
 - NCT - National Crop Table (2001-2008)
 - STORM
 - TAP - Tree Assistance

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

A Login to Web Site (Continued)

The FSA Intranet Financial Applications page will be displayed. CLICK “FSA Financial Services” to go to the eAuthentication process screen.

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

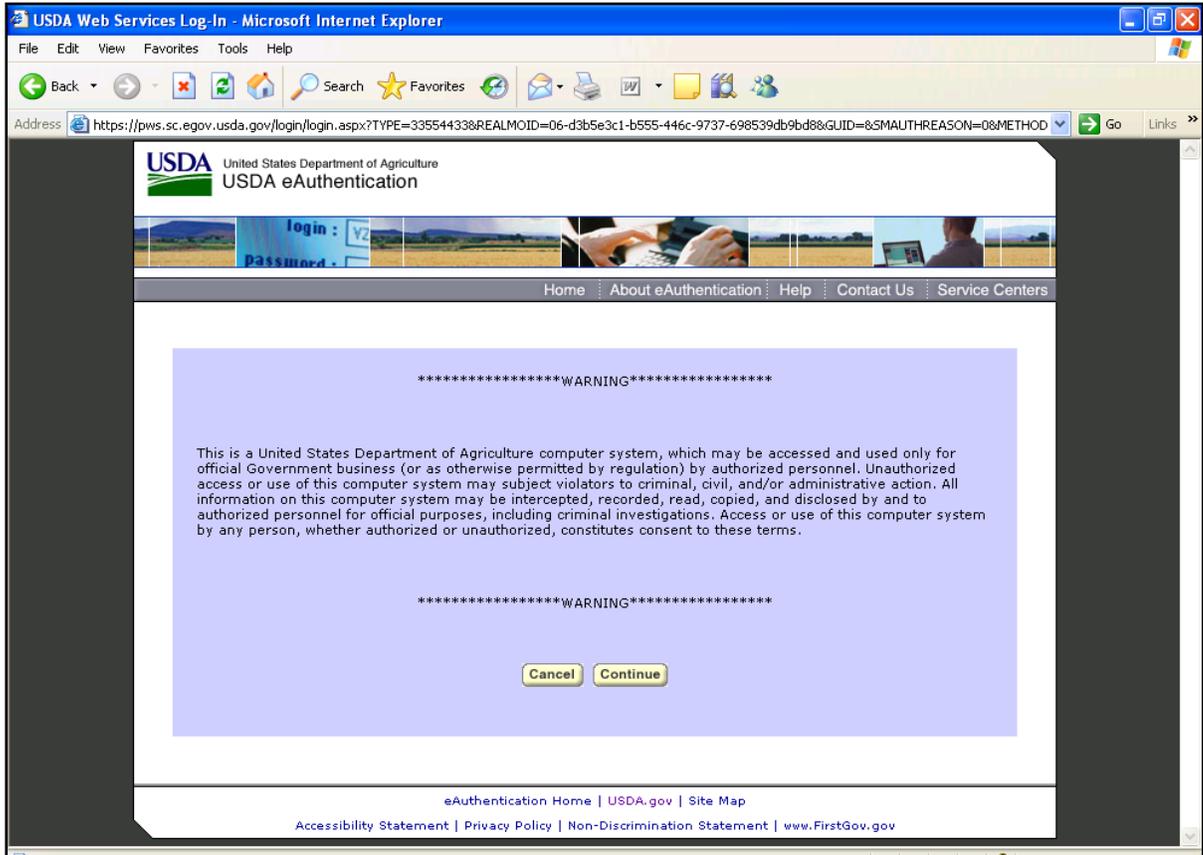
The screenshot shows the FSA Intranet Financial Applications page. The browser window title is "Farm Service Agency Intranet Home - Microsoft Internet Explorer". The address bar shows "http://intranet.fsa.usda.gov/fsa/financial_applications_home_intranet.html". The page header includes the USDA logo and "United States Department of Agriculture Farm Service Agency (FSA) Intranet" with the date "Wednesday June 4, 2008". A navigation menu contains links for Home, About FSA, Newsroom, Help, Contact Us, Offices, Phone, and Employee Information. The main content area is titled "FSA Intranet Financial Applications" and lists "FSAFS: Financial Applications". It states that applications will be unavailable during certain times: "Daily, 3:00 am to 4:00 am" and "Sunday, 12:00 am to 4:00 am & 4:00 pm to 6:00 pm." Below this, there are several links: "Electronic Funds Control For National and State Office Use Only", "FAIRS (Authorized Users Only)", "FSA Financial Inquiries", "FSA Financial Services" (highlighted with a red arrow), and "National Payment Services". The "FSA Financial Services" link has two bullet points: "• Assignments, Joint Payments, Direct Deposits" and "• Update Customer Profile". On the left side, there is a search bar and a list of links including "FSA Applications", "FSA Releases", "FSA Infrastructure Service Center", "Agencies Online", "Unapproved Software", "Sign Up", "Other Related Links", "BPMS", "CCE", "DACO", "DAFO Training", "FFAS", "ITS Website", "KC & STL", "NITC", "NRCS", "OCTO", "PAS", "RD", "State & County", and "T-OPS/LWV".

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

A Login to Web Site (Continued)

CLICK “Continue”.



Notice FI-2842

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

A Login to Web Site (Continued)

Enter a valid eAuthentication user ID and password, and CLICK “Login” to continue.

The screenshot shows the USDA eAuthentication login page in a Microsoft Internet Explorer browser window. The browser's address bar displays the URL: <https://pws.sc.egov.usda.gov/login/login.aspx?TYPE=33554433&REALMOID=06-d3b5e3c1-b555-446c-9737-698539db9bd8&GUID=&SMAUTHREASON=0&METHOD>. The page header includes the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below the header is a navigation bar with links for "Home", "About eAuthentication", "Help", "Contact Us", and "Service Centers". The main content area features a green "eAuthentication Login" header. On the left, there are "Quick Links" and "Administrator Links" sections. The central form contains fields for "User ID:" and "Password:", followed by a "Login" button. On the right, there is an "I Want To..." section with links for "Change My Password", "Reset My Forgotten Password", and "Retrieve My Forgotten User ID". Below the login form, there is a "What's New" section with a list of updates, including a "New! Password Requirements are Changing!" notice. At the bottom, there is an "Important! Employees and Contractors:" section.

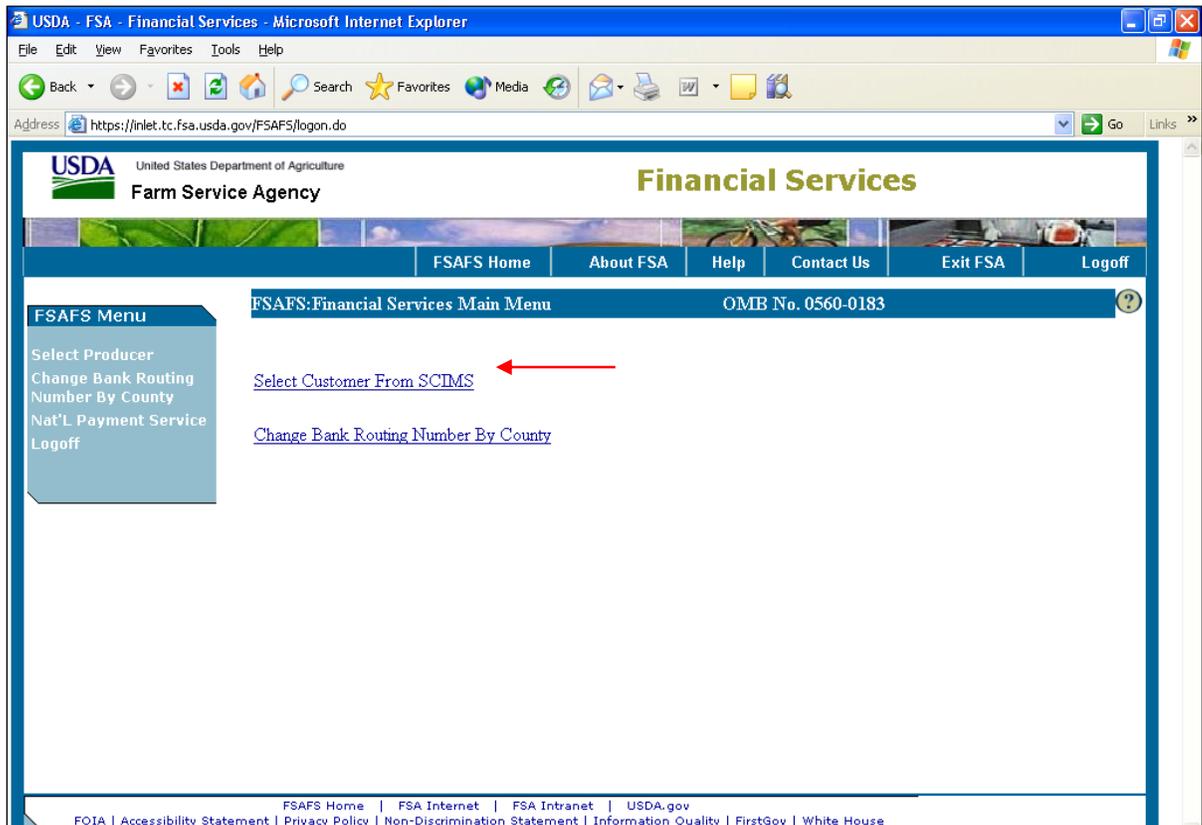
Notice FI-2842

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

A Login to Web Site (Continued)

The FSA Financial Services Main Menu will be displayed. CLICK “Select Customer From SCIMS” to select the producer.

Note: See 1-CM for instructions on selecting a customer from SCIMS.



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

B FSAFS Menu

The FSAFS Menu will be displayed after the customer has been selected. CLICK “Update Customer Profile” to change the flag settings for “Other Agency Claim” or “Bankruptcy”.

USDA - FSA - Financial Services - Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://inlet.tc.fsa.usda.gov/FSAFS/scims_lookup_response.do Go Links

USDA United States Department of Agriculture
Farm Service Agency

Financial Services

FSAFS Home About FSA Help Contact Us Exit FSA Logoff

FSAFS Menu

Select Producer
Assignments
Joint Payments
Direct Deposit
Update Customer Profile
Nat'L Payment Service
Logoff

FSAFS:Menu OMB No. 0560-0183

Name: [REDACTED] Tax ID: [REDACTED] State: KANSAS (20) County: Sheridan (179)

[Assignments](#)
[Joint Payments](#)
[Direct Deposit](#)
[Update Customer Profile](#) ←
[Logoff](#)

FSAFS Home | FSA Internet | FSA Intranet | USDA.gov
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

Done Trusted sites

start Inbox - Microsoft Out... Document1 - Microsof... USDA - FSA - Financi... 1:17 PM

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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

The FSAFS Update Customer Profile Screen will be displayed. 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 “Submit” to record the flag setting.

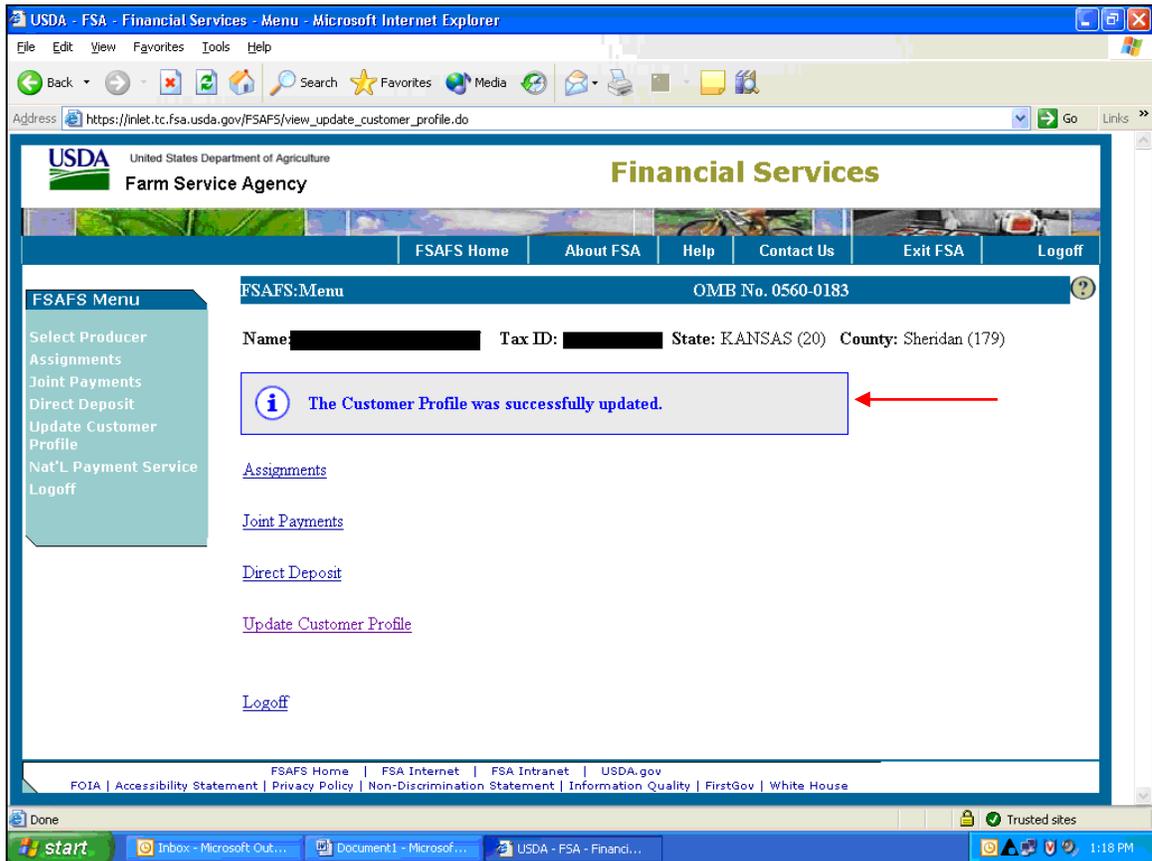
The screenshot shows a web browser window titled "USDA - FSA - Financial Services - Update Customer Profile - Microsoft Internet Explorer". The address bar shows the URL: https://inlet.tc.fsa.usda.gov/FSAFS/view_update_customer_profile.do. The page header includes the USDA logo, "United States Department of Agriculture", "Farm Service Agency", and "Financial Services". A navigation bar contains links for "FSAFS Home", "About FSA", "Help", "Contact Us", "Exit FSA", and "Logout". The main content area is titled "FSAFS: Update Customer Profile" and includes the OMB No. 0560-0183. The user's information is displayed: Name: [REDACTED], Tax ID: [REDACTED], State: KANSAS (20), and County: Sheridan (179). There are two sections for flagging: "Other Agency Offset" and "Bankruptcy". Both sections have radio buttons for "Yes" and "No", with the "No" option selected in both. At the bottom of the form are "Submit" and "Exit" buttons. The footer contains links for "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House". The Windows taskbar at the bottom shows the start button, open applications (Inbox - Microsoft Out..., Document1 - Microsof..., USDA - FSA - Financi...), and the system tray with the time 1:18 PM.

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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)

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. CLICK “Logoff” to exit FSA-FS.



D Viewing System 36 Name and Address Flag Setting

The flag settings will be replicated to the System 36 name and address file within an hour. Do **not** use the System 36 name and address file to make these flag changes.