

**For:** State and County Offices

**Selecting Multi-County Assignee Locations in the Financial Services Web Application**

**Approved by:** Associate Administrator for Operations and Management

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**1 Overview**

**A Background**

With the implementation of the Financial Management Modernization Initiative (FMMI) Readiness 2.1 release, users will have the option to select the location that has the banking information and address combination for the assignee to be used for the assignment in Financial Services.

**B Purpose**

This notice provides procedural changes for multi-county assignee locations.

**C Contact**

If there are questions about this notice, State Offices shall contact the appropriate office according to the following.

Issue	Contact
Software-Related Problems	National Help Desk at 800-255-2434 or 816-926-1552.  <b>Note:</b> Select: <ul style="list-style-type: none"> <li>• option “1” for web application problems</li> <li>• option “3” for hardware and application software.</li> </ul>
Policies in This Notice	For questions about policy contact either of the following: <ul style="list-style-type: none"> <li>• Yanira Sanabria by:                             <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:yanira.sanabria@wdc.usda.gov">yanira.sanabria@wdc.usda.gov</a></li> <li>• telephone at 703-305-0969</li> </ul> </li> <li>• Sue Tolle by:                             <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:marysue.tolle@kcc.usda.gov">marysue.tolle@kcc.usda.gov</a></li> <li>• telephone at 816-926-5965.</li> </ul> </li> </ul>

<b>Disposal Date</b>	<b>Distribution</b>
September 1, 2010	State Offices; State Offices relay to County Offices

## Notice FI-2973

### 2 Financial Services Web Application

#### A Unique Entity Record by Tax ID

Financial Services is reorganizing its customer data to be more entity centered rather than location centered. Currently, a customer is a unique entity based on TIN, TIN type, and State/county. With FMMI Readiness 2.1 release, customers will continue to be represented by a single unique record based on TIN, TIN type, and the data source of the entity's record. In most cases, the data source will be SCIMS. The election to make an assignment, joint payment, or direct deposit may be applied nationwide or to a specific location and reference type, as warranted.

#### B Assignment of Payment Authorization

The functionality for assignments allows assignments to be applied for nationwide use or designated to a specific location, program, or program/reference type. The Service Center with the paperwork on file will add the assignment as single county or multi-counties in the Financial Services Web application. If the paperwork applies to more than 1 Service Center (for example, the customer is a multi-county producer) then the Service Center responsible for entering the national designation **must** FAX a copy of the paperwork to the other affected locations for informational purposes. Only 1 Service Center will load the assignment in the Financial Services Web application.

**Note:** All previous assignments will continue to be honored in the order in which they were received and will **only** be applied to the county in which it was first applicable.

### 3 Using Financial Services Web Application in State or County Offices

#### A Logging Into the Financial Services Web Application

State or County Office employees **must** have a valid eAuthentication Level 2 user ID and password to log into the Financial Services Web application at <https://pws.sc.egov.usda.gov/login/login.aspx>. See Notice FI- 2928 for instructions on how to log into the Financial Services Web application select customers.

#### B Financial Services Left Navigation Bar Changes

The Financial Services Web application navigation bar "Assignments", "Create" option has been renamed to "Assignments", "Add Assignment".

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### 4 Assignments

#### A Assignments by Category

Multi-county producer assignments can be added by the following categories:

- all States/counties and all payments
- specific State/county and all payments
- specific State/county by reference type and reference number.

#### B Add Assignment Request

The Add Assignment Screen will be displayed after the user selects the customer and under “Assignments”, clicks “Add Assignment”.

**Note:** The fields marked with an asterisk (\*) are required and **must** be entered.

USDA United States Department of Agriculture  
Farm Service Agency

Financial Services

FSAFS Home About FSAFS Help Contact Us Exit FSAFS Logout of eAuth

**FSAFS Menu**  
Welcome B Kersey  
▸ Pending Changes  
▸ Back to Main Menu

**Assignments**  
▸ Assignor View  
▸ Assignee View  
▸ Add Assignment

**Joint payments**  
▸ View Joint Payment  
▸ Add Joint Payment

**Direct Deposit**  
▸ View Direct Deposit  
▸ Add Direct Deposit  
▸ Direct Deposit Waiver

**Customer Profile**  
▸ Bankruptcy  
▸ Other Agency Debt

**Add Assignment** ? Help

**Work List:** NEW YORK (36) - Albany (001)  
**Customer:** GREEN & SMITHE COMPANY - xxxxx 1255-S

All required fields are denoted by an asterisk(\*)

Program Category: Milk Income Loss Contract Program  
Program/Contract Year: 2010  
Program Alpha Code: 10MILC

\* Payments For: MISSOURI (29) - Callaway (027)  
Farm number: 2255510

\* Assignee Tax ID: 000101012 SSN (S)  
\* Amount (\$): 5000  
Timestamp Date (mm/dd/yyyy): 5/10/2010  
Entering date indicates complete paper work is on file, and establishes priority of assignment.

Continue Exit

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### 4 Assignments (Continued)

#### B Add Assignment Request (Continued)

The Add Assignment Screen requires that the following selections and fields be completed.

- “Program Category” and “Program/Contract Year”, selections for the program category will be displayed on the drop-down menu.

**Notes:** Select the appropriate program from the drop-down menu and enter the program or contract year.

For programs with multi-year contracts, such as CRP, enter the contract year.

For TTPP, in the “Program/Contract Year” field, enter “2005”.

- “Program Alpha Code”, if the program is **not** selected in the “Program Category” drop-down menu, click “Program Alpha Code” and enter the alpha program code used for the program.

- “Payments For” allows assignment payments for:

- all State and counties or to a specific State and county

**Note:** The selection for all counties is available **only** when the customer participates in more than 1 State/county location.

- a specific reference type; for example, farm number or contract number, and the applicable reference number.

- Enter the assignee’s TIN in the “Assignee Tax ID” field.

**Note:** The assignee **must** be in SCIMS.

- Enter the assignee’s TIN type in the “Tax ID Type” field; see 1-CM for TIN types.
- Enter the amount of the assignment in the “Amount” field.

**Note:** For programs with multi-year contracts, enter the total amount of the assignment. The yearly amounts will be broken down later.

- Enter the date the Service Center received a properly completed CCC-36 in the “Timestamp Date” field.

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### 4 Assignments (Continued)

#### C Add Assignment - Assignee Location Screen

The following is an example of the Add Assignment – Assignee Location Screen.

The screenshot shows the 'Add Assignment - Assignee Location' screen. The left sidebar contains a 'FSAFS Menu' with options like 'Welcome B Kersey', 'Pending Changes', and 'Back to Main Menu'. Below that are sections for 'Assignments', 'Joint payments', 'Direct Deposit', and 'Customer Profile'. The main content area displays the following information: 'Work List: NEW YORK (36) - Albany (001)', 'Customer: GREEN & SMITH COMPANY - xxxxx 1255 - S', 'Assignee Name: ISADORE LEWIS - xxxxx1012S', 'Program Category: Milk Income Loss Contract Program (2010)', and 'Payments For: MISSOURI (29) - Callaway (027) Farm number 2255510'. A dropdown menu for 'Assignee Location (Required Field)' is open, showing three options: 'MISSOURI (29) - Audrain (007)', 'MISSOURI (29) - Callaway (027)', and 'MISSOURI (29) - Montgomery (139)'. A red arrow points to the dropdown menu. Below the dropdown is a checked checkbox for 'Show All Assignee Locations' and three buttons: 'Add Assignment', 'Back', and 'Exit'. A red arrow points to the 'Add Assignment' button.

The Add Assignment – Assignee Location Screen will display counties that the assignee and the assignor have in common as legacy links in SCIMS.

- If the assignee and assignor have common county legacy links, the user may select 1 of the counties displayed.
- If the assignee is also linked to other County Offices, a check (✓) box labeled, “Show All Assignee Locations” will be displayed. The user may check (✓) to select a different location for the applicable mailing address and banking profile.
- If the assignee and assignor do **not** have any common county legacy links, the message, “Informational: Assignee does not have any common locations with Assignor”, will be displayed. A check (✓) box labeled, “Show All Assignee Locations” **must** be clicked to show the other available counties for the assignee.

**Note:** The assignee location **must** be selected **before** clicking, “Add Assignment”. If the user clicks without selecting the “Assignee Location” from the drop-down menu, the following warning message will be displayed above the informational icon.



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### 4 Assignments (Continued)

#### D Secondary Party Verification

After adding the assignment in the Financial Services Web application, the assignment will be sent to the Pending Changes Worklist for approval. See Notice FI-2928 for instruction on pending change requests, second party verification, and delete processes.

### 5 Assignment Maintenance

#### A Financial Institution Branches in the Same County

SCIMS only allows 1 current address for an ID in any county. Therefore, the Financial Services Web application **cannot** support multiple addresses within the same county for a financial institution.

#### B Updating Addresses in SCIMS

At the time of payment, the Financial Services Web application uses the most current SCIMS address for the location selected. Any changes made to the assignee's address after selecting the location will be used at the time of payment. See 1-CM for procedures on updating addresses in SCIMS.