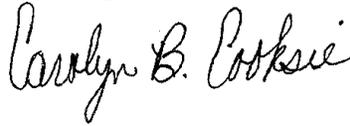


For: State Offices

PLCE Deployment

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

In December 2010, FSA’s administrative activity migrated to the Financial Management Modernization Initiative (FMMI) application while PLCE activity remained in FFIS.

PLCE functionality has been developed for integration into FMMI and is targeted for a November 2011 deployment.

B Purpose

This notice provides the following PLCE items:

- cutover from FFIS to FMMI
- upcoming FMMI training.

C Contact

If there are questions about this notice:

- State Offices shall contact either of the following:
 - Anne Steppe by either of the following:
 - e-mail at **anne.steppe@wdc.usda.gov**
 - telephone at 202-690-4017
 - Ann Smith by either of the following:
 - e-mail at **ann.smith@wdc.usda.gov**
 - telephone at 202-720-1656

Disposal Date	Distribution
January 1, 2012	State Offices

Notice FI-3066

1 Overview (Continued)

C Contact (Continued)

- National Office shall contact either of the following:
 - Eric Greco, Loan Accounting Office, by either of the following:
 - e-mail at **erin.greco@stl.usda.gov**
 - telephone at 314-679-6728
 - Brian Huffman, Loan Accounting Office, by either of the following:
 - e-mail at **brian.huffman@stl.usda.gov**
 - telephone at 314-679-6724.

2 PLCE Obligations

A SED Action

SED's shall ensure that all PLCE obligations (MY's) have been processed and accepted in FFIS by **6 p.m. c.t. on October 25, 2011**, for final processing.

For all **recoverable** MY's, the "DESCR" field located on the document line **must** contain the following information:

- borrower case number or inventory advice number
 - loan number being charged, if a recoverable cost item (L, R, S)
- Note:** For inventory property, there is no loan number; ENTER "000".
- loan obligation type of assistance (TOA) associated with the loan number being charged.

Note: For inventory property, there is no loan obligation TOA.

Note: This requirement is **not** applicable to any cost item using nonrecoverable "A" funds.

SED's also shall ensure that all State PLCE users complete the assigned AgLearn FMMI training courses. These courses are identified as FMMI 101, FMMI 201, FMMI 207, FMMI 208, FMMI 301, FMMI 480, and FMMI 481. Completing each AgLearn course is **required** before access to FMMI will be granted.

3 Training Requirements for PLCE Users

A AgLearn

All PLCE users should complete assigned AgLearn FMMI training courses FMMI 101, FMMI 201, FMMI 207, FMMI 208, and FMMI 301 **before** taking training courses FMMI 480 and FMMI 481.

Training courses FMMI 480 and 481 FMMI will be conducted by webinar and registration links were provided to users by e-mail on October 5, 2011. Users must self register through AgLearn to attend 1 of the FMMI 480 and FMMI 481 offerings.

B FMMI 480 and FMMI 481 PLCE Training Webinars

OCFO will conduct the **FMMI 480: FMMI Program Loan Cost Expense (PLCE) Process** webinar training for RD and FSA PLCE users. FMMI 480 highlights the PLCE solution being deployed into FMMI on either:

- October 19, 2011, from 9:00 a.m. to 1:00 p.m. e.t.
- November 16, 2011, from 1:00 p.m. to 5:00 p.m. e.t.

FSA will conduct the **FMMI 481: FMMI Program Loan Cost Expense (PLCE) Adobe Form** webinar training for FSA PLCE users. FMMI 481 will provide agency specific PLCE training on the following:

- November 3, 2011, from 8:00 a.m. to 12:00 p.m. e.t.
- November 9, 2011, from 10:00 a.m. to 2:00 p.m. e.t.
- November 15, 2011, from 1:00 p.m. to 5:00 p.m. e.t.

Note: Attendees have the option of selecting the session best suited to their work schedule. Midwestern States will receive priority consideration for the November 9, 2011, session. Hawaii and Western States will receive priority consideration for the November 15, 2011, session.

4 PLCE Cutover From FFIS to FMMI

A State Office Action

Upon receiving FY 2012 PLCE allocations, State Offices will have FFIS access to enter MY obligations and TY payment documents through **October 25, 2011**. Likewise, new vendors may be requested through the Pre-Approval Vendor Request Data Entry Table through October 25, 2011. FLC's should ensure that Field Offices review upcoming or currently pending loanmaking and loan servicing actions to identify potentially critical PLCE cost items, such as appraisals and title opinions, which may be needed between the date of this notice and November 30, 2011.

Notice FI-3066

4 PLCE Cutover From FFIS to FMMI (Continued)

B Cutover Procedure

No further MY or TY transactions may be entered into FFIS after **October 25, 2011**. FFIS users will be locked out of the system and have “read only” access to prevent any PLCE activity from being recorded after the October 25, 2011, cutoff.

On **October 26, 2011**, emergency PLCE actions needed to protect the government’s interest will be obtained by following normal emergency check procedures. The Farm Loan Operations Office ECM FAX number is 314-457-4539.

Note: Emergency checks should be requested **only** when the Government’s interest in the property is at stake. Other invoices will be held and processed by State Office users when FMMI goes live. St. Louis will **not** process regular vendor payments.

November 17, 2011, is the projected “go-live” date for FMMI users who have completed all required training courses. Newly added and late addition users to PLCE will be delayed from 1 to 3 calendar days before gaining access to FMMI.