

UNITED STATES DEPARTMENT OF AGRICULTURE

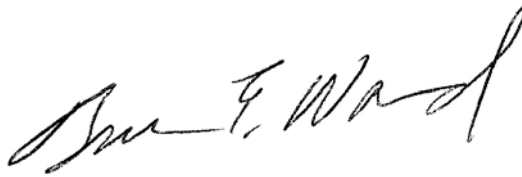
Farm Service Agency
Washington, DC 20250

Notice FI-3107

For: State and County Offices

Other Debt Offsets in FSA Financial Services (FSA-FS)

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

Currently, FSA customers with “Other Agency Debt” are established in FSA-FS under a single flag with no details about the debt captured. Web Release No. 298 has added an enhancement to FSA-FS to begin allowing the following data elements to be captured when establishing “Other Debt Offsets”:

- type of debt
- begin date
- end date, if applicable
- remarks
- amount of the debt
- Federal Agency name and address to whom the offsets will be mailed.

Note: The amount and payee information will be supported for MIDAS program payments. The existing NPS processing via manual handling steps will not be changed for non-MIDAS programs.

Capturing the “Type of Debt” allows for better management of the Other Debt Offsets. The types of debt are:

- IRS Tax Levy
- FLP Delinquent Debt
- FSFL Delinquent Debt
- Other Debts.

B Purpose

This notice provides instructions for managing the “Other Debt Offsets” through FSA-FS.

Disposal Date	Distribution
February 1, 2013 7-2-12	FSA Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts

If there are questions about this notice, State Office shall contact the appropriate office as follows.

Issue	Contact
Software-related problems	Contact the National help Desk at 800-255-2434 or 816-926-1552. Note: Select option 3 for hardware and application software.
Policies or procedures for FSA-FS	Contact 1 of the following: <ul style="list-style-type: none">• Yanira Sanabria by either of the following:<ul style="list-style-type: none">• e-mail at yanira.sanabria@wdc.usda.gov• telephone at 202-772-6032• MarySue Tolle by either of the following:<ul style="list-style-type: none">• e-mail at mailto:MarySue.Tolle@kcc.usda.gov• telephone at 816-926-5965.
Policies or procedures for NPS	Contact 1 of the following: <ul style="list-style-type: none">• Jackie Pickens by either of the following:<ul style="list-style-type: none">• e-mail at jackie.pickens@wdc.usda.gov• telephone at 202-772-6027• Nancy Chapman by either of the following:<ul style="list-style-type: none">• e-mail at nancy.chapman@kcc.usda.gov• telephone at 816-926-6971

2 Existing Other Agency Offsets in FSA-FS

A Conversion of Existing Other Debt Offsets

All customer profiles that had the Other Agency Debt flag set to “Yes” in FSA-FS, will be converted to debt type “Other Debt Type”.

Records updated in FSA-FS after 8/19/11 will use the last date updated as “Begin Date” and the point of contact of the State and county that last updated the record in FSA-FS. Records updated in FSA-FS before 8/19/11 will use the conversion date as the “Begin Date” and the point of contact will be the Kansas City Payment Management Office “90-011”.

No other data fields were captured in FSA-FS, and therefore the fields must be input by the user.

B FWADM Active Other Agency Offsets Customer Profiles Report

County Office can run the FWADM Financial Services Report “Customer Profile” to obtain a listing of all customers in the selected county that have an active “Other Agency Offset” in the profile.

Note: See Notice FI-3099 for procedures to access FWADM.

The following is an example of the Active Other Agency Offset Profiles Report.

Other Agency Offset							
Sort		State	by		Label	using	
						Sum	
State	County	Customer Name	Tax ID	Tax ID Type	Other Agency Flag	Producer County Count	Multi-County Customer
05	081	BETTY SMITH	000000000	S	Y	1	N
		BILLY JOE	000000001	E	Y	1	N
		CHARLES ROSS	000000002	S	Y	2	Y
		CHERRY JONES	000000003	S	Y	2	Y
		DAVID DEANS	000000004	S	Y	5	Y
		GEORGE STEER	000000005	S	Y	2	Y
		JOAN VOLVE	000000006	S	Y	3	Y
		KEVIN SALVAGE	000000007	S	Y	4	Y
		MARY QUEEN	000000008	S	Y	2	Y
		ROSEMARY WELLS	000000010	S	Y	1	N

The Active Other Agency Offset Profiles Report contains the following fields:

- “**State**” identifies the selected State code
- “**County**” identifies the selected county code
- “**Customer Name**” is the entity or person in SCIMS to whom the other agency is active
- “**Tax ID**” is the customer’s tax identification number
- “**Tax ID Type**” is the customer’s tax identification type as social security, or employer

2 Existing Other Agency Offsets in FSA-FS (Continued)

B FWADM Active Other Agency Offsets Customer Profiles Report (Continued)

- **“Other Agency Flag”** identifies if the customer has an active Other Agency Flag
- **“Producer County Count”** indicates the number of legacy links in SCIMS to other counties
- **“Multi-County Customer”** indicates if the customer is a multi-county customer.

C Updating the Customer Profile in FSA-FS

Update the following fields in FSA-FS for customers that have an active “Other Debt Offsets” in their profile:

- Other Agency Debt Type as follows:
 - FLP Delinquent Debt, when written notification is received that a borrower is delinquent on FLP debt, and offset is required
 - FSFL Delinquent Debt, when written notification is received that a borrower is delinquent on FSFL debt, and offset is required
 - IRS Tax Levy, when form 668-A (ICS) is received from the IRS and the customer is due a payment
 - Other Debt, when the debt does not meet any of the above criteria, and is valid according to 58-FI, such as note agreements

Note: Certain other circumstances may require the use of the other debt type.

Note: The Other Agency Debt Type cannot be modified. If the debt type should be FLP, FSFL, or IRS, cancel the record according to subparagraph 4 B and add a new record.

- Begin Date is the date offset may begin
- End Date, if an ending date is known

Note: This field is optional.

2 Existing Other Agency Offsets in FSA-FS (Continued)

C Updating the Customer Profile in FSA-FS (Continued)

- “Remarks” field is free form, and should include the name of the person entering the data and information to identify the debt. Ensure that PII information is **not** entered. Examples of acceptable remarks based on debt type are as follow:
 - FLP delinquent debt, the loan number (the case number is PII and cannot be used)
 - FSFL delinquent debt, the loan number
 - IRS Tax Levy the “Kind of Tax” and “Tax Period Ended” shown on Form 668-A (ICS)
 - Other Debt, information to identify why other debt type is being in used. For example, FSA Note Agreement.

The following fields are required for MIDAS offsets only, and are optional for NPS:

- Amount is amount owed to the creditor
- Agency Name is name of the creditor to whom the payment is going
- Delivery Address Line
- Address Information Line enter the other agency’s address
- State
- ZIP Code.

The MIDAS fields will not be used in NPS. NPS will continue to place payments on the manual handling list when the Customer Profile indicates an “Other Agency Debt Type” is present.

3 Procedures for Adding Debt Offsets in FSA-FS

A Accessing FSA-FS

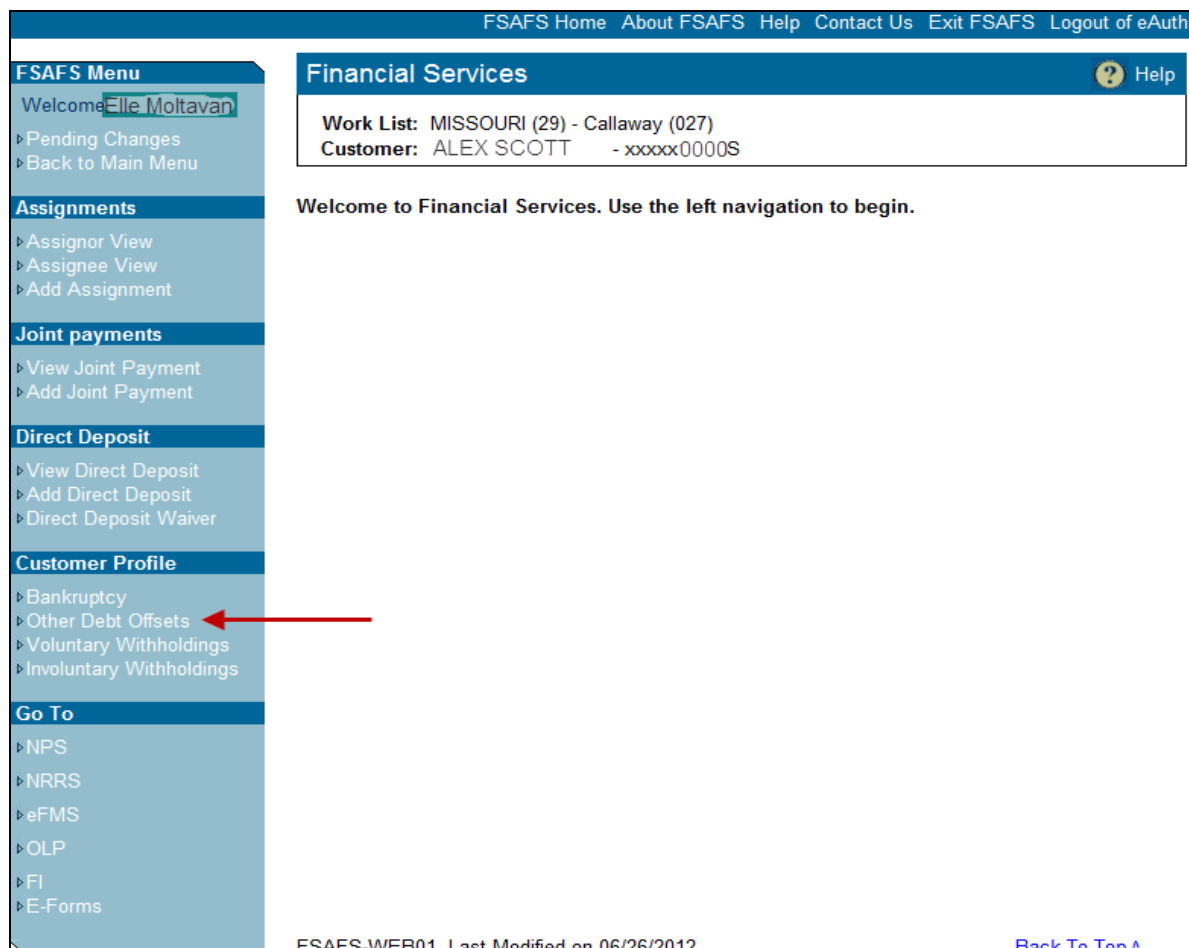
State or County Office employees must have a valid eAuthentication level II user ID and password to log into FSA-FS through the FSA Intranet Financial Applications.

3 Procedures for Adding Other Debt Offsets in FSA-FS (Continued)

B Adding Other Debt Offsets

The FSA-FS Menu will be displayed after the customer has been selected in Financial Services. The Customer Profile option allows authorized FSA employees to update the Other Debt Offsets.

This is an example of the Financial Services Homepage Screen.



To create the Other Debt Offsets for the applicable debt type, from the FSA-FS Customer Profile Menu, CLICK “Other Debt Offsets”.

3 Procedures for Adding Other Debt Offsets in FSA-FS (Continued)

B Adding Other Debt Offsets (Continued)

This is an example of the Other Debt Offsets Screen.

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

FSAFS Menu
 Welcome Elle Moltavan
 ▶ 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 Debt Offsets
 ▶ Voluntary Withholdings
 ▶ Involuntary Withholdings

Go To
 ▶ NPS
 ▶ NRRS
 ▶ eFMS
 ▶ OLP
 ▶ FI
 ▶ E-Forms

Other Debt Offsets ? Help

Work List: MISSOURI (29) - Callaway (027)
 Customer: ALEX SCOTT - xxxxx0000S

This customer has no "Other Agency" debt.

Add Exit

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Click either of the following:

- **“Add”** to retrieve the Add Other Debt Offsets Screen
- **“Exit”** to be taken to the Financial Services Homepage Screen.

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3 Procedures for Adding Other Debt Offsets in FSA-FS (Continued)

B Adding Other Debt Offsets (Continued)

The following is an example of the Add Other Debt Offsets Screen.

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

FSAFS Menu
Welcome **Elle Moltavan**
‣ 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 Debt Offsets
‣ Voluntary Withholdings
‣ Involuntary Withholdings

Go To
‣ NPS
‣ NRRS
‣ eFMS
‣ OLP
‣ FI
‣ E-Forms

Add Other Debt Offsets ? Help

Work List: MISSOURI (29) - Callaway (027)
Customer: ALEX SCOTT - xxxxx0000S

*Other Agency debt type: Select One...
*Begin Date (mm/dd/yyyy): Select One...
End Date (mm/dd/yyyy):
*Remarks:

Required to create MIDAS offset only (optional):
Amount (\$):
Agency Name:
Agency Address:
Address Information Line:
Delivery Address Line:
City/State/Zip: City State Zip

Continue Back Exit

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Enter the following:

- Other Agency Debt Type from the scroll down option
- Begin Date in (mm/dd/yyyy) format
- End Date is not required, but if there is written agreement when the debt will be paid it may be entered in (mm/dd/yyyy) format
- “Remarks” include the name of the person making the entry, and any additional information
- MIDAS information to create offset in MIDAS, if applicable

Note: See subparagraph 2 C for a description of the fields.

3 Procedures for Adding Other Debt Offsets in FSA-FS (Continued)

B Adding Other Debt Offsets (Continued)

- CLICK “Continue” to pre-finalized adding the Other Debt Offsets Type
- CLICK “Back” to return to “Add Other Debt Offsets” screen to make changes
- CLICK “Exit” to return to FSA-FS homepage.

The following is an example of the Add Other Debt Offsets.

The screenshot shows the FSAFS Home page with the 'Add Other Debt Offsets' form. The sidebar menu on the left includes sections for 'FSAFS Menu', 'Assignments', 'Joint payments', 'Direct Deposit', 'Customer Profile', and 'Go To'. The main content area displays the 'Add Other Debt Offsets' form with the following fields and values:

- Work List:** MISSOURI (29) - Callaway (027)
- Customer:** ALEX SCOTT - - - - - xxxxx.0000S
- Other Agency debt type:** FLP Delinquent Debt
- Begin Date (mm/dd/yyyy):** 06/25/2012
- End Date (mm/dd/yyyy):**
- Remarks:** Loan Number: XXXX, entered by Elle Moltavan.
- Amount (\$):**
- Agency Name:**
- Address Information Line:**
- Delivery Address Line:**
- City/State/Zip:**

A red arrow points to the **Submit** button, which is located next to the **Back** and **Exit** buttons.

Click 1 of the following:

- “**Submit**” to add the Other Debt Offsets
- “**Back**” to return to the Add Other Debt Offsets Screen
- “**Exit**” to return the user to Financial Services Homepage.

Note: Adding Other Debt Offsets in FSA-FS does not require secondary approval.

3 Procedures for Adding Other Debt Offsets in FSA-FS (Continued)

B Adding Other Debt Offsets (Continued)

The Other Debt Offsets Screen will be redisplayed with the informational message, “Other Agency Debt with ID=xxxxxx was added.”

Click either of the following:

- “Add” to allow the user to enter additional Other Debt Offsets
- “Exit” to return to FSA-FS homepage.

4 Modifying Active Other Debt Offsets in FSA-FS

A Modifying

When the information needs to be updated for active Other Debt Offsets, the user must enter the customer TIN and type on the FSA-FS Menu, and select Other Debt Offsets menu.

Note: Other Agency Debt Type and Begin Date (mm/dd/yyyy) cannot be modified, a new record must be entered in FSA-FS.

Click on the history “Identification number (ID)” found on the left hand side of the Other Debt Offsets Screen to View Other Debt Offsets screen.

This is an example of the View Other Debt Offsets Screen.

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

FSAFS Menu
 Welcome Elle Moltavan
 ▶ 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 Debt Offsets
 ▶ Voluntary Withholdings
 ▶ Involuntary Withholdings

Go To
 ▶ NPS
 ▶ NRRS
 ▶ eFMS
 ▶ OLP
 ▶ FI
 ▶ E-Forms

View Other Debt Offsets Help

Work List: MISSOURI (29) - Callaway (027)
 Customer: ALEX SCOTT - - xxxxx0000S

Other Agency debt ID: 25993
 Other Agency debt type: FLP Delinquent Debt
 Begin Date (mm/dd/yyyy): 06/25/2012
 End Date (mm/dd/yyyy):
 Remarks: Loan Number: XXXX, entered by Elle Moltavan.
 Amount (\$):
 Agency Name:
 Address Information Line:
 Delivery Address Line:
 City/State/Zip:

Last changed 06/27/2012 in MISSOURI (29) - Callaway (027)

→

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CLICK “**Modify**” to change the fields that may be modified. The “Modify Other Debt Offsets” screen will be displayed.

Notes: If the End Date that is entered is current day or prior, the record type will be set as inactive.

If the End Date that is entered is a future date, the record remains active until the end date is reached.

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4 Modifying Active Other Debt Offsets in FSA-FS (Continued)

A Modifying (Continued)

This is an example of the Modify Other Debt Offsets Screen.

- CLICK “Continue” to pre-finalize the modifying process in FSA-FS
- **Back** to return to the “View Other Debt Offsets” Screen
- **Exit** to end without saving the changes and return to Financial Services Homepage

- CLICK “Submit” to update changes in Other Debt Offsets. The message, “Other Debt Offsets was modified”, will be displayed.

4 Modifying Active Other Debt Offsets in FSA-FS (Continued)

B Canceling Other Debt Offsets in FSA-FS

Cancellations should only be performed by a County Office employee if the flag is no longer active for the following reasons:

- when the debtor stops farming in the county
- when directed by the State Office
- after the Other Debt Offsets has been collected in full
- when the IRS levy has been applied to the payments due
- the wrong Other Agency Debt Type was entered.

Note: A secondary approval is not required to modify or cancel the Other Debt Offsets Type in FSA-FS.

To cancel an existing Other Debt Offsets in the customer profile, follow the instruction in subparagraph 4 A to modify, and modify the end date to the current date.