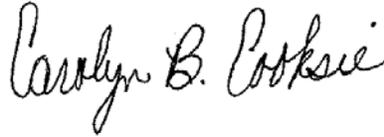


For: State and County Offices

Preparing for the October Payment Cycle

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

FSA has been modernizing business functionality within the program and financial web applications. With the upcoming October payment cycle, it is important to provide additional guidance about the following:

- customer’s mailing address
- BIA addresses and potential offsets
- reviewing customer’s profiles, assignments, joint payments, and direct deposits in Financial Services
- Financial Web Application DataMart (FWADM) Reports available to research transactional activity.

B Purpose

This notice provides clarifications about the following:

- what will be used for the customers’ mailing addresses
- researching farm program payments and receivables
- actions required for delaying BIA offsets
- reviewing established assignments, joint payments, and ACH accounts with FWADM reports
- Financial Service review list for the October payment cycle (Exhibit 1).

Disposal Date

February 1, 2013
9-17-12

Distribution

State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact

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

Issue	Contact
Software related problems	Contact the National Help Desk at either of the following: <ul style="list-style-type: none">• 800-255-2434• 816-926-1552. Note: Select option 3 for hardware and application software.
Policies in this notice	Contact 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.
FWADM access	Contact Connie Saulka by either of the following: <ul style="list-style-type: none">• e-mail at connie.saulka@kcc.usda.gov• telephone at 816-926-2852.

2 Customer's Mailing Address

A Mailing Address Used for Customers

State and County Offices should be aware that financial-related items are mailed to customers based upon updates performed in SCIMS.

Payments and Disbursement Transaction Statements are mailed to the customer's address that was passed to NPS from the program application.

B Local BIA Agency Address

When a customer represented by BIA is paid, NPS inserts BIA's TIN and the BIA address stored with the legacy link from the customer's physical location (FSA State or county). The customer's Disbursement Transaction Statement and Treasury check will be mailed to the local BIA address.

County Offices with customers represented by BIA must verify that:

- BIA has an active legacy link for the County Office
- the local BIA address is correctly recorded.

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2 Customer's Mailing Address (Continued)

C Correctly Updating Customer Records in SCIMS

When customers are established in SCIMS without the correct TIN or customer records are **not** properly maintained, the following are potential financial-related ramifications:

- improper payments
- reporting income for the incorrect TIN
- not properly honoring:
 - a customer's direct deposit election or hardship waiver
 - an assignment, joint payment, bankruptcy trustee, or other agency offset
- Disbursement Transaction Statements and Treasury checks mailed to incorrect addresses.

Note: County Offices should follow 1-CM for instructions on updating customer record in SCIMS.

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3 Researching Farm Program Payments or Receivables

A Farm Program Payment Requests in NPS

A common question by users is, “When is a farm program payment request available for certification and signing in NPS?” Farm program payment requests submitted to NPS should be available for the user to view within 1 hour after the submission. Farm program payment requests may be researched by following 1-FI, paragraphs 136 through 139 to verify that the farm program payment has been successfully loaded in NPS.

If:

- payment request is successfully loaded, the payment record will be present in 1 of the following NPS worklists:
 - Manual Handling
 - Certification
 - Signing, if payment was certified by the County Office
- the farm program payment is **not** present in NPS, then check the NPS Payment Queue Detail Report in FWADM, which will be available the following day.

Notes: The NPS Payment Queue is a holding place for payment transaction requests with errors preventing NPS from successfully processing the payment request. The NPS Payment Queue Detail Report provides payment information and an error message about why the payment was **not** updated to a worklist.

The NPS Payment Queue Detail Report can be found in FWADM on the web by selecting the “FWADM” folder and then selecting the “Payments” folder. After logging on and within the report, the user shall select the State and county on the NPS Payment Queue Detail Report Screen. CLICK “Process Query” to continue. After the message, “Processing Complete”, is displayed, CLICK “OK”.

If the State and county is **not** displayed in the drop-down lists on the NPS Payment Queue Detail Report Screen, there are no payment transactions on the queue for that State and county location.

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3 Researching Farm Program Payments or Receivables (Continued)

A Farm Program Payment Requests in NPS (Continued)

The following is an example of the NPS Payment Queue Detail Report.

NPS Payment Queue Detail Report Monday, August 20, 2012										
State Fsa Code	County Fsa Code	Accounting Program Code	Accounting Program Description	Business Party Identification	Common Customer Name	System	Status	Payable Identifier	Payment Received Date	B
30	005	1000	LOAN - WHEAT	1234567	E JANE DOE	PL	(NPS Staging) Customer Inactive	000000000	08/17/2012	

The columns on the NPS Payment Queue Detail Report are as follows.

- **State Fsa Code** is the State associated with the payment request.
- **County Fsa Code** is the county associated with the payment request.
- **Accounting Program Code** is a numeric code assigned to identify a specific program that often represents multiple years or commodities.
- **Accounting Program Description** provides a description of the accounting program code.
- **Business Party Identification** is a customer identifier in SCIMS.
- **Common Customer Name** is the name of the producer associated with the payment request.
- **System** is a code identifying the program application that initiated the payment request.
- **Status** provides the error message about why the payment request is on the payment queue.
- **Payable Identifier** is a sequential number assigned by NPS uniquely identifying a payment request.
- **Payment Received Date** is the date the payment request was sent to NPS.
- **Balance** is the amount of the payment request.

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3 Researching Farm Program Payments or Receivables (Continued)

A Farm Program Payment Requests in NPS (Continued)

The most common error for “Status”, “(NPS Staging) Customer Not Found”, is an indication that the SCIMS updater to Farm Service Agency Financial Services (FSAFS) failed. To resolve this error, the user should go into SCIMS, verify the address, CLICK “Submit”, and an update will be sent to FSAFS.

When a farm program payment cannot be located in either NPS or in FWADM payment reports, contact the National Help Desk at 800-255-2434.

B Additional Financial Research Options for Farm Program Payments and Receivables

“How to locate the current status of a given program payment” is a common inquiry received by State and County Offices. The following research options are available from financial web applications.

- **NPS** provides the user with search capabilities for all farm program payments awaiting certification or signing. Canceled and signed farm program payments have limited viewable results after 30 calendar days within NPS. See 1-FI, Part 5.
- **Financial Inquires** provides the user with summary and detailed farm program payments, offsets/receivables, and collections for customers, including the disbursement-related details. Financial Inquiries is a public facing application. See 1-FI, Part 6.
- **FWADM** provides the user with the ability to query a variety of reports. FWADM is updated nightly with the previous day’s financial transactions. In addition to the NPS Payment Queue Detail Report, some other key FDWAM reports are as follows:
 - **Unsigned Payments Report**, which provides the ability to search the unsigned payments for a given location by county (or State). State and County Offices shall monitor this report regularly, especially during the large payment cycles
 - **Payment and Disbursement Data by Assignment Report**, which provides the ability to search by the assignee TIN that displays disbursement information for assignments by programs, TIN and TIN type, or dates
 - **Payment and Disbursement by Tax ID Report**, which provides the ability to search by a producer’s TIN and TIN type, that displays payment, prompt payment, foreign withholding, offset, and disbursement amounts by payee type; such as producer, receivable, other agency offsets, assignee, or joint payee.

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3 Researching Farm Program Payments or Receivables (Continued)

C System 36 Created Farm Program Receivables

Receivables established from farm program applications residing on System 36 require that an AE7 file be transmitted to Kansas City. The AE7 file is automatically queued for transmission when the county runs the end-of-day process required nightly. Allow 3 workdays for System 36 receivables to be available in NRRS.

If a System 36 receivable fails to appear in NRRS after 3 workdays, contact the National Help Desk at 800-255-2434.

4 BIA Offsets

A Agreement for BIA on Receivables or Offset Handling

Receivables established for customers represented by BIA are problematic with all activity tied to a single TIN. During FY 2010, FSA implemented automatic offset for all customer debt based solely on TIN, creating major difficulties for either FSA or BIA in trying to research or communicate the actions taken to customers represented by BIA.

FSA and BIA have agreed to the following approach for any receivables or offsets for customers represented by BIA. FSA County Offices will:

- continue partnering with BIA on program functions that could create receivables, such as requesting only a DCP final payment versus requesting a DCP advance and final payment
- prevent taking automatic offsets for BIA receivables unless attributable to the same SCIMS customer record
- contact the local BIA agency to place a hold or restriction for the individuals associated with any receivable generated to collect the outstanding debt.

B Preventing Offset for BIA

Farm program applications may generate an overpayment or receivable for a customer represented by BIA. NPS will:

- automatically receive notification of any outstanding debt for BIA
- offset the receivable amount from the next BIA payment request received.

County Offices aware that a new receivable was established for BIA shall:

- use the NRRS link to search for and locate the BIA receivable
- change the receivable status within the receivable through the Change Receivable Status Screen, by selecting the “Open – Kansas City Review” option located in the “Select New Receivable Status” drop-down list

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4 BIA Offsets (Continued)

B Preventing Offset for BIA (Continued)

- contact the local BIA agency to place a hold (restriction) within BIA's system
- manually prepare required demand letters to demand payment for this debt to the local BIA office, according to 58-FI, Part 4
- enter the dates of manually prepared demand letters into NRRS using the "Record New Letter" function.

When a payment request for a customer represented by BIA is displayed on the NPS Certification worklist with an amount to be offset, the user shall:

- use the NRRS link to search for and locate BIA receivables
- change the receivable status through the Change Receivable Status Screen, by selecting the "Open – Kansas City Review" option located in the "Select New Receivable Status" drop-down list
- close the NRRS window by clicking the red "X" at the top right of the screen to return to NPS
- CLICK "Reset Payment Processing" in NPS, which removes the offset amount and any manual handling steps

Note: See 1-FI, paragraph 138.

- notify the County Office where the debt was created of this action.

C Using the "Other Agency Offset" Flag

Do **not** set the "Other Agency Offset" flag to "Yes" for BIA. The "Other Agency Offset" flag is a national indicator and should **not** be set by the County Office. When County Offices set the flag, this causes every customer represented by BIA to be displayed on the NPS Manual Handling worklist.

If a payment for a customer represented by BIA displays as "Other Agency Offset", go into Financial Services and update the "Other Agency Offset" indicator for BIA to "No". Then go to the payment in NPS and CLICK "Reset Payment Processing". NPS will read the new flag settings in Financial Services and handle the payment correctly.

5 Assignment Report Verification in FWADM

A Validate Assignee Location for Assignments

County Offices are encouraged to run the Assignments by Program Category Report before a major payment cycle. Review assignments that will be matched in the payment cycle. If the assignee location is blank, check SCIMS to see that a legacy link exists for the Service Center that is issuing the payment.

If the assignee address for the payment is not the same as the current address for the payment location, search SCIMS for a legacy link that uses the correct address. Cancel existing assignment and load an assignment selecting the assignee location that has the correct current address. Use the outstanding amount of the assignment.

Example: Producer A, in County A, has an assignment to Bank X. Bank X has branches with legacy links in County A, B, C, and D. Producer A uses the branch in County B. The assignment does not have a location selected; therefore, the payment would be made to Bank X's branch in County A. County A must delete the assignment and reload producer A's assignment to Bank X, and select location County B. The assignment will now be honored in County A and sent to Bank X's branch in County B.

B Assignment by Program Report

Once successfully logged in, and after selecting the "Assignments by Program Report" option, the user may elect to search by program code or program category as follows.

- Program Category – this option would be chosen for the following programs:
 - CRP Annual Rental
 - DCP
 - Grazing Payments
 - LDP
 - LDP Web
 - Market Loss Assistance
 - MILC Program
 - TTPP
 - TAA.

Note: The query will retrieve the assignments for these programs regardless if they were set in Financial Services by program category or program code.

- Program Code – This option would be chosen for assignments established by program code that are not included in program categories.

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5 Assignment Report Verification in FWADM (Continued)

B Assignment by Program Report (Continued)

The user shall select the State and county and CLICK “Process Query”. The message, “Processing Complete” will be displayed, and the user shall CLICK “OK”. The page selected will be displayed.

Once the Assignment by Program Category or by Program Code query is processed, the user may toggle between the following reports.

- Accepted Assignment is a report that lists the assignor with a State and county legacy link requested in the query that has an assignment with an outstanding unpaid balance in Financial Services.
- Cancelled Assignment is a report that lists the assignments that have been canceled because it was requested by the assignee or because of an error in establishing the assignment in Financial Services.
- Completed Assignments is a report that lists the assignments that have been totally paid off.

The following is an example of the Active Assignments by Program Category Report.

Financial Services - Assignments by Program Report Assignments by Program Category - Active Assignments Monday, August 06, 2012 State: Arkansas - County: LITTLE RIVER																			
Assignor Name	Assignor Tax Id	Assignor Tax Id Type	Program Category/ Program Code	Program Year	Reference Type	Reference Number	Assignment State	Assignment County	Assignor Multi County Ind	Document Signed Date	National Assignment Identifier	Last Change Date	Assignee Name	Assignee Tax Id Last	Assignment Effective Year	Assignee Location State	Assignee Location County	Assignee Multi County Ind	Assignment Paid Amount
JANE DOE	000000000	E	Loan Deficiency Payment	2007			05	081	Y		1480737	09/12/09	FARM CREDIT SERVICE OF	7352				Y	
				2010			05	081	Y	04/19/10	1874311	04/19/10	FARM CREDIT SERVICE OF	7352				Y	
				2012			05	081	Y	01/20/12	2124752	01/31/12	FARM CREDIT SERVICE OF	7352		05	081	Y	
MARY DOE	000000000	S	Loan Deficiency Payment	2009			05	081	Y		1627117	09/12/09	FARM CREDIT SERVICE OF	7352				Y	
				2010			05	081	Y	10/19/09	1746549	10/20/09	FARM CREDIT SERVICE OF	7352				Y	
JONNY DOE	000000000	S	Loan Deficiency Payment	2011			05	081	Y	03/31/11	2047031	04/18/11	REGIONS BANK	1391		05	081	Y	
										04/01/11	2041416	04/06/11	REGIONS BANK	1391		05	081	Y	
										04/18/11	2048220	04/20/11	RETAIL AGRONOMY	8244		05	091	Y	

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5 Assignment Report Verification in FWADM (Continued)

B Assignment by Program Report (Continued)

The Accepted Assignment by Program Category Report contains the following fields.

- **Assignor Name** is the producer's name from SCIMS.
- **Assignor Tax ID** is the producer's tax identification number.
- **Assignor Tax ID Type** is the producer's tax identification type (S=Social Security Number, E= Employer ID Number)
- **Program Category /Program Code** is the program alpha code or program category code used when establishing the assignment. This view of the report is set up to retrieve assignments set up by a program category. An assignment set up by program alpha code that is part of a category will also be captured by this report.
- **Program year** is associated with the program, not the payment year.
- **Reference Type** represents the reference type (Farm Number, Contract Number, etc.) selected when setting up an assignment in Financial Services
- **Reference Number** represents the reference number entered when setting up an assignment in Financial Services.

Note: The reference number must match completely. For instance, if a CRP contract is modified and the Contract Number changes from 103A to 103B, then the reference number for an assignment must also be changed.

- **Assignment State** identifies the State selected in Financial Services when establishing an assignment that will apply to a specific State/county location. If this field is blank then the assignment applies to all States/counties where the producer is legacy linked.
- **Assignment County** identifies the County selected in Financial Services when establishing an assignment that will apply to a specific State/county location. If this field is blank, then the assignment applies to all States/counties where the producer is legacy linked.
- **Assignor Multi-County Ind Multi** displays a "Y" or "N" value indicating whether the producer is linked to more than 1 State/county location in SCIMS.
 - "Y" values indicate that the producer has more than 1 legacy link in SCIMS.
 - "N" values indicate that the producer or assignee has only 1 legacy link.
- **Document Signed Date** is the date that the assignment was received and stamped by the receiving County Office.

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5 Assignment Report Verification in FWADM (Continued)

B Assignment by Program Report (Continued)

- **National Assignment Identifier** is a sequence number assigned by the system when the assignment was entered. The National Assignment Identifier is populated on the screens in Financial Services and is a good reference check when researching assignments.
- **Last Change Date** is the last date that the county made an update to the assignment.
- **Assignee Name** is the assignee (entity or person) in SCIMS to whom the assignment of a payment is made.
- **Assignee Tax Id Last 4** is the last 4 digits of the assignee's tax ID.
- **Assignment Effective Year** is the payment year and is only applicable to CRP Annual and TTPP. The assignment effective year must match the payment request's program year for the payment to be applied.
- **Assignee Location State** identifies the State/county legacy link where the assignee's payment will be mailed or routed if disbursed by EFT and address where transaction statement will be mailed. If the assignee is a multi-county assignee, as indicated by the Assignee Multi-County Ind, and this field is blank, the user must delete and re-enter assignment to select an Assignee State/County in Financial Services.
- **Assignee Location County** identifies the State/county legacy link where the assignee's payment will be mailed or routed if disbursed by EFT and address where the transaction statement will be mailed. If the assignee is a multi-county assignee, as indicated by the Assignee Multi-County Ind, and this field is blank, the user must delete and re-enter assignment to select an Assignee State/county in Financial Services.

Note: If no assignee State/county is selected, payment and transactions statements may be sent/routed to the wrong address/bank account.

- **Assignee Multi-County Ind** displays a "Y" or "N" value indicating whether the assignee is linked to more than 1 State/county location in SCIMS.

- "Y" values indicate that the assignee has more than 1 legacy link in SCIMS.

Note: See Assignee Location County and Assignee Location State for important information about multi-county assignees.

- "N" values indicate that the assignee has only 1 legacy link in SCIMS.
- **Assignment Paid Amount** is the amount paid towards an assignment to an assignee.
- **Assignment Amount** is the original assignment entered in Financial Services when assignment was established.

6 Verifying Active Direct Deposit Elections

A Direct Deposit/Waiver Verification Report

County Offices **are encouraged to run the Direct Deposit/Waiver Verification Report in FWADM** to verify direct deposit election before a major payment cycle to reduce the number of EFT returns and increase the number of payments successfully processed.

After selecting the Financial Services Reports in FWADM, select the Direct Deposit After and Waiver Verification Report. Enter user ID and password used in FWADM, commonly referred to in State and County Offices as “CA User ID”. Once successfully logged into FWADM, the Direct Deposit/Waiver Verification Report - Limit Screen will be displayed. The user shall select the State and county and CLICK “Process Query” to upload reports.

After clicking “Process Query”, the message, “Processing Complete”, will be displayed when the query is completed. CLICK “OK” and the following screen will be displayed.

FWADM Last Load Date: 08/14/2012 (Tuesday)

Direct Deposit / Waiver Verification Report - Limit Screen

Select State: Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, **Missouri**, Montana, N. Mariana Isl Nat

Select County: CARTER, CASS, CEDAR, CHARITON, CHRISTIAN, **CLARK**, CLAY, CLINTON, COLE

All Counties

Process Query

Active Direct Deposit Reportt
 Waiver Reportt
 No Direct Deposit or Waiver Reportt

Instructions:

- 1) Select a State
- 2) Select County or check: All Counties
- 3) Click: the Process Query button
- 4) Click: OK when Processing Complete
- 5) Choose a Report and Click the Appropriate Button

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6 Verifying Active Direct Deposit Elections (Continued)

A Direct Deposit/Waiver Verification Report (Continued)

The user may select the report needed as follows, with information current through the date shown on the top of the screen as “FWADM Last Load Date”.

- The Active Direct Deposit will identify customers that have an EFT election, and will display the financial institution information that will be used for any payments.
- The Waiver Report will provide a listing of customers that have a hardship waiver on file. These customers will receive all payments by Treasury check.
- The No Direct Deposit or Waiver Report will identify customers that have not completed a Direct Deposit election or filed a Hardship Waiver. These customers will receive all payments by Treasury check.

Note: The reports include both producers and assignees that have a SCIMS legacy link to the selected county.

B Active Direct Deposit Accounts Report

The following is an example of the Active Direct Deposit Accounts Report.

Financial Services - Active Direct Deposit Accounts Report Date: Tuesday, August 14, 2012												
Customer Name	Tax ID	Tax Id Type	Multi-County Customer	Producer County Count	Direct Deposit Account Type	Bank Routing Number	Bank Account Number (Last Four)	Account Status Name	Sub-Account State	Sub-Account County	Reference Type	Reference Number
ABC FARM	00000000	E	Y	90	P	000000001	0712	Active				
					S	000000001	7792	Active	37	191		
						000000002	7629	Active	30	099		
ANYONE'S BANK	000000001	S	Y	7	P	000000001	6800	Active				
					S	000000001	5305	Active	19	171		
							5881	Active	19	033		
						000000003	6800	Active	19	063		
JANE DOE	000000008	S	N	1	P	000000003	2397	Active				
CATHY SMITH	000000000	S	Y	6	P	000000005	853	Active				
					S	000000007	1853	Active	19	063		
DOUG JOHNSON	000000000	S	Y	3	P	000000002	5663	Active				
					S	000000001	6636	Active	19	063	FM	123

The following general identifying fields are on the report.

- **Customer Name** is the name as it appears in SCIMS. Customers are listed in alphabetical order by first name.
- **Tax ID** is the customer’s tax ID number.

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6 Verifying Active Direct Deposit Elections (Continued)

B Active Direct Deposit Accounts Report (Continued)

- **Tax ID Type** identifies if the tax ID is a Social Security number, an employer number, or an IRS assigned number.
- **Multi County Customer** displays a “Y” or “N” value indicating whether the producer or assignee is linked to more than 1 State/county location in SCIMS. Changes made to a multi-county producer’s or assignee’s banking information may apply to more than 1 **State/county location**.
- **Producer County Count** indicates the number of county legacy links established.
- **Direct Deposit Account Type** indicates if the account is the Primary account (P) or a Sub-account (S). There will only be 1 primary account for any customer. There can be multiple sub-accounts for a customer.
- **Bank Routing Number** is the bank routing number entered from SF-3881 or SF-1199A.
- **Bank Account Number** is the individual’s account entered from SF-3881-or SF-1199A.
- **Account Status Name** will always be “Active” indicating that the accounts represented are active EFT accounts that will be used when issuing payments to the producer or assignee.

The following fields identify sub-accounts for specific payments, which will be used instead of the primary account when the payment request matches the sub-account criteria.

- **Sub-Account State** is the only State to which the sub-account direct deposit election applies.
- **Sub-Account County** is the only county to which the sub-account direct deposit election applies.
- **Reference Code Number** identifies the type of reference code used such as contract number or farm number.
- **Accounting Reference Number** is a number passed to accounting used to reference information from the program application related to a customer. The format of the reference number must match the format that the program application passes to NPS.

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6 Verifying Active Direct Deposit Elections (Continued)

C Verifying or Changing Multi-County Producer Information

Service Centers should verify that the banking information for all multi-county customers is correct. The Service Center may need to search SCIMS to see all counties to which the customer is legacy linked. Do not process a change to a multi-county customer without coordinating with associated offices. See 1-CM for instructions on searching SCIMS.

Note: Compare the direct deposit information to the applicable SF-1199A or SF-3881 on file.

Important: A financial institution that serves as the local depository for a Concentration Banking System (CBS) county shall not have an EFT election established until the CBS account is completely close out. If the local depository also has assignments, the assignment will be posted in the CBS account. All CBS counties are required to ensure that the local depository does not have EFT established while the account is active for CBS.

D Direct Deposit View Options

The County Office may view different views of customer data from within the same query without reprocessing the report with:

- a waiver on file
- no direct deposit election or waiver on file.

Click on the described view and review the customers on the other 2 reports. This is an opportunity to ensure the following:

- a customer's data is properly recorded in Financial Services
- the customer should be receiving Treasury checks in the upcoming payment cycle.

7 Financial Web Applications Training

A Training Posted on DAFO Training Web Site

Training materials were developed using the actual web applications to better illustrate and familiarize Service Centers with software deployed. Updates to the training are loaded, as required, under the "Financial Web Application" link.

B DAFO Training Web Site

The DAFO Training Home Page web site is located at <http://fsaintranet.sc.egov.usda.gov/fsatraining/2010%20Financial%20Web%20Applications/Financial%20Web%20Applications.htm>.

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8 FY 2013 Payment Cycle

A Timeframe for the Payment Cycle

The following provides the schedule for the upcoming payment cycle.

Date	Event
September 10, 2012	County Offices may begin loading TIP payments.
October 1, 2012	<ul style="list-style-type: none"> • eFunds rollover • Staging begins for TIP, EFCRP, and CRP annual rental payments.
October 2, 2012	TIP, EFCRP, and CRP annual rental payments are available for County Offices to sign and certify.
October 3, 2012	Executive Dashboard is updated to reflect the TIP, EFCRP, and CRP annual rental payments that were processed.
October 5, 2012	<p>Staging begins for DCP – Direct, ACRE – Direct, and ACRE – ACRE payments. ACRE – ACRE payments will process for the following crops if that crop triggered for the State and farm:</p> <ul style="list-style-type: none"> • barley • corn • dry peas • grain sorghum • lentils • oats • peanuts • soybeans • wheat.
October 9, 2012	DCP – Direct, ACRE – Direct, and ACRE – ACRE payments are available for County Offices to sign and certify.
October 10, 2012	Executive Dashboard is updated to reflect the DCP – Direct, ACRE – Direct, and ACRE – ACRE payments that were processed.
October 15, 2012 (Date is tentative as rate must be received)	ACRE – ACRE payments will process for cotton if triggered for the State and farm.
December 6, 2012 (Date is tentative as rate must be received)	<p>ACRE – ACRE payments will process for the following crops if the crop triggered for the State and farm:</p> <ul style="list-style-type: none"> • canola • chickpeas, large • chickpeas, small • crambe • flaxseed • mustard seed • rapeseed • safflower • sesame seed • sunflower seed.
February 6, 2013 (Date is tentative as rate must be received)	<p>ACRE – ACRE payments will process for the following crops if the crop triggered for the State and farm:</p> <ul style="list-style-type: none"> • rice, long grain • rice, medium grain (includes short grain rice).

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8 FY 2013 Payment Cycle (Continued)

B Bringing NPS offline

As part of the staging activities for the Conservation and DCP/ACRE payment cycles in October 2012, NPS will be taken down early in the afternoon on:

- October 1, 2012
- October 5, 2012.

An Information Bulletin will be issued to provide the exact time. NPS will be taken down to assist with the following:

- resource demands
- the automation staff having to monitor the payment process during late hours.

Financial Service Review List for October Payment Cycle

The following is the Financial Service review list for the October payment cycle.

Question to Ask	Report or Tool	Action
<p>Are your active producers listed with a valid primary direct deposit account or an EFT waiver?</p>	<p>Direct Deposit/ Waiver Verification Query have 3 reporting views that should include all producers and assignees for the county. Report identifies the multi- county producers and multi-county assignees.</p>	<ul style="list-style-type: none"> • Verify SF-3881 or EFT waiver has been updated in Financial Services for producers and assignees listed on No Direct Deposit or Waiver Report. • Review the Primary Direct Deposit for the multi-county producers or multi-county assignees and coordinate with other affected locations before making modification. • Create Direct Deposit sub-accounts if a different bank routing/account needs to be designated to a specific State and county.
<p>Does the Direct Deposit sub-account reference type/number and the Assignment reference type/number match exactly to the reference type/number passed on the payment request from the program application?</p>	<p>Active Direct Deposit Report displays the reference type and reference number for the sub-accounts.</p> <p>Assignment by Program Category Report or Program Code Report displays the reference type and reference number for the assignments.</p>	<p>The format of the reference number in Financial Services must match the format of the reference number on the payment request which would include any leading zeros or capitalization.</p> <p>If payment contract is modified and the contract number changes from 135A to135B within the program application, then new assignment must be updated.</p>
<p>Are your program assignments updated for your active producers?</p>	<p>Assignment by Program Query which includes multiple reporting views that list all assignments for your producers in your county.</p>	<p>Verify that CCC-36's have been updated in Financial Services.</p> <p>Review the assignments with multi-county assignees and determine whether the assignment needs to be updated in Financial Services with the designated assignee location to ensure proper address and banking election.</p>

Financial Service Review List for October Payment Cycle (Continued)

Question to Ask	Report or Tool	Action
Do the multi-year assignments for CRP and TTPP categories have the correct payment years?	Assignment by Program Query displays a column “Assignment Effective Year” for the CRP Annual Rental and TTPP categories	Verify that assignments to be paid for FY 2012 have been updated with the applicable assignment amount for 2012.
Are active producers with bankruptcy listed?	Customer Profile Query provides a reporting view of the producers in bankruptcy status and trustee info.	Verify that the active producers in bankruptcy have been updated in Financial Services and if necessary, with the Trustee name.
Are active producers with Other Debt Offset listed?	Customer Profile Query provides a reporting view of the producers with Other Debt Offset.	Verify that the active producers with Other Debt Offset have been updated in Financial Services with the debt type according to Notice FI-3107.
Are there customers with assignments that are updated with a bankruptcy?	Assignment Program Report and the Customer Profile Query may be cross checked.	NPS will not apply assignments if the producer is flagged in bankruptcy status. If an assignment should be honored, delete the bankruptcy flag in Financial Services.

Note: See 63-FI for information on the Other Debt Offset and Bankruptcy FWADM Reports.