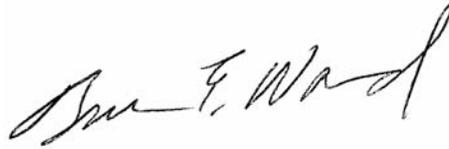


**For:** State and County Offices

**Changes to Bankruptcy Profile in FSA Financial Services (FSAFS)**

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



**1 Overview**

**A Background**

In December 2010, FSAFS enhanced bankruptcy reporting requirement from a simple “Yes” or “No” flag to providing additional details, such as the date the bankruptcy was filed, trustee information if required, and the date the bankruptcy ended. County Offices were notified to update existing customer profiles marked “in bankruptcy” in FSAFS with the additional bankruptcy information.

In December 2012, FSAFS will be adding a bankruptcy status for users to indicate if the bankruptcy is dismissed, discharged, or canceled. During data conversion, if the originating State and county are not known, State “90-011” Kansas City Project Management Office (KC-PMO) will be used.

Currently, there are 3,300 customers marked “in bankruptcy” without the bankruptcy beginning or ending dates. Failing to update the bankruptcy ending date affects FSA’s ability to legally resume sending debt-related letters, refer the customer to TOP, or refer for cross-servicing of delinquent debt. An automated database script was executed to update the bankruptcy status to the value of “canceled” for customers without any receivables in NRRS.

A new Financial Web Application Data Mart (FWADM) report, “Incomplete Bankruptcy Profiles”, has been created to identify customers who had bankruptcy canceled by the automated database script.

**Note:** KC-PMO updated the bankruptcy profile with a current beginning date for 135 customers who have receivables in NRRS. This prevented the system cancellation of the bankruptcy indicator.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2013 12-14-12	State Offices; State Offices relay to County Offices <b>Page 1</b>

## Notice FI-3132

### 1 Overview (Continued)

#### B Purpose

This notice provides instructions for:

- using the Incomplete Bankruptcy Profiles Report
- recording bankruptcy information in FSAFS.

#### C Contact

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

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

**Notice FI-3132**

**2 Using the Incomplete Bankruptcy Profiles Report**

**A Printing the Incomplete Bankruptcy Profiles Report**

County Offices shall run the FWADM Incomplete Bankruptcy Profiles Report to obtain a list of all customers in the selected county who had an “Active Bankruptcy” indicator in the FSafs profile, and the bankruptcy was canceled. The report is stagnant, and the user **cannot** enter any selection criteria, other than selecting the county if the user has multi-county access.

**B Example of the Incomplete Bankruptcy Profiles Report**

The following is an example of the Incomplete Bankruptcy Profiles Report.

Financial Services Incomplete Bankruptcy Profiles Report Date: Tuesday, November 06, 2012										
Customer Status	State	County	Customer Name	Tax ID	Tax ID Type	Bankruptcy Filed Date	Bankruptcy Termination Date	Trustee Name	Producer County Count	Bankruptcy Flag
Active	23	003	ASTS FARM	XXXXXXXX	S				1	Y
			PETER WISER	XXXXXXXX	S				1	Y
			APPLE HOUSE FARM	XXXXXXXX	S				1	Y
			JOHN DOE	XXXXXXXX	S				1	Y
			TONNY THE TIGER	XXXXXXXX	S				2	Y
			BEEZY DOE	XXXXXXXX	S				1	Y
			JANE DOE	XXXXXXXX	S				1	Y
			OLIVIA DEE	XXXXXXXX	S				1	Y
			JUAN DOE	XXXXXXXX	S				2	Y
			ANGEL HEAVENLY	XXXXXXXX	S				2	Y
			SUNNY FIRE	XXXXXXXX	S				1	Y
			LIONS FARM	XXXXXXXX	S				1	Y
			ZEBRA DUCK	XXXXXXXX	S				1	Y

Page 1 of 1

NOTE: This report contains Personally Identifiable Information (PII) and must be safeguarded accordingly. Individuals may be held personally responsible for non-compliance with PII procedures.

## Notice FI-3132

### 2 Using the Incomplete Bankruptcy Profiles Report (Continued)

#### C Description of the Incomplete Bankruptcy Profiles Report

The Incomplete Bankruptcy Profiles Report contains the following fields:

- “Customer Status” identifies the customer’s bankruptcy status
- “State” identifies the selected State code
- “County” identifies the selected county code
- “Customer Name” is the entity or person in SCIMS
- “Tax ID” is the customer’s TIN
- “Tax ID Type” is the customer’s TIN type, such as Social Security or employer
- “Bankruptcy Filed Date” is the date bankruptcy was filed with the court
- “Bankruptcy Termination Date” is the date bankruptcy is no longer applicable according to the court and removed from FSAFS
- “Trustee Name” will be displayed if the County Office entered a trustee’s name, and is the name to which the Treasury check will be issued
- “Producer County Count” is the number for the State/county location to which the customer is linked in SCIMS
- “Bankruptcy Flag” indicator is “Y”, indicating that bankruptcy is active.

#### D Research Each Customer on Report to Determine Bankruptcy Status

County Offices shall research each customer on the Incomplete Bankruptcy Profiles Report to determine whether the bankruptcy remains in effect. If the bankruptcy is:

- still in effect, enter the bankruptcy information in FSAFS
- **not** in effect, no action is required.

## Notice FI-3132

### 2 Using the Incomplete Bankruptcy Profiles Report (Continued)

#### E Manual Handling of Bankruptcy in NPS

When the indicator is “Active Bankruptcy” in FSAFS, payments in NPS will **not** automatically set-off debt. The payment will be displayed on the Manual Handling Worklist to allow the offsetting process. If the customer is in bankruptcy, CLICK “**Save**” to move to the next processing step. See Notice FI-3098 and 1-FI, subparagraph 138 G for additional information on Manual Handling Worklists.

### 3 Recording the Bankruptcy in FSAFS

#### A Accessing the Bankruptcy in FSAFS Web Site

State or County Office employees must have a valid eAuthentication level II user ID and password to log in to Financial Services web site at <https://pws.sc.egov.usda.gov/login/login.aspx>. See 63-FI for logging into FSAFS.

#### B FSAFS Menu

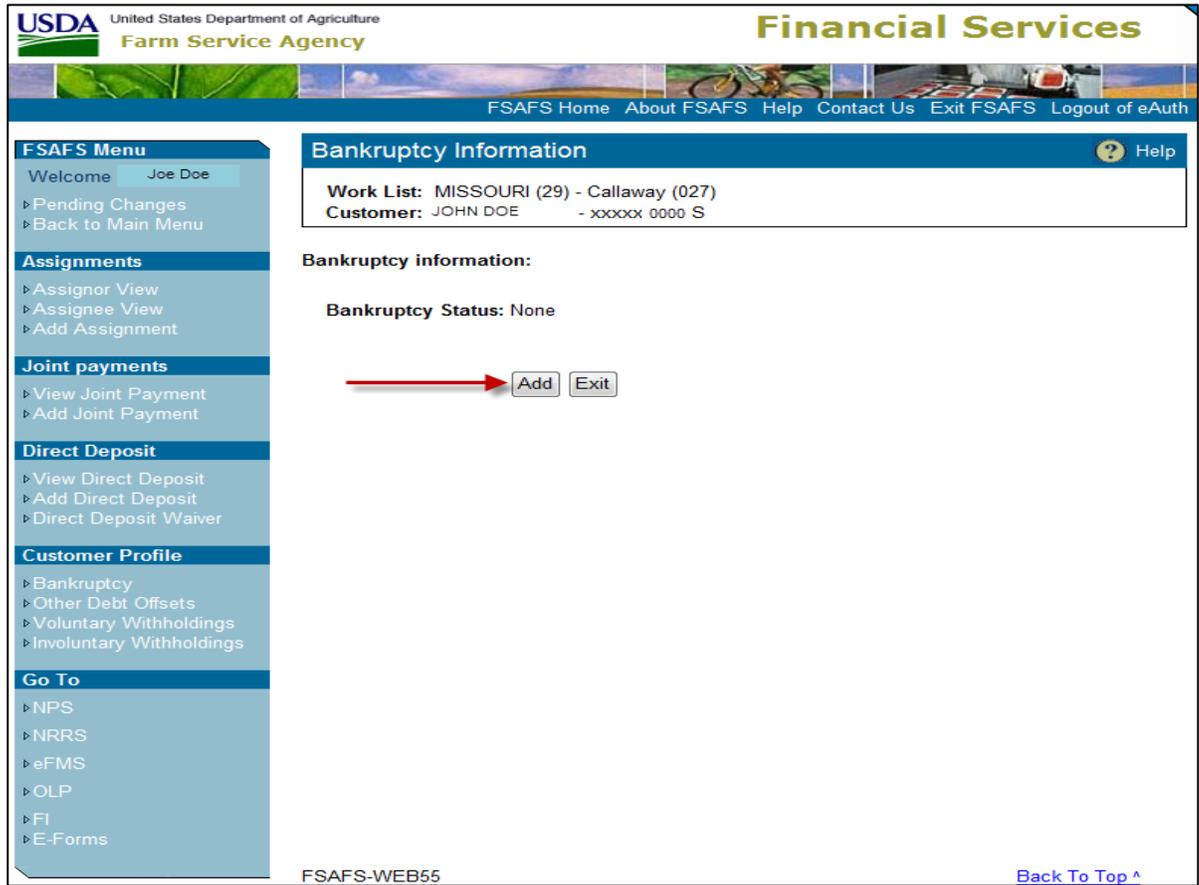
The FSAFS Menu will be displayed after the customer has been selected. CLICK “Bankruptcy” located under “Customer Profile” to add bankruptcy information or to make changes to the existing bankruptcy file.

The screenshot displays the FSAFS Financial Services web interface. At the top, the USDA logo and 'United States Department of Agriculture Farm Service Agency' are visible on the left, and 'Financial Services' is on the right. A navigation bar includes links for 'FSAFS Home', 'About FSAFS', 'Help', 'Contact Us', 'Exit FSAFS', and 'Logout of eAuth'. The main content area is divided into two columns. The left column is the 'FSAFS Menu' with sections: 'Welcome Joe Doe' (with links for 'Pending Changes' and 'Back to Main Menu'), 'Assignments' (with links for 'Assignor View', 'Assignee View', and 'Add Assignment'), 'Joint payments' (with links for 'View Joint Payment' and 'Add Joint Payment'), 'Direct Deposit' (with links for 'View Direct Deposit', 'Add Direct Deposit', and 'Direct Deposit Waiver'), 'Customer Profile' (with links for 'Bankruptcy', 'Other Debt Offsets', 'Voluntary Withholdings', and 'Involuntary Withholdings'), and 'Go To' (with links for 'NPS', 'NRRS', 'eFMS', 'OLP', 'FI', and 'E-Forms'). A red arrow points to the 'Bankruptcy' link. The right column is titled 'Financial Services' and shows a 'Work List: MISSOURI (29) - Callaway (027)' and 'Customer: JOHN DOE - xxxxxx 0000 S'. Below this, it says 'Welcome to Financial Services. Use the left navigation to begin.' At the bottom, the page number 'FSAFS-WEB01. Last Modified on 10/31/2012' and a 'Back To Top' link are visible.

### 3 Recording the Bankruptcy in FSAFS (Continued)

#### C Bankruptcy Information Screen

This is an example of the Bankruptcy Information Screen. If the Service Center employee needs to change the customer status to “Bankruptcy”, CLICK “Add” and the Add Bankruptcy Request Screen will be displayed.



**Note:** When the “Bankruptcy” flag is set, it will be applied to all State and County Offices that are associated with the customer.

## 4 Entering the Bankruptcy Information in FSAFS

### A Adding New Bankruptcy Record

This is an example of the Add Bankruptcy Request Screen in FSAFS that will be displayed when the employee clicks “Add” on the Bankruptcy Information Screen.

To complete the add bankruptcy request, the following data is required:

- select “Chapter Type” (7, 11, 12, or 13)
- “Region” represents the 21 U.S. trustee regions (Exhibit 1)
- “Begin Date” (no future dates allowed)
- “Remarks”.

The following detail data is optional and can be added at a later date

- if trustee information is provided, enter the following:
  - trustee name
  - address information line
  - delivery address line
  - city
  - State
  - ZIP Code
- CLICK “Continue” to activate the bankruptcy in FSAFS.

4 Entering the Bankruptcy Information in FSAFS (Continued)

B Selecting the Bankruptcy Type

This is an example of the Add Bankruptcy Request Screen shown selecting the chapter type.

The screenshot displays the 'Add Bankruptcy Request' interface. The top navigation bar includes 'FSAFS Home', 'About FSAFS', 'Help', 'Contact Us', 'Exit FSAFS', and 'Logout of eAuth'. The left sidebar menu is organized into sections: 'FSAFS Menu' (Welcome, Joe Doe; 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), and 'Go To' (NPS, NRRS, eFMS, OLP, FI, E-Forms). The main form area shows 'Work List: MISSOURI (29) - Callaway (027)' and 'Customer: JOHN DOE - xxxxx0000 S'. The 'Bankruptcy Data' section includes a dropdown for 'Chapter Type' (with a red arrow pointing to it), a dropdown for 'Region' (with a red arrow pointing to it), a date field for '\*Begin date (mm/dd/yyyy):', and a text area for '\*Remarks:'. Below this is the 'Trustee Information (optional)' section with fields for 'Trustee Name:', 'Address Information Line:', 'Delivery Address Line:', and 'City/State/Zip:'. At the bottom of the form are 'Continue' and 'Exit' buttons. The footer contains 'FSAFS-WEB56' and a 'Back To Top ^' link.

Select 1 of the following chapter types according to court records applicable to the bankruptcy:

- Chapter 07
- Chapter 11
- Chapter 12
- Chapter 13.

4 Entering the Bankruptcy Information in FSAFS (Continued)

C Selecting the Applicable Region

The 21 U.S. trustee regions are defined in the Bankruptcy Judges, U.S. Trustees, and Family Farmer Bankruptcy Act of 1986, Pub. L. 99-554, 100 Stat. 3088 (28 U.S.C. 581).

This is an example of the Add Bankruptcy Request Screen shown selecting the region.

Exhibit 1 identifies each of the regions and corresponding judicial districts.

**Note:** Bankruptcy cases in Alabama and North Carolina are **not** under the jurisdiction of the U.S. Trustee Program. Questions about bankruptcy cases filed in the 6 judicial districts in those States should be directed to the Bankruptcy Administrator for the district where the case is pending. Contact information for Bankruptcy Administrators is available on the Federal Judiciary’s web site at <http://www.uscourts.gov/bankruptcycourts/administrators.html>.

4 Entering the Bankruptcy Information in FSAFS (Continued)

D Completed Add Bankruptcy Request

This is an example of the completed Add Bankruptcy Request Screen. CLICK “Continue”.

**FSAFS Menu**  
 Welcome Joe Doe  
 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 Bankruptcy Request** Help

Work List: MISSOURI (29) Caldwell (025)  
 Customer: JOHN DOE - xxxxx 0000 S

**Bankruptcy Data:**  
 \*Chapter Type: 13  
 \*Region: Region 1  
 \*Begin date (mm/dd/yyyy): 11/28/2012  
 \*Remarks: Created Bankruptcy

**Trustee Information (optional):**  
 Trustee Name:   
 Trustee Address:  
 Address Information Line:   
 Delivery Address Line:   
 City/State/Zip: City  State  Zip

Continue Exit

FSAFS-WEB56 [Back To Top ^](#)

This screen will be displayed before finalizing adding the bankruptcy request in FSAFS.

**FSAFS Menu**  
 Welcome Joe Doe  
 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 Bankruptcy Request** Help

Work List: MISSOURI (29) Caldwell (025)  
 Customer: JOHN DOE - xxxxx 0000 S

**Bankruptcy information:**  
 Chapter Type: 13  
 Region: Region 1  
 Begin date (mm/dd/yyyy): 11/28/2012  
 Remarks: Created Bankruptcy  
 Trustee Name:  
**Address Information Line:**  
**Delivery Address Line:**  
**City/State/Zip:**

Submit Back Exit

FSAFS-WEB58 [Back To Top ^](#)

After the information is reviewed by the County Office employee, CLICK “Submit” to set the bankruptcy.

**Notes:** A secondary approval is required to validate the request.

A pending request can be deleted or updated **before** secondary approval.

# Notice FI-3132

## 4 Entering the Bankruptcy Information in FSAFS (Continued)

### D Completed Add Bankruptcy Request (Continued)

This is an example of the Pending Changes Screen after completing adding the bankruptcy request.

The screenshot displays the FSAFS Pending Changes interface. At the top, the USDA logo and 'United States Department of Agriculture Farm Service Agency' are visible on the left, and 'Financial Services' is on the right. A navigation bar includes links for 'FSAFS Home', 'About FSAFS', 'Help', 'Contact Us', 'Exit FSAFS', and 'Logout of eAuth'. The main content area is titled 'Pending Changes' and includes a 'Help' icon. Below the title, it shows 'Work List: MISSOURI (29) - Cald~" (025)' and 'Customer: JOHN DOE - XXXXX0000 S'. An informational message box states: 'Informational: Change request #02117 to add new Dankruptcy was submitted. It requles secondary approval to complete.' Below this, a table lists one item found:

#	Action	Details	Submitted
82117	Create Bkpt	Bankruptcy create request, MISSOURI (29) Caldwell (025)	11/28/2012

Buttons for 'Refresh' and 'Exit' are located below the table. The left sidebar contains a 'FSAFS Menu' with sections for 'Welcome Joe Doe', 'Pending Changes', 'Assignments', 'Joint payments', 'Direct Deposit', 'Customer Profile', and 'Go To'. A red arrow points from the 'Assignments' section to the informational message box. The footer includes 'FSAFS-WEB41' and a 'Back To Top' link.

## 4 Entering the Bankruptcy Information in FSAFS (Continued)

### E Bankruptcy Details Pending in FSAFS

If the customer has a pending record, the “Bankruptcy Status” will display “Awaiting Approval”. The user will **not** be able to create a new request. The pending record can be modified or deleted from the Change Request Work List.

This is an example of the Bankruptcy Information Screen on pending status waiting for secondary approval.

The screenshot displays the FSAFS interface. At the top left is the USDA logo and "United States Department of Agriculture Farm Service Agency". At the top right is "Financial Services". A navigation bar includes "FSAFS Home", "About FSAFS", "Help", "Contact Us", "Exit FSAFS", and "Logout of eAuth".

The main content area is titled "Bankruptcy Information" with a "Help" icon. It shows:

- Work List: MISSOURI (29) - Caldwell (025)
- Customer: JOHN DOE xxxxx 0000 S

An informational message box with a blue border and an "i" icon states: "Informational: There is already a pending change request #82117 for this customer. Please edit or delete that request rather than creating a new one." A red arrow points from the "Assignments" menu item to this message.

Below the message, the text "Bankruptcy information:" is followed by "Bankruptcy Status: Awaiting Approval".

At the bottom of the main content area is an "Exit" button.

The left sidebar contains the "FSAFS Menu" with sections: "Welcome Joe Doe", "Pending Changes", "Back to Main Menu", "Assignments" (with a red arrow pointing to the informational message), "Joint payments", "Direct Deposit", and "Customer Profile".

## 5 Pending Bankruptcy Record in FSAFS

### A Bankruptcy Options in FSAFS

The **Action Work List** and **Pending List** allow the Service Center employee the ability to see the pending bankruptcy change transactions that were entered by other Service Center employees and awaiting second person verification.

The **My Changes Work List** allows the employee to see their own initiated bankruptcy transactions.

### B Modifying Pending Bankruptcy

CLICK “Pending Changes”. The Bankruptcy Information Screen will allow the original user to modify the customer’s pending Bankruptcy record that has been created.

The screenshot shows the FSAFS interface for a Bankruptcy Information screen. The top navigation bar includes 'FSAFS Home', 'About FSAFS', 'Help', 'Contact Us', 'Exit FSAFS', and 'Logout of eAuth'. The left sidebar contains a 'FSAFS Menu' with sections: 'Welcome Joe Doe', 'Pending Changes', 'Assignments', 'Joint payments', 'Direct Deposit', 'Customer Profile', and 'Go To'. The main content area is titled 'Bankruptcy Information' and displays the following details:

- Work List: MISSOURI (29) - Caldwell (025)
- Customer: JOHN DOE - xxxxx 0000 S
- Informational: You were the person who either added or last modified this request so you can not approve.
- Request #: 82117 Submitted (mm/dd/yyyy): 11/28/2012 Status: Awaiting Approval
- Chapter Type: 13
- Region: Region 1
- Begin date: 11/28/2012
- Remarks: Created Bankruptcy
- Trustee Name:
- Address Information Line:
- Delivery Address Line:
- City/State/Zip:

At the bottom, it states 'Last changed 11/28/2012 in MISSOURI (29) - Caldwell (025)' and provides three buttons: 'Modify Request', 'Delete Request', and 'Exit'. A red arrow points to the 'Modify Request' button. The footer includes 'FSAFS-WEB47' and a 'Back To Top' link.

The following fields can be modified:

- “Chapter Type”
- “Region”
- “Begin Date”
- “Remarks”.

The “Trustee Name” field can be entered or modified for the Bankruptcy Information Screen. After making changes, click 1 of the following:

- “Modify Request”
- “Delete Request”
- “Exit”.

5 Pending Bankruptcy Record in FSAFS (Continued)

B Modifying Pending Bankruptcy (Continued)

This is an example of the Modify Bankruptcy Request Screen.

The screenshot displays the 'Modify Bankruptcy Request' interface. At the top, it identifies the user as 'Joe Doe' and shows the work list as 'MISSOURI (29) - Caldwell (025)' and the customer as 'JOHN DOE'. The 'Bankruptcy Data' section includes a dropdown for 'Chapter Type' set to '13', a dropdown for 'Region' set to 'Region 4', and a text input for 'Begin date (mm/dd/yyyy)' set to '11/28/2012'. The 'Remarks' field contains the text 'Modified Region for Bankruptcy'. The 'Trustee Information (optional)' section has several empty input fields for 'Trustee Name', 'Address Information Line', 'Delivery Address Line', and 'City/State/Zip'. At the bottom of the form, there are 'Continue' and 'Exit' buttons. Red arrows highlight the 'Region' dropdown, the 'Remarks' text area, and the 'Continue' button.

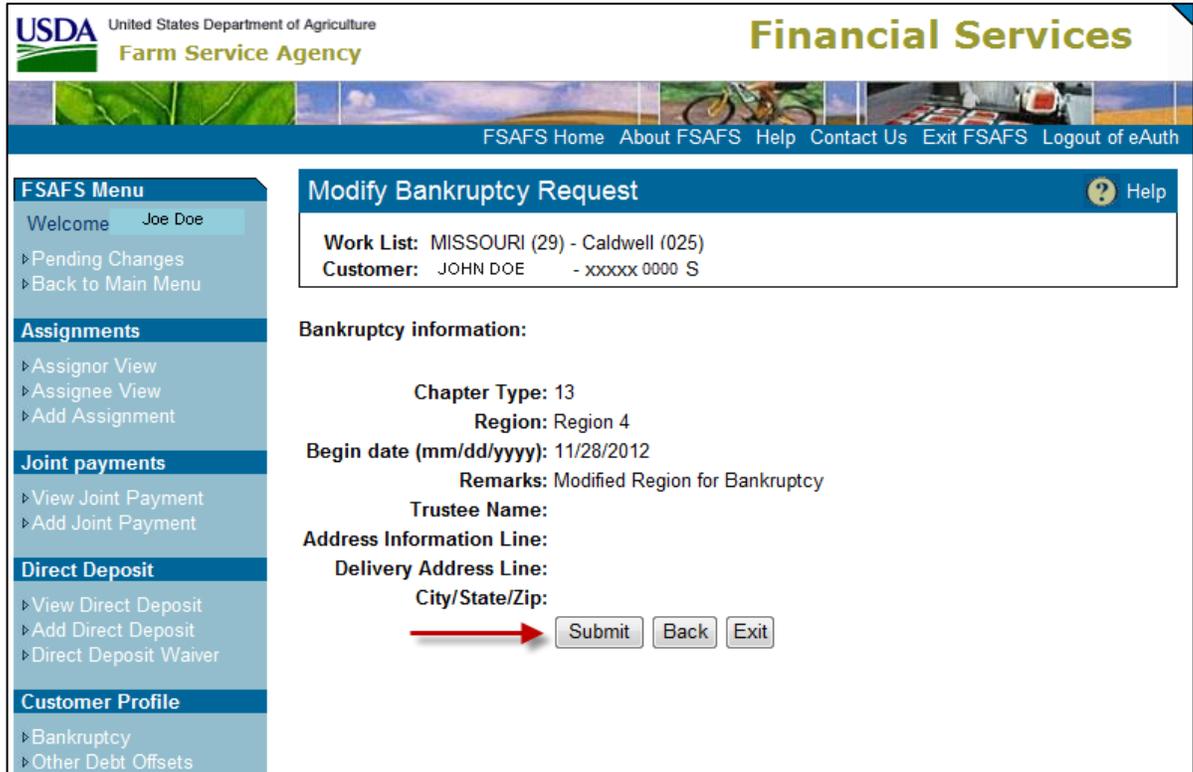
After making changes on the Modify Bankruptcy Request Screen, click either of the following:

- “Continue” if the information selected is correct
- “Exit” to redisplay the Pending Changes Screen without saving the data.

5 Pending Bankruptcy Record in FSAFS (Continued)

B Modifying Pending Bankruptcy (Continued)

This is an example of the Modify Bankruptcy Request Screen, which is the final screen to complete.



Click 1 of the following:

- “**Submit**” to update the information in bankruptcy
- “**Back**” to correct the information if it is incorrect
- “**Exit**” to redisplay the Pending Changes Screen without saving the data.

The following message will be displayed after modifying bankruptcy information in FSAFS.



**5 Pending Bankruptcy Record in FSAFS (Continued)**

**C Deleting Pending FSAFS Bankruptcy Record**

FSAFS will allow the original user to modify or delete the customer's pending Bankruptcy record that was created. The user may select 1 of the following reason codes for deletion:

- "Customer Request"
- "Duplicate"
- "Fraudulent"
- "Paper Incorrect"
- "Will Recreate".

Once the deletion is confirmed, the change request **cannot** be recovered. On the Bankruptcy Information Screen, the user can select 1 of the following:

- "**Confirm Delete Request**" to delete the pending Bankruptcy Request record
- "**Back**" to redisplay the Bankruptcy Information Screen
- "**Exit**" to redisplay the Pending Changes Screen without saving any updates.

## Notice FI-3132

### 6 Updating an Active Approved Bankruptcy Record to Ineffective in FSAFS

#### A Changing Approved Bankruptcy Status to Ineffective Status

When notified that the bankruptcy is no longer applicable, the County Office employee shall update the Bankruptcy record in FSAFS according to the following:

- select the customer in FSAFS
- under the FSAFS Menu Customer Profile, CLICK “Bankruptcy” and “Modify” to display the Modify Bankruptcy Request Screen
- enter the ending date.

Select the applicable bankruptcy status:

- “**Canceled**” status is used for bankruptcy updated in error
- “**Discharged**” status will be determined by the court
- “**Dismissed**” status will be determined by the court.

**Note:** Unless a bankruptcy indicator was set by error, the user should only change the bankruptcy status if the bankruptcy has been discharged or dismissed by the court, and court documentation is provided. See 58-FI for information on the effects of a discharged or dismissed bankruptcy.

#### B Changing Bankruptcy Record Status to Ineffective Status

This is an example of the Modify Bankruptcy Request Screen with “End Date” and “Bankruptcy Status” fields.

The screenshot displays the 'Modify Bankruptcy Request' screen in the FSAFS system. The interface includes a top navigation bar with 'FSAFS Home', 'About FSAFS', 'Help', 'Contact Us', 'Exit FSAFS', and 'Logout of eAuth'. A sidebar menu on the left lists various options, with 'Bankruptcy' selected under the 'Customer Profile' section. The main content area shows the following fields:

- Work List:** MISSOURI (29) - Callaway (027)
- Customer:** JOHN DOE - xxxxx! 0000S
- Bankruptcy Data:**
  - \*Chapter Type: 13
  - \*Region: Region 4
  - \*Begin date (mm/dd/yyyy): 11/28/2012
  - \*Remarks: Modified Region for Bankruptcy
- Trustee Information (optional):**
  - Trustee Name: [Text Field]
  - Trustee Address: [Text Field]
  - Address Information Line: [Text Field]
  - Delivery Address Line: [Text Field]
  - City/State/Zip: [Text Field] [Text Field] [Text Field]
- End date (mm/dd/yyyy):** [Text Field]
- Bankruptcy Status:** [Dropdown Menu]

The 'Bankruptcy Status' dropdown menu is open, showing the following options: 'Select One...', 'Canceled', 'Discharged', and 'Dismissed'. Red arrows point to the 'End date' and 'Bankruptcy Status' fields.

7 Second Party Bankruptcy Record Verification in FSAFS

A Required Secondary Party Verification

After the customer's status changed to bankruptcy in FSAFS, the request will be sent to the Pending Changes Work List for approval.

County Office employees will enter the bankruptcy "Begin Date" and "Chapter Type" fields originally based on supporting documentation on the Bankruptcy Information Screen, as applicable.

The screenshot displays the 'Bankruptcy Information' screen in the FSAFS system. The page header includes the USDA logo and 'Financial Services'. A navigation bar contains links for 'FSAFS Home', 'About FSAFS', 'Help', 'Contact Us', 'Exit FSAFS', and 'Logout of eAuth'. On the left, there is an 'FSAFS Menu' with options like 'Welcome Jane Doe', 'Select Customer', 'Change Requests', and 'Go To'. The main content area shows 'Bankruptcy Information' with a 'Work List: MISSOURI (29) - Caldwell (025)'. Below this, it indicates 'Request #: 82117 Submitted (mm/dd/yyyy): 11/28/2012 Status: Awaiting Approval' and 'Customer: JOHN DOE - xxxxx 0000 S'. Further down, it lists 'Region: Region 4' and 'Remarks: Modified Region for Bankruptcy'. There are fields for 'Trustee Name', 'Address Information Line', 'Delivery Address Line', and 'City/State/Zip'. A 'Verify Information for Approval:' section contains a 'Begin date (mm/dd/yyyy)' field with the value '11/28/2012' and a 'Chapter Type' dropdown menu with the value '13'. At the bottom, it says 'Last changed 11/28/2012 in MISSOURI (29) - Caldwell (025)' and has three buttons: 'Approve Request', 'Delete Request', and 'Exit'. Red arrows point to the 'Begin date' field, the 'Chapter Type' dropdown, and the 'Approve Request' button. The footer shows 'FSAFS-WEB47' and a 'Back To Top' link.

7 **Second Party Bankruptcy Record Verification in FSAFS (Continued)**

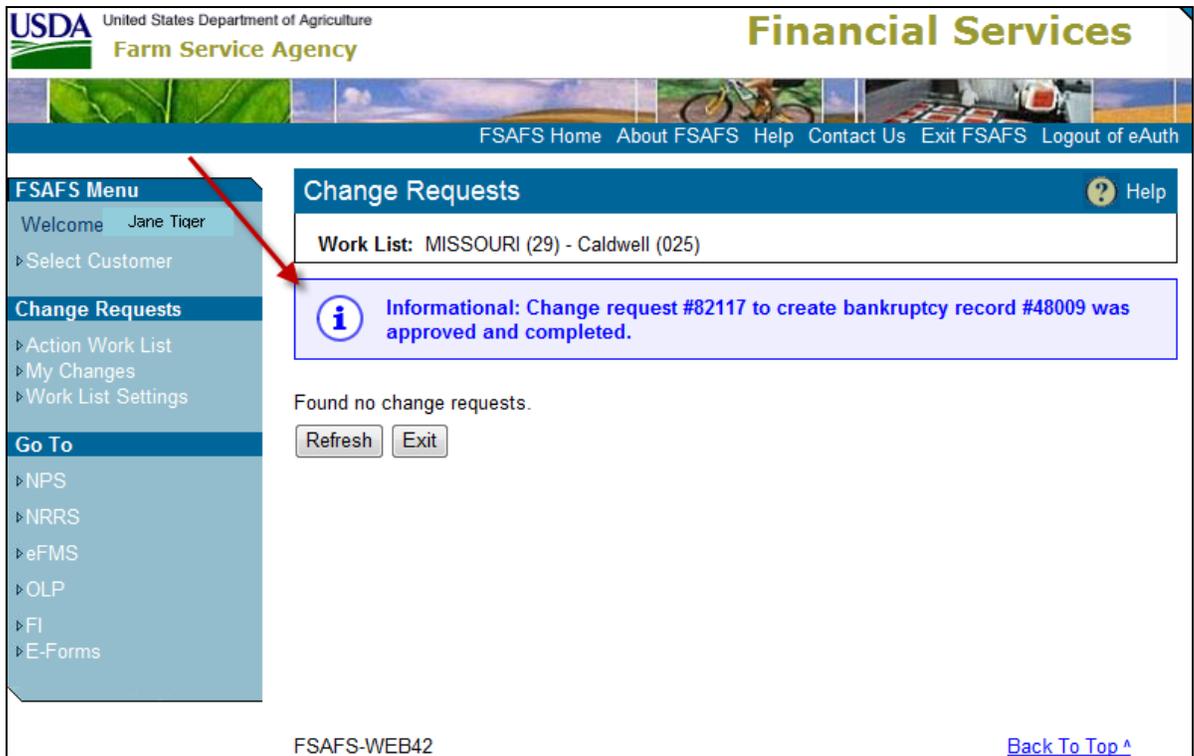
**A Required Secondary Party Verification (Continued)**

To complete the secondary approval to add bankruptcy, click 1 of the following:

- **“Approve Request”** to save the request
- **“Delete Request”** to remove the request
- **“Exit”** to exit without making changes.

**B Confirmation Message for Bankruptcy Secondary Approval in FSAFS**

This is an example of the message that will be displayed after approving the request.



**U.S. Trustee Regions and Corresponding Judicial Districts**

The following identifies each U.S. Trustee Program region and corresponding judicial districts.

**Note:** Bankruptcy cases in Alabama and North Carolina are **not** under the jurisdiction of the U.S. Trustee Program. Questions about bankruptcy cases filed in the 6 judicial districts in those States should be directed to the Bankruptcy Administrator for the district where the case is pending. Contact information for the Bankruptcy Administrators is available on the Federal Judiciary’s web site at <http://www.uscourts.gov/bankruptcycourts/administrators.html>.

<p><b>Region 1:</b></p> <p>Maine Massachusetts New Hampshire Rhode Island</p>	<p><b>Region 9:</b></p> <p>Ohio (Northern &amp; Southern Districts) Michigan (Eastern &amp; Western Districts)</p>
<p><b>Region 2:</b></p> <p>Connecticut New York (Eastern, Northern, Southern &amp; Western Districts) Vermont</p>	<p><b>Region 10:</b></p> <p>Illinois (Central &amp; Southern Districts) Indiana (Northern &amp; Southern Districts)</p>
<p><b>Region 3:</b></p> <p>Delaware New Jersey Pennsylvania (Eastern, Middle, and Western Districts)</p>	<p><b>Region 11:</b></p> <p>Illinois (Northern District) Wisconsin (Eastern and Western Districts)</p>
<p><b>Region 4:</b></p> <p>Maryland South Carolina Virginia (Eastern &amp; Western Districts) West Virginia (Northern and Southern Districts) District of Columbia</p>	<p><b>Region 12:</b></p> <p>Iowa (Northern and Southern Districts) Minnesota North Dakota South Dakota</p>
<p><b>Region 5:</b></p> <p>Louisiana (Eastern, Middle, and Western Districts) Mississippi (Northern and Southern Districts)</p>	<p><b>Region 13:</b></p> <p>Arkansas (Eastern and Western Districts) Nebraska Missouri (Eastern and Western Districts)</p>
<p><b>Region 6:</b></p> <p>Texas (Eastern and Northern Districts)</p>	<p><b>Region 14:</b></p> <p>Arizona</p>
<p><b>Region 7:</b></p> <p>Texas (Southern and Western Districts)</p>	<p><b>Region 15:</b></p> <p>California (Southern District) Hawaii Guam Northern Mariana Islands</p>
<p><b>Region 8:</b></p> <p>Kentucky (Eastern and Western Districts) Tennessee (Eastern, Middle, and Western Districts)</p>	<p><b>Region 16:</b></p> <p>California (Central District)</p>

U.S. Trustee Regions and Corresponding Judicial Districts (Continued)

<p><b>Region 17:</b></p> <p>California (Eastern and Northern Districts) Nevada</p>	<p><b>Region 20:</b></p> <p>Kansas New Mexico Oklahoma (Eastern, Northern, and Western Districts)</p>
<p><b>Region 18:</b></p> <p>Alaska Idaho (exclusive of Yellowstone National Park) Montana (exclusive of Yellowstone National Park) Oregon Washington (Eastern and Western Districts)</p>	<p><b>Region 21:</b></p> <p>Georgia (Middle, Northern, and Southern Districts) Florida (Middle, Northern, and Southern Districts) Puerto Rico U.S. Virgin Islands</p>
<p><b>Region 19:</b></p> <p>Colorado Utah Wyoming (including those portions of Yellowstone National Park in Montana and Idaho)</p>	<p style="background-color: #cccccc;"> </p>

The 21 U.S. trustee regions are defined in the Bankruptcy Judges, U.S. Trustees, and Family Farmer Bankruptcy Act of 1986, Pub. L. 99-554, 100 Stat. 3088 (28 U.S.C. 581).