

For: State and County Offices

**Farm Loan Programs (FLP) Loan and Grant Obligation and Disbursement  
Fiscal Year End (FYE) Processing Procedures**

Approved by: Acting Administrator



**1 Loan and Grant Obligation and Disbursement FYE Processing Procedures and Information**

**A Background**

This notice establishes an FYE processing schedule to ensure that all FY 2019 FLP loan and grant obligations and disbursements are properly recorded in FSA’s financial records.

**B Purpose**

This notice provides:

- the deadline for FYE obligation processing
- guidance on FYE obligation processing
- the deadline for FYE disbursement processing
- guidance on FYE disbursement processing.

**C Contact**

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact Pat Jarvis by either of the following:
  - e-mail to **patricia.jarvis@.usda.gov**
  - telephone at 314-457-4112.

Disposal Date	Distribution
January 1, 2020	State Offices; State Offices relay to County Offices

## Notice FI-3385

### 1 **Loan and Grant Obligation and Disbursement FYE Processing Procedures and Information (Continued)**

#### **D Obligation Processing Deadline**

All loan and grant obligation requests **must** be processed through the field office terminal system **no later than 7 p.m. CDT, September 30, 2019.**

Transactions that reject as of close of business on September 30, 2019, **cannot** be resubmitted for processing until the National Office has made FY 2020 funding available or a restoration request has been submitted.

The Program Funds Control System (PFCS) will not be available October 1, 2019, through October 2, 2019; therefore, obligation transactions in Guaranteed Loan System (GLS), Direct Loan System (DLS), and Program Loan Accounting System (PLAS), including de-obligations, will reject. It is anticipated that PFCS will be available by beginning of business (BOB) CDT, October 3, 2019.

#### **E Disbursement Processing Deadline**

To receive a September 2019 check date, all loan and grant disbursement requests **must** be ordered through the field office terminal system **no later than 7 p.m. CDT, September 25, 2019.** After this date, 1C transactions may still be processed but the disbursement will have an October check date.

Disbursement requests for manual programs must be received by the Cash Management Disbursements Branch (CMDDB) **no later than noon CDT, September 27, 2019.**

If necessary, CMDDB will process an emergency Automated Clearing House (ACH) disbursement request on September 27, 2019, for automated programs. The emergency ACH request form must be FAXed to CMDDB at 314-457-4371, **no later than noon CDT, September 27, 2019.** Offices must include written justification of the emergency with the ACH request.

PFCS will not be available October 1, 2019, through October 2, 2019; therefore, disbursement transactions in GLS will reject. Disbursement transactions in DLS and PLAS do not interface with PFCS and will process as normal. It is anticipated that PFCS will be available by BOB CDT, October 3, 2019.

#### **F PLCE Processing**

A separate notice will be issued providing deadlines for processing PLCE items through the National Finance Center.