

For: State Offices

FY-End 2019 Procedures for PLCE Activity

Approved by: Administrator



1 Overview

A Background

NFC has established FY-end 2019 cutoff dates for Financial Management Modernization Initiative (FMMI) transactions.

B Purpose

This notice provides the following:

- FY-end processing instructions for State Offices to ensure that all FY 2019 PLCE transactions are properly recorded in a timely manner
- information on the effect of FY 2019 close on “A” account funds from FY 2014.

C Contact

If there are questions about this notice, State Offices may contact either of the following:

- Ann Smith
 - e-mail to ann.smith@usda.gov
 - telephone at 202-720-1656
- Anne Steppe
 - e-mail to anne.steppe@usda.gov
 - telephone at 202-690-4017.

Disposal Date	Distribution
March 1, 2020	State Offices

Notice FI-3387

2 State Office Action

A SED Action

SED's will ensure that all PLCE obligations have been entered in FMMI and approved by 7 p.m. c.t. on **September 25, 2019**, to be included in FY 2019 processing.

FY 2019 PLCE disbursements **must** be approved in FMMI by 7 p.m. c.t. on September 25, 2019, to ensure a check is issued before the close of FY2019.

By 7 p.m. c.t. on September 25, 2019, PLCE Field Office staff should review all obligation and disbursement documents to ensure that there are no parked documents in FMMI. Obligations and disbursements that have an error and cannot be approved in FMMI should be sent by e-mail to Ann Smith at ann.smith@usda.gov or to Anne Steppe at anne.steppe@usda.gov no later than 7 p.m. c.t. on September 25, 2019.

Obligation processes for FY 2020 funds will resume on October 9, 2019, subject to budget approval. Disbursements for FY 2019 will resume in FMMI beginning on October 9, 2019.

B FY 2014 "A" Account

Funding for FY 2014 obligations for the "A" account will expire at 3 p.m. c.t. on **September 30, 2019**. Any remaining undisbursed balance on these obligations will be systematically canceled.