

For: State and County Offices

**Additional Guidance on Automated Data Processing System (ADPS)
Civil Rights Database and Prevailing Claimant Notification Letters**

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A

Background

Notices FLP-104, FLP-151, and FLP-165 provide guidance to State and County Offices when handling claimants who have prevailed under the Consent Decree. These notices address notifying claimants of the following:

- their rights to priority consideration
- loan processing procedures
- the importance of updating claimant records through ADPS.

B

Purpose

This notice provides additional guidance to State and County Offices about:

- the ADPS database
- claimant notification letters.

C

Contact

Direct any questions about this notice to Ann Smith, LMD, at 202-720-1656.

<p>Disposal Date</p> <p>September 1, 2001</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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Notice FLP-173

2 Additional Guidance to State and County Offices

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Notification Letters to Prevailing Claimants

Notice FLP-151 advised State Offices that claimants would be notified by letter of their rights to priority consideration. On October 19, 2000, more than 10,000 notification letters were mailed to prevailing claimants listed in the ADPS database.

Note: State Offices will be informed of future mailings.

B

Changes to ADPS Claimant Record Screens

The ADPS claimant record screens have been revised to include the following:

- race designation code
- date notification letter was generated by Finance Office
- date of final appeal decision for farm ownership, farm operating, or lease/purchase of inventory property
- years and loan types identified as discrimination years in the adjudicator's decision.

LMD will soon:

- input discrimination year data into the claimant records
 - distribute new user guides showing the revised screens to State and County Offices.
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