

For: State and County Offices

Temporary Suspension of FSFL Transactions to Prepare for the Direct Fund Site Initiative

Approved by: Deputy Administrator, Farm Programs



1 Preparing for Direct Fund Site Initiative

A Temporary Suspension of FSFL Transactions

All FSFL disbursement and payment processing will be temporarily suspended during the period of June 26 through June 30 in preparation for the FSFL Direct Fund Site Disbursing Project that is scheduled to launch July 1, 2014.

During this period, County Offices will not be able to perform the following transactions:

- schedule FSFL closings
- disburse FSFL checks and ACH issuances
- process FSFL payments requests.

B Purpose

This notice:

- informs State and County Offices that FSFL disbursement and payment processing will be temporarily disabled from June 26 through June 30, 2014
- provides instructions to State and County Offices about transactions that should be completed before disbursement and payment processing is temporarily suspended starting June 26, 2014.

Disposal Date	Distribution
October 1, 2014	State Offices; State Offices relay to County Offices

Notice FSFL-102

1 Preparing for Direct Fund Site Initiative (Continued)

C Software That Will Be Disabled

The following FSFL software will be disabled from June 26 through June 30:

- Note and Security. This will prevent County Offices from:
 - closing a loan
 - generating the amortization schedule
 - generating the CCC-186, and setting the interest start date
- Payment Requests. This will prevent County Offices from:
 - requesting a check from NPS
 - updating the status of a loan.

The FSFL software will be reopened start-of-day on July 1, 2014.

D Actions To Be Completed Before Software Is Disabled

County Offices shall complete the following by 3 p.m. CDT, Wednesday, June 25, 2014:

- close loans
- payment requests
- cancel or certify and sign all FSFL-related payments in the National Payment Service (NPS).

Important Note: If the above items are not completed timely, problems will result with the FSFL interest start date and loan amortization schedule.

Example 1: The County Office employee selects the “Note and Security” option and closes the loan on June 25 but does not perform a payment request by 3 p.m. CDT on June 25.

Example 2: The County Office employee closes the loan, performs a payment request, but does **not** certify and sign the payment in NPS by 3 p.m. CDT on June 25.

In both examples, the FSFL interest start date will be set to June 27 but the check will not be processed until after the shutdown. The loan amortization schedule will be completed with the June 27 interest start date.

Notice FSFL-102

1 Preparing for Direct Fund Site Initiative (Continued)

D Actions To Be Completed Before Software Is Disabled (Continued)

County Offices may continue to enter FSFL annual installment repayments during the temporary suspension. FSFL annual installment repayments can be processed without any impact during the temporary shutdown.

E Contacts

For additional information or questions about this notice, State Offices shall contact Stacy Carroll, PECD, by either of the following:

- e-mail at **stacy.carroll@wdc.usda.gov**
- telephone at 202-690-8037.

For questions about FSFL policy, State Offices shall contact Toni Williams, PSD, by either of the following:

- e-mail at **toni.williams@wdc.usda.gov**
- telephone at 202-720-2270.