

For: State and County Offices

**DLS/FSFL Instructions for Entering FSFL Requests
Received During August and September 2019**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

FSFL’s must be approved and obligated in the same FY of the request. Loans that cannot be approved and obligated in the same FY of the request must be deleted and re-entered in the next FY.

DLS allows the user to select the next FY at the time of the request when the request is:

- submitted in August or September 2019
- not approved by September 30, 2019.

B Purpose

This notice provides State and County Offices with:

- DLS/FSFL instructions for entering FSFL requests received during August and September 2019
- available functions beginning October 1, 2019, for FY 2020 FSFL requests.

<p>Disposal Date</p> <p>March 1, 2020</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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Notice FSFL-156

1 Overview (Continued)

C Contact

The following table provides contacts for State Office employees to use for questions about this notice.

IF the question relates to...	THEN contact...
FSFL policy	Toni Williams by either of the following: <ul style="list-style-type: none"> • e-mail at FSFLPolicy@usda.gov • telephone to 202-720-2270.
FSFL automation (applications)	Brittany Ramsburg by either of the following: <ul style="list-style-type: none"> • e-mail at brittany.ramsburg@usda.gov • telephone to 202-260-9303.
FSFL automation (payments)	Stacy Carroll by either of the following: <ul style="list-style-type: none"> • e-mail at stacy.carroll@usda.gov • telephone to 202-690-8037.

2 Completing FSFL Requests Submitted in August and September 2019

A FY 2019 and FY 2020 FSFL Requests

For FSFL requests received in August and September 2019, County Offices must use the following table to determine whether the FSFL request should be entered in DLS/FSFL as an FY 2019 or FY 2020 FSFL request.

IF the FSFL request...	THEN...
can be approved by September 30, 2019	<ul style="list-style-type: none"> • the request must be entered in DLS as an FY 2019 FSFL request • the approval date must be entered in DLS by September 30, 2019 • continue to approve increases or decreases for obligated FY 2019 FSFL's when applicable, according to 2-FSFL, paragraphs 351 and 352.
will not be approved by September 30, 2019	<p>the request must be entered in DLS as an FY 2020 FSFL request.</p> <p>Note: Follow subparagraph B for FY 2020 requests.</p>

Notice FSFL-156

2 Completing FSFL Requests Submitted in August and September 2019 (Continued)

A FY 2019 and FY 2020 FSFL Requests (Continued)

Important: For any FY 2019 FSFL requests not approved in DLS by September 27, 2019, perform the following steps.

Step	Action
1	Delete the application fee, according to 2-FSFL, paragraph 38.
2	Re-enter the request as an FY 2020 FSFL, according to subparagraph B.
3	Contact the State Office for FSFL's that need to be deleted. State Offices will contact the National Office according to subparagraph 1 C.

B FY 2020 FSFL Requests

For FSFL requests received during August and September 2019 that will not be approved by September 30, 2019, County Offices must enter the FSFL request into DLS according to 2-FSFL, Part 3.

On the Add Application Package & Loan Request Detail Screen, the "Fiscal Year" field must be changed from 2019 to 2020.

Note: This field is defaulted to the current FY and can only be changed when the FSFL is requested in August or September.

The following is an example of the Add Application Package & Loan Request Detail Screen.

Add Application Package & Loan Request Detail

All required fields are denoted by an asterisk (*).

Application Package Detail Information

* Date Received: 09/04/2019 Request Type: FS

FSFL Loan Balances

Aggregate Outstanding Balance (\$): 0.00
Obligated Balance Not Disbursed (\$): 0.00

FSFL Loan Information

*FSA Admin State: Select *FSA Admin County: Select
 *Requested Loan Amount: [] *Partial/Final Indicator: Partial Final
 Total Requested Loan Amount: [] *Fiscal Year: 2019
 Delinquent Indicator: Yes No *Loan Term: Select
 Application Completed Date: [] Incomplete Letter Date1: []
 Incomplete Letter Date2: []
 *Purpose of Loan: []

Submit & Next Cancel

Notice FSFL-156

3 State and County Office Actions

A State Office Action

State Offices will:

- assist County Offices with questions about this notice
- contact PSD with questions according to subparagraph 1 C.

B County Office Action

Users must **not** complete the following actions for FY 2020 FSFL requests until authorized by the National Office:

- approve and obligate
- process lien searches and UCC filing fees
- request a credit report through Data Facts, Inc.