

**For:** State and County Offices

**FSFL Instructions for Entering FSFL Requests  
Received During August and September 2023**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

FSFL requests must be approved and obligated in the same FY of the request. Loans unable to be approved and obligated in the same FY of the request must be deleted and re-entered in the subsequent FY.

DLS allows the user to record the subsequent FY at the time of the request when the request is:

- submitted in August or September 2023
- not approved by September 30, 2023.

**B Purpose**

This notice provides State and County Offices with:

- DLS instructions for entering FSFL requests received during August and September 2023
- DLS instructions for any FY 2023 FSFL not approved by September 30, 2023
- available functions beginning October 1, 2023, for FY 2024 FSFL requests.

|                      |  |
|----------------------|--|
| <b>Disposal Date</b> | <b>Distribution</b>                                  |
| January 1, 2024      | State Offices; State Offices relay to County Offices |

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**1 Overview (Continued)**

**C Contact**

If there are questions about this notice, State Office employees may contact any of the following according to this table.

| <b>IF the question relates to...</b> | <b>THEN contact...</b>   |
|--------------------------------------|--|
| FSFL policy                          | Toni Williams by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:FSFLPolicy@usda.gov">FSFLPolicy@usda.gov</a></li> <li>• telephone at 202-720-2270.</li> </ul>       |
| FSFL automation (applications)       | Mario Plummer by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:mario.plummer@usda.gov">mario.plummer@usda.gov</a></li> <li>• telephone at 202-923-4911.</li> </ul> |
| FSFL automation (payments)           | Stacy Carroll by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:stacy.carroll@usda.gov">stacy.carroll@usda.gov</a></li> <li>• telephone at 202-690-8037.</li> </ul> |

**2 Completing FSFL Requests Submitted in August and September 2023**

**A FY 2023 and FY 2024 FSFL Requests**

For FSFL requests received in August and September 2023, County Offices must use the following table to determine if the FSFL request should be entered in DLS as an FY 2023 or FY 2024 FSFL request.

| <b>IF the FSFL request...</b>                     | <b>THEN...</b>  |
|---|---|
| <b>can</b> be approved by September 30, 2023      | <ul style="list-style-type: none"> <li>• the request <b>must</b> be entered in DLS as an FY 2023 FSFL request</li> <li>• continue to approve increases or decreases for obligated FY 2023 FSFL's when applicable, according to 2-FSFL, paragraphs 351 and 352.</li> </ul> |
| <b>will not</b> be approved by September 30, 2023 | <p>the request <b>must</b> be entered in DLS as an FY 2024 FSFL request.</p> <p><b>Note:</b> Follow subparagraph B for FY 2024 requests.</p>  |

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**2 Completing FSFL Requests Submitted in August and September 2023 (Continued)**

**A FY 2023 and FY 2024 FSFL Requests (Continued)**

**Important:** For any FY 2023 FSFL requests not approved in DLS by September 30, 2023, perform the following steps.

| <b>Step</b> | <b>Action</b>   |
|-------------|---|
| 1           | Delete the application fee, according to 2-FSFL, paragraph 38.  |
| 2           | Re-enter the request as an FY 2024 FSFL, according to subparagraph B.<br><br><b>Note:</b> The subsequent application package should be identical to the original with the exception of the “Fiscal Year”. |
| 3           | Contact the State Office to request deletion of the FY 2023 FSFL.<br><br><b>Note:</b> State Office specialists can record deletion requests on the FSFL SharePoint site.                                  |

**B FY 2023 FSFL Requests**

For FY 2023 FSFL packages that will not be approved by September 30, 2023, County Offices must create a subsequent FSFL package in DLS according to 2-FSFL, Part 3.

On the Add Application Package & Loan Request Detail Screen, the “Fiscal Year” field must be changed from 2023 to 2024.

**Note:** This field will default to the current FY and can only be changed when an FSFL request is entered in DLS during the months of August and September 2023.

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### 2 Completing FSFL Requests Submitted in August and September 2023 (Continued)

#### B FY 2023 FSFL Requests (Continued)

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:   Request Type: FS

#### FSFL Loan Balances

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

#### FSFL Loan Information

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

### 3 Action

#### A State Office Action

State Offices will:

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

#### B County Office Action

Until authorized by the National Office, users must **not** complete the following for FY 2024 FSFL requests:

- approve and obligate
- process lien searches and UCC filing fees.