

For: State Offices

**Requesting Access to Mainframe Computer Reports to
Monitor Delinquent Farm Storage Facility Loans (FSFL's)**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Two reports are available on the mainframe computer that identify delinquent FSFL's. The following reports have been available to the National Office and are periodically sent to State Office Specialists:

- Report MDV510R1 for past due FSFL's over \$25
- Report MDV515R1 for past due FSFL's less than \$25.

It has been decided that State Office Specialists responsible for FSFL's, and if applicable, DD's, shall be authorized access to these reports to monitor their delinquent FSFL's on a more continual basis.

SED's shall determine whether FSFL program activity in their State is large enough to necessitate authorizing DD's access to these reports.

B Purpose

This notice provides guidance to State Office Specialists, and applicable DD's, on the procedure to follow for:

- completing FSA-13-A
- submitting the completed FSA-13-A for approval
- running Reports MDV510R1 and MDV515R1
- monitoring delinquent FSFL's and approved actions.

Disposal Date	Distribution
October 1, 2008	State Offices

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1 Overview (Continued)

C Contact

If there are questions about this notice or FSFL's listed on the reports, State Offices shall contact DeAnn Allen, PSD by either of the following:

- e-mail at deann.allen@wdc.usda.gov
- telephone at 202-720-9889.

2 Completing FSA-13-A

A FSA-13-A

FSA-13-A is:

- required to be completed for requesting new or modified user access to **any** FSA applications granted by or through the Information Security Office (ISO)
- available on the FFAS Employee Forms/Publications site on the FSA Intranet at <http://intranet.fsa.usda.gov/fsa/>.

FSA-13-A can be completed by either of the following:

- printed, completed, approved by the Security Liaison Representative (SLR), and submitted by FAX
- completed online, printed, approved by SLR, and submitted by FAX.

Note: See Notice IRM-400, Exhibit 2 for an example of FSA-13-A.

B Instructions for Completing FSA-13-A

Instructions for completing FSA-13-A are included on FSA-13-A, page 3. Additional information on completing FSA-13-A is available in Notice IRM-400.

Items 1 through 15, 35, and 45 A through D must **always** be completed. Most of these items are self-explanatory, but the following table gives additional information on the correct procedure to follow in completing select items.

Item	Instructions
2	For "Request Type": <ul style="list-style-type: none">• check "Modify" if the requestor already has an active National Information Technology Center (NITC) user ID• check "Add" if the requestor needs an NITC user ID assigned.
15	"User Agreement" refers to FSA-13. FSA-13 must be signed or have been signed and on file.

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2 Completing FSA-13-A (Continued)

B Instructions for Completing FSA-13-A (Continued)

The following table displays the additional items that must be completed, and completion information, for access to Reports MDV510R1 and MDV515R1 in NITC and Total Report Management Solutions (TRMS).

Item	Instructions
28	<p>Check the following boxes:</p> <ul style="list-style-type: none">• “NITC” <p>Note: If the user:</p> <ul style="list-style-type: none">• has an active NITC user ID, enter the user ID where indicated (item 2, “Modify”, must be checked)• does not have an active NITC user ID, a user ID will be assigned (item 2, “Add”, must be checked). <ul style="list-style-type: none">• “TSOA/B/C”• “TRMS”.
43	<p>ENTER “Read Only Access for the MDV510R1 and MDV515R1 Reports for the State of (<u>enter State name</u>). Printer # Uxxxx.”</p> <p>Note: The printer number always starts with the letter “U” and the State IT Specialists can be of assistance.</p>
44	<p>For justification, ENTER “To monitor delinquent FSFL’s and ensure specified procedure is being followed.”</p>

3 Submitting and Approving FSA-13-A by ISO

A Submitting Approved FSA-13-A

After FSA-13-A has been completed, and approved by SLR, it must be FAXed to ISO at 816-627-0687.

B Approving FSA-13-A by ISO

After FSA-13-A has been received and approved by ISO, the requestor will be notified of their user ID, if needed, and password by e-mail.

Note: If both the user ID and password are needed, they will be sent out in 2 separate e-mails.

After the password and/or user ID have been received, it may be necessary for a State IT Specialist to assist the user with the initial set-up to access the NITC site.

Note: NITC’s password cycle is 35 calendar days. If a user ID is inactive for 120 calendar days, it is suspended. If a user ID is inactive for 180 calendar days, it is deleted.

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4 Running Mainframe Delinquent FSFL Reports

A Report MDV510R1

Instructions, along with screen prints for accessing Report MDV510R1, are available from DeAnn Allen (see subparagraph 1 C) when the:

- requestor has received both the user ID and password
- State IT Specialist has completed the initial set-up for NITC access.

Report MDV510R1 shall be accessed:

- at least monthly during the months of February through July
- every 2 weeks during the months of August through January when a large number of installment loan payments are due.

After accessing Report MDV510R1, the report may automatically print. If the report is **not** automatically printed and the user wants a printed version of the report, a print of each individual report screen is necessary. Do either of the following to print each screen, as needed:

- click the print icon on the toolbar above “Command” and the user’s TRMS ID number

Note: The page will be printed to the system printer.

- CLICK “File”, CLICK “Print”, select the printer, and CLICK “OK”.

B Report MDV515R1

Instructions, along with screen prints for accessing Report MDV515R1, are available from DeAnn Allen (see subparagraph 1 C) when the:

- requestor has received both the user ID and password
- State IT Specialist has completed the initial set-up for NITC access.

Report MDV515R1 shall be accessed at least monthly.

After accessing Report MDV515R1, the report may automatically print. If the report is **not** automatically printed and the user wants a printed version of the report, a print of each individual report screen is necessary. Do either of the following to print each screen, as needed:

- click the print icon on the toolbar above “Command” and the user’s TRMS ID number

Note: The page will be printed to the system printer.

- CLICK “File”, CLICK “Print”, select the printer, and CLICK “OK”.

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5 Procedure for Monitoring and Handling Delinquent FSFL's

A Report MDV510R1

Review Report MDV510R1 to ensure that the following actions were or are taken:

- the reminder and notification letter, that automatically prints at start-of-day 45 calendar days before the installment due date, was mailed to the borrower
- the first demand letter was mailed to the contact borrower and all co-borrowers on the day after the due date, describing actions that may be taken against the debtor if the installment is **not** paid within 30 calendar days of the date of the letter
- in addition to the first demand letter, mail 2 subsequent demand letters at 30-calendar-day intervals if the installment is **not** paid
- consider FSFL's delinquent for FSFL purposes and eligible for offset from any payments due the borrower on the next day after the due date, when the installment principal balance remaining after payment exceeds \$25
- collect additional interest to date of repayment if the installment payment is **not** paid within 15 calendar days after the due date, except for the final installment payment

Note: For all installment payments except the final installment payment, follow 1-FSFL, subparagraph 361 C for entering repayment into the system. The final installment payment will be computed and entered as of the date payment is received in the County Office.

- continue to collect payment of the installment due plus additional interest by administrative offset of any CCC payments due the borrower even if COC approves a later installment payment.

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5 Procedure for Monitoring and Handling Delinquent FSFL's (Continued)

B Report MDV515R1

Review Report MDV515R1 to ensure that:

- the loan is paid in full following the last repayment
- County Offices are collecting the amounts on the reminder and notification letters if the loan payment is made early or within 15 calendar days from the installment due date for all but the final loan repayment
- for the final loan repayment, County Offices are computing the amount owed to the date the payment is received in the County Office.

Note: If the statement, "The principal balance after this payment is current", is printed on the repayment receipt, it is correct as of that day. As the loan is current until the installment due date, this statement will always appear on the repayment receipt until the day after the installment due date.

Installment balances under \$25 are to be collected with the next installment payment. This amount is included in the amount due on the reminder and notification letter sent to the borrower 45 calendar days before the installment due date.