

For: State and County Offices

FSFL Program Web-Based Training Certification

Approved by: Deputy Administrator, Farm Programs



1 Certifying Web-Based FSFL Program Training

A Background

Notice FSFL-89 provided instructions for State and County Offices to access and complete the web-based FSFL Training modules. It is mandatory that all required State and County Office employees complete the web-based FSFL Training modules by **September 30, 2013**.

The objective of the web-based FSFL Training is to provide a general overview of the FSFL Program and enhance the understanding of the program.

Note: New or existing employees, including DD's, who are later assigned the responsibility of working with the FSFL Program, are required to complete FSFL training the earlier of 30 calendar days after their start date or before performing any work on FSFL.

B Purpose

This notice:

- informs State Offices to certify that all required State and County Office employees have completed the web-based FSFL Training by **September 30, 2013**
- provides an example of the web-based FSFL Training Module Certification to be submitted by SED's (Exhibit 1).

C Contact

For questions about this notice, contact Toni Williams, PSD by either of the following:

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

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

Notice FSFL-93

1 Certifying Web-Based FSFL Program Training (Continued)

D SED or Designee

SED or designee **must:**

- complete the required training module certification
- certify that all required State Office staff and County Office employees have completed the training modules

Note: AgLearn Administrators in each State shall be contacted for a list of employees who have **not** completed the required web-based FSFL Training modules.

- e-mail or FAX the FSFL Training module certification by COB, October 11, 2013, to Toni Williams, PSD by either of the following:
 - e-mail at **toni.williams@wdc.usda.gov**
 - FAX at 202-690-3307.

Example of Web-Based FSFL Training Module Certification

Following is an example of the web-based FSFL Training Module Certification.

Web-Based FSFL Training Module Certification

For State Office completion: _____ **State FSA Office**

I certify that all required FSA State and County Office employees have completed the web-based FSFL Training modules.

Title: _____ **Signature:** _____

Date: _____, 2013