

For: State and County Offices

**Preparing for Future Loss Adjuster (LA) Voucher Processing and Other LA Issues**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Software to process and pay 2008 LA vouchers will require that LA's core data exist in the Service Center Information Management System (SCIMS).

LA policy and procedures are being clarified based on questions from the field.

**B Purpose**

This notice:

- informs State and County Offices:
  - how to pay vouchers until the 2008 software is available
  - of actions required to pay LA's in 2008 and subsequent years
- emphasizes the qualification and notification for LA's to receive the \$15 pay rate
- reminds State Offices to call the National Office for a password to access the encrypted disk for Loss Adjusters' Payment Reports
- advises that LA's are **not** required to take AgLearn security courses.

Disposal Date	Distribution
August 1, 2008	State Offices; State Offices relay to County Offices

## Notice NAP-108

### 2 Entering LA Core Data in SCIMS to Process and Pay Future Vouchers

#### A Required Data

LA's **must** be entered into SCIMS **before** attempting to process vouchers after receiving the 2008 software. County Office are authorized and advised to start entering current LA's (and any new LA's, according to notifications from State Offices) into SCIMS, according to 1-CM, Part 7, Section 3.

**Notes:** Unlike the Other Name and Address file used previously:

- SCIMS will **not** support facility code "52" and "LA" code
- the 2008 voucher and payment processing software will **not** read the Other Name and Address file.

A forthcoming 2-NAP amendment will advise County Offices how the LA code will need to be entered on the LA Status Screen MHBLA100 for 2008 and subsequent years.

#### B Entering Data in SCIMS

The following **must** be taken into consideration when entering LA's into SCIMS:

- some LA's already exist in SCIMS as producers and/or owners
- multiple county legacy links already exist for some LA's as producers and/or owners in other counties
- headquarter county (county where LA lives) shall have the initial responsibility to enter LA's into SCIMS, **if** the data does **not** already exist in SCIMS

**Notes:** Headquarter counties shall do a "**National File**" search (1-CM, subparagraph 175 E) **before** attempting to enter LA's into SCIMS. If the information is already in the National file, the headquarter county and other counties need only establish a legacy link.

County Offices shall contact the State Office if there are questions on handling linkage to SCIMS.

- enter LA's in SCIMS as either of the following:
  - "individuals" using their respective Social Security number
  - applicable business type they represent, using the proper tax ID number

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### 2 Entering LA Core Data in SCIMS to Process and Pay Future Vouchers (Continued)

#### B Entering Data in SCIMS (Continued)

- SCIMS will **not** allow denotation as “LA” data; there is **no** selection to acknowledge that the information is for an LA when entering data.

**Note:** Do **not** delete LA’s from the Other Name and Address file. Voucher processing and revisions for 2007 will be processed through the Other Name and Address file, because most 2007 vouchers already exist in the Other Name and Address file.

#### C Loading Direct Deposit Elective

County Offices **must** load LA direct deposit information into Financial Services. Any existing direct deposit record loaded for any LA’s in the Other Name and Address file will **not** be recognized. County Offices **must** load each LA direct deposit election into Financial Services using the ID and ID type that is entered in SCIMS. County Offices **must** wait 10 calendar days after loading each LA into SCIMS **before** loading the LA’s direct deposit elective.

**Note:** If LA already exists on the SCIMS National file, County Offices shall verify that the direct deposit information is recorded in Financial Services and that the proper ID and ID type is recorded for each LA.

### 3 Processing Current LA Vouchers Before Receiving 2008 Software

#### A Using Crop Year 2007 Software

County Offices shall process current crop year vouchers, before receiving 2008 software, by accessing crop year 2007 and using the Actual Production History (APH) or training inspection codes, whichever is most applicable.

#### B FSA-449A Notation

Make a note on FSA-449A, that the APH, or other applicable inspection code, was used instead of the proper inspection code because of the absence of 2008 software to interface with the 2008 NAP files.

### 4 State Office Notification of LA Agreements and Pay Rates to County Offices

#### A State Office Reminder to County Offices

State Offices are reminded to inform County Offices of approved agreements and pay rates for LA’s. LA’s **cannot** perform work after an agreement has expired, or in the case of a new LA, before an agreement has been approved.

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### 4 State Office Notification of LA Agreements and Pay Rates to County Offices (Continued)

#### B Entering LA's 2-Years of Certified Service Effective Date

County Offices shall **not** process vouchers until pay rates for LA's are received from the State Office. State Offices shall ensure that the date (date the LA completed 2 years of FSA satisfactory service after full certification) for the \$15 pay rate is the correct date, because that date will be important for future voucher transactions or pay increases.

County Offices are **required** to enter the 2-years of certified service effective date, provided by the State Office, into the system on LA Status Screen MHBLA100, according to 2-NAP, subparagraph 300 C.

**Important:** If an incorrect date is entered, or if a date is **not** entered, LA's may be overpaid or underpaid.

### 5 Additional Information

#### A 2006 LA Reports

The 2006 Loss Adjusters' Payment Reports and letter of instruction have been mailed to State Offices on a disk.

**Note:** The Loss Adjusters' Payment Reports are encrypted and password protected. State Offices that have **not** called and received the password shall call Frances Williams at 202-690-0700.

#### B Ag Learn Security Courses

LA's are **not** required to take the AgLearn security courses, because LA's:

- are **not** employees
- do **not** have access to administrative in-house data
- do **not** have eAuthentication accounts used for AgLearn training access.

**Note:** State Offices shall ensure that LA Update training provides instructions for protecting **all** producer personally identifiable information.