

For: State and County Offices

Electronic Funds Control (E-FC) for NAP and Loss Adjuster Payments

Approved by: Acting Deputy Administrator, Farm Programs

1 Overview

A Background

The funding for NAP and loss adjuster payments are apportioned by FY. As such, NAP and loss adjuster payments are now subject to E-FC. The need for improved funds control necessitated implementing the automated E-FC process. This process will provide real-time funds control for NAP and loss adjuster payments.

Software has been developed to:

- control the funding allotments attributed at the county level for each program
- monitor program spending and halt program disbursements when the funding allocation is insufficient or has been exhausted.

B Purpose

This notice informs State and County Offices:

- that NAP and loss adjuster payments are now subject to E-FC
- the names of National Office contacts for State Office specialists when requesting additional NAP or loss adjuster funding.

Disposal Date	Distribution
October 1, 2003	State Offices; State Offices relay to County Offices

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2 NAP and Loss Adjuster Payment Processing

A Disbursement of NAP Funds

The initial disbursement of:

- NAP funds was sent out on May 14, 2003
- loss adjuster funds was sent out May 15, 2003.

County Offices should contact the appropriate State Office specialist if the Payment Informational Screen or Funds Control Exception Report described in subparagraphs B is received when attempting to issue either NAP or loss adjuster payments. The State Office specialist should either:

- reallocate funds from 1 or more County Offices and allocate those funds to the requesting County Office
- contact the National Office to request additional funds, if funds are not available within the existing allocation for the State.

Note: The additional funds will be sent from the National Office to the State Office, and then the State Office will send the funds to the County Office.

State Office specialists shall contact 1 of the following National Office contacts by e-mail to request additional NAP or loss adjuster funds:

- Sandy Bryant at sandy_bryant@wdc.fsa.usda.gov
- Steve Peterson at steve_peterson@wdc.fsa.usda.gov
- Tina Nemec at tina_nemec@wdc.fsa.usda.gov
- Debbie O'Donoghue at debbie_o'donoghue@wdc.fsa.usda.gov.

Notes: Before requesting additional funds, State Office specialists shall ensure funds from other County Offices within the State are distributed equitably according to program activity. County Offices having excess funds shall always be reallocated before requesting funds from the National Office.

State Office specialists are reminded to include the amount of additional funds being requested from the National Reserve.

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2 NAP and Loss Adjuster Payment Processing (Continued)

B Affect of E-FC on NAP and Loss Adjuster Payments (Continued)

Payment processing will function in the normal manner up to the point of sorting the payables into the applicable payment batches. When funds have been exhausted, or an inadequate funding level exists to process an entire payment batch, that payment batch, and all subsequent batches, will be aborted. The Payment Informational Screen will be displayed which notifies the user that:

- the funding allocation for the County Office is not adequate
- an accounting Funds Control Exception Report will print on the system printer.

If the accumulated net payment amount for all pending payments does not exceed the funding allotment for the County Office, the payables will be sorted into the applicable payment batches and processed in the normal manner.

C Payment Informational Screen

The Payment Informational Screen will display during NAP or loss adjuster payment processing if the E-FC process determines either of the following:

- funds have been exhausted
- inadequate funds are available to process the entire batch.

The following is an example of the Payment Informational Screen.

Hartley	MESSAGE
Payment Informational Screen	Version: AE11 05-08-2003 09:44 Term J3
This is a funds controlled program.	
The payments being processed did not pass the accounting verification process. It is possible that the total amount of the payments being processed exceeds the available funding allocation for the county.	
A verification or exception report should print on the system printer or is held on the spool file.	
Refer to the applicable program handbook for additional information.	
Press Enter to exit.	

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3 State and County Office Action

A State Office Action

State Offices shall:

- ensure that County Offices are immediately informed of the contents of this notice
- refer to Notice FI-2571 for responsibilities in E-FC management for NAP and loss adjuster payments.

Note: Although Notice FI-2571 refers to Conservation Programs, the information contained within the notice also applies to NAP and loss adjuster funds control management.

- access the E-FC Web Application according to Notice FI-2571 to ensure that their login is accessible

Note: Although no official notification will be provided when the login information has been entered in the system, State Office's should attempt access for a week, and if after that time access cannot be completed, contact 1 of the National Office contacts provided in subparagraph 2 A.

- contact the National Office according to subparagraph 2 A when additional funds have been requested by the County Office and the current funding in the State cannot support the request

Notes: The additional funds will then be sent from the National Office to the State Office, and then the State Office will send the funds to the County Office.

State Offices should deallocate funds from 1 or more County Office and allocate those funds to the requesting County Office before requesting funds from the National Reserve.

For those State Offices administering County Offices not located within that state, the National Office will send the requested funds directly to the County Office as the administering State Office will not have access to the County Office NAP or loss adjuster funds.

- if the specialist responsible for NAP E-FC is not in the State Office and therefore is unable to assist the County Office with an additional funds request, the State Office should contact 1 of the National Office contacts listed in subparagraph 2 A to request additional funds be moved within the State.

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3 State and County Office Action (Continued)

B County Office Action

County Offices shall:

- continue to process NAP payments according to 1-NAP (Rev. 1)
- if the Payment Informational Screen or Funds Control Exception Report is received:
 - contact the State Office to request additional NAP funds
 - process payments individually, or in smaller batches, for producers until an increased funding allotment is obtained to complete issuing all payments.