

For: State Offices and Service Centers

Closing Out Production Flexibility Contract (PFC) and Payment Processing Software Options

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Various software options associated with PFC will be locked-out upon installing County Release No. 521, which should be in Field Offices on or about October 1, 2003.

All PFC's for 1996 through 2002 must be **loaded, enrolled, and approved** in the automated system before installing County Release No. 521.

Notes: This applies to all contracts that are not complete in the automated system, because of bankruptcy and/or appeals, etc.

Entering the approval date does not indicate that the contract should be approved. The decision on the approval/disapproval of PFC shall be made according to current policy. The approval date must be entered into the automated system because once the software is closed out, approval dates cannot be entered. PFC's must have an approval date or the PFC authorized software will not issue the payment.

B Purpose

This notice:

- notifies State and County Offices of deadlines for submitting pending PFC relief cases requiring DAFP approval
- notifies State and County Offices that various software options applicable PFC's will be locked-out during installation of County Release No. 521; which should be in Field Offices by October 1, 2003
- advises State and County Offices of the action required before October 1, 2003.

Disposal Date	Distribution
December 1, 2003	State Offices; State Offices relay to Service Centers

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1 Overview (Continued)

B Purpose (Continued)

The options being locked-out are:

- from 1996 through 2002, option 1, "CCC-478B/CCC-478 Processing", on PFC Application Selection Menu MGC000

Note: Locking out this option disables all worksheet and contract functions.

- various PFC payment processing options for FY 1996 through 2002, including the capability to record successions-in-interest.

Notes: FY 1998 through 2001 market loss assistance (MLA) payment processing options are not being disabled.

A forthcoming notice will provide guidance for closing out the PFC/DCP transition overpayment process.

2 Action

A State Office Action

State Offices shall ensure that County Offices:

- are notified of the contents of this notice
- have submitted any pending PFC relief cases requiring DAFP approval to the State Office by COB August 20, 2003

Note: State Offices must submit pending PFC relief cases to DAFP by COB August 29, 2003.

- have automated PFC contracts **loaded, enrolled, and approved**, in the automated system for all contracts under bankruptcy or appeal

Notes: Some of these PFC's may have already been entered the automated system; however, PFC's must be **enrolled and approved** before October 1, 2003, to ensure that authorized payments can be issued, if approved, at a later date.

Entering the approval date does not indicate that the contract should be approved. The decision on the approval/disapproval of PFC shall be made according to current policy. The approval date must be entered into the automated system because once the software is closed out, approval dates cannot be entered. PFC's must have an approval date or the PFC authorized software will not issue the payment.

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2 Action (Continued)

A State Office Action (Continued)

- have recorded all FY 1997 through 2002 successions-in-interest in the system
- have processed FY 1998 through 2002 PFC overpayments and transferred outstanding debts to the Common Receivable System (CRS) as required in 2-PF, Part 8.

B County Office Action

County Offices shall:

- submit any pending PFC relief cases requiring DAFP approval to the State Office by COB August 22, 2003
- ensure that all 1996 through 2002 PFC's are **loaded, enrolled, and approved** in the automated system before October 1, 2003

Note: Some of these PFC's may already be in the automated system; however, PFC's must be **enrolled and approved** before October 1, 2003, to ensure that authorized payments can be issued, if approved, at a later date.

Entering the approval date does not indicate that the contract should be approved. The decision on the approval/disapproval of PFC shall be made according to current policy. The approval date must be entered into the automated system because once the software is closed out, approval dates cannot be entered. PFC's must have an approval date or the PFC authorized software will not issue the payment.

- ensure that all 1997 through 2002 successions-in-interest are recorded in the automated system before October 1, 2003
- ensure that all FY 1998 through 2002 PFC overpayments are immediately processed, and legitimate debts to CCC are transferred to CRS

Note: The overpayment processes shall be run as often as necessary to ensure that all legitimate debts to CCC are transferred to CRS by October 1, 2003.

- contact the State Office if there are any problems loading PFC's or successions-in-interest into the automated system.

Note: Do not delay installing County Release No. 521.