

For: State and County Offices

**DLS/FSFL Instructions for Entering FSFL Requests
Received During August and September 2016**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

FSFL's must be approved and obligated in the same fiscal year of the request. Loans that cannot be approved and obligated in the same fiscal year of the request must be deleted and re-entered in the next fiscal year.

DLS has the capability of allowing the user to select the next fiscal year at the time of the request when the request is:

- submitted in August or September
- will not be approved on or before September 30, 2016.

B Purpose

This notice provides State and County Offices with:

- DLS/FSFL instructions for entering FSFL requests received during August and September 2016
- available functions beginning October 1, 2016, for FY 2016 FSFL requests.

Disposal Date	Distribution
May 1, 2017 9-13-16	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact

If there are questions about this notice, State Office employees may contact any of the following according to this table.

IF the question relates to...	THEN contact...
FSFL policy	Toni Williams by either of the following: <ul style="list-style-type: none"> • e-mail to FSFLPolicy@wdc.usda.gov • telephone at 202-720-2270.
FSFL automation (applications)	Brittany Ramsburg, by either of the following: <ul style="list-style-type: none"> • e-mail to brittany.ramsburg@wdc.usda.gov • telephone at 202-260-9303.
FSFL automation (payments)	Stacy Carroll by either of the following: <ul style="list-style-type: none"> • e-mail to stacy.carroll@wdc.usda.gov • telephone at 202-690-8037.

2 Completing FSFL Requests Submitted in August and September

A FY 2016 FSFL Requests

For FSFL requests received in August and September, County Offices must use the following table to determine if the FSFL request should be entered in DLS/FSFL as an FY 2016 or FY 2017 FSFL request.

IF the FSFL request...	THEN...
can be approved on or before September 30, 2016	<ul style="list-style-type: none"> • the request must be entered in DLS as an FY 2016 FSFL request • continue to approve increases or decreases for obligated FY 2016 FSFL's when applicable, according to 2-FSFL, paragraphs 351 and 352.
will not be approved on or before September 30, 2016	<p>the request must be entered in DLS as an FY 2017 FSFL request.</p> <p>Note: Follow subparagraph 2 B for a FY 2017 request.</p>

Important: For any FY 2016 FSFL requests **not** approved in DLS on or before September 30, 2016, perform the following steps.

Step	Action
1	Delete the application fee, according to 2-FSFL, paragraph 38.
2	Re-enter the request as an FY 2017 FSFL, according to subparagraph 2 B.
3	Contact the State Office for FSFL's that need to be deleted. State Offices shall contact the National Office according to subparagraph 1 C.

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2 Completing FSFL Requests Submitted in August and September (Continued)

B FY 2017 FSFL Requests

For FSFL requests received during August and September that will not be approved on or before September 30, 2016, County Offices must enter the FSFL request into DLS according to 2-FSFL, part 3

On the Add Application Package & Loan Request Detail Screen the “Fiscal Year” field **must** be changed from 2016 to 2017.

Note: This field is defaulted to the current FY and can **only** be changed when the FSFL is requested in August or September.

The following is an example of the screen.

The screenshot shows a web form titled "Add Application Package & Loan Request Detail". At the top, a blue banner contains the title. Below the banner, a message states: "All required fields are denoted by an asterisk (*).". The form is divided into two main sections: "Application Package Detail Information" and "FSFL Loan Information".

Application Package Detail Information:

- * Date Received: 09/01/2016
- Request Type: FS-M

FSFL Loan Information:

- * FSA Admin State: Select
- * FSA Admin County: Select
- * Requested Loan Amt: [Empty text box]
- * Partial/Final Indicator: Partial Final
- * Fiscal Year: 2017 (This field is highlighted with a red box)
- Total Requested Loan Amount: [Empty text box]
- Delinquent Indicator: Yes No
- Loan Term: Select
- Application Completed Date: [Empty date picker]
- Incomplete Letter Date1: [Empty date picker]
- Incomplete Letter Date2: [Empty date picker]
- * Purpose of Loan: [Empty text area]

At the bottom of the form, there are two buttons: "Submit & Next" and "Cancel".

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3 Action

A State Office Action

State Offices shall:

- assist County Office with questions about this notice
- contact PSD with questions according to subparagraph 1 C.

B County Office Action

Until authorized by the National Office, users shall **not** complete the following for FY 2017 FSFL requests:

- approve and obligate
- process lien searches and UCC filing fees
- request a credit report through Data Facts, Inc.