UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Web-Based Farm Storage Facility Loan Program Functions 2-FSFL (Revision 1)	**Amendment 8**

Approved by: Acting Deputy Administrator, Farm Programs

Amendment Transmittal

A Reason for Amendment

Paragraph 556 has been added to provide instructions on deferrals.

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Exhibits

1 Reports, Forms, Abbreviations, and Redelegations of Authority
2 Definitions of Terms Used in This Handbook
3 Statuses Used in DLS

555 Treasury Offset Payments

A Overview

Delinquent FSFL's will be referred to TOP 120 calendar days after the installment due date. The National Office will initiate the referral to TOP to offset any payments due to the borrower.

B County Office Action

County Offices shall set the "Other Debt Offset" flag in FSA-FS, under Customer Profile, on all borrowers listed on the delinquent FSFL, according to instructions provided in 1-FSFL, subparagraph 262 E.

C State Office Action

After receiving notification of a Treasury offset, the State Office shall e-mail the following payment information to Stacy Carroll at **stacy.carroll@wdc.usda.gov** and cc **laura.schlote@wdc.usda.gov:**

- name and address of borrower
- State and county
- year and FSFL number
- date of treasury offset payment
- treasury offset payment amount.

D National Office Action

The National Office will contact OBF to obtain the exact net payment offset amount to be entered in DLS. OBF will recognize payments in CORE once payments have been applied to DLS using the Treasury Offset Payment option.

Note: Only National Office users will be able to enter Treasury offset payments in DLS.

*--556 Deferrals

A Overview

The deferral process in DLS allows a borrower to defer payment(s) and extend their loan maturity date.

DLS will not allow a borrower with an active deferral to apply for a new FSFL.

National Office will determine and record the next installment due date in DLS for all delinquent borrowers.

DLS will automatically establish the next installment due date for current borrowers.

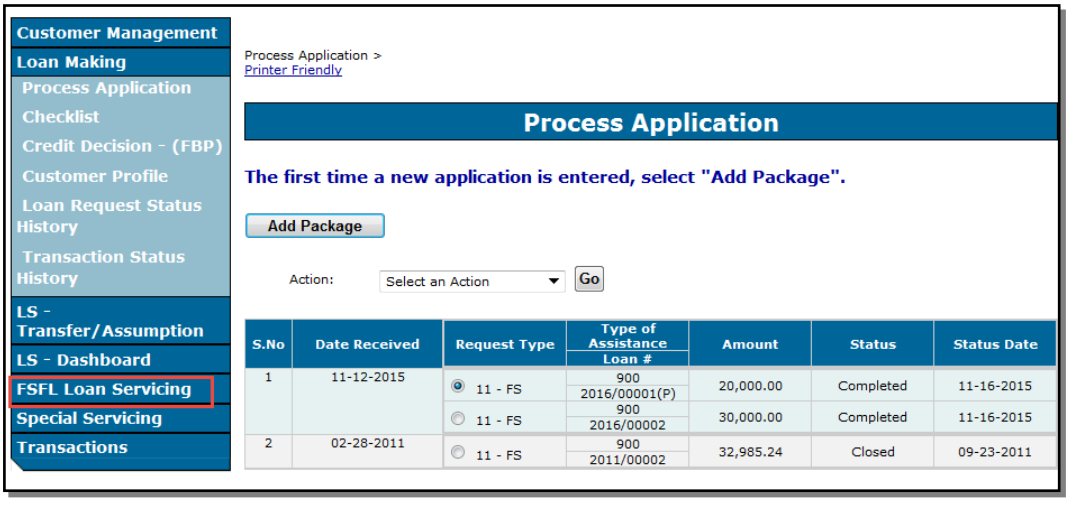
Important: Users processing deferrals for delinquent borrowers must coordinate with their STO specialist and National Office to determine and record the appropriate next installment due date.

Note: FSFLs with the following conditions cannot be deferred:

- original 12-year term
- secured with an ILOC
- CCC-777 deferral request received after the loan maturity date.

B Action

Complete the deferral process according to the following table.

Step	Action
1	Select the borrower according to paragraph 22.
2	The Process Application Screen will be displayed.  From the left navigation bar CLICK **"FSFL Loan Servicing"**.

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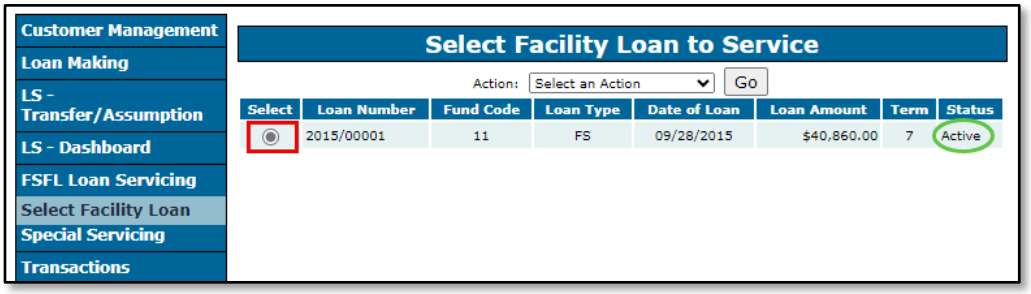
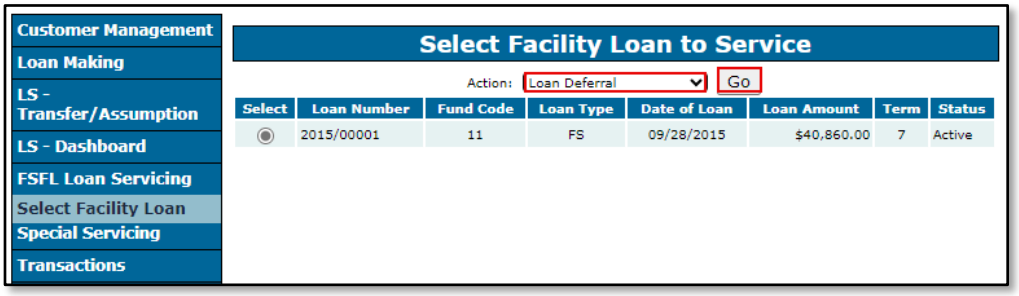
*--556 Deferrals (Continued)

B Action (Continued)

Step	Action
3	The Select Facility Loan to Service Screen will be displayed.  Select the radio button of the applicable loan. **Note:** Only loans with a status of "Active" can be deferred.
4	Use the "Action" drop-down list to select "Loan Deferral".  CLICK: • **"Loan Deferral"** • **"Go"**.

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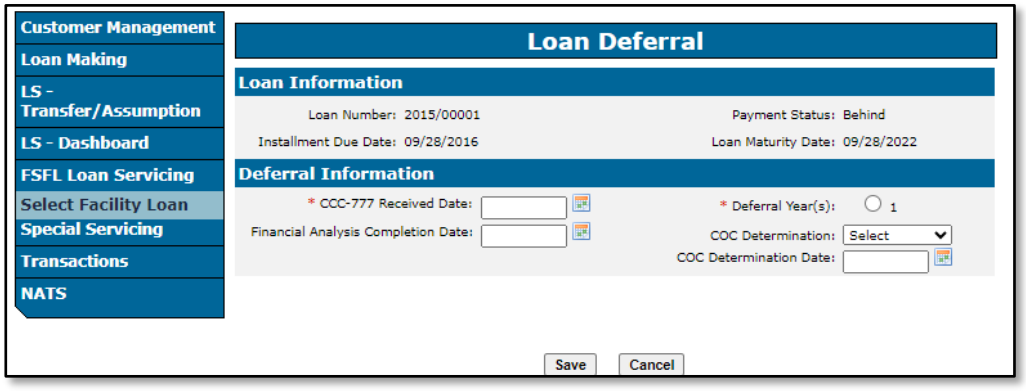
*--556 Deferrals (Continued)

B Action (Continued)

Step	Action
5	The Deferral screen will be displayed.  **Important:** CCC-777 Received Date and Deferral Year selection must be completed and saved to initiate the deferral process.

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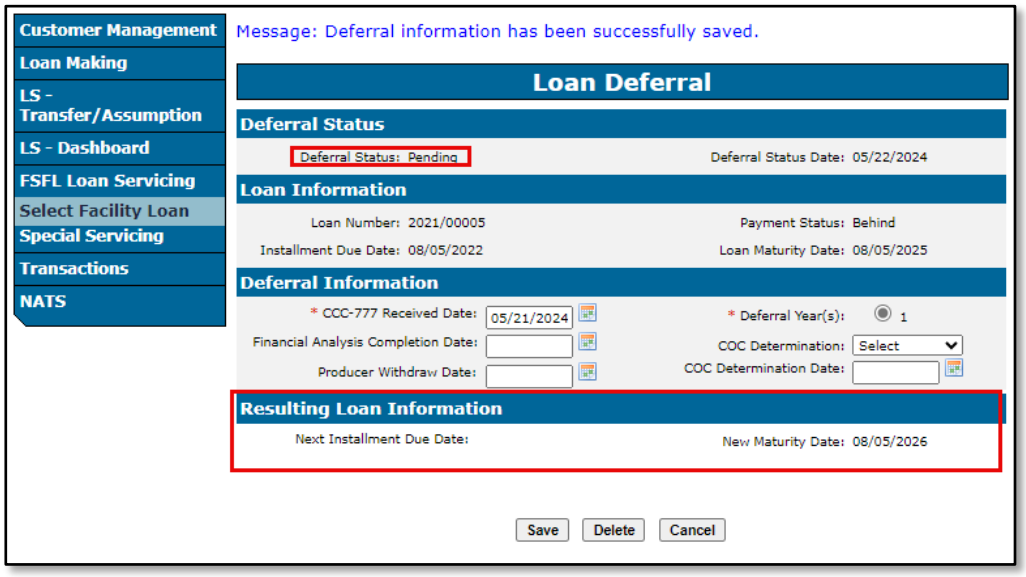
*--556 Deferrals (Continued)

B Action (Continued)

Step	Action
6	The Deferral Screen will update including an updated deferral status and resulting loan information sections.



New Maturity Date will auto populate based on the deferral year selection.

If the payment status is “behind” the National Office will determine and record the next installment due date.

If the payment status is “current” the next installment due date will auto populate. This date will be exactly 1 year following the upcoming installment due date.

Note: Financial Analysis Completion Date, COC Determination, COC Determination Date, and Next Installment Due Date fields must have entries before the deferral can be submitted for 2nd party review.

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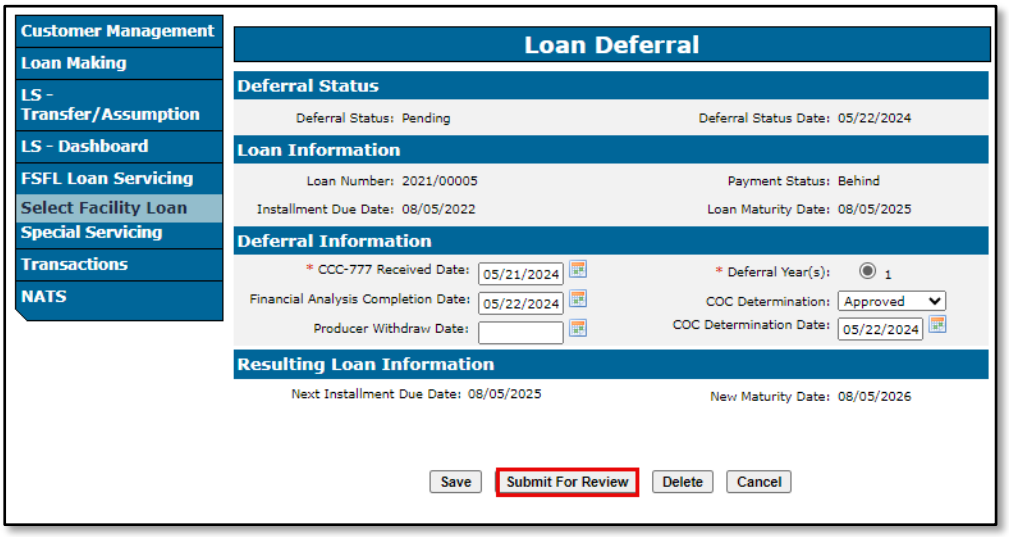
*--556 Deferrals (Continued)

B Action (Continued)

Step	Action
7	When all necessary fields have been completed the "Submit for Review" button will display.  CLICK **"Submit for Review"**. **Note:** Upon submission for review the user will no longer be able to edit the deferral. Another user must complete the 2nd Party review.

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*--556 Deferrals (Continued)

B Action (Continued)

Step	Action
8	The Loan Deferral 2nd Party Review Screen. Upon review, if recorded information is: • accurate, CLICK **"Approve"**. • not accurate, CLICK **"Reject"**. **Note:** Upon rejection the deferral will return to pending status where deferral information can be edited.

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*--556 Deferrals (Continued)

B Action (Continued)

Step	Action
9	Deferral confirmation message. An erroneously approved deferral can only be reversed by National Office. **Note:** Once a deferral has been approved in DLS the results can be viewed on the Loan Inquiry Screen.

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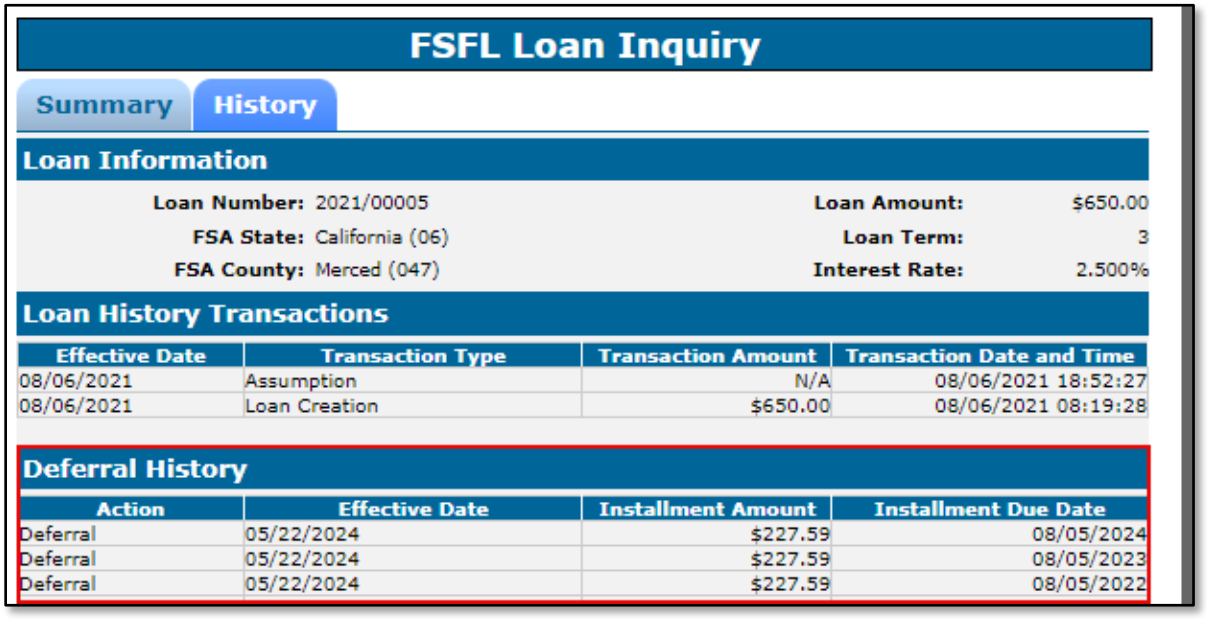
*--556 Deferrals (Continued)

C Loan Inquiry Screen

User can confirm the next installment due date and the updated payment status.

User can also view deferred payments on the "History" portion of the Loan Inquiry Screen.

Note: Deferral History will include all behind and future payments approved for deferral.



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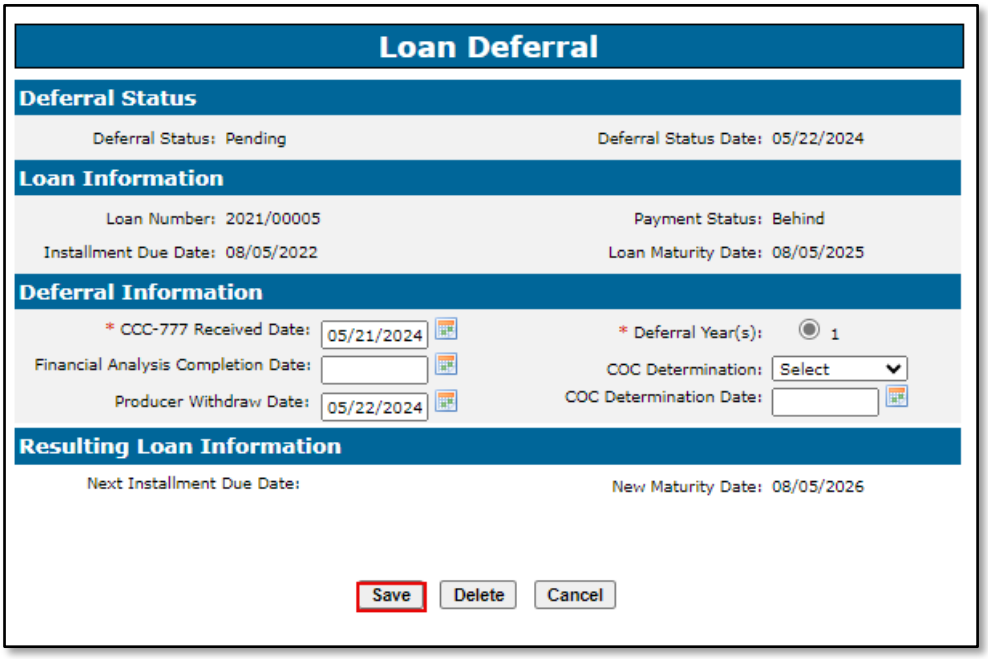
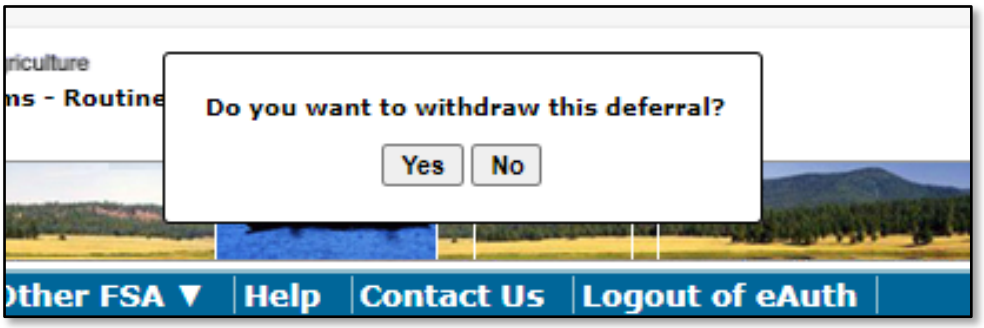
*--556 Deferrals (Continued)

D Withdrawing Deferrals

Step	Action
1	User can withdraw a deferral by recording a "Producer Withdraw Date".  CLICK **"Save"**. **Note:** Only deferrals in a "Pending" status can be withdrawn.
2	Withdraw confirmation message.  CLICK **"Yes"** to complete the withdraw. **Note:** Once a deferral has been withdrawn the deferral screen will be reset to blank.

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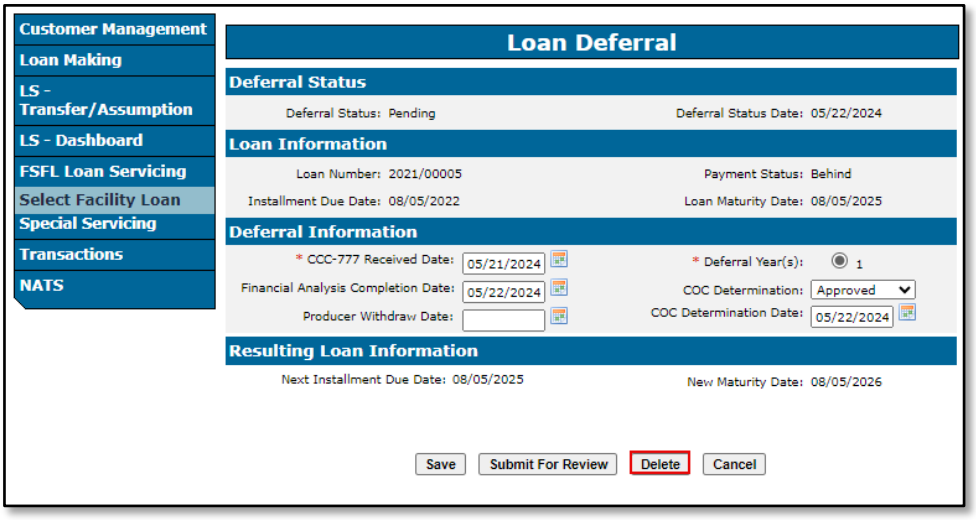
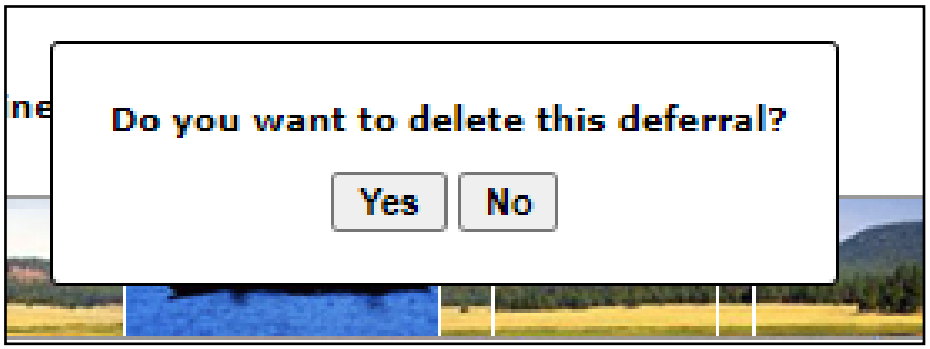
*--556 Deferrals (Continued)

E Deleting Deferrals

Step	Action
1	Deleting a deferral.  CLICK **"Delete"**. **Note:** Only deferrals in a "Pending" status can be deleted.
2	Deletion Confirmation Message  CLICK **"Yes"**. **Note:** Once deleted the deferral screen will be reset to blank.

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557-599 (Reserved)

Part 8 (Withdrawn--Amend. 4)

600-602 (Withdrawn--Amend. 4)

603-605 (Withdrawn—Amend. 3)