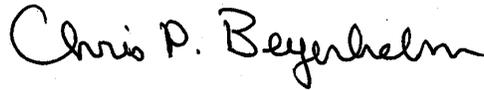


For: State and County Offices

FY-End FLP Loan and Grant Obligation and Disbursement Processing Procedures

Approved by: Associate Administrator for Operations and Management



1 Loan and Grant Obligation and Disbursement Processing Procedures and Information

A Background

This notice establishes an FY-end processing schedule to ensure that all FY 2016 FLP loan and grant obligations and disbursements are properly recorded in FSA’s financial records.

B Purpose

This notice provides:

- the deadline for FY-end obligation processing
- guidance on FY-end obligation processing
- the deadline for FY-end disbursement processing
- guidance on FY-end disbursement processing.

C Contact

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact Pat Jarvis by either of the following:
 - e-mail to patricia.jarvis@stl.usda.gov
 - telephone at 314-457-4112.

Disposal Date	Distribution
January 1, 2017	State Offices; State Offices relay to County Offices

Notice FI-3293

1 **Loan and Grant Obligation and Disbursement Processing Procedures and Information (Continued)**

D Obligation Processing Deadline

All loan and grant obligation requests **must** be processed through the Field Office terminal system **no later than 7 p.m. c.t., September 30, 2016.**

Transactions that reject as of COB September 30, 2016, **cannot** be resubmitted for processing until the National Office has made FY 2017 funding available or a restoration request has been submitted.

The Program Funds Control System will not be available on October 1, 2016, or October 2, 2016; therefore, obligation transactions in GLS, DLS, and PLAS, including de-obligations will reject.

E Disbursement Processing Deadline

Disbursement requests (1C transactions) for direct loan and grant programs can be ordered through DLS (DLM) and PLAS by **7 p.m. c.t., September 27, 2016** for a September check date. After this date, 1C transactions may still be processed but the disbursement will have an October check date.

Disbursement requests for manual programs must be received by the Cash Management Disbursements Branch (CMDB) **no later than 12 p.m. c.t., September 29, 2016.**

If necessary, CMDB will process an emergency ACH disbursement request on September 29, 2015. The emergency ACH request form must be faxed to CMDB at 314-457-4371, **no later than 12 p.m. c.t., September 29, 2016.** Offices must include written justification of the emergency with the ACH request.

F PLCE Processing

A separate notice will be issued providing deadlines for processing PLCE items through NFC.