

FLP STREAMLINING

INTRODUCTION TO FSA DIRECTIVES AND FORMS

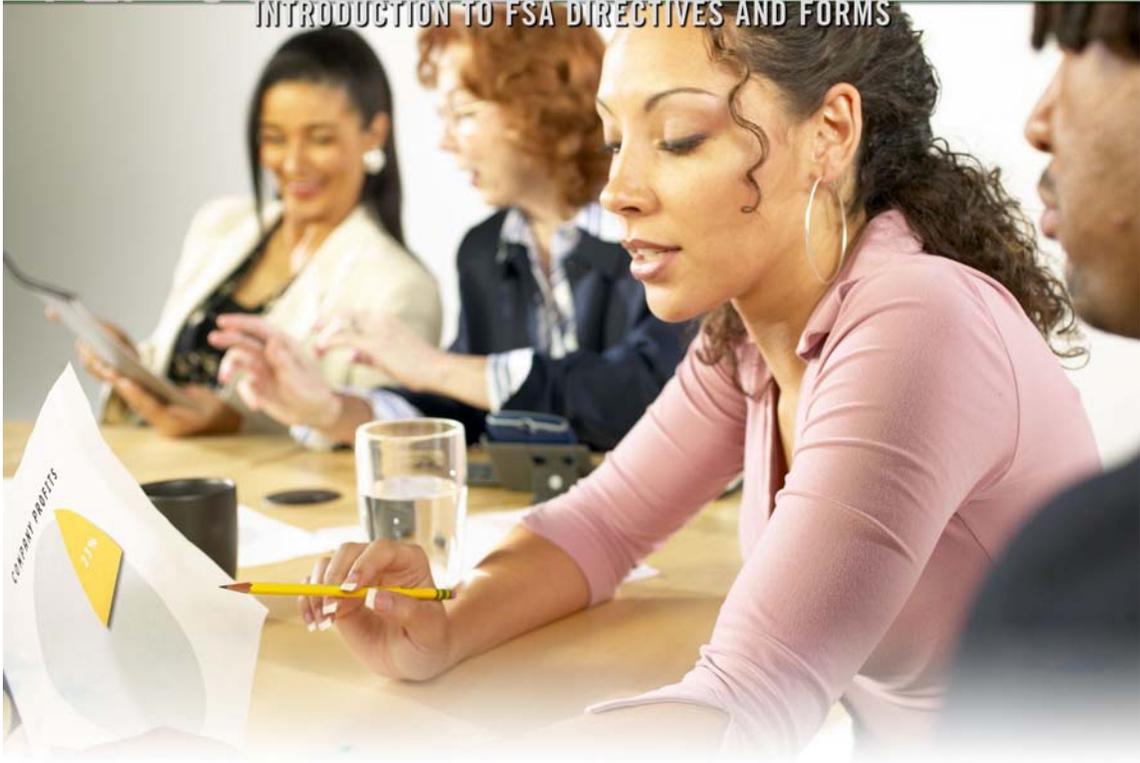


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Directives and Forms

INTRODUCTION

This course provides general information about FSA directives and forms used by State and County Offices.

For Farm Loan Programs (FLP), the majority of policies and guidance are issued under the FLP series. However, FLP staff must also be aware of policies addressed in other directives series that may impact FLP.

Examples of Non-FLP Directives that Include Provisions Impacting FLP Delivery

FSA Handbook	Topics Covered
1-APP	Reconsideration, appeals, and mediation
12-AO	The workload/work measurement system
9-AO	Audits and investigations
16-AO	Notary public, COC's role in FLP, program delivery in State and County Offices
18-AO	Civil rights responsibilities in program delivery
1-CM	Exhibit 50 lists forms not approved for FAX and Exhibit 102 lists approved acronyms and abbreviations
6-CP	AD 1026
25-AS	File maintenance and records management
3-FI	Receipt and deposit of payments, dishonored checks, check cancellations, and collection codes
3-PM	Conflict of interest, National Employee Association Consultative Agreements
2-INFO	Freedom of Information Act
3-INFO	Privacy Act
2-IRM	Computer user responsibilities
6-IRM	Use of cell phones and the internet

Note: Notices issued under the above series may also be applicable to FLP or FLP employees.

**INTRODUCTION
(CONTINUED)**

State and County Offices rely primarily on the directives and forms issued by the National Office to implement FLP. Directives and forms are based on, or supported by, a variety of documents, including but not limited to:

- The Code of Federal Regulations (CFR) (See Appendix B– Correlation of CFR Parts to FLP Handbooks)
- Executive Orders
- OMB Circulars
- Departmental Directives
- Federal Statutes

Note: The above are referenced in FLP directives; therefore, it is important to have a basic understanding of these documents

Code of Federal Regulations (CFR)

The CFR is the annual codification of the regulations of every Federal agency. As addressed in the Introduction to FLP Streamlining module, 7 CFR is assigned to the U.S. Department of Agriculture (USDA). FSA has allocated 7 CFR Parts 761 through 776 to FLP. Several parts, such as 7 CFR 763, have been reserved for future programs or issues.

Executive Orders

An Executive Order is a declaration issued by the President that has the force of law. Executive Orders are usually based on existing statutory authority and require no action by Congress to become effective.

OMB Circulars

Office of Management and Budget (OMB) circulars are administrative policy documents issued by OMB that give instruction to Federal agencies on a variety of topics. For example, subparagraph 141 B of 1-FLP pertaining to appraisals refers to requirements established in OMB Circular A-129.

Departmental Directives

Departmental Directives issue policies, procedures, and guidance that have general applicability to employees, and two or more USDA agencies or staff offices of the Department.

**INTRODUCTION
(CONTINUED)**

Departmental Directives and issuances consist of:

- Departmental Regulations (DR), which promulgate Departmental policy; delegate authority; establish responsibility; establish statutory, national advisory, and interagency committees; and prescribe procedures governing USDA activities and operations. For example, paragraph 41 of 1-FLP is based on DR 4300-3, Equal Opportunity Public Notification Policy.
- Departmental Manuals, which provide detailed, relatively lengthy technical guidance that is procedural in nature and Department-wide in scope.
- Temporary Directives, which include Departmental Notices and Secretary's Memoranda.

Federal Statutes

Federal statutes are laws enacted by Congress. The primary statutory authority for FLP is the Consolidated Farm and Rural Development Act, as discussed in the Introduction to FLP Streamlining module. However, other statutes also impact FLP. Other Acts that affect FLP include, but are not limited to:

- Debt Collection Improvement Act, which is the basis for the Department of Treasury's cross-servicing and Treasury Offset Program (TOP)
- Paperwork Reduction Act (PRA), which requires OMB approval of information collections if 10 or more persons per year are required to provide the same information to an agency
- Equal Credit Opportunity Act, which prohibits discrimination by creditors based on an applicant's race, color, religion, national origin, sex, marital status, or age (provided the applicant has the capacity to enter into a binding contract); because all or part of an applicant's income is derived from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act

FSA DIRECTIVES

A directive is a permanent or temporary form of communication that initiates or governs action, conduct, or procedure.

Permanent directives, known as handbooks and State supplements to National handbooks:

- Incorporate requirements of laws, regulations, and directives from external sources
- Convey long-term or continuing policy
- Remain in effect until amended, superseded, or obsolete

**FSA DIRECTIVES
(CONTINUED)**

Temporary directives, known as National or State Notices:

- Remind of the applicability of the permanent directives' provisions
- Provide short-term information or instructions
- Make announcements or one-time requests

Both permanent and temporary directives have an effective date (on which the provisions included in the directives become binding on the Agency). Temporary directives also have a disposal date (on which the provisions in the directive are no longer binding on the Agency).

**ISSUING, AMENDING,
AND REVISING
PERMANENT
DIRECTIVES**

All new, revised, and amended handbooks are issued with an Amendment Transmittal that contains the following, if applicable:

- The reason for issuance
- An explanation of the background or purpose of the changes
- Considerations in using the handbook
- Identification of obsolete material
- A page control chart (included only for amended handbooks)

Note: After streamlining, only Amendment Transmittals will be used. FSA will no longer issue Procedure Notices (PNs) announcing changes to policy.

Exception: PNs will continue to be issued for Instructions 1940-G, 1951-C, and 1956-B.

**REASONS FOR
AMENDING OR
REVISING A
HANDBOOK**

A handbook may be amended to:

- Announce changes resulting from
- Official policy
- Laws, regulations and directives from external sources
 - Problems experienced by users
 - Correct major or minor errors

Note: When a handbook is amended, only the pages that are changed will reflect the date of the amendment.

See Appendix B for an example of a page modified by an amendment.

A handbook will be revised when:

- At least 50 percent of the handbook must be reissued to include necessary changes
- Prior amendments have resulted in conflicts, inconsistencies, and other internal problems that reduce the handbook's usefulness or validity

REASONS FOR AMENDING OR REVISING A HANDBOOK (CONTINUED)

Note: When a handbook is revised, all the pages will initially reflect the date of the revision.

See Appendix B for an example of a revised handbook page.

STATE SUPPLEMENTS TO NATIONAL HANDBOOKS

State supplements to National handbooks:

- Provide clear, concise, and complete instructions that comply with governing laws and regulations and FSA policies and procedures
- Do not alter FSA policies and procedures
- Do not impose unnecessary burden or create the need for employees to consult other than National or State directives
- Minimize paperwork and the cost of issuing directives
- Are developed and approved according to 1-AS.

Exhibit 4 of each FLP handbook lists the required State supplements; however, State Offices may issue additional supplements as needed to address state-specific requirements.

TEMPORARY DIRECTIVES

Notices are issuances intended to convey information in a timely manner. Notices may **not** be used to:

- Provide permanent or continuing instructions that remain in effect after the disposal date
- Instruct users to add, delete, or change provisions in handbooks or other notices

Notices issued with errors are not corrected; they are made obsolete and reissued with a new number.

STATE NOTICES

State Notices are issued to:

- Remind employees of established procedures
- Convey one-time instructions, lasting no more than 6 months
- Make other State Notices obsolete
- Supplement provisions included in a National Notice.

State Notices are developed and approved according to 1-AS.

OBTAINING DIRECTIVES

National handbooks are available on the:

- FSA Intranet Web site via the “Handbooks” link under the “Notices and Handbooks” heading. This site provides electronic copies of all FSA handbooks as well as the last three Amendment Transmittals (including amended pages).
- FSA Internet Web site under the "Laws and Regulations" link. This site provides electronic copies of handbooks and the latest amendments for many of the program-specific handbooks.

Notices are available on the:

- FSA Intranet Web site under the “Notices and Handbooks” heading. This site includes links to the last 25 or the last 75 FSA notices issued, as well as the directives checklist. Users may search by notice number or subject.
- FSA Internet Web site via the "Laws and Regulations" link. This site provides the same links and search features as the Intranet site.

**ANNOUNCING NEW,
AMENDED, OR REVISED
DIRECTIVES**

The National Procedure Checklist contains lists of:

- Temporary directives issued since the last checklist
- New, revised, or amended permanent directives issued since the last checklist
- Directives made obsolete, and the reasons for obsolescence, since the last checklist

The National Procedure Checklist is available on the Intranet at <http://intranet.fsa.usda.gov/fsa/>. (Click the “Weekly Checklist” link under the “Notices and Directives” heading.)

Important: The National Procedure Checklist is the only method available to State and County Office employees to ensure they are aware of all applicable directives.

See Appendix B for a sample National Procedure Checklist.

FORMS

It is important to note the differences between forms subject to the Paperwork Reduction Act (PRA) and those not subject to the PRA. Forms subject to the PRA:

- Are used by the public to obtain or request a service from the Federal Government (including forms completed by the public as well as those reviewed and signed by the public)
- Are required to have OMB approval before an agency can utilize them for program delivery or information collection
- Must reflect the control number assigned by OMB on the top right side
- Are available on the egov forms Web site, as well as on the employee forms Web site

Forms not subject to the PRA:

- Are used only by the Agency
- Are available only on the employee forms Web site

Notes:

- Exhibit 1 of each handbook provides a list of all forms referenced in the handbook.
- Exhibit 5 of 1-FLP provides a list of FLP forms prior to streamlining, along with either the new form number or a notation that the form was made obsolete.

STATE FORMS

All forms developed by a State must be referenced in a State supplement. Forms the public must complete or review and sign must have OMB approval before being put in use.

Note: County Offices must submit locally created forms requiring the public's completion or review and signature to the State Office. State Offices will work with the National Office to obtain OMB approval prior to using the form.

EMPLOYEE ACCESS TO FORMS

Forms and instructions for completion can be accessed on the Intranet at the following address:

<http://intra3.fsa.usda.gov/dam/ffasforms/forms.html>

**EMPLOYEE ACCESS TO
FORMS (CONTINUED)**

This Web site provides access to:

- Fillable versions of:
 - Forms subject to PRA
 - Forms completed by the Agency only
 - Applicable/appropriate handbook exhibits
- Instructions for completing forms

Note: For forms subject to PRA, instructions will be included on all items required to be completed by the public as well as employees.

See Appendix B for an example of form instructions.

If the Web site is searched by program (e.g., FLP), a complete list of forms related to that program will be displayed. Form numbers that appear to be missing have been reserved for future use.

**ANNOUNCING NEW,
REVISED, OR OBSOLETE
FORMS**

Information regarding new, revised, or obsolete forms is available on the Intranet at: <http://intra3.fsa.usda.gov/dam/ffasforms/Actionlist.asp>

This Web site provides the option of searching:

- Daily Forms Actions
- Weekly Forms Changes

See Appendix B for a sample of a weekly forms checklist.

Note: The forms checklist will be the only notification of forms changes that State and County Office employees will receive. Review of the checklist is essential when employees have downloaded copies of the forms to their hard drive.

**PUBLIC ACCESS TO
FORMS**

Forms that are subject to the PRA and require OMB approval are available to both the public and employees at the following Web site:

<http://www.sc.egov.usda.gov/>

Forms that may be completed by the public are provided in a fillable format and may be submitted electronically by those who have established online access credentials with USDA. Detailed instructions for the forms' completion are available online.

See Appendix B for instructions for completing FSA-2004.

Forms prepared by the Agency that the public is required to review and sign are provided for informational purposes only; therefore, detailed instructions regarding their completion are not provided.

See Appendix B for instructions for completing FSA-2006.

FINANCE OFFICE REPORTS

State and County Offices receive numerous reports from the Finance Office. When specific action is required, the report code will be referenced, and specific guidance will be provided, in an FSA directive.

Some reports are for informational purposes only; they do not require any action and are, therefore, not specifically referenced in an FSA directive. These reports should be filed for reference according to 25-AS.

Check Your Understanding

Determine whether the following statements are true or false. Refer to Appendix A for the correct answers.

Statement
_____ County Offices may create and use forms that require completion by the public prior to obtaining approval from OMB.
_____ The National Procedure Checklist is the only method available to State and County Office employees to ensure they are aware of all applicable directives.
_____ When a handbook is amended, only the pages that are changed will reflect the date of the amendment.
_____ A handbook may be revised when at least 25 percent of its content must be reissued to include necessary changes.
_____ Forms completed by the public are not subject to the PRA.

SUMMARY

In this lesson, you learned about FSA directives and forms. Key points to remember include:

- Directives and forms are based on, or supported by, a variety of documents.
- Directives are permanent or temporary forms of communication that initiate or govern action, conduct, or procedure.
- Forms that are completed or reviewed and signed by the public must be approved by OMB prior to their use.
- All new, revised, or amended handbooks are issued with an Amendment Transmittal.
- National handbooks and Notices are available on the Internet and Intranet.
- The National Procedure Checklist lists new, revised, amended, and obsoleted directives.
- The Daily Forms Actions and Weekly Forms Changes, list new, revised and obsolete forms.

CONCLUSION

Congratulations! You have completed the Introduction to FSA Directives and Forms course.

Appendix A: Answer Key

Directives and Forms

Check Your Understanding

Statement	Answer
State directives are developed and approved according to 1-AS.	True
County Offices may create and use forms that require completion by the public prior to obtaining approval from OMB.	False
The National Procedure Checklist is the only method available to State and County Office employees to ensure they are aware of all applicable directives.	True
When a handbook is amended, only the pages that are changed will reflect the date of the amendment.	True
A handbook may be revised when at least 25 percent of its content must be reissued to include necessary changes.	False
Forms completed by the public are not subject to the PRA.	False

Appendix B: Course Documents

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Instructions for FSA-2006.....	B-16

Correlation of CFR Parts to FLP Handbooks

CFR	Handbook	Issues covered
7 CFR 761 General Program Administration	1-FLP General Program Administration	<ul style="list-style-type: none"> • Planning and performing of construction and other development • Supervised bank accounts • Allocation of funds • Borrower recordkeeping and reporting requirements • Loan assessment • Farm operating plans • Year-end analysis
7 CFR 762 Guaranteed Farm Loans	2-FLP Guaranteed Loan Making and Servicing	Making and servicing of guaranteed loans
7 CFR 763	N/A	Reserved
7 CFR 764 Direct Loan Making	3-FLP Direct Loanmaking	<ul style="list-style-type: none"> • Application processing • Farm ownership loans • Operating loans • Emergency loans • Loan closing • Borrower training
7 CFR 765 Direct Loan Servicing – Regular	4-FLP Direct Loan Servicing – Regular	<ul style="list-style-type: none"> • Application of payments • Subordinations • Partial releases • Transfers and assumptions
7 CFR 766 Direct Loan Servicing – Special 7 CFR 767 Inventory Property Management	5-FLP Direct Loan Servicing – Special and Inventory Property Management	<ul style="list-style-type: none"> • Disaster set-aside • Primary loan servicing • Homestead protection • Bankruptcy and liquidation • Inventory property management
7 CFR 768	N/A	Reserved
7 CFR 769	N/A	Reserved
7 CFR 770 Indian Tribal Land Acquisition Loans	6-FLP Special Programs	Indian Tribal Land Acquisition
7 CFR 771 Boll Weevil Eradication Loan Program	N/A	Making and servicing of boll weevil loans (National Office only)
7 CFR 772 Servicing Minor Program Loans 7 CFR 773 Special Apple Loan Program 7 CFR 774 Emergency Loan for Seed Producers Program	6-FLP Special Programs	<ul style="list-style-type: none"> • Servicing of minor loan programs (drainage and irrigation, and grazing association loans) • Apple loan program • Seed producers program
7 CFR 775 7 CFR 776	N/A	Reserved

Example of a Page Modified by an Amendment

Par. 162162 Loan Purposes (Continued)

B Physical Loss Chattels

Chattel physical losses are divided into 2 categories. The categories, which determine the purposes the loan funds may be used for, include:

- **physical loss to basic security**, which consists of equipment, perennial crops, fruit and nut bearing trees, and foundation livestock, including replacements
- **physical loss to normal income security**, which includes livestock, livestock products, *--nursery stock, and harvested and stored crops that would be sold or fed during the--* normal operating cycle.

Note: Loan funds from the loss of harvested and stored crops held for sale may be used for any loan purpose in this paragraph including annual operating expenses. Loan funds that result from the loss of harvested and stored crops that were intended for feed may be used only to replace those feed crops.

[7 CFR 764.3(a)(2)] Emergency loans may be used to address the needs of the farming operation associated with physical losses of essential chattels that were the result of a disaster to:

(i) Purchase livestock and farm equipment, including but not limited to quotas, and cooperative stock for credit, production, processing, or marketing purposes;

Only loan funds from the loss of normal income security may be used to purchase quotas, cooperative stock for credit, production, processing, or marketing purposes.

(ii) Pay customary costs associated with obtaining, planning, and closing a loan that an applicant cannot pay from other sources (e.g. fees for legal, architectural, and other technical services, but not fees for agricultural management consultation and preparation of Agency forms);

(iii) Repair or replace essential household contents damaged in the disaster;

The amount loaned for this purpose is subject to the limitations in subparagraph 165 C.

Asterisks are used to identify text changes. See subparagraph 39 A of 1-AS for additional guidance.



Effective date of the amendment

1/3/07

Amendment number

3-FLP Amend. 7

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Example of a Handbook Revision Page

Par. 220

*--220 State FLP Directives

A Issuing Directives

State Offices shall issue FLP directives:

- as provided under subparagraphs 218 A and 219 A

Note: See paragraph 216 for type of Field Office supplementations.

- when State or local law or regulation make it necessary
- to address using **all** State-specific forms used to administer FLP.

Note: State-issued internal checklists do not require National Office approval. However, the directive requiring its use shall be submitted to the National Office for approval according to Exhibit 8.

B Approval

State Offices shall:

- submit directives to DAFLP for either prior or post approval as required by subparagraphs C and D
- obtain approval of directives using SDMS according to subparagraph D
- maintain records of approval of directives according to subparagraph F
- distribute directives according to subparagraph G.--*

Initially, this is the date of the Amendment Transmittal announcing the new or revised handbook. This date will be changed if the page is later amended.

2-27-07

Handbook revision number.
Note: A handbook does not include a revision number the first time it is issued.

1 AS (Rev. 8) Amend. 7

Page 8-14

National Procedure Checklist

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 2154

Field Office Distribution

Notices are available on Internet at <http://www.fsa.usda.gov/FSA/notices?area=home&subject=lare&topic=not&setflag=FROMURL&getData=NONE> Handbooks are available on the FSA Intranet Handbook and Notice Print Files page at http://165.221.16.90/dam/handbooks/eds_index.htm for EDS locations to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

National Office Distribution

Notices are available on Internet. Handbooks are printed and distributed to the National Office. Handbooks are also available in portable document format (PDF) on the FSA Intranet at <http://intranet.fsa.usda.gov/fsa>.

Temporary Directives

Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1387 6-27-07	Distributing FSA FY 2005-2011 Strategic Plan Communication Materials	FSA Employees
CM-579 6-25-07	Effects of Deleted FSA-578 Records on the Completion of Reconstitutions	State and County Offices
FI-2801 6-22-07	Social Security Numbers (SSN's) on NFC OnLine Travel System Travel Documents	FSA Offices
PL-160 6-27-07	Entities With Majority Interest Holders	State and County Offices
PM-2596 6-18-07	Performance Management AgLearn Training for FSA Nonsupervisory Employees	All FSA Nonsupervisory Employees

National Procedure Checklist (continued)

National Procedure Checklist No. 2154 (Continued)

Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
2-CM (Rev. 6) Amend. 5 6-26-07	Farm Reconstitutions	State and County Offices
3-CM (Rev. 4) Amend. 8 6-26-07	Farm, Tract, and Crop Data	State and County Offices
58-FI (Rev. 7) Amend. 5 6-21-07	Managing FSA and CCC Debt	State and County Offices
1-FLP Amend. 70 6-20-07	General Program Administration	State and County Offices

Procedure Notices

None

Obsolete Directives

None

Forms

Users can access the weekly checklist for forms at the FFAS Employee Forms site at <http://165.221.16.90/dam/ffasforms/Actionlist.asp>.

Forms actions are recorded daily in the Forms Management Database which controls the FFAS Employee Forms site. Changed or new data about forms is added to the database daily and may be viewed at the URL listed above, or users may view a weekly compilation of activity by viewing the most recent checklist. If you have problems using this site or accessing the information, contact Angela Coln, Section Head, Forms and Graphics Section by telephone at 202-690-3798 or e-mail to angela.coln@wdc.usda.gov.

REQUEST FOR DIRECT LOAN ASSISTANCE
INSTRUCTIONS FOR PREPARATION

Purpose: This form is used to obtain information from applicants applying for FSA services.	
Handbook Reference: 3-FLP, 4-FLP, 5-FLP and 6-FLP	Number of Copies: Original only
Signatures Required: Original by Individual applicant or Authorized Entity Representative	
Distribution of Copies: County Office Case File	
Automation-Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If no automation actions are required, insert N/A) DLS	

All applicants complete Part A.
Individual applicants complete Parts B, D and E.
Entities complete Parts C, D and E.
FSA completes Part F.

PART A – Applicant

Items 1 – 3 are completed by all applicants.

Fld Name / Item No.	Instruction
1 Exact Full Legal Name	Enter the applicant’s exact full legal name, and list all names the business is currently using.
2 Address	Enter applicant’s complete mailing address, including physical address if different from mailing address. If operating as an entity, list where incorporated or otherwise registered.
3 Contact Numbers	Enter the applicant’s home, business, or cell telephone number, as applicable, including area code.

PART B – Individual Applicant Information

Items 1 – 12 are completed by the applicant. Item 13 is for FSA use only.

Fld Name / Item No.	Instruction
1 Social Security Number	Enter applicant’s social security number.
2 Birth Date	Enter applicant’s date of birth.
3 County of Residence	Enter the applicant’s county of residence.
4 Name and Address of Employer/ Telephone	Enter the name, address and telephone number of the applicant’s employer.
5 Annual Income	Enter the gross annual income of the household in U.S. dollars.
6 Number of Household Members	Enter the number of members in the applicant’s household.
7 Veteran Status	Check “yes” if applicant is a veteran and enter the appropriate dates of service and branch of the military. Check “no” if not a veteran.
8 Marital Status	Check the appropriate block depending on whether the applicant is married, separated or unmarried.
9 Citizenship	Check “Citizen” if applicant is a U.S. citizen. Check “Non-citizen” if applicant is not a U.S. citizen. Check “Qualified Alien” if applicant is a qualified alien. If non-citizen or qualified alien, applicant must provide a copy of appropriate documentation of immigration status.
10 Ethnicity	Check the appropriate box indicating applicant’s ethnicity.
11 Race	Check the appropriate box indicating the applicant’s race. More than one box may be checked.
12 Gender	Check the appropriate box indicating the applicant’s gender.

Item 13 is for FSA use only.

Fld Name / Item No.	Instruction
13 FSA Use Only	Check the appropriate box indicating if the information collected was provided or observed.

PART C – Entity and Entity Member Information

Items 1 – 4 are applicable to entities. Informal entities may leave Items 2-4 blank, if not applicable. Items 5A-5J and Items 5O – 5P must be completed for all entity members. Items 5K-5M are voluntary. Item 5N is for FSA use only.

Fld Name / Item No.	Instruction
1 Entity Type	Check the appropriate box indicating the entity type.
2 State of Registration	Enter the State where the entity is registered.
3 Registration Number	Enter the entity’s registration number.
4 Tax Identification Number	Enter the entity’s tax identification number.
5A Entity Member Exact Full Legal Name	Enter the individual member’s full legal name.
5B Social Security Number	Enter the individual member’s social security number.
5C Address	Enter the individual member’s complete address.
5D Contact Numbers	Enter the individual member’s contact numbers.
5E Birth Date	Enter the individual member’s birth date.

Fld Name / Item No.	Instruction
5F Percent of Ownership	Enter the individual member's percentage of ownership in the entity.
5G Principal Occupation	Enter the individual member's occupation.
5H Annual Income	Enter the individual member's annual income.
5I Citizenship	Check the appropriate box to indicate the individual member's status as a citizen, non-citizen or qualified alien.
5J Marital Status	Check the appropriate box to indicate the individual member's marital status as married, separated or unmarried.
5K *Ethnicity	Check the appropriate box to indicate the individual member's ethnicity.
5L *Race	Check the appropriate box to indicate the individual member's race.
5M *Gender	Check the appropriate box to indicate the individual member's gender.

Item 5N is for FSA use only.

Fld Name / Item No.	Instruction
5N FSA Use Only	Check the appropriate box indicating if the information collected was provided or observed.

Items 5O - 5P are completed by the individual entity member.

Fld Name / Item No.	Instruction
5O Signature	Enter the individual member's signature to indicate that they have read the statements and certifications on Pages 4 and 5.
5P Date	Enter the date the individual member signed the form.

PART D – General Information

Items 1 – 6 are completed by all applicants.

Fld Name / Item No.	Instruction
1 Counties Being Farmed	Enter the names of the counties which are being farmed by the operation.
2 Acres Owned	Enter the number of acres that the individual/ entity own.
3 Acres Rented	Enter the number of acres that the individual/ entity rent.
4A Purpose of Loan	Enter the purpose the loan funds will be used for the first loan requested.
4B Amount Requested	Enter the amount of loan funds for the first loan requested.
5A Purpose of Loan	Enter the purpose the loan funds will be used for the second loan requested.
5B Amount Requested	Enter the amount of loan funds for the second loan requested.
6 Description of Operation	Enter a description of the operation.

PART E – Notifications, Certification and Acknowledgement

Items 1 – 18B are completed by all applicants.

Fld Name / Item No.	Instruction
1 Business Under Other Name	Check “YES” if you or any member of the entity ever conducted business under any other name, otherwise check “NO”. If “YES” provide names used in Item 9.

Fld Name / Item No.	Instruction
2 Previous FSA or FmHA Loans	Check "YES" if you or any member of the entity ever obtained a direct or guaranteed loan from FSA or the Farmers Home Administration; if not check "NO".
3 Debt Forgiveness	If Item 2 is "YES", check "YES" if the government ever forgave any debt through a write-down, write-off, compromise, adjustment, reduction, charge-off, paying a loss on a guarantee, or bankruptcy. If "YES", provide details in Item 9; otherwise check "NO".
4 Delinquent on Federal Debt	Check "YES" if you or any member of the entity is delinquent on any federal debt (i.e. "Federal Debt" includes but is not limited to education loans, delinquent taxes, obligations at Natural Resources Conservation Service, obligations to FCIC, etc.) If "YES," provide details in Item 9, otherwise check "NO".
5 Pending Litigation	Check "YES" if you or any member of the entity or the entity itself is involved in any pending litigation. If "YES," provide details in Item 9, otherwise check "NO".
6 Bankruptcy	Check "YES" if you or any member of the entity has ever been in receivership, been discharged, or filed a petition for reorganization in bankruptcy. If "YES," provide details in Item 9, otherwise check "NO".
7 Employee Relationship	Check "YES" if you are an employee, related to an employee, or closely associated with an employee of the Farm Service Agency. If not, check "NO." If "YES" provide details in Item 9.
8 Farming Experience	Check "YES" if you are currently farming, or have in the past. If "YES" provide the number of years and a brief explanation of your experience in Item 9.
9 Additional Answers	Provide explanations to any "YES" responses for Items 1 – 8. Use additional sheets as necessary.
10 through 17 Statements	Read statements and certifications in Items 10 – 17.

Fld Name / Item No.	Instruction
18A Signature	Enter the signature of the individual applicant or the authorized entity representative.
18B Date	Enter the date the applicant signed. If faxing or mailing the form, print the form and manually enter your signature. This form is approved for electronic transmission. If you have established credentials with USDA to submit forms electronically, use the buttons provided on the form for transmitting the form to the USDA servicing office. Electronic submission may only be completed if you are the only person required to sign this form.

Part F – FSA Use Only

Items 1 – 5 completed by FSA.

Fld Name / Item No.	Instruction
1 Date Received	Enter the date the FSA 2001 Received in Service Center.
2 Date Application Received	Enter the date the application is considered complete.
3 Credit Report Fee	Enter the credit report fee and the date it is received in the service center.
4 Agency Official	Enter the name of the Agency Official receiving the application.
5 Type of Assistance	Enter a check in the check box to indicate the type of assistance requested. If not listed, specify in the Other space provided.

Weekly Forms Checklist

USDA United States Department of Agriculture
Farm and Foreign Agricultural Service

[Send Comments](#)

Good Morning!
Today is: Thu Sep 13 10:44:08 EDT 2007

File Format Link	File Format
DOC	Microsoft Word Format
PDF	Adobe Acrobat Reader Version 5.0 or Higher is required.

Checklist 2165

Form Number Edition Date Link to File	Form Title	Last Action Date Remarks	Additional Information
CCC633 Mohair 03-23-99	Mohair Loan Quantity Certification and Worksheet	As of: 8/5/2007 This form is obsolete. Destroy all stock.	More Details
CCC633 EZ 09-05-07 DOC PDF	Loan Deficiency Payment (LDP) Agreement and Request	As of: 9/6/2007 This form was revised and is available electronically. Destroy old stock.	More Details
FSA770LIP 09-05-07 DOC	2005/2006/2007 Livestock Indemnity Program Checklist	As of: 9/6/2007 This form is new and available electronically.	More Details
FSA770LCP 09-05-07 DOC	2005/2006/2007 Livestock Compensation Program Application Checklist	As of: 9/6/2007 This form is new and available electronically.	More Details
CCC1045ELS 09-06-07	Extra Long Staple Cotton Domestic User/Exporter Agreement (Revision 1)	As of: 9/8/2007 This form was revised and is available electronically.	More Details

INSTRUCTIONS for FSA-2004

AUTHORIZATION TO RELEASE INFORMATION

This form is completed by the applicant to authorize employers, financial institutions, and creditors to verify and provide employment, income or other financial information in connection with the submission of an application for a loan or servicing assistance.

Submit the original of the completed form in hard copy or facsimile to the appropriate USDA servicing office. Customers who have established electronic access credentials with USDA may electronically transmit this form to the USDA servicing office, provided the customer submitting the form is the only person required to sign the transaction.

Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with USDA, follow the instructions provided at the USDA eForms web site.

Applicants must complete all Items.

Fld Name / Item No.	Instruction
(1) – (4) General	Please read.
(5A) Name	Enter the applicant's name.
(5B) Signature	Enter the applicant's signature If faxing or mailing the form, print the form and manually enter your signature. This form is approved for electronic transmission. If you have established credentials with USDA to submit forms electronically, use the buttons provided on the form for transmitting the form to the USDA servicing office. Electronic submission may only be completed if you are the only person required to sign this form.
(5C) Date	Enter the date the applicant signed.

Instructions for FSA-2026

PROMISSORY NOTE

The Agency uses this form when making initial and subsequent direct loans and for reamortizing, consolidating and rescheduling such loans. The purpose of the form is to document and provide evidence of debt and to establish a repayment schedule.

Please do not attempt to complete this form. It is provided on this web site for information purposes only.