

For: State and County Offices

Loading FSA-211 Into Business Partner (BP)/Representative Capacity

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Web Transmittal No. 379 notified Field Offices that BP/Representative Capacity/Power of Attorney (POA) was modified to allow users to load data captured on the current FSA-211 (11-25-14). It was the understanding of the National Office that all FSA-211's signed on the obsolete FSA-211 (12-17-08) had already been loaded into BP/Representative Capacity.

Because of the overwhelming feedback from State Offices with backlogged FSA-211's that were not timely loaded into BP/Representative Capacity, an enhancement is being developed that will allow Field Offices to load POA's captured on the previous version of FSA-211 (12-17-08), which are still valid. The National Office anticipates the enhancement will be available in early summer.

B Purpose

This notice informs National, State, and County Offices that:

- BP enhancement is being developed to allow users to load POA's captured on FSA-211 (12-17-08) with an effective date earlier than November 25, 2014
- POA's recorded on FSA-211 with an effective date of November 25, 2014, or later should be loaded now, regardless of the FSA-211 version that was used.

Disposal Date	Distribution
January 1, 2016 5-12-15	State Offices; State Offices relay to County Offices

Notice CM-763

2 Action

A Loading FSA-211 Into BP/Representative Capacity

At this time, County Offices should continue to load POA’s into BP/Representative Capacity that have an effective date of November 25, 2014, or later. The effective date is found on FSA-211, item 10 (c).

IF signed FSA-211 version is...	AND effective date (item 10 (c)) is...	AND FSA, NRCS, and CCC Programs (section A) selection is...	THEN take the following action...
12-17-08	November 25, 2014, or after	1, 2, 6, 7, 8, 9, 10, 11, or 13	users can load POA into BP. Notate in the “BP Notes” section of the customer record that POA was recorded on FSA-211 (12-17-08).
	November 25, 2014, or after	3, 4, 5, 12, 14, 15, or 16	users will not be able to load POA into BP. Maintain the hard copy according to 1-CM, paragraph 728.
	earlier than November 25, 2014	1, 2, 6, 7, 8, 9, 10, 11, or 13	users will be able to load these once the enhancement is available.
	earlier than November 25, 2014	3, 4, 5, 12, 14, 15, or 16	users will not be able to load POA into BP. Maintain the hard copy according to 1-CM, paragraph 728.
11-25-14	November 25, 2014, or later	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, or 16	users should load POA into BP now.

County Offices should **not** use obsolete FSA-211 (12-17-08) to capture new POA’s. This version of FSA-211 was obsoleted on November 25, 2014, so the current FSA-211 (11-25-14) shall be used.

Important: Users should **not** be printing POA from BP when loading data from obsolete FSA-211 (12-17-08). The print functionality is only to be used to print “in creation” POA’s that require a customer’s signature, and can be printed from BP to obtain signatures on the current FSA-211 (11-25-14). POA’s with all required signatures are considered active and should be loaded as “active” in BP/Representative Capacity.

A forthcoming CM notice will be issued when the BP enhancement is available, and FSA-211’s with an effective date before November 25, 2014, can be loaded.

B Additional References

Users can reference 1-CM and the following work instructions, as necessary, when loading POA’s. These and other work instructions are available on the MIDAS Portal, in Bulletin Board>MIDAS Training>Business Partner>Work Instructions.

- Create an FSA Power of Attorney:
https://www.fsa.usda.gov/Internet/FSA_MIDAS/03_WI_Create_FSA_Power_Atty.pdf
- Signature and Attachments for FSA Power of Attorney:
https://www.fsa.usda.gov/Internet/FSA_MIDAS/04_WI_Sign_Attach_for_FSA_POA.pdf