



DATE: December 14, 2017

TO: NIFA Staff and Non-Federal Grantees

FROM: Cynthia Montgomery   
Deputy Director  
Office of Grants and Financial Management

SUBJECT: Monthly Temporary Suspension of Automated Standard Application for Payments (ASAP) Accounts for Non-Federal Grantees

The National Institute of Food and Agriculture, U.S. Department of Agriculture (NIFA-USDA), temporarily suspends, on a monthly basis, all open ASAP accounts for the last four business days of the month. All NIFA recipients (i.e., with Agency Location Code (ALC) 12402200/00 and 12402200/01) should withdraw necessary funds prior to the last four business days of each month. Accounts are restored on the first business day of the following month. This policy and procedure had been established to ensure that financial transactions are properly recorded in USDA's financial management system and reconciled with Treasury's Central Accounting Reporting System (CARS).

During FY 2018, ASAP accounts are temporarily suspended on the first day of the four-day suspension period at 8:00 am (EST) and are restored on the first business day in the following month at 8:00 am (EST). Attached is the schedule for the FY 2018 NIFA-USDA Schedule: Temporary Suspension and Restore Dates for ASAP Accounts (Non-Federal Grantees). This schedule will be published on an annual basis during September for the upcoming fiscal year and is posted to the NIFA web page, "Payments," under "Grants."

For questions or concerns about ASAP, please contact Ms. Aurea Anderson, Financial Management Specialist, Payments Team Lead, at [aanderson@nifa.usda.gov](mailto:aanderson@nifa.usda.gov) or (202) 664-6784 for any additional information. ASAP questions or concerns also may be addressed to [ASAPCustomerService@nifa.usda.gov](mailto:ASAPCustomerService@nifa.usda.gov).

Attachment – FY 2018 NIFA-USDA Schedule: Temporary Suspension and Restore Dates for ASAP Accounts (Non-Federal Grantees)

**FY 2018 NIFA-USDA SCHEDULE: TEMPORARY SUSPENSION AND RESTORE DATES  
FOR AUTOMATED STANDARD APPLICATION FOR PAYMENTS (ASAP) ACCOUNTS FOR  
NON-FEDERAL GRANTEES**

<b>MONTH</b>	<b>SUSPEND DAY at 8:00 AM EST</b>	<b>4 BUSINESS DAYS (INCLUDES SUSPEND DAY)</b>	<b>RESTORE Day at 8:00 AM EST</b>
October 2017	October 26th	October 26-31	November 1st
November 2017	November 27th	November 27-30	December 1st
December 2017	December 26th	December 26-29	January 2nd
January 2018	January 26th	January 26-31	February 1st
February 2018	February 23th	February 23-28	March 1st
March 2018	March 27th	March 27-30	April 2nd
April 2018	April 25th	April 25-30	May 1st
May 2018	May 28th	May 28-31	June 1st
June 2018	June 26th	June 26-29	July 2nd
July 2018	July 26th	July 26-31	August 1st
August 2018	August 28th	August 28-31	September 4th
September 2018	September 25th	September 25-28	October 1st

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.