

FNS-674 Completion Process Online Access to ROQCTS and SNAP-QCS Production Environment

Background

- ROQCTS and SNAP-QCS application contains sensitive information; access to that information is restricted to authorized users only.
- FNS controls & authorizes access to these applications with the FNS-674 form.
- Individuals requiring access to ROQCTS or SNAP-QCS must submit a FNS-674 form to gain access.
- FNS-674 form provides the following applicant info to FNS:
 - eAuth Level 2 credentials for SNAP-QCS access
 - Required level and type of access (role & associated permissions)
 - Required duration of access (contract expiration date for contractors)
 - Approvals in the applicant's supervisory chain
 - Final authorization for access by FNS Authorizing Official/Regional Officer
- All must be completed for the SNAP-QCS Help Desk to create the application user account.

USDA eAuthentication Account

- User must have an eAuth account with level 2 access.
- If the eAuth account is level 1, user must login to their eAuth profile and upgrade the account to level 2 by completing their identity verification.
- If the user does not have an eAuth account, please follow the below steps to create and eAuth Account with Level 2:

1. Visit the eAuth website and click "Create Account": https://www.eauth.usda.gov/home/

2. For any questions related to eAuth account, please refer to the following link:

https://www.eauth.usda.gov/eauth/b/usda/faq

 If you have any issues with this step in the process, please contact the eAuthentication Help Desk: Telephone: 1-800-457-3642 (Option 1) Email: eAuthHelpDesk@usda.gov

Identity Verification

Verifying Online:

 To complete eAuth, verification can be completed online by answering all the questions. Please note that the answers should all be correct in order to be verified.

Failed Online Verification? Then you will have to verify in-person.

Verifying in-person:

- Visit an LRA in-person. The following link provides information on sites where LRAs will be available.
- Please call to make an appointment before visiting. <u>https://www.eauth.usda.gov/home/lrainfo</u>

 If you have any issues with this step in the process, please contact the eAuthentication Help Desk: Telephone: 1-800-457-3642 (Option 1) Email: eAuthHelpDesk@usda.gov

Complete a FNS-674 form

- Once you have an eAuth account with level 2 access, you must then fill out a FNS-674 Form to request access to the ROQCTS or the SNAP-QCS application.
- You can obtain a blank FNS 674 form by requesting one from the SNAP-QCS Help Desk <u>SM.FN.SNAPQCS-Support@usda.gov</u>
- Complete the form ELECTRONICALLY and only print out the form when obtaining signatures.

Please minimize the number of times the form is printed, signed and scanned in order to reduce the risk of the help desk rejecting the form because it cannot be read

FNS-674 Form

- The image to the right is the first page of FNS-674 Form.
- Make sure you have the latest version of the form (indicated by the 06/30/2021 'Expiration Date' on the upper right corner).
- The highlighted sections of the form are <u>required</u>.

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OMB APPROVED NO. 0584-0532

Complete a FNS-674 Form 1. Applicant Identification

- 1. Box 1 will contain your Last and First Name. Middle Name/ Initial is optional.
- 2. Box 2 will contain your Work Title (i.e. Eligibility Worker, Social Services Worker etc.)
- 3. Box 3 will be the date you are making the request (filling out the form).
- 4. Box 4 will be the your work email (the same email you used to create your Level 2 eAuth ID).
- 5. Box 5 must contain your Level 2 eAuth ID you previously created.

User Information					
1. Last Name	First Name	Middle Name	2. Title	3. Date of Request	
4. Work Email 5. USDA E-Auth User ID, (if applicable)					

Complete a FNS-674 Form 2. User Type

- 1. Box 6 will indicate the type of user you are: State, Federal, or Contractor
- 2. Complete boxes 7, 10, 11 and 12 with regard to the agency you work for in your state or at FNS. For contractors, this information is for the contractor company that holds the prime contract for your work.
- 3. As a state user, indicate 'State Office' in box 13 . Otherwise, select the office that best suits your location from the dropdown.
- 4. Complete the remainder of box 13 with information that represents the primary location where you perform your work.
 - a. Working from home? Use your home address
 - b. Working from a state or FNS office? Use your state or FNS office where you work.
 - c. Working from a contractor location? Use the contractor's address where you work.

6. Type of User (select one)	7. Telephone	8. Contract Expiration	Date (if applicable)	9. Temporary Employee Expiration Date (if applicable)
<u> </u>				
10. Company	11. Division		12. Department	
13. Office (select one)	Office Street Address			Suite #
	<u> </u>			
City	State	e	ZIP Co	de

Complete a FNS-674 form 3. User Access/Role/Permissions

- 1. Box 14 ('System Name') will be either ROQCTS or SNAP-QCS.
- 2. Box 15 will be the name of your required role for the application. For a list of valid roles, please see the document in <u>Appendix A</u>.
- 3. Box 16 will be one of the following options:
 - ADD: if you are a new user requesting an account.

- MODIFY: if you already have a user account but need to modify your role, reactivate, deactivate the account.

<u>Notes</u>: If you modify your account, indicate what is being modified in Box 20 (Comments). In addition, to Reactivate an Inactive account, select 'Modify' and put a comment for reactivation in Box 20.

- DELETE: if a user account should be deleted from the application.

4. Box 20 can be used for comments regarding the specific access, for example: the required environment (Prod), upload or Sampling parameters input options for SNAP-QCS.

14. System Name	15. Type of Access / Role	16. Action Requested
17. System Login User ID (current users)	18. Program and Form (applicable for FPRS)	
19. State/Locality Codes		
20. Comments, Special Instructions and/or Justifica needed)	ntion (if "Other" is selected in fields 6, 13, or 14). <i>(attach</i>	separate sheet if more space is

Complete a FNS-674 form 4. Acknowledgement & Approvals

The user submitting the form MUST sign their name, print their name and date in Box 21.

Privacy Act Statement						
Authority: Purpose: Routine Use: Disclosure:	The authority in collecting this information is Public Law This information is collected to ensure accounts are crea The information will be used to create accounts and grar Furnishing information on this form is voluntary. Fai permissions.	107-347. ted with the correct information and access permissions fo access permissions. lure to provide correct information will result in denial (or individuals. of account or access			
21. User Ack	nowledgement (Users requesting system access must i	ead, sign and date prior to submitting this form)				
• 1	have read and understand the Privacy Act Statement above and	the FNCS Rules of Behavior (see page 3 for complete verbiage)				
• 1	 Decisions in personnel matters involving disciplinary action will be based on the assumption that I am familiar with the security requirements presented in these rules and I am aware of my obligation to abide by them. 					
•	have completed this form to the best of my abilities.					
-	User Signature	Print Name	Date			

Complete a FNS-674 Form 5. FNS Authorization

- 1. Box 22a requires the signature of the supervisor of the user who signed the form in Box 21.
- 2. FNS Authorizing Official <u>must</u> approve and sign in line 22b.
- 3. For state users, determine the FNS authorizing official for your state by referring to the AO list in <u>Appendix A</u>.

Approvals				
22. a	. Supervisor / COR			
	Print Name		Appro	ove Deny
	Phone Number	Date	Signature	
FORM	FNS-674 (04/18) Previous Editions Obsole	te	SBU	Electronic Form Version Designed in Adobe 10.0 Version Page 1

	Approvals (continued)				
b.	System - Authorizing Official (FNCS))			
	Print Name		Approve Deny		
	Phone Number	Date	Signature		
c.	Information Security Office (FNCS)				
	Print Name		Approve Deny		
	Phone Number	Date	Signature		
d.	State Computer Security Officer (if a)	oplicable)			
	Print Name		Approve Deny		
	Phone Number	Date	Signature		

Complete a FNS-674 Form 6. SNAP-QCS Helpdesk Account Creation

PRIOR to approval, the FNS Authorizing Official MUST:

- Review the form for completeness
- Reject any forms that do not follow the instructions as outlined in the document.

AFTER approval, the FNS Authorizing official WILL:

- Send the signed form to the SNAP-QCS Helpdesk email account.
- Please never send it to a specific person at the SNAP-QCS Helpdesk.

UPON receipt, the SNAP-QCS Helpdesk WILL:

- Review the form for correctness/completion.
- If form is completed correctly, establish the account and notify the applicant.
- Reject forms that are not legible and notify the submitter for the rejection reason(s).
- Include a copy to FNS ISO.

Regional Coordinators will return rejected FNS-674 forms to the user to update and resubmit.

Appendix A

The next slides includes the following information:

- Valid ROQCTS User Roles
- Valid SNAP-QCS User Roles
- List of Authorizing Regional Roles

Valid ROQCTS User Roles

The following are the various User Roles in the ROQCTS system:

- Viewer User may view home page and search cases. User may not change case action or review data.
- **Reviewer** User may view home page and search cases. User may only change case action or review data for the cases to which they are assigned as 1st Party (except where performing a 2nd Party Review). Reviewer may also perform the Informal Resolution.
- **QC Coordinator or Section Chief** May perform all actions in the system except Sampling and Arbitration. May sign-off on a case and revoke the sign-off.
- Statistician May perform sample management, setting sample intervals, Federal sub sampling, supplemental sampling and Federal deselect. May also perform all actions in the system except Arbitration.

NOTE: Statistician at National Office Level can also Lock/Unlock Reviews based on Regions. If this level of the role is needed, please include a comment in Box-20 of the 674 form stating "case lock and unlock rights are needed."

- Arbitrator or QC Branch User View rights with permission to perform Arbitration.
- **Report Only** Can run reports only; cannot view, search or perform any other actions.

Valid SNAP-QCS User Roles

The SNAP-QCS State system has four user roles:

• **Reviewer** - A reviewer can enter and view/edit/modify review findings in the system. Reviewers cannot move a case past submit status. A reviewer can modify cases that have been rejected or are in Work In Progress/New File Status.

• **Supervisor** - A supervisor can enter and view/edit/modify review findings in the system. Additionally, they can review submitted FNS 380-1 and FNS 245 forms and either approve or reject them. If it is rejected, the system returns the form to the reviewer for revision.

• **Manager** - A supervisor who also receives the notification e-mail sent when a Federal review has been completed. If the form is approved, the manager can release it to the Federal government.

• Viewer - These users cannot create new cases or modify existing cases. This user is not allowed any user entered data to be stored permanently although system generated data relating to this user may be stored.

List of Authorizing Regional Roles

			Authorizing Official	
Region	Authorizing Official	Email Address	Backup	Email Address
MARO	Nydza Santiago	<u>nydza.santiago@usda.gov</u>	Yvonne Fritz	<u>yvonne.fritz@usda.gov</u>
	Emily Wilson	emily.wilson@usda.gov		
	MaryAnn Salvatore	maryann.salvatore@usda.gov		
MPRO	Elaine Jones	elaine.jones@usda.gov	Patricia McGinn	patricia.mcginn@usda.gov
			Gina Brand	<u>Gina.brand@usda.gov</u>
MWRO	William Benenhaley	william.benenhaley@usda.gov		
	Melissa Cundari	melissa.cundari@usda.gov		
	Kahla Leggett	<u>kahla.leggett@usda.gov</u>		
NERO	Alonso Rodriguez	alonso.rodriguez1@usda.gov	Jheanell West	jheanell.west@usda.gov
			Lefki Orphanides	lefki.orphanides@usda.gov
SERO	Yameche Robinson	Yameche.Robinson@usda.gov	Eugene Malveaux	eugene.malveaux@usda.gov
SWRO	Shalonda Moore	shalonda.moore@usda.gov	Lori Kelly	lori.kelly@usda.gov
			Steven Wanderscheid	steven.wanderscheid@usda.gov
WRO	Dawn Baker	dawn.baker@usda.gov		
	Pandora Lewis	<u>pandora.lewis@usda.gov</u>		
	Rodney Coatney	rodney.coatney@usda.gov		
	Bradford Williams	bradford.williams@usda.gov		
National	Billie Roye	billie.roye@usda.gov	Carmen Garson-Shumway	Carmen.Garson-Shumway@usda.gov