

For: State and County Offices

Resolving Eligibility Issues for Prior Year NRCS Program Contracts

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice CM-566 announced that NRCS and FSA should share information about jointly-administered programs.

B Purpose

This notice provides:

- State and County Office instructions in resolving eligibility issues for prior year protracts program contracts
- NRCS National Bulletin 440-9-3 (Exhibit 1).

2 Action

A State Office Action

A report containing a list of NRCS contracts with missing data has been posted to the Common Provisions Branch Intranet web site at <http://dc.ffasintranet.usda.gov/farmbill/ccc/default.htm>. Under “Eligibility”, CLICK “NRCS - Missing Data Report”. The information is arranged by the State and county code and producer’s name.

SED’s shall ensure that County Offices:

- are immediately informed of the contents of this notice
- work with NRCS to resolve these eligibility issues timely.

Disposal Date	Distribution
April 1, 2009	State Offices; State Offices relay to County Offices

Notice CM-622

2 Action (Continued)

B County Office Action

For entity file issues, County Offices shall ensure that the member data is loaded correctly in the 2008 entity file according to the documentation on file, no matter the year of the NRCS contract.

Note: This same information will need to be loaded in the 2009 entity file for producers on this list.

If changes to the farming operation have occurred or documentation has not yet been received, producers may update data on the appropriate form.

For contracts approved in:

- 2008 and prior years, producers shall update or complete information on CCC-501, CCC-502, etc. for the applicable program year
- 2009, producers shall update or complete information on CCC-902.

Note: CCC-902 and instructions will be provided in the forthcoming 4-PL.

NRCS is responsible for obtaining required documentation if the producer is not also an FSA customer.

For HEL/WC issues, County Offices shall ensure the HEL/WC data is loaded correctly in Farm Records according to documentation on file.

Note: This information may be updated or modified for years 2002 through 2009.


For adjusted gross income (AGI) issues, County Offices shall ensure the AGI determination is loaded correctly in web-based eligibility, according to documentation on file, for the appropriate contract year.

FSA employees are **not** authorized to update AGI determinations for 2009 until CCC-926 has been released to the field.

Important: CCC-902 and CCC-926 are currently **not** available.

NRCS National Bulletin 440-9-2

The following is NRCS National Bulletin 440-9-2.

		P.O. Box 2890 Washington, D.C. 20013
National Bulletin: 440-9-2		November 24, 2008
Subject: PGM - Guidance for Resolution of Eligibility Issues for Prior-Year ProTracts Program Contracts		

Purpose. To provide guidance for resolution of eligibility issues for prior-year program contracts administered through ProTracts

Expiration Date. September 30, 2009

Background. Eligibility requirements for program participants with contracts administered through ProTracts are described in the Conservation Programs Manual (CPM), Part 512.22. Prior to approval of payments or contract modifications, ProTracts verifies participant eligibility through Farm Service Agency (FSA) web services. With implementation of more rigorous ProTracts internal controls for eligibility, some participant payments are being blocked or reduced. This bulletin summarizes actions needed to resolve eligibility documentation problems associated with prior-year contracts.

Explanation. Utilize the Fund Manager Reports "Applications and Contracts with Eligibility Issues" and "Applications and Contracts with AGI Member Issues" to help diagnose eligibility problems. Use the "Update Eligibility" function in ProTracts to clear eligibility problems. If this action does not resolve problems, work with the participant and FSA to address the following:

Entity File (Member) Issues. - It is not possible for FSA to edit all prior-year entity records at the Service Center. In order to overcome this limitation, incomplete or missing entity members for all prior-year contracts (regardless of contract year) will be corrected by establishing or editing the 2008 entity file for the participant. NRCS expects participants to file or update member information using forms CCC-501 or 502. FSA will also need to manually create these same entity records for 2009, because the 2008 year-end rollover of entity records has already occurred.

Highly Erodible Land and Wetland Compliance Issues - When supporting documentation is available, FSA can update and modify existing Subsidiary files for 2002 and later contract years.

Adjusted Gross Income (AGI) Issues - When supporting documentation is available, FSA can update and modify existing records for all contract years. If AGI determinations must be completed for new participants associated with a contract (successor-in-interest), or if entity members have changed, a new CCC-526 form must be filed for 2008 (based on 2005 through 2007 tax years). Refer to FSA Notice PL-175 for instructions on which CCC-526 form should be used by participants and members.

The guidance in this bulletin has been cleared through FSA, and the attached notice communicates these processing actions to State and county FSA offices.

DIST: S,F, R

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NRCS National Bulletin 440-9-2 (Continued)

Contact. For additional information, contact the Director, Financial Assistance Programs Division at, (202) 720-1845.



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Deputy Chief for Programs

Attachment