

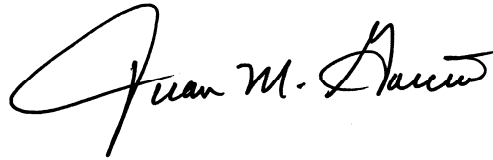
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**FCIC Program Integrity
4-RM**

Amendment 26

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 73 C has been added to require State Office POC's to monitor the completion of RCO spot check for all counties and, when applicable, remind County Offices of the importance of completing timely RCO inspections.

Subparagraph 73 D has been added to require State Office POCs to submit reports to the National Office identifying RCO spot checks for all counties in the State that have not been completed.

Subparagraph 73 E has been added to provide deadlines and guidance for the submission of quarterly State Office RCO Spot Check reports.

Exhibit 11 has been amended to update State Office POC's.

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72 County Office Action (Continued)

C Record Keeping

County Offices shall:

- assign an FSA tracking number for each review regardless of the form used for either County Office initiated or from RCO spot check list
 - assign the FSA tracking number, consisting of the State and county codes, crop year, and 4-digit sequential number
- *--Example:** SS-CCC-YYYY-XXXX. For the first complaint filed in crop year 2012 in Wilbarger County, Texas, the tracking number assigned by the County Office would be 48-487-2012-0001.--*
- prepare individual file folders alphabetically labeled “RMPI 3, Producer Folders”, for each review for which a tracking number has been assigned
 - include AD-2007 or AD-2027 and AD-2045 and a copy of all documentation and findings in the file folder including, but not limited to, documentation items listed in subparagraph B
 - log the review on AD-2007A (Exhibit 10)
 - file AD-2007A in file folder labeled “RMPI 2-1 Log”.

73 State Office Action

A Processing Referrals and Spot Checks

Upon receipt of AD-2045 and AD-2007 or AD-2027 from the County Office, the State Office POC shall:

- log the referral or spot check on AD-2007A (Exhibit 10)
- ensure that AD-2045 and AD-2007 or AD-2027 are complete
- request additional documentation from the County Office, if applicable
- review all facts related to the referral to concur that the referral should be forwarded
- for referrals initiated at the County Office level that are determined to be unwarranted, return the referral and notify the County Office that the referral will not be acted upon
- *--forward all appropriate referrals to RCO or AIP using standard mail within 5 calendar days after receipt from the County Office
- forward all spot check results to RCO using standard mail within 5 calendar days after--* receipt from the County Office
- for AIP referrals submitted to the State POC according to subparagraph 75 B, the State POC shall immediately forward the referral to the applicable County Office.

B Post Referral Inquiry

For all types of referrals, if RCO has not provided a written response that describes intended action of RCO within 5 calendar days after receiving a submitted referral, the State Office POC, with SED approval:

- may determine that FSA will conduct its own inquiry into the alleged fraud, waste, or abuse
- shall notify RCO of the action that will be taken by FSA
- may refer the matter to OIG according to 9-AO if, as a result of the inquiry, FSA concludes further investigation is warranted, but RCO declines to proceed with the investigation.

Note: For those referrals with no findings, a response from RCO POC is not required.

73 State Office Action (Continued)

***--C Monitoring Spot Check Inspections**

State Office POC’s shall monitor the completion of RCO spot checks for each county in the State and, when applicable, shall remind County Offices of the importance of timely completing RCO inspections.

Reminder notices can be provided to counties by any available means, such as phone calls, e-mail, etc.

D RCO Spot Check Report

In addition, State Office POC’s shall provide a report to the National Office that will identify the RCO selected spot checks for all counties in the State that have not been completed. At a minimum, the report shall contain the following information:

- State and county names
- producer name
- crop selected.

Example: The following is an example of the RCO Spot Check Report.

Georgia RCO Spot Check Report			
County Name	Producer	Crop	Comments
Appling	Producer Name	Peanuts	
	Producer Name	Cotton	
	Producer Name	Cotton	
Atkinson	Producer Name	Flue Cured Tobacco	County has completed the initial inspection but has not completed the final inspection at this time.
	Producer Name	Peanuts	
Bacon	Producer Name	Cotton	
	Producer Name	Cotton	
Baker	Producer Name	Cotton	

Notes: The “Comments” field is optional and **not** required.

Reports do **not** have to be in the same format as the example. State Office POC’s may add any additional fields as desired provided the report contains, at a minimum, the data outlined in this subparagraph.--*

***--73 State Office Action (Continued)**

E Submitting RCO Spot Check Report

State Office POC's shall submit the RCO Spot Check report quarterly each year according to the following.

Quarter	Deadline to Submit RCO Spot Check Report
1	July 31
2	October 31
3	December 31
4	March 31

State POC's shall submit the RCO Spot Check report to the National Office by either of the following:

- e-mail at **melonie.sullivan@wdc.usda.gov**
- FAX at 202-690-2569, Attn: Melonie Sullivan.

Monitoring of RCO spot checks shall be implemented immediately. Submitting quarterly reports shall be effective for the 2012 RCO Spot Check lists. Accordingly, the first report shall be submitted July 31, 2012, and subsequent reports submitted thereafter according to the established deadlines.--*

74 RMA Action

A Action

--For all AD-2007 and AD-2027 category 4 D referrals, the State Office POC, RCO shall-- complete this table.

Step	Action	
1	Review referral and determine whether further review is warranted.	
2	Request additional information if necessary.	
3	Within 5 calendar days after receiving the referral, provide a written response that describes the intended action.	
4	IF a review is...	THEN RCO shall...
	not warranted	inform the State Office POC in writing.
	warranted	determine whether RCO conducts the review: <ul style="list-style-type: none"> •*--if a referral to AIP is warranted--* • according to standard operating procedure. •*--RCO shall prepare a transmittal letter to AIP including AD-2007 or AD-2027. Attach the supporting--* documentation provided by FSA. Redact out the name of the complainant and any information that may be used to identify the complainant before sending AD-2007 to *--AIP.--* • RCO shall evaluate the appropriateness of the actions taken *--by AIP and determine whether further review is necessary and provide response to AIP.--*
5	RCO may refer the case to OIG at any time during the process.	
6	At the conclusion of the review process, RCO shall provide a written summary of the review results to the State Office POC.	

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