

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**FCIC Program Integrity
4-RM**

Amendment 21

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Subparagraph 1 C has been amended to include claim audits, inspections, and quality control reviews, as areas covered.

Subparagraph 2 C has been amended to add RMA's Standard Reinsurance Agreement as a related handbook and agreement.

Subparagraph 3 C has been amended to clarify the information County Offices shall relay to producers. Specifically, this includes a requirement that County Offices notify producers that FSA will provide producer information to RMA and AIP's to assist in claim audits, inspections, and quality control reviews.

Subparagraph 3 D has been amended to include public web sites as a means of relaying information to producers.

Subparagraph 6 A has been amended to clarify that if a producer on the RCO spot check list requests a copy of the list through FOIA, the only information that can be released is information specific to the requesting producer.

Subparagraph 7 A has been amended to clarify procedure for cases involving a conflict of interest between FSA County Office employees and family members/relatives that are either employed by the AIP or under contract as an AIP representative or LA.

Paragraph 21 has been amended to:

- include deadlines for County Office reports to the State Office POC
- clarify State Office POC responsibilities
- require RCO to provide the spot check list to the FSA POC by:
 - April 1 for spring seeded crops
 - September 1 for fall seeded crops.

Amendment Transmittal (Continued)

A Reason for Amendment (Continued)

Subparagraph 70 A has been amended to clarify requirements for performing inspections for RCO.

Subparagraph 70 C has been amended to clarify that:

- no more than 10 producers per county will be on the RCO spot check list
- County Offices must complete AD-2027 and AD-2045 immediately after the first and second inspections and save both documents to the County Office server.

Subparagraph 70 D has been amended to require State Office POC's to forward all AD-2027's to RCO immediately after both the first and second inspections.

Subparagraph 70 E has been amended to clarify and correct the naming conventions for RMA GPS points, digital pictures, AD-2027's, and AD-2045's.

Subparagraph 72 B has been amended to:

- include the requirement to send a notification letter to the producer
- clarify that AD-2027's and supporting documentation shall be submitted to the State Office within 5 calendar days after each inspection is completed.

Subparagraph 73 A has been amended to require State Offices to forward referral to RCO or AIP within 5 calendar days after receipt from the County Office.

Subparagraph 75 B has been amended to clarify that AIP's may request additional documentation from the County Office through the State Office POC in cases of suspected fraud, waste, or abuse when RMA has failed to timely respond.

Subparagraph 75 C has been amended to clarify that:

- AIP's or loss adjusters performing claim reviews, inspections, and quality control reviews, shall use FSA-426-A to request producer information
- County Offices may accept the AIP or loss adjuster's written certification on FSA-426-A as acceptable proof that it is authorized to access the producer's records.

Subparagraph 81 A has been amended to include:

- Appendix IV of the Standard Reinsurance Agreement as the authority for requiring AIP's to conduct claim audits, inspections, and quality control reviews
- procedure for claim audits, inspections, and quality control reviews.

Amendment Transmittal (Continued)

A Reason for Amendment (Continued)

Subparagraph 82 A has been amended to change procedure in which AIP's request producer information. Specifically, procedure has been changed to allow AIP's to submit FSA-426-A's directly to the County Office.

Subparagraph 82 B has been amended to clarify RMA responsibilities when conducting claim audits, inspections, and quality control reviews.

Subparagraph 82 C has been amended to limit State Office POC responsibilities about claim audits, inspections, and quality control reviews to:

- assisting AIP's and County Offices if problems cannot be resolved at the county level
- immediately notifying PECD if there is a change in the State Office POC.

Subparagraph 83 A has been amended to include revised descriptions of required entries on FSA-426-A.

Subparagraph 83 C has been amended to provide a revised example of FSA-426-A.

Exhibit:

- 4 has been amended to include a revised example letter to notify producers of spot checks
- 5 has been amended to correct RCO mailing addresses
- 6 has been amended to provide a revised example of AD-2007
- 7 has been amended to include:
 - revised instructions for completing AD-2027
 - revised example of AD-2027
- Exhibit 8.6 has been amended to include:
 - revised instructions for completing AD-2045
 - revised example of AD-2045
- 11 has been amended to correct State Office POC listings
- 12 has been amended to include a revised example letter for RMA field visit requests
- 16 has been amended to correct RO mailing addresses

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Part 1 Basic Provisions**1 Overview****A Background**

The Agricultural Risk Protection Act 2000 (2000 Act) requires FSA and RMA to:

- work together to improve program compliance and integrity of the Federal Crop Insurance Program
- develop a coordinated plan for implementation.

B Oversight and Coordination

The following offices are conducting oversight and coordination of this effort in consultation *--with OIG and AIP's:--*

- FSA, PECD
- RMA RCO's
- RMA RO's
- *--RMA, Deputy Administrator for Product Management.

C Handbook Purpose

This handbook provides FSA and RMA offices procedure based on the joint work plans developed as a result of the 2000 Act. The areas covered by this handbook include, but are not limited to the following:

- referrals and investigations
- claim audits, inspections, and quality control reviews--*
- consultation with STC's
- data reconciliation.

2 Sources of Authority and Related Handbooks

A Statutory Authority

The statutory authority for FSA and RMA to improve program integrity is Subtitle B, Section 121 of the 2000 Act.

B STC Authority to Supplement This Handbook

Because this handbook is a joint effort between FSA and RMA, STC's do **not** have the authority to modify this handbook. Any recommendations for amendment must be submitted to the National Office for concurrence by both FSA and RMA.

*--C Related Handbooks and Agreements

FSA and RMA handbooks and agreements related to program compliance include the--* following:

- 9-AO for handling audits and investigations
- 1-AS for filing guidance for directives
- 1-CM for name, address, and producer ID number verification
- 3-CM for farm records management
- 2-CP for verifying acreage and completing field visits
- FCIC Loss Adjustment Manual and specific crop insurance Loss Adjustment Standard manuals
- 5-LP for bin measurements
- 1-PL for reviewing farm operating plans
- 22-PM for determining and handling conflict of interest
- *--Standard Reinsurance Agreement.--*

3 Publication Requirements

A Overview

With the passage of the 2000 Act, FSA and RMA are:

- required to coordinate a plan to identify, address, and reconcile discrepancies of all relevant producer-derived information
- directed to coordinate a monitoring program, which includes fact finding relative to allegations of program fraud, waste, and abuse.

As a key preventative measure, it is important that the agricultural community be made fully aware of FSA's, RMA's, and AIP's joint efforts to reduce fraud, waste, and abuse.--*

B When to Provide Information

At a minimum, County Offices shall notify all producers twice a year of the monitoring efforts by FSA and RMA to prevent fraud, waste, and abuse in the Federal Crop Insurance Program.

This notification shall be publicized at the beginning of the calendar year and again during the crop growing season.

Note: It may be appropriate to publicize this information more than twice, depending on the planting and harvest seasons for different crops in a county.

C What Information to Provide

County Offices shall notify producers that:

- *--FSA will be assisting RMA and AIP's in monitoring crop conditions throughout the--* growing season
- FSA will refer all suspected cases of fraud, waste, and abuse about the Federal Crop Insurance Program to RMA
- producers may report suspected cases of fraud, waste, and abuse to their local County Office, RMA office, or OIG
- *--FSA will provide producer information to RMA and AIP's to assist in claim audits, inspections, and quality control reviews.--*

3 Publication Requirements (Continued)

D Methods of Notification

County Offices shall notify all producers of the efforts to reduce fraud, waste, and abuse of the Federal Crop Insurance Program by any means of communications, including, but not limited to, the following:

- news releases
- newsletters
- radio and television spots
- fact sheets
- *--public web site information.--*

4 Points of Contact

A Designating FSA POC

Each SED shall establish a POC and alternate who shall:

- serve as the primary contact for all functions associated with implementing the 2000 Act within their State
- *--be responsible for maintaining the lines of communication between FSA, RMA, and AIP at the Regional and State levels--*
- be responsible for POC responsibilities in this handbook.

B Designating RMA POC

Each RCO shall establish a POC and alternate who shall:

- serve as the primary contact for all functions associated with implementing the 2000 Act within its region
- *--be responsible for maintaining the lines of communication between FSA, RMA, and AIP at the Regional and State levels--*
- perform the duties required under these procedures.

5 FSA Access to Insured Records

A FSA Authority to Access Farms and Records

7 CFR Part 457 grants FSA the authority, by RMA, at any time during the record retention period to have access to:

- any records relating to insurance at any location where these records may be found or maintained
- the farm.

6 Freedom of Information

A Requests Submitted Under FOIA

The name, policy number, and identification number on the RCO spot check list will be withheld under FOIA according to 5 U.S.C., Section 522 (b)(6), "Personal Privacy", unless the requestor is a producer on the list.

- *--Note:** If the requestor is a producer on the RCO spot check list, the only information that can be released, through a FOIA request for the RCO list, is information specific to the requesting producer. Names, policy number, and identification numbers for other producers on the list shall **not** be released.--*

Any information obtained and gathered through the fact-finding process and documented on AD-2007 or AD-2027 will be protected according to 5 U.S.C. 552 and 552a, "Freedom of Information Act" and "The Privacy Act of 1974".

Requests for information or copies regarding oversight and compliance shall be made in writing by the requestor and processed by FSA State and County Office employees responsible for processing FOIA and Privacy Act requests.

Any questions and requests for guidance can be addressed to the FSA FOIA and Privacy Act Specialist at 202-720-5534.

7 Conflict of Interest

A Procedure for Conflicts of Interest

State and County Offices shall follow 22-PM, paragraphs 402, 407, and 408 for determining and handling conflict-of-interest situations.

***--Note:** For those cases involving family members/relatives that are either employed by AIP or under contract as an AIP representative or LA, County Office employees shall not be involved in the referral or spot-check process for that family member's/relative's policy and/or book of business. The State POC shall be responsible for:--*

- providing guidance
- coordinating work related to these situations.

8 FSA Employees Requested as Witnesses

A Overview

Because of FSA's responsibility in identifying, investigating, observing, and fact finding cases of fraud, waste, and abuse, there may be instances where FSA employees are requested *--or subpoenaed to be witnesses for RMA or AIP.--*

Example: RMA RCO notified the Darlington County Office through the State POC that a complaint was filed that Stuart Clayton was planting his cotton crop 35 calendar days after the final planting date. A Darlington County FSA field representative went out and verified that Mr. Clayton was currently in the process of planting his *--cotton. Because Mr. Clayton completed planting his crop before the AIP--* representative visited the farm, the only eyewitness to Mr. Clayton planting his cotton crop after the final planting date is the Darlington County field representative. If in the process of denying Mr. Clayton's claim for loss he files *--suit against AIP, the Darlington County field representative may be called as an eyewitness in support of AIP denying the claim.--*

8 FSA Employees Requested as Witnesses (Continued)

B County Office Action

--If an FSA county representative is subpoenaed or requested to testify for RMA or AIP,--
the County Office shall immediately notify their State Office of the request. The County
Office shall provide a copy of the subpoena and any pertinent information to the State Office
for their review.

C State Office Action

If a County Office employee is called as a witness to a court proceeding, the State Office
shall immediately notify ALG for guidance. ALG will work with OGC in determining the
validity of the request.

9-19 (Reserved)

Part 2 Referrals and Investigations

20 Overview

A Background

County Offices have the authority and responsibility to keep an active watch for potential fraud, waste, and abuse of the Federal Crop Insurance Program. RMA also has the authority to request assistance from FSA in monitoring the Federal Crop Insurance Program. County Offices shall document observations and gather the documentation necessary to validate concerns according to this part.

21 Responsibilities

A County Office Responsibilities

County Offices shall:

- accept any form of complaint from any complainant as accurately as possible
- keep an active watch for potential fraud, waste, and abuse of the Federal Crop Insurance Program
- *--document observations and gather relevant supporting documentation necessary to address concerns--*
- honor any request by complainant with regard to confidentiality
- follow timeframes as outlined in this handbook
- follow publicity requirements as outlined in this handbook
- notify producers selected for spot check according to paragraph 41 using the example letter in Exhibit 4
- take specified actions on a case-by-case basis under the direction of the State Office POC
- provide details of case specific information or overall program administration concerns, as applicable, to the State Office POC
- provide the State Office POC with a * * * summary report of all reviews conducted for *--the crop year no later than:
 - December 31 for spring seeded crops
 - July 31 for fall seeded crops--*

Note: This will include reviews that result in no questionable findings.

21 Responsibilities (Continued)

A County Office Responsibilities (Continued)

- *--timely provide requested information to AIP's and LA's following procedure in subparagraph 75 C

Notes: Information about AD-2007 or AD-2027 referrals and investigations shall not--* be released to sales agents.

When AD-2007 is requested, the County Office must redact the name of the complainant and any information that could identify the complainant.

- immediately notify the State POC of any request for fact finding received directly from *--AIP according to subparagraph 75 C.--*

B SED Responsibilities

SED is responsible for approving either of the following:

- further inquiry by FSA
- the referral of the case to OIG when RCO fails to timely respond to or declines to proceed with an investigation according to paragraph 73.

C State Office POC Responsibilities

The State Office POC or alternate shall:

- serve as the liaison between the County Office and RCO
- provide details of case specific information or overall program administration concerns, as applicable, to RCO
- forward all RCO spot check lists and referrals received from RCO to the applicable County Office
- forward all County Office responses to referrals initiated by RCO back to RCO within the specified timeframe

Note: A list of addresses with States served for each RCO is in Exhibit 5.

21 Responsibilities (Continued)

C State Office POC Responsibilities (Continued)

- *--review and guide County Offices on timely providing relevant documentation available to address issues raised
- notify the County Office of County Office-initiated referrals that POC determines are unwarranted and will not be forwarded to RCO, for example, immaterial or inapplicable issues--*
- make initial determination for FSA to conduct its own investigation or refer the case to OIG, subject to SED approval, when RCO fails to timely respond to or declines to proceed with an investigation, according to subparagraph 73 B
- for situations requiring immediate attention, the State Office POC shall coordinate with DD if the County Office POC is unavailable.

21 Responsibilities (Continued)

D DD Responsibilities

DD's shall:

- monitor the referral process within their respective district
- assist State and County Offices with the referral process as requested.

E RCO Responsibilities

RCO shall:

- coordinate all referral activities and request for inquiries through the State Office POC
- develop and provide, to:
 - FSA POC, spring and fall spot check lists for annual reviews that identify high-risk policy holders on a county basis
- ***--Note:** The spring spot check list will be provided to FSA POC by April 1 and the fall spot check list by September 1.
- AIP's , the spot check list
 - **Note:** Ensure that the list only includes those insureds for which AIP has a policy.--*
- submit referrals involving individual complaints of fraud, waste, or abuse to the County Office through the State Office POC
- review all referrals received from FSA POC and determine whether further investigation is warranted
- ***--evaluate** the appropriateness of actions taken by AIP relative to the referred case and provide response to AIP--*
- respond to the State Office POC within the specified timeframe for each case referred by POC
- upon conclusion of the review process, provide a written summary of the review results to the State Office POC.

Section 1 FSA Referrals to RMA

22 Types of Referrals to RMA

A Types of Referrals

The following are types of referrals of suspected crop insurance fraud, waste, or abuse that may originate:

- internally through:
 - a complaint received in the County Office by telephone, letter, in-person, etc., from an individual

Example: Producer Jones contacts the County Office to report that Producer Smith is not caring for the crop in a workmanlike manner.

- observations made by County Office employees or COC members.

Examples: While performing routine FSA compliance activities, it was noted that Producer Smith was using farming practices that were not considered normal or customary for the area.

While verifying production/income for loan making/loan servicing or LDP purposes, a significant discrepancy in data is noted between information provided from crop insurance records and information provided to FSA from the producer.

A field representative, while completing field work, observes a producer initially planting an insured crop after the final planting date.

- internal reviews such as, DD and CORP reviews
- *--externally through audits, investigations, or other types of reviews conducted by OIG,--* GAO, or other outside agencies.

23 Accepting Complaints or Documenting FSA Observations

A Accepting Initial Data

Once a County Office is aware of a suspected fraud, waste, or abuse case, AD-2007, Parts A and B must be completed as follows.

Part	Instructions
A	<ul style="list-style-type: none"> • If the source of the complaint is from an individual, enter the individual’s name and address. If the individual is unknown, enter “Unknown” in item 2A. If the individual is known, but wishes to remain anonymous, enter “Confidential Informant” in item 2A. • If the source of the complaint originates from an FSA employee or COC member, enter the County Office name and address.
B	County Offices shall follow the instructions in Exhibit 6.

Once Parts A and B have been completed, the County Office shall refer to subparagraph B.

B Verifying Crop Insurance

County Offices shall verify the insurance status of the producer’s crop by contacting the applicable RCO.

IF the producer is...	THEN * * * ...
not insured	*--no further action is required for RMA purposes. However, if the complaint could affect FSA programs, the complaint needs to be pursued for FSA purposes only.--* * * *
insured	*--the County Office shall follow Section 3.
found not to be a producer because the subject of the complaint is deceased or no longer farming	no further action is required.--* Note: Document findings on AD-2007, Part C, item 14.

24-39 (Reserved)

Section 2 RMA Referrals to FSA

40 Overview**A Background**

RMA has the authority to request assistance from FSA in monitoring producers suspected of fraud, waste, or abuse. The following are the 2 basic types of FSA assistance requested by RCO:

- spot checks of producers identified through RMA data mining or RCO criteria according to paragraph 41
- when additional information is needed to establish the credibility of a complaint or when immediate presence is needed to document evidence before it is destroyed according to paragraph 42.

41 RMA-Requested Spot Checks and RMA-Initiated Complaint Referrals**A RCO Spot Check List**

RCO shall annually provide, by April 1 for spring-seeded crops and September 1 for fall-seeded crops, to the State Office POC * * * a list of producers:

- exhibiting high loss ratios, high frequency, and severity of losses
- *--suspected of failing to follow good farming practices.--*

The triggering factors may vary in each RCO based on types of crops and loss experience. The list will be broken down by State and county and will include the producer's name, policy number, identification number, and crops.

Upon receipt of the spot check list from the State POC, County Offices shall notify all producers on the list using the letter in Exhibit 4.

Refer any producer inquiries about the spot check list to the applicable RCO in Exhibit 5.

County Offices shall conduct reviews according to subparagraph 70 C.

41 RMA-Requested Spot Checks and RMA-Initiated Complaint Referrals (Continued)

B Complaints Referred by RMA

RMA may request FSA assistance when RCO has received a complaint that requires a field visit.

Upon receipt of the request for assistance, County Offices shall conduct the requested fact finding and relay their observations to the State Office POC. Urgent requests need to be responded to without delay. For all other requests, the County Office shall report the information within 14 calendar days.

When immediate action is required, RCO shall telephone the State Office POC. If the State Office POC or alternate is not available, contact may be made directly to the County Office.

In other cases, the request for assistance will be made in writing to the County Office through the State Office POC.

County Offices shall conduct reviews according to paragraph 70.

42-69 (Reserved)

Section 3 Fact Finding and Documentation

70 Review Requirements

A Overview

--County Offices may perform inspections for RCO as a result of:--

- individual complaints received by the County Office, State Office, or RCO
- observations noted by FSA employees or COC members
- producers selected from the list provided by RCO.

* * * It is mandatory that County Offices include GPS points along with digital photos of each crop identified on the RCO spot check list.

B County Office Action for Individual Complaint or County Office Observation

For reviews resulting from complaints received by the State Office POC or County Office, or reviews resulting from FSA employee or COC member observations, County Office reviews shall be limited to the specific farm or field in the complaint or observation. AD-2007 shall be completed according to instructions in Exhibit 6.

Note: County Offices must ensure that a sequential FSA tracking number has been assigned and entered on AD-2007 according to subparagraph 72 C for all reviews conducted for RCO.

C County Office Action on RCO Spot Check List

*--County Offices shall conduct reviews/spot checks on all producers/crops on the RCO spot check list. There will **never** be more than 10 producers per county on the RCO spot check list. AD-2027 shall be completed according to Exhibit 7.--*

* * *

Of those required reviews, County Offices shall conduct a review on a minimum of 1
--representative tract, which shall include all fields for all crops identified on the RCO spot--
check list.

Note: For those producers on the RCO spot check list whose land is physically located in the county receiving the list, but the land is administered by an adjoining County Office, contact the State POC. The producer will be transferred to the administering county RCO spot check list. The administering County Office will be responsible for completing the spot check.

70 Review Requirements (Continued)

C County Office Action on RCO Spot Check List (Continued)

During routine FSA compliance activity, County Offices shall document findings for those insureds identified on the RCO spot check list. These reviews will be specific to only those producers selected for review for FSA purposes and not the process listed under the required RCO reviews.

Examples: Bob Smith's farm will be visited as a result of a commodity loan inspection. Because Bob's name is on the RCO spot check list, the field and/or crop condition shall be documented on AD-2027. The County Office may expand the review to include additional fields and tracts if time permits.

--Acreage determinations resulting from the National Spot Check selection process shall also be used for acreage determinations for producers shown-- on the RCO spot check list. Producers whose crop acreage exceeds tolerance according to 2-CP, paragraph 378 shall be:

- reported as a finding on AD-2027
- forwarded to RCO POC through the State Office POC.

Although County Offices must meet the minimum number of required reviews and those reviews identified in conjunction with normal compliance activity, County Offices may expand reviews to additional tracts or fields as time or resources permit.

*--For spot checks selected, County Offices shall complete AD-2027 and AD-2045 with digital pictures inserted into the document. One AD-2027 shall be used for both inspections and one AD-2045 shall be completed for each of the 2 inspections.

The process of acquiring a digital photo and a GPS point provides a method of transmitting most of the data related to the spot check electronically. Guidelines were created to assist field staff conducting the spot checks. The guidelines are found in the following:--*

- Exhibit 8 for RCO spot check growing season inspection guidelines
- Exhibit 8.5 for GPS/digital camera getting set up quick
- Exhibit 8.6 for AD-2045 which is designed to capture the information about the digital photos and the GPS point.

--County Offices shall complete AD-2027 and AD-2045 immediately after the first and second inspections. County Offices shall send an e-mail to their State Office POC (Exhibit 11) informing them that AD-2027 and AD-2045 have been saved on the server after each inspection. No digital forms or documents shall be sent through e-mail. All documents will be retrieved from the County Office server.--

70 Review Requirements (Continued)

D State Office Action

*--The State Office POC shall forward all AD-2027's to RCO immediately after each inspection. If any deficiencies are detected or concerns are identified, supporting documentation shall be forwarded to RCO.

State Offices shall e-mail RCO when the spot check results are placed in the mail.

Note: See Exhibit 5 for the list of RCO's and States served.

E Naming Conventions**RMA GPS Points**

The GPS points that are collected during the field inspections shall be stored at **f:\geodata\project_data\fsa\rma\gps_points**.

GPS points are not needed for the second inspection. Use the GPS points from the first inspection for navigation on the second inspection.

- **rma_F#_T#_field#_p_StCty**

Example: **rma_F1234_T4321_field1<a,b,c...>_p_mn007** explains it is for the following:

- RMA spot check
- Farm 1234
- Tract 4321
- field 1a (the first picture taken in field #1)

Note: If pictures are taken from more than one location in the field, then add "field1a" for the first point location and "field1b" for the second point location.

- "p" indicates a geodata feature type of point
- Minnesota, Beltrami County.--*

70 Review Requirements (Continued)

E Naming Conventions (Continued)

***--RMA Digital Pictures**

The digital photos that are taken during the field inspections shall be stored:

- at **f:\geodata\project_data\fsa\rma\pics.**
- with the naming convention
rma_F#_T#_field#_y_<sequence-number>_StCty_<insp.#>.

All layers, shape files, or digital pictures created may have an optional date following “StCty” to indicate the exact dates of the first and second inspections, but “yyyymmdd” format shall be used.

Examples: **rma_F1234_T4321_field1_y_1-2_mn007_1st**
 rma_F1234_T4321_field1_y_2-2_mn007_2nd

The examples explain they are for the following:

- RMA spot check
- Farm 1234
- Tract 4321
- field 1
- “y” indicates a geodata feature type of photograph
- first of 2 photos (in first example); second of 2 photos (in second example)
- Minnesota, Beltrami County
- first inspection (in first example); second inspection (in second example).--*

70 Review Requirements (Continued)**E Naming Conventions (Continued)*****--AD-2027**

If the County Office completes AD-2027 electronically, then the County Office **must** follow standard naming convention to transmit AD-2027's to RCO through their State Office.

One AD-2027 shall be used for both crop inspections. AD-2027 shall be stored:

- at **f:\geodata\project_data\fsa\rma\forms**
- with the naming convention **AD-2027_producer name_crop_StCty.pdf**.

Example: AD2027_JohnJones_corn_mn007.pdf explains it is for the following:

- AD-2027 for RMA spot check
- John Jones is the producer
- corn is the crop
- Minnesota, Beltrami County.

AD-2045

AD-2045 shall be generated after each inspection and stored:

- at **f:\geodata\project_data\fsa\rma\forms**
- with the naming convention
AD2045_producer name_F#_T#_field#_ StCty_<insp.#>.doc.

Example: AD2045_JohnJones_F1234_T4321_field1_mn007_1st.doc explains it is for the following:

- AD-2045 for County Office GPS data log
- John Jones is the producer
- Farm 1234
- Tract 4321
- Field 1
- Minnesota, Beltrami County
- first inspection.

F Retention Period

Electronic versions of AD-2027 and AD-2045 shall be retained on the County Office server for the entire crop year for which they were created. At the end of the crop year, AD-2027 and AD-2045 shall be moved from the server and saved to CD. CD shall be retained according to 25-AS, Exhibit 59.5.5.--*

--71 Fact Finding, Documentation, and Supporting Documentation--

A Fact Finding for Individual Complaints or County Office Observations

For those individual complaints received by County Offices or observations indicating possible fraud, waste, or abuse, fact finding shall be conducted relative to the applicable crop, acreage, and allegation. Fact finding may include, but is not limited to, the following:

- reviewing FSA-578 and map, if applicable
- field visit to conduct growing season inspections, take photographs, observe similar farms, etc.

Notes: If FSA-578 has not been filed, the County Office shall ask the producer to identify the location of planted crops being reviewed.

FSA field representatives completing growing season inspections shall notate on the photocopy where the crop is located.

--71 Fact Finding, Documentation, and Supporting Documentation (Continued)--

A Fact Finding for Individual Complaints or County Office Observations (Continued)

- verifying production, if applicable, at local elevators, gins, etc.
- reviewing other FSA records, if available, such as LDP records, results of spot checks, disaster program applications, and FLP records
- observing * * * LA's performing appraisals only on a limited basis when requested by RCO
- for those reviews initiated at the County Office level, submit AD-2007 and all other supporting documentation to RCO through the State Office POC within 14 calendar days from the date the County Office becomes aware of the suspected fraud, waste, or abuse.

--B Fact Finding and Documentation for RCO Spot Check List--

The County Office shall perform a minimum of 2 documented field inspections, 1 within 30 calendar days after final planting date and 1 before harvest becomes general in the area.

The inspections shall include the following:

- the kind of tillage methods the insured has carried out
- the kind of weed control practices that are being carried out
- if a current soil test has been taken on any of the insured acreage
- how the inspected crop compares with those in the general area
- the type of fertilizer program being followed
- brief explanation of the weather in the past 4 to 6 weeks, the current weather conditions, and the expected weather conditions

***--71 Fact Finding, Documentation, and Supporting Documentation (Continued)**

B Fact Finding and Documentation for RCO Spot Check List (Continued)--*

- brief description of any pertinent remarks
- digital photographs of the fields inspected

Notes: If FSA-578 has not been filed, the County Office shall ask the producer to identify the location of planted crops being reviewed.

FSA field representatives completing growing season inspections shall notate on the photocopy where the crop is located.

- GPS points
- *--complete AD-2027
- complete AD-2045.

C Supporting Documentation--*

The County Office shall compile supporting documentation that may include, but is not limited to, the following:

- photocopy of FSA-578 and map, if acreage report has been filed
- field notes
- representative digital photographs with an embedded date and time stamp
- ***
- other available FSA records applicable to the inquiry
- *--other documents and items may be requested by RCO through the State Office POC.--*

72 County Office Action

A County Office Action for Individual Complaints or County Office Observations

Certain actions are required when County Offices are made aware of potential fraud, waste, or abuse as it applies to the Federal Crop Insurance Program. This table briefly summarizes steps for the County Office to follow when dealing with possible fraud, waste, or abuse cases.

--All cases involving late planting of an insured crop either through a complaint or observation shall be forwarded to RCO on AD-2007 regardless of whether a late planting period is offered.--

Step	Action	
1	Document initial discovery of suspected fraud, waste, or abuse according to subparagraph 23 A.	
2	Verify producer's insurance status for the crop or crops in question according to subparagraph 23 B.	
3	IF the crop is... not insured insured	THEN... no further action is required for RMA purposes. However, if the complaint could affect FSA programs, the complaint needs to be pursued for FSA purposes only. conduct fact finding according to subparagraph 71 A.
4	Important: Do not discuss referral of the case for possible fraud, waste, or abuse with the producer. Maintain confidentiality of complainant.	
5	Document results of fact finding efforts according to subparagraph 71 C.	
6	Submit AD-2007 and supporting documentation to * * * the State Office POC within 14 calendar days from the date the County Office becomes aware of the suspected fraud, waste, or abuse. Cases of urgency shall be processed expeditiously.	
7	Perform an additional inquiry as requested by the State Office POC or RCO through the State Office POC.	

72 County Office Action (Continued)

B County Office Action Relating to the RCO Spot Check List

This table briefly summarizes steps for County Offices to follow when performing reviews for those producers selected on the RCO spot check list.

Step	Action	
1	Identify selected insureds from the RCO spot check list according to subparagraph 70 C.	
2	Assign tracking number according to subparagraph 72 C.	
--3	Send notification letter to insured according to subparagraph 41 A--	
4	Conduct applicable inspections as outlined in subparagraph 71 B. Note: If a producer on the RCO spot check list claims the crop is not insured, the County Office shall confirm the crop insurance status with RMA through the State POC.	
5	*-- IF the inspection results are AD-2027...	THEN...
	category 4A, 4B, or 4C	submit report according to subparagraph 71 B and continue to conduct inspections throughout the growing season.
	category 4D	go to step 6.--*
6	Document results of fact finding efforts according to subparagraph 71 C.	
7	Important: Do not discuss the specifics or details of the finding resulting from the RCO spot check list with any persons outside FSA or RMA, unless specifically requested according to subparagraph 75 C.	
8	Submit AD-2027 and supporting documentation to RCO through the State Office *--POC within 5 calendar days after each inspection is complete.--*	
9	Perform an additional inquiry as requested by the State Office POC or RCO through the State Office POC.	

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 2002 in Wilbarger County, Texas, the tracking number assigned by the County Office would be 48-487-2002-0001.

- 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 overnight mail within 5 calendar days after receipt from the County Office
- forward all spot check results to RCO using overnight 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.

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... not warranted	THEN RCO shall... 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.	

--75 AIP Action*A Referrals to AIP by RCO**

If the review is referred by RCO to AIP, AIP shall:

- perform a field inspection--*
- take the appropriate action
- document their actions
- provide a report back to RCO on results of the review and actions taken.

***--B Referrals to State POC by AIP**

AIP's may request additional documentation from the County Office through the State Office POC in cases where AIP suspects fraud, waste, or abuse and RMA has failed to timely respond within 30 calendar days from an initial request made by AIP.

C Request for Information

AIP or loss adjusters performing claim reviews, inspections, and quality control reviews may be provided AD-2007 or AD-2027 and all supporting information. Requests shall be made on FSA-426-A.

County Offices may accept the AIP's or loss adjuster's written certification on FSA-426-A as acceptable proof that it is authorized access to the producer's records. However, if the County Office has concerns, it may request AIP or loss adjuster to provide additional proof that the insured has a policy with the company. An example of acceptable proof includes 1 or more of the following:

- producer signed application or transfer of coverage
- schedule of insurance or summary of coverage.

Note: County Offices shall not release AD-2007 and/or AD-2027 to insurance agents. AD-2007 and AD-2027 are protected against release to third parties under 5 U.S.C. Section 552(b)(6) of FOIA.--*

76-80 (Reserved)

***--Part 3 Claim Audits, Inspections, and Quality Control Reviews**

81 Overview

A Background

Appendix IV of the Standard Reinsurance Agreement requires AIP's to conduct claim audits, inspections, and quality control reviews that will:--*

- provide assurances that procedures, systems, and programs are effective and adequate
- be used to:
 - expose intentional program abuse
 - identify discrepancies, inconsistencies, or errors.

* * *

B Purpose

This part provides procedure to State and County Offices for:

- *--assisting AIP's that are conducting claim audits, inspections, and quality control reviews
- processing forms and letters received from RCO requesting producer information
- assisting RCO's that are conducting evaluations of AIP's claim reviews, inspections, and quality control reviews.--*

82 Responsibilities

*--A AIP Responsibilities

AIP's are required to conduct claims audits, inspections, and quality control reviews. AIP's:

- may request information from County Offices to assist in verifying information submitted by an insured producer
- should only be requesting information needed to complete their reviews
- shall submit a completed FSA-426-A to the County Office to request producer information
- shall ensure procedures are in place to preserve privacy of information obtained from FSA.

B RCO Responsibilities

RCO may evaluate a sample of completed AIP claims reviews, inspections, and quality control reviews. If discrepancies are discovered, RCO may submit a request to the applicable County Office for documentation that would resolve discrepancies in the AIP's review.

RCO's shall submit:

- FSA-426-A to the applicable County Office to request producer documentation

Note: See subparagraph 83 C for an example of a completed FSA-426-A.

- personal identification to County Offices if requesting documents in person.

RCO's may request documentation that does not reside in the County Office and may request the County Office to make a field visit. Information obtained outside of the County Office can only be requested by RCO. RCO shall make the request using RMA letterhead. Requests shall be sent to the State Office POC. See Exhibit 12 for an example of a RMA field visit request letter.

Note: Field visits may include the verification of information or data through independent resources.--*

82 Responsibilities (Continued)

C State Office Responsibilities

The State Office POC shall:

- *--assist AIP's and County Offices if problems cannot be resolved at the County Office level--*

* * *

- *--immediately notify PECD when there is a change in the State Office POC.--*

Note: FAX changes to 202-720-4941.

D County Office Responsibilities

County Offices shall:

- continue to give priority service to producers
- identify and prevent conflict of interest situations involving County Office employees when conducting field visits

82 Responsibilities (Continued)

D County Office Responsibilities (Continued)

- verify that the insured has a policy with AIP and provide copies of the following applicable documents as requested on the FSA-426-A:

Note: See subparagraph 75 C for guidelines for releasing information on FSA-426-A.--*

- CCC-502
- AD-1026A
- FSA-578 (producer print), for current and prior years
- price support loan or LDP documents and, if applicable, NAP loss claims or crop disaster applications
- map photocopy
- “Other” documents may be requested, such as producer lease agreements

***--Notes:** AIP must identify in FSA-426-A, “Remarks” section, the documents being--* requested.

Request for documents other than those listed should:

- be limited
- *--be requested only when about the review.--*
- process the information request in no less than 7 workdays from the day the County Office receives FSA-426-A
- *--provide copies of requested documents to AIP or RCO by mail, FAX, or in person
- notify AIP immediately if documents requested cannot be processed within the 7 workday timeframe or do not exist
- if requested by RCO, conduct an inspection or field visit and document results.

Note: RCO requests for field visit shall be submitted on RMA letterhead. See Exhibit 12 for an example of a RMA field visit request letter.--*

83 Completing FSA-426-A

A FSA-426-A Required Entries

*--County Offices shall review, upon receipt from the requester, FSA-426-A, items 1 through 14.

Note: FSA-426-A shall not be used for purposes other than claim audits, inspections, and quality control reviews.--*

Item Number	Item Definition	Item Description
1	FSA County Office Name, Address and Telephone No.	Insured's FSA Administrative County Office.
2	Crop Year	Crop year for claim.
3	Date	Date of information request.
4	*--AIP's Name	Name of requesting AIP. Note: If an RMA request, ENTER "RMA".--*
5	Phone Number	Telephone number for the: •*--AIP representative--* • RMA compliance investigator.
6	Requester	As applicable, check (✓): •*--"Company Request", for AIP representative--* • "RMA Request", for RMA compliance investigator.
7	Insured Name	Producer's name identified for the claim review.
8	ID Number	*--Last 4 digits of tax identification number of insured.--*
9	Crop	Crop selected for claim review.
10	Policy Number	Crop insurance policy number for the insured.
11	Information Requested	Check (✓) appropriate boxes that are applicable to the claim review. See subparagraph B.
12	Request Information to be: •*--mailed • FAXed--* • available for pickup	Check (✓) applicable box and mailing address if the documents requested are to be mailed.
13	Remarks	*--Identify other information being requested. List purpose of request, such as quality control review, GRP review.
14A	Requester's Printed Name and Signature	• AIP representative • RMA compliance investigator.
14B	Title	Includes AIP or RCO requesting information.--* Example: ABC Insurance Company, Quality Control Reviewer, or RMA Western Regional Compliance Office.
14C	Date	Date the requester signed FSA-426-A.

83 Completing FSA-426-A (Continued)

B Forms Identified on FSA-426-A

The following identifies the forms listed on FSA-426-A and the information that can
 --corroborate information on a claim audit, inspection, and/or quality control review. AIP--
 or RCO shall only request the needed forms.

Form Number	Form Description	Information To Be Verified
CCC-502 (Includes CCC-502A-Individual, CCC-502B-Joint Venture or General Partnership, CCC-502C-Corporation, Limited Partnerships of Other Similar Entities as applicable)	Farm Operating Plan for payment limitation review	Share lease or cash lease agreements, entity information, other farming interests
AD-1026A	Identifies Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification.	Producer name, address, and telephone number, multi-county producer, control county and photo/grid, and land location.
FSA-578 (producer print) (prior or current year)	*--Report of Acreage by last 4 digits of producer ID.--*	Crops planted, crop intended use, acres, and share. Total farmland and cropland.
Price support loan documents, CCC-677, CCC-678, and CCC-Cotton A Price support loan deficiency documents, CCC-666, CCC-709, and CCC-Cotton AA NAP loss claims or crop disaster program applications, if applicable	Production evidence	Total production for a farm submitted for a loan. Total production for a farm submitted for LDP. If applicable, production submitted for a crop disaster payment or NAP payment.
Map photocopy or aerial slides	Identifies the approximate boundaries of the crop on the farm.	Land location and crop conditions.
Other	Example: Lease Agreement	Share

83 Completing FSA-426-A (Continued)

C Example of FSA-426-A

Following is an example of FSA-426-A.

*--Note: FSA offices may access FSA-426-A at <http://intranet.fsa.usda.gov>. In the future, AIP's may access FSA-426-A at RMA's web site.

This form is available electronically.

FSA-426-A U.S. DEPARTMENT OF AGRICULTURE (02-11-08) Farm Service Agency MPCI/FCIC INFORMATION REQUEST		1A. COUNTY FSA OFFICE NAME AND ADDRESS (Zip Code) Goode Co. Farm Service Agency 91 Appleton Road Washington, PA 15301 1B. TELEPHONE NO. (Area Code) 724-891-2345	
2. CROP YEAR 2001		3. DATE (MM-DD-YYYY) 02-06-2002	
ITEMS 4 THROUGH 14 TO BE COMPLETED BY REQUESTER			
4. APPROVED INSURANCE PROVIDER (AIP) NAME Farmers Insurance Co.		5. TELEPHONE NO. (Area Code) 859-123-4567	
6. REQUESTER Company's Request <input type="checkbox"/> RMA Request <input type="checkbox"/>			
7. PRODUCER'S NAME	8. ID NUMBER (Last 4 Digits of SSN or Tax ID No.)	9. CROP NAME	10. POLICY NUMBER
I.M. Insured	4444	XXXX	XXXXXXXXXX
11. INFORMATION REQUESTED (Check appropriate box(es) that are applicable to producer.)			
A. CCC-502	B. AD-1028A	C. FSA-578 PRIOR YEAR PRODUCER PRINT	D. FSA-578 CURRENT YEAR PRODUCER PRINT
		X	X
12A. INFORMATION WILL BE:		12B. ADDRESS, IF MAILED	
<input type="checkbox"/> MAILED <input type="checkbox"/> FAXED <input type="checkbox"/> AVAILABLE FOR PICK UP			
13. REMARKS (Include purpose of request, i.e., quality control review) Please provide a copy of I.M. Insured's lease agreement.			
14. CERTIFICATION I certify that the producer(s) listed above has a current policy subject to review. This information will be used solely by the insurance company I represent for the express purpose of fulfilling claim audits, inspections, and quality control reviews.			
A. REQUESTER'S PRINTED NAME	B. REQUESTER'S SIGNATURE /s/ Nicholas Chase	C. TITLE ABC Insurance Company, Quality Control Reviewer	D. DATE (MM/DD/YYYY) 02-06-2002
15. TO BE COMPLETED BY FSA ONLY			
A. DATE RECEIVED (MM-DD-YYYY)	B. DATE FURNISHED (MM-DD-YYYY)	C. WORKLOAD DATA	D. INITIALS

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--*

84 (Withdrawn--Amend. 21)

85-100 (Reserved)

2-8-08

4-RM Amend. 21

Page 3-8

Part 6 Data Reconciliation**Section 1 General Policy and Provisions****160 General Provisions****A Introduction**

The Agricultural Risk Protection Act of 2000 mandates that “the Secretary shall develop and implement a coordinated plan for FCIC and FSA to reconcile all relevant information received by FCIC or FSA from a producer who obtains crop insurance coverage under this title. Beginning with the 2001 crop year, the Secretary shall require that FCIC and FSA reconcile this producer-derived information on at least an annual basis to identify and address any discrepancies.”

B Purpose

This part contains:

- provisions for the responsibilities of:
 - FSA County Offices
 - FSA State Office POC’s
 - RCO’s
 - *--AIP’s--*
- information about standards set for data reconciliation
- procedure for:
 - identifying discrepancies
 - correcting discrepancies identified on the Acreage/Share Data Reconciliation Report
 - *--resolving discrepancies between agencies and AIP’s.--*

--161 2001 Crop Year Data Reconciliation*A Introduction**

For crop year 2001, RMA and FSA data is being compared at the crop, or summary, level. The summary level shows all acreage for a specific crop by crop share in the county where the land is physically located. The crop acreage and production are not being broken down to lower comparison levels, such as by crop type or practice.

Example: Producer is on 3 farms on FSA records, each with 100 acres. On 2 of the farms, the producer has irrigated corn. On the third farm, the producer raised non-irrigated corn. A total of 300 FSA acres of corn are listed for the producer.

For future years, data may be reconciled at a lower level.

B Data Elements for Review

The following 4 areas have been identified for data reconciliation:

- producer identification number
- crop shares
- acreage
- production.

As RMA and FSA move toward a common computing environment, the elements to be reconciled will be expanded to ensure program integrity.

C Crops Being Reviewed

For the 2001 crop year data reconciliation process, information on the following crops are being reconciled:

- | | |
|---|-------------------------------|
| • barley | • peanuts |
| • canola | • quota tobacco |
| • corn | • rapeseed |
| • cotton (upland and extra long staple) | • rice |
| • crambe | • safflower |
| • flax | • soybeans |
| • grain sorghum | • sunflower (oil and non-oil) |
| • mustard | • wheat.--* |
| • oats | |

Section 4 RCO Responsibilities

241 RCO Action

A Introduction

After FSA State and County Offices have reviewed the data discrepancy reports, records that cannot be reconciled by FSA are electronically forwarded to RMA for review.

B ID Number Discrepancies

RCO shall:

- rectify producer ID data discrepancies and disputed data
- *--forward a listing of ID data discrepancies to each AIP for information, followup,--* and/or correction
- review reinsured company response to ID data discrepancies and maintain supporting documentation.

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

Note: RCO will act only on referrals which display evidence of intent to commit an act that would result in RMA assuming undo liability.

If the applicable RCO and the State Office POC cannot distinguish the correct ID number, take action according to the following.

Step	Action
1	State Office POC will submit a written request to PECD, CPB requesting a check with SSA to indicate the correct ID number.
2	PECD, CPB will provide a response to the State Office POC.
3	After receiving the response, the State Office POC will forward a copy to the County Office and applicable RCO.
4	*--RCO will forward the correct ID number to AIP.--*

241 RCO Action (Continued)

C Crop Share Discrepancies

RCO shall:

- rectify share data discrepancies and disputed data
- forward a listing to each reinsured company of share data discrepancies for information, followup, and or correction.

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

D Acreage Discrepancies

RCO shall:

- rectify acreage data discrepancies and disputed data
- *--forward a listing to each AIP of acreage data discrepancies for information, followup,--* and/or correction.

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

E Discrepancies in Production Data

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

242-257 (Reserved)

***--Section 5 AIP Responsibilities**

258 AIP Action

A ID Number Discrepancies

AIP's shall review ID data discrepancies forwarded by RCO for information, followup,--* and/or correction.

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

B Crop Share Discrepancies

--AIP's shall review share data discrepancies forwarded by RCO for information, followup,-- and/or correction.

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

C Acreage Discrepancies

--AIP's shall review acreage data discrepancies forwarded by RCO for information,-- followup, and/or correction.

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

D Discrepancies in Production Data

Additional instructions and guidelines for reviewing and correcting discrepancies will be forthcoming.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026A	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		82, 83, Ex. 6
AD-2006	State and County Consultation Request	Ex. 17	121, 124, 132
AD-2006A	Consultation Request Log for AD-2006	Ex. 15	121
AD-2007	FSA/RMA Compliance Referral Form	Ex. 6	6, 21, 23, 70-75, 181, 183, 212 Ex. 10
AD-2007A	FCIC Program Integrity Log for AD-2007 and AD-2027	Ex. 10	72, 73
AD-2027	RCO Spot Check List/Growing Season Inspection Form	Ex. 7	6, 21, 70-75, Ex. 8, 8.5, 10
AD-2045	FSA County Office GPS Data Log	Ex. 8.6	70-73, Ex. 8, 8.5
CCC-502	Farm Operating Plan for Payment Eligibility Review		82, 83
CCC-666	Farm Stored Loan Quantity Certification		83
CCC-677	Farm Storage Note and Security Agreement		83
CCC-678	Warehouse Storage Note and Security Agreement		83
CCC-709	Direct Loan Deficiency Payment Agreement		83
CCC-Cotton A	Cotton Producer's Note and Security Agreement		83
CCC-Cotton AA	Upland Cotton Producer's Loan Deficiency Payment Application and Certification		83
FSA-426	MPCI/FCIC Information Request Worksheet		75
FSA-426-A	MPCI/FCIC Information Request	83	75, 82
FSA-578	Report of Acreage		Text, Ex. 6

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AIP	approved insurance provider	Text
ALG	Appeals and Litigation Group	8
GPS	Global Positioning System	167
MPCI	Multiple Peril Crop Insurance	122, 123, 130, 131, Ex. 6
POC	point of contact	Text, Ex. 6, 7, 11, 17

Delegations of Authority

None

Definitions of Terms Used in This Handbook

Abuse

Abuse is the improper or excessive use of authority. Abuse refers to administrative violations of Departmental, agency, or program regulations that impair the effective and efficient execution of programs. These violations may result in Federal losses or they may result in denial or reduction in lawfully authorized Federal benefits to participants.

*--Approved Insurance Provider (AIP)

An approved insurance provider (AIP) is a legal entity which has entered into a Standard Reinsurance Agreement with FCIC for the applicable reinsurance year. For the purpose of this handbook this includes company employees and persons contracted to perform loss adjustment and compliance obligations that includes loss adjusters, field supervisors, quality control reviews, etc. This does **not** include insurance sales agents or employees thereof.--*

Determined Acreage

Determined acreage is acreage determined by an authorized FSA representative.

Fraud

Fraud is the intentional, wrongful obtaining or attempt of obtaining either money or some other advantage or benefit from governmental programs. Fraud includes but is not limited to, theft, embezzlement, false statements, illegal commissions, kickbacks, conspiracies, and obtaining contracts through collusive arrangements.

* * *

Policyholder Alert

A policyholder alert is defined as a problem, or potential problem, with a policyholder's insurance data that may result in payment being made to the policyholders outside the authority of the Federal Crop Insurance Act.

Program Deficiency

A program deficiency is defined as a defect in a policy or county actuarial document that result in excessive indemnities being paid to producers outside the authority of the Federal Crop Insurance Act as determined by RMA's Administrator.

Definitions of Terms Used in This Handbook (Continued)

Tolerance

Tolerance is the number of acres that the reported acreage or allotment may differ from the determined acreage without either of the following:

- the total loss of benefits
- the overall accuracy of the acreage report being questioned.

Waste

Waste is incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls.

Example Letter to Notify Producer of Spot Check

*--

Name:
Address:

Date:

Dear Producer,

In June 2000, Congress passed the Agricultural Risk Protection Act. It requires the Risk Management Agency (RMA) with the assistance of the Farm Service Agency (FSA) to improve program compliance and integrity of the Federal crop insurance program. RMA has also been given the authority to request assistance from FSA in conducting reviews of insured crops during the growing season.

One of your policy crops has been chosen for a spot check. RMA has requested FSA to perform a minimum of two-documented field inspections during the growing season. These inspections will be thoroughly documented and reported to the appropriate RMA Regional Compliance Office. This information will also be made available at the FSA County Office for your insurance company's use if loss adjustment activities occur.

The _____ FSA County Office is requiring you to inform this office by (date), in writing, of where your fields of (crop) are located for the (year) growing season. Indicate whether a soil test has been completed for the crop locations above. Include in your written statement what method of chemical and fertilizer treatment is being implemented for the (year) growing season. This information is required by handbook 4-RM, subparagraph 71 B as part of the spot check process.

Sincerely,

County Executive Director
Your County USA

--*

List of RCO's and States Served

The following is a list of RCO's and the States they serve.

Mailing Address of RCO's	States Served	
Southern Regional Compliance Office 1111 W. Mockingbird Lane, Suite 280 Dallas, TX 75247 214-767-7700 (7:30 - 4:30 C) FAX: 214-767-7721	Arkansas Kentucky Louisiana Mississippi	New Mexico Oklahoma Tennessee Texas
Eastern Regional Compliance Office 4405 Bland Road, Suite 165 Raleigh, NC 27609 919-875-4930 (7:00 - 4:30 E) FAX: 919-875-4928	Alabama Connecticut Delaware Florida Georgia Maine Maryland Massachusetts New Hampshire New Jersey	New York North Carolina Pennsylvania Puerto Rico Rhode Island South Carolina Vermont Virginia West Virginia
Western Regional Compliance Office 430 G Street, Suite 4167 Davis, CA 95616-4167 530-792-5850 (7:00 - 4:00 P) FAX: 530-792-5865	Alaska Arizona California Hawaii Idaho	Nevada Oregon Utah Washington
Northern Regional Compliance Office 3440 Federal Drive, Suite 200 Eagan, MN 55122-1301 *--651-452-1688 (7:00 - 4:30 C) FAX: 651-452-1689	Iowa Minnesota Montana North Dakota	South Dakota Wisconsin Wyoming
Central Regional Compliance Office Beacon Facility, Mail Stop 0833 PO Box 419205 Kansas City, MO 64141-6205--* 816-926-7963 (7:30 - 4:00 C) FAX: 816-926-5186	Colorado Kansas Missouri Nebraska	
Mid-Western Regional Compliance Office 6045 Lakeside Blvd. Indianapolis, IN 46278 317-290-3050 (7:30 - 4:00 E) FAX: 317-290-3065	Illinois Indiana Michigan Ohio	

AD-2007, FSA/RMA Compliance Referral Form

A Completing AD-2007

Complete one AD-2007 for each complaint or referral on file with the County Office. County Offices shall complete AD-2007 according to the instructions in the following table.

Item	Instructions
1	*--Enter tracking number. Assign according to subparagraph 72 C.--* * * *
Part A - Complainant/Source Information (Optional)	
2A	Enter name and address of the complainant. (Optional)
2B	Enter telephone number of the complainant. (Optional)
Part B - Details of the Complaint	
3	Indicate how the complaint was received. Note: If located on RMA compliance spot check list, go to Part C.
4	Enter name and address of the person or entity the complaint was filed against.
5	Record all crops stated in the complaint.
6	Record the crop year(s) in which the complaint occurred.
7	Record the State and county in which the complaint occurred. Record the exact location of the field(s) in the complaint by road, intersection, or landmark and farm serial number, if available.
8	This is the narrative of the complaint. It is necessary to include all details provided by the complainant including the current crop and field conditions. Be as specific as possible. Try to address who, what, where, when, and how.
9	Indicate how the complainant is aware of the situation.

AD-2007, FSA/RMA Compliance Referral Form (Continued)

A Completing AD-2007 (Continued)

Item	Instructions
10	Include any information the complainant has other than what is detailed in item 8. This could include photos, receipts, or other hard copy documentation. Include any other person or source of information.
11A	The FSA employee recording the information shall print and sign their name.
11B	Record the date the complaint is received.
Part C - Insurance Verification	
12	Before calling RCO for insurance verification, determine all entities and associated *--social security or tax identification numbers involved in the complaint. Enter last 4 digits of SSN or tax ID.--*
13A	Print the name of the RCO POC that gave the insurance verification.
13B	Enter the date on which verification was given.
14	Indicate MPCCI status as reported by RCO. If "No", no further action is required.
Part D - FSA Fact Finding	
15	Print the name of the FSA employee(s) involved in the fact finding.
16	Record the date the complaint was assigned for fact finding.
17A	Enter the farm number(s) associated with the farm(s).
17B	Enter the tract number(s) associated with the farm(s).
18	Indicate if FSA personnel visited the farm or area of complaint. If "No", briefly describe the results of the fact finding in item 22.
19	Indicate if FSA personnel took pictures of the farm or area of complaint.
20	Determine whether the condition described in the complaint are comparable to other like conditions in the area. If "No", explain in item 22.

AD-2007, FSA/RMA Compliance Referral Form (Continued)

A Completing AD-2007 (Continued)

Item	Instructions
21	List all FSA documentation that is attached to the form. This will include but is not limited to FSA-578, AD-1026A, photocopies, and crop specific FSA forms when required. Also, any CCC forms that were used as part of the FSA fact finding.
22	Comment on FSA findings (include explanation for items 18 and 20 if answered "No").
23	Enter the name, address, and telephone number of FSA County Office.
24	The FSA County Office reviewing official shall print and sign their name.
25	Enter the date the completed report was transmitted to the FSA State Office POC.
Part E - State Office POC Action	
26	Enter the name, address, and telephone number of FSA State Office.
27	Enter the date the referral was returned to the County Office by the State Office POC, if applicable.
28	Enter the date the referral was transmitted to RCO.
Part F - RCO Action	
29A	Enter RO's name and address.
29B	Enter RO's telephone number.
30	Indicate the action taken by RCO and the date RCO took action.

AD-2007, FSA/RMA Compliance Referral Form (Continued)

B Example of AD-2007

Following is an example of AD-2007.

*--

This form is available electronically. AD-2007 U.S. DEPARTMENT OF AGRICULTURE (02-11-08) Farm Service Agency FSA/RMA COMPLIANCE REFERRAL FORM		1. FSA TRACKING NUMBER (13 Digit Number)*
PART A - COMPLAINANT/SOURCE INFORMATION		
2A. NAME AND ADDRESS OF PERSON MAKING THE COMPLAINT		2B. TELEPHONE NUMBER OF THE PERSON MAKING THE COMPLAINT (Include Area Code)
PART B - DETAILS OF THE COMPLAINT		
3. FORM OF COMPLAINT: Phone <input type="checkbox"/> E-Mail <input type="checkbox"/> In-Person <input type="checkbox"/> OTHER: (Explain in Item 10) <input type="checkbox"/>		
4. NAME AND ADDRESS OF THE SUBJECT OF THE COMPLAINT		5. CROP(S) STATED IN COMPLAINT
		6. CROP YEAR(S) IN WHICH THE COMPLAINT OCCURRED:
7. STATE & COUNTY WHERE COMPLAINT OCCURRED (State exact location of the field(s) in the complaint by road, intersection, or landmark and farm serial number if available):		
8. NARRATIVE OF THE COMPLAINT (Include all details including current crop and field conditions. Address who, what, where, when, and how):		
9. HOW DOES COMPLAINANT KNOW THE SITUATION? Hearsay <input type="checkbox"/> Visual <input type="checkbox"/> Knowledge of Records <input type="checkbox"/>		
10. OTHER INFORMATION NOT EXPLAINED IN ITEM 8 (include photos, receipts, or other hard copy documentation, or other sources of information):		
11A. NAME OF FSA OFFICIAL RECORDING INFORMATION		11B. DATE COMPLAINT RECEIVED (MM-DD-YYYY)
*TRACKING NUMBER (13 Digits alpha numeric): Digits 1 & 2 identify State Location Code (i.e., Texas = 48). Digits 3 through 5 identify County Location Code (i.e., Wilbarger = 487). Digits 6 through 9 identify calendar year the request is made (i.e., 2001 = 2001). Digits 10 through 13 identify the request number in chronological order (i.e., request number 1 = 0001).		
The U.S. Department of Agriculture (USDA) prohibits discrimination in all its program and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.		

--*

AD-2007, FSA/RMA Compliance Referral Form (Continued)

B Example of AD-2007 (Continued)

*--

AD-2007 (02-11-08)		Page 2	
PART C - INSURANCE VERIFICATION			
12. ALL ENTITIES INCLUDED IN THE COMPLAINT KNOWN BY FSA AND THEIR ASSOCIATED SSNs AND/OR TAX IDENTIFICATION NUMBERS:			
ENTITY NAME	SSN NO. OR TAX ID NO. <i>(Last 4 Digits)</i>	ENTITY NAME	SSN NO. OR TAX ID NO. <i>(Last 4 Digits)</i>
A.		B.	
C.		D.	
13A. NAME OF REGIONAL COMPLIANCE OFFICE CONTACT		13B. DATE CONTACTED (MM-DD-YYYY)	
14. MPC? (Check one of the boxes) YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If "NO" is checked, no further action is required.</i>			
PART D - FSA FACT FINDING			
15. NAME OF FSA OFFICIAL INVOLVED IN FACT FINDING		16. DATE THE COMPLAINT WAS ASSIGNED TO FSA OFFICIAL <i>(MM-DD-YYYY)</i>	
17A. FARM FSN NUMBER	17B. FARM TRACT NUMBER	18. DID FSA PERSONNEL VISIT THE FARM OR AREA OF COMPLAINT? <i>(If "NO," explain in Item 22.)</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	
19. DID FSA PERSONNEL TAKE PHOTOS OF THE FARM OR AREA OF COMPLAINT? YES <input type="checkbox"/> NO <input type="checkbox"/>		20. WAS THE CONDITION OF THE COMPLAINT COMPARABLE TO OTHER LIKE CONDITIONS IN THE AREA? <i>(If "NO," explain in Item 22.)</i> YES <input type="checkbox"/> NO <input type="checkbox"/>	
21. FSA SUPPORTING DOCUMENTATION ATTACHED:			
22. FSA COMMENTS <i>(If additional space is needed, attach and sign a separate sheet.)</i>			
23. FSA COUNTY OFFICE NAME AND ADDRESS <i>(Include Zip Code)</i>		24. NAME OF FSA COF REVIEWING OFFICIAL	
TELEPHONE NUMBER: <i>(Include Area Code)</i>		25. DATE TO STO (MM-DD-YYYY)	
PART E - STATE POC'S ACTIONS			
26. FSA STATE OFFICE NAME AND ADDRESS <i>(Include ZIP Code)</i>		27. DATE TO COF (MM-DD-YYYY)	
TELEPHONE NUMBER: <i>(Include Area Code)</i>		28. DATE TO RCO (MM-DD-YYYY)	
PART F - RCO'S ACTIONS			
29A. REGIONAL OFFICE NAME & ADDRESS <i>(Include ZIP Code)</i>		29B. REGIONAL OFFICE TELEPHONE NUMBER <i>(Include Area Code)</i>	
30. ACTION TAKEN BY RCO: <i>(Check one of the following and insert date when RCO took action below.)</i>			
REFERRED TO: POC <input type="checkbox"/>	COMPANY <input type="checkbox"/>	OIG <input type="checkbox"/>	INTERNAL TO RCO <input type="checkbox"/> DATE RCO TOOK ACTION: _____ <i>(MM-DD-YYYY)</i>

--*

AD-2027, RCO Spot Check List/Growing Season Inspection Form

A Completing AD-2027

Complete one AD-2027 for each selected producer's crop listed on the RCO spot check list. County Offices shall complete AD-2027 according to the instructions in the following.

Item	Instructions
1	Enter tracking number. Assign according to subparagraph 72 C.
2A	Enter name of producer.
2B	*--Enter producer address.
2C	Enter last 4 digits of producer tax ID.
2D	Enter telephone number of producer.
3A	Enter the State name.
3B	Enter the County Office name where farm records are maintained.
3C	Enter county name where the farm land is located.
3D	Enter the applicable crop. Note: Only one crop per AD-2027.
3E	Enter applicable crop year.
3F	Enter the farm serial number(s) selected for spot check.
3G	Enter the farm tract numbers selected for spot check.--*
4A	Check if no spot check necessary. * * * Notes: County Office shall: <ul style="list-style-type: none"> •*--notate in item 4E why this spot check is not applicable, that is, --* deceased, sold land, etc. • verify insurance from RCO before checking "Not Applicable".
4B	Check if spot check performed and no concerns were identified. * * *
4C	Check if spot check performed and concerns were identified; however, crop conditions were similar to other farms in the area. * * *
4D	Check if spot check performed, concerns were identified, and crop conditions were not similar to other farms in the area. Provide a brief summary of the concerns identified. * * *
--4E	Enter all relevant comments about the inspection.--
5	Enter the date the County Office forwarded AD-2027 to the State Office POC.
6	Enter the date the State Office POC forwarded AD-2027 to RCO.

***--AD-2027, RCO Spot Check List/Growing Season Inspection Form (Continued)**

A Completing AD-2027 (Continued)

Item	Instructions
7A	Enter the name and address of FSA County Office.
7B	Enter the telephone number of FSA County Office.
8A	Enter the tillage methods used before first inspection and after first inspection. Enter NA if not applicable.
8B	Enter the weed/pest control practices used by the producer before the first inspection and after the first inspection. Enter NA if not applicable.
8C	Enter the date of the last soil test.
8D	Determine whether the crop conditions are comparable to other farms in the area during first and second inspections. If no, explain.
8E	Enter the fertilization program before the first inspection and after the first inspection. Enter NA if not applicable.
8F	Describe the weather conditions at the time of planting.
8G	Describe the weather conditions after planting, before the first inspection, and after first inspection.
8H	Indicate if FSA personnel took pictures of the crop on the farm during first inspection and during second inspection.
9A	Print the name of the FSA reviewing official conducting first inspection.
9B	Enter the date of the first inspection.
10A	Print the name of the FSA reviewing official conducting second inspection.
10B	Enter the date of the second inspection.
11	Check the applicable items for which supporting documentation is attached to AD-2027.

--*

AD-2027, RCO Spot Check List/Growing Season Inspection Form (Continued)

B Example of AD-2027

Following is an example of AD-2027.

*--

This form is available electronically. AD-2027 (02-11-08)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. FSA Tracking Number (13 Digit Number)	
RCO SPOT CHECKLIST GROWING SEASON INSPECTION FORM					
PRODUCER INFORMATION					
2A. Producer Name (Last, First, Middle Initial)			2B. Producer Address (Street, City, State, Zip Code)		
2C. Producer Tax ID Number (Last 4 Digits)			2D. Producer Telephone Number (Include Area Code)		
GENERAL INFORMATION					
3A. State	3B. County FSA Office where Farm Records are Maintained	3C. County FSA Office where Farm Land is Located	3D. Crop	3E. Crop Year	
3F. Farm Serial Number(s)			3G. Farm Tract Number(s)		
4. Inspection Results (County FSA Office shall complete and submit immediately after each inspection):					
<input type="checkbox"/> 4A. Not Applicable - No Inspection Performed (Producer deceased, quit farming, not farming in county, did not plant the crop, crop not insured, etc.). Note: If item 4A is applicable, indicate in comments section below why no inspection was performed.					
<input type="checkbox"/> 4B. Inspection Performed, No Concerns Identified.					
<input type="checkbox"/> 4C. Inspection Performed, Reduced Yields Expected, (Crop conditions <i>similar</i> to other farms in the area.)					
<input type="checkbox"/> 4D. Inspection Performed, Concerns Identified, (Crop conditions <i>NOT similar</i> to other farms in the area). Summarize concerns in comments section below.					
4E. Comments:					
5. Date County FSA Office Forward to State POC (MM-DD-YYYY)			6. Date State FSA Office Forward to RCO (MM-DD-YYYY)		
7A. County FSA Office Name and Address (Include Zip Code)			7B. County FSA Office Telephone Number (Include Area Code)		

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AD-2027, RCO Spot Check List/Growing Season Inspection Form (Continued)

B Example of AD-2027 (Continued)

*--

AD-2027 (02-11-08)		Page 2
8. Explain each of the following:		
A. Tillage Method Used:		
(1) First Inspection	(2) Second Inspection (Enter N/A if not applicable)	
B. Weed/Pest Control Practices:		
(1) First Inspection	(2) Second Inspection (Enter N/A if not applicable)	
C. Date of Last Soil Test (MM-DD-YYYY):		
First Inspection		
D. Describe Crop Conditions (Comparable to other farms in the area):		
(1) First Inspection	(2) Second Inspection	
E. Type of Fertilization Program:		
(1) First Inspection	(2) Second Inspection (Enter N/A if not applicable)	
F. Weather Conditions at Time of Planting:		
First Inspection		
G. Current Weather Conditions:		
(1) First Inspection	(2) Second Inspection	
H. Photographs Taken:		
(1) Number of Photos Taken	(2) Date of Photos	(3) Second Inspection <input type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURES		
9A. Name of First FSA Reviewing Official (print):		10A. Name of Second FSA Reviewing Official (print):
9B. Date of First Inspection (MM-DD-YYYY)		10B. Date of Second Inspection (MM-DD-YYYY)
11. County FSA Office shall enter a check mark indicating what documentations are attached:		
<input type="checkbox"/> FSA-578	<input type="checkbox"/> AD-1026A	<input type="checkbox"/> Photographs (AD-2045, FSA County Office GPS Data Log)
<input type="checkbox"/> Map Photocopies	<input type="checkbox"/> Field Notes	<input type="checkbox"/> Other _____

--*

RCO Spot Check Growing Season Inspection Guidelines

Important: This process **requires** that the time on the digital camera and the time on the GPS unit match within 1 minute. If the clock on the digital camera is not set, then the data collected will not be valid. Check the time on the digital camera each time it is taken out in the field.

- One GPS point and 2 digital pictures are required for each spot check. The first picture shall be an overview of the field and the second digital picture shall be a “zoomed in” picture of the standing crop condition.

Note: The picture shall document the general crop condition of the standing crop. A measuring device is encouraged to document crop height where applicable.

- If AD-2027, items 4A through 4C are identified, then no additional data will need to be collected. The GPS point and 2 digital pictures are required. The County Office must fill out the electronic versions of AD-2027 and AD-2045 with the digital pictures and a description of the digital pictures inserted. Include in the description the direction that was faced while the picture was taken.
- If AD-2027, item 4D is the result of the inspection, then additional data shall be collected.
- In addition to the 1 GPS point and 2 digital pictures, the inspector shall take as many GPS points and digital pictures as needed to document the situation/condition. Take additional digital pictures of surrounding fields with similar crops to further document your findings.
- The County Office shall complete AD-2027 and AD-2045 with the digital pictures inserted with a description of each picture. Include in the description the direction that was faced while the picture was taken. Both AD-2027 and AD-2045 shall be completed after the first and second inspections and made available immediately, saved to server, after both inspections. County Offices shall send an e-mail to the State Office that the documents have been moved to the server.--*

* * *

***--GPS/Digital Camera Getting Set Up Quick Field Sheet (Continued)**

B Establishing Camera Settings (Continued)

Establish camera settings for the **Olympus C-4000 Zoom** according to the following.

Remove the lens cap before turning on the power. Turn on the camera by turning the mode dial to playback mode or "P".



Setting Time and Date for the Olympus C-4000 Zoom

Step	Action
1	Press the menu button ("OK" button) on the back of the camera.
2	Press the up arrow on the arrow pad.
3	Press the left arrow twice and scroll to "Setup".
4	Press the right arrow and scroll to the clock icon.
5	Press the right arrow once.
6	Press the right arrow button to display the setup box and PRESS "OK".
7	<p>The time and date setting field will be displayed. There will be fields to set the month, day, year, hour, and minute. The 1st icon which is the arrows forming a circle, can be used to set the date format. Select any of the following formats:</p> <ul style="list-style-type: none"> • day/month/year • month/day/year • year/month/day.
8	Use the left and right keys to select between fields and use the up and down keys to set the fields, ie month or hour.
9	When the time has been set, PRESS "OK" until the menus are exited.

GPS/Digital Camera Getting Set Up Quick Field Sheet (Continued)

C Collecting Data

Collect 1 waypoint at the inspection site according to the following.

Step	Action
1	PRESS and HOLD "Enter" for 2-seconds until the Mark Waypoint Screen is displayed.
2	PRESS "Menu" 1 time to select the "Average Location" function and PRESS "Enter".
3	Wait 10 seconds to allow the GPS to average the estimated accuracy and PRESS "Save".
4	Highlight the waypoint name with the rocker and PRESS "Enter".
5	Rename the waypoint so that the office staff will be able to understand by using the rocker up/down and side-to-side. When finished PRESS "Enter".
6	Use the rocker to highlight "OK" and PRESS "Enter" to complete the waypoint.

Collect digital pictures by taking the following 2 digital pictures at each inspection site:

- 1 overview picture
- *--1 "zoomed in" picture.--*

Note: If AD-2027, item 4D is checked, then additional documentation is required.

D Completing AD-2045

Complete AD-2045. Fill out the "General Information" section properly which will be a 2 step process. AD-2045 will have to be filled out digitally once back in the office. Digital pictures will be inserted and a picture description will be added in the office. * * *

AD-2045, FSA County Office GPS Data Log

A Completing AD-2045

Complete AD-2045 according to the following.

Item	Action
1A	Enter the producer's name.
1B	Enter the producer's address.
1C	*--Enter the producer's tax ID (last 4 digits only).--*
1D	Enter the producer's telephone number.
2	Enter State.
3	*--Enter county where farm is located.--*
4	Enter crop.
5	Enter crop year.
6	Enter zone.
7	Enter farm number.
8	Enter field number.
9	Enter projection. *--Note: In most cases projection is UTM.--*
10	Enter tract number.
11	Enter date of farm visit.
12	Enter time of farm visit.
13A - 13G	*--Enter file name of GPS waypoint number latitude and longitude. Note: See subparagraph 70 E for proper file naming convention.
14A, 14B	Enter total number of digital pictures taken and list the file names of each picture taken. Note: See subparagraph 70 E for proper file naming convention.
15	Enter any additional comments.
16	Enter prepared by.
17	Enter title of preparer.
18	Enter the date prepared.

AD-2045, FSA County Office GPS Data Log (Continued)

A Completing AD-2045 (Continued)

Item	Action
19 A	<p>Enter overview picture.</p> <p>Note: AD-2045 must be unlocked before inserting digital pictures. Pictures must be properly inserted. Do not copy and paste pictures. Unlock AD-2045 according to the following.</p> <ul style="list-style-type: none"> • Click the empty picture box. • On the Word toolbar, CLICK “View”, “Toolbars”, and “Forms”. • On the Forms toolbar, CLICK “🔒”, “Protect Form” to unlock the form. <p>Insert digital pictures according to the following.</p> <ul style="list-style-type: none"> • Click the empty picture box. • On the Word toolbar, CLICK “Insert”, “Picture”, and “From File”. • Browse to the saved digital picture file location and CLICK “Insert” • Repeat until all digital picture files are inserted. <p>To lock AD-2045, using the Forms toolbar, CLICK “🔒”, “Protect Form”. AD-2045 should be locked after inserting pictures to ensure that the pictures are maintained.</p>
19B	Enter direction facing and any additional information.
20A	Enter zoomed in picture.
20B	Enter direction facing and any additional information.
21A	Enter any additional pictures.
21B	Enter direction facing and any additional information.

AD-2045, FSA County Office GPS Data Log (Continued)

B Example of AD-2045

The following is an example of AD-2045.

*--


This form is available electronically.		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
AD-2045 (02-11-08)		FSA COUNTY OFFICE GPS DATA LOG	
NOTE: This form should be used with the AD-2027 or AD-2007. Use this to record GPS points and attach digital photos.			
PRODUCER INFORMATION			
1A. PRODUCER'S NAME (Last, First, Middle Initial)		1B. PRODUCER'S ADDRESS (Street, City, State, Zip Code)	
1C. PRODUCER'S TAX ID NO. (Last 4 digits)		1D. PRODUCER'S TELEPHONE NUMBER (Include Area Code)	
GENERAL INFORMATION			
2. STATE	3. COUNTY FSA OFFICE WHERE FARM IS LOCATED	4. CROP	5. CROP YEAR
6. ZONE	7. FARM NUMBER	8. FIELD NUMBER	
9. PROJECTION	10. TRACT NUMBER	11. DATE (MM-DD-YYYY)	12. TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
13. GPS INFO:			
A. FILE NAME OF FIRST WAYPOINT	B. LATITUDE	C. LONGITUDE	
D. FILE NAME OF SECOND WAYPOINT	E. LATITUDE	G. LONGITUDE	
14. DIGITAL PICTURE INFORMATION:			
A. TOTAL NUMBER OF PICTURES	B. LIST PICTURE FILE NAMES		
15. ADDITIONAL COMMENTS:			
SIGNATURE			
16. PREPARED BY (Print Name):		17. TITLE OF PREPARER	18. DATE PREPARED
<small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its program and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of Discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410, or call (600) 795-3272 (voice) or (202) 720-6362 (TDD). USDA is an equal opportunity provider and employer.</small>			

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AD-2045, FSA County Office GPS Data Log (Continued)

B Example of AD-2045 (Continued)

*--

AD-2045 (02-11-08)	Page 2 of 4
19A. Overview Picture	
	
19B. Description:	

--*

AD-2045, FSA County Office GPS Data Log (Continued)

B Example of AD-2045 (Continued)

*--

AD-2045 (02-11-08) Page 3 of 4

20A. Zoomed In Picture

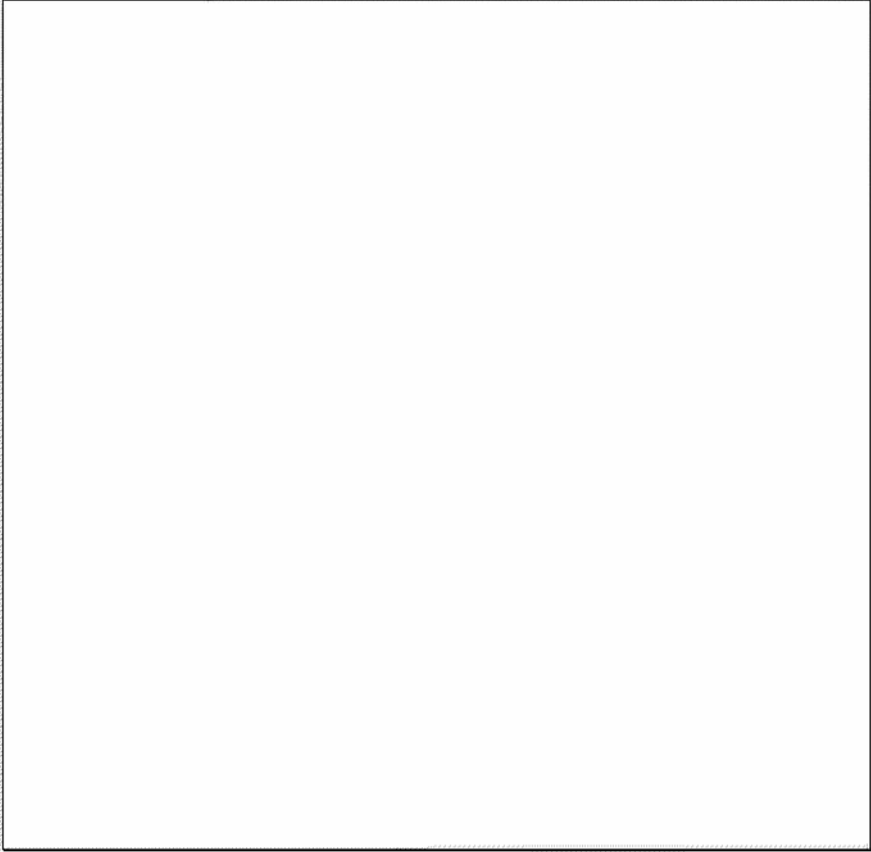
20B. Text/Description:

--*

AD-2045, FSA County Office GPS Data Log (Continued)

B Example of AD-2045 (Continued)

*--

AD-2045 (02-11-08)	Page 4 of 4
21A. Additional Picture Number 1	
	
21B. Description:	

--*

State Office POC's

State	POC	Alternate POC
Alabama 4121 Carmichael Rd. Suite 600 Montgomery, AL 36106	Walda Malone Telephone: 334-279-3520 FAX: 334-279-3550 walda.malone@al.usda.gov	Judy Norris Telephone: 334-279-3534 FAX: 334-279-3550 judy.norris@al.usda.gov
Alaska 800 West Evergreen Suite 216 Palmer, AK 99645	Jimmy La Voie Telephone: 907-761-7751 FAX: 907-761-7789 jimmy.lavoie@ak.usda.gov	Dale Carlson Telephone: 907-761-7752 FAX: 907-761-7789 dale.carlson@ak.usda.gov
Arizona 230 N. 1 st Avenue Suite 506 Phoenix, AZ 85003	Carlisle Cox Telephone: 602-285-6311 FAX: 602-285-6325 carlisle.cox@az.usda.gov	Mark Grubbs Telephone: 602-285-6320 FAX: 602-285-6325 mark.grubbs@az.usda.gov
Arkansas Federal Bldg, Room 3416 700 W. Capitol Little Rock, AR 72201	Clay Medford Telephone: 501-301-3058 FAX: 501-301-3088 stephen.walker@ar.usda.gov	Tony Franco Telephone: 501-301-3052 FAX: 501-301-3088 tony.franco@ar.usda.gov
California 430 G. St. # 4161 Davis, CA 95616	Jeff Yasui Telephone: 530-792-5520 FAX: 530-792-5555 jeff.yasui@ca.usda.gov	Darla Irwin Telephone: 530-792-5531 FAX: 530-792-5555 darla.irwin@ca.usda.gov
Colorado 655 Parfet St. Suite E-305 Lakewood, CO 80215	*--Lynette DiFeo Telephone: 720-544-2894 FAX: 720-544-2966 lynette.difeo@co.usda.gov	Jenny Peterson Telephone: 720-544-2895 FAX: 720-544-2966 jenny.peterson@co.usda.gov--*
Connecticut 344 Merrow Rd. Tolland, CT 06084	Rosemary Edwards Telephone: 860-871-2944 ext. 194 FAX: 860-871-4184 rosemary.edwards@ct.usda.gov	Frank Bouchard Telephone: 401-828-8232 FAX: 401-528-5206 frank.bouchard@ri.usda.gov
Delaware 1221 College Park Dr. Suite 201 Dover, DE 19904	Robin Talley Telephone: 302-678-4252 FAX: 302-678-9100 robin.talley@de.usda.gov	Vacant
Florida 4440 N.W. 25 th Pl. Suite 1 Gainesville, FL 32606	John Trimm Telephone: 352-379-4521 FAX: 352-379-4580 john.trimm@fl.usda.gov	Elaine Truluck Telephone: 352-379-4521 FAX: 352-379-4580 elaine.truluck@fl.usda.gov
Georgia Federal Bldg., Room 102 355 East Hancock Ave. Athens, GA 30601	Charles Riley Telephone: 706-546-2256 ext. 5730 FAX: 706-546-2014 charles.riley@ga.usda.gov	Ron Carey Telephone: 706-546-2262 FAX: 707-546-2014 ronald.carey@ga.usda.gov

State Office POC's (Continued)


State	POC	Alternate POC
Hawaii 300 Ala Moana Blvd. Room 5-112, P.O. Box 50008 Honolulu, HI 96850	Steve Peterson Telephone: 808-541-2600 ext. 138 FAX: 808-541-2648 steve.peterson@hi.usda.gov	Bill Burns Telephone: 808-541-2600 ext. 139 FAX: 808-541-2648 bill.burns@hi.usda.gov
Idaho 9173 W. Barnes Dr. Suite B Boise, ID 83709-1555	Jeff Mitchell Telephone: 208-378-5665 FAX: 208-378-5678 jeffrie.mitchell@id.usda.gov	Ron Abbot Telephone: 208-378-5669 FAX: 208-378-5678 ronald.abbot@id.usda.gov
Illinois P.O. Box 19273 Springfield, IL 62794	Doug Bailey Telephone: 217-241 6600 ext. 213 FAX: 217-241-6619 doug.bailey@il.usda.gov	Stan Wilson Telephone: 217-241-6601 ext. 228 FAX: 217-241-6619 stan.wilson@il.usda.gov
Indiana 5981 Lakeside Blvd. Indianapolis, IN 46278	Ron Birt Telephone: 317-290-3030 ext. 205 FAX: 317-290-3045 ron.birt@in.usda.gov	Rick Kelley Telephone: 317-290-3030 ext. 213 FAX: 317-290-3045 rick.kelley@in.usda.gov
Iowa 10500 Buena Vista Court Des Moines, IA 50322	*--Kevin McClure Telephone: 515-254-1540 ext. 640 FAX: 515-254-1573 kevin.mcclure@io.usda.gov	Cheryl Brownlee Telephone: 515-254-1540 ext. 642 FAX: 515-254-1573 cheryl.brownlee@io.usda.gov--*
Kansas 3600 Anderson Ave. Manhattan, KS 66503	Todd Barrows Telephone: 785-539-3532 FAX: 785-537-9659 todd.barrows@ks.usda.gov	Scott Willbrant Telephone: 785-539-3532 FAX: 785-539-9659 scott.willbrant@ks.usda.gov
Kentucky 771 Corporate Dr. Suite 100 Lexington, KY 40503	*--Marcinda Kester Telephone: 859-224-7637 FAX: 859-224-7632 marcinda.kester@ky.usda.gov--*	Debbie Beehn Telephone: 720-684-9286 FAX: 270-926-7808 debbie.beehn@ky.usda.gov
Louisiana 3737 Government St. Alexandria, LA 71302	Keith Chapman Telephone: 318-473-7640 FAX: 318-473-7735 keith.chapman@la.usda.gov	Robert Bradley Telephone: 318-473-7640 FAX: 318-473-7735 robert.bradley@la.usda.gov
Maine 967 Illinois Ave. Bangor, ME 04401	Candace Weymouth Telephone: 207-990-9140 FAX: 207-990-9169 candace.weymouth@ma.usda.gov	Valerie Porter Telephone: 207-990-9140 FAX: 207-990-9169 valerie.porter@me.usda.gov
Maryland John Hanson's Business Center 339 Busch's Frontage Road, Ste 104 Annapolis, MD 21409-5561	Andrea Naughton Telephone: 443-482-2770 FAX: 443-757-9265 andrea.naughton@md.usda.gov	George Turner Telephone: 410-632-5439 ext. 104 FAX: 410-632-2732 george.turner@md.usda.gov

State Office POC's (Continued)

State	POC	Alternate POC
Tennessee Room 579 U.S. Courthouse 801 Broadway Nashville, TN 37201	Pat Gibson Telephone: 615-893-9295 ext.106 FAX: 615-890-9784 pat.gibson@tn.usda.gov	Dennis Williams Telephone: 615-277-2619 FAX: 615-277-2649 dennis.williams@tn.usda.gov
Texas 2405 Texas Ave. South College Station, TX 77840	Danny Noble Telephone: 979-680-5151 FAX: 979-680-5235 danny.noble@tx.usda.gov	Kathy Sayers Telephone: 979-680-5151 FAX: 979-680-5235 kathy.sayers@tx.usda.gov
Utah * * * *--125 S. State St., Room 3202--* Salt Lake City, UT 84138	Cary B. Son Telephone: 801-524-4544 FAX: 801-524-5166 cary.son@ut.usda.gov	*--Lori Jones Telephone: 801-524-4250 FAX: 801-524-5166 lori.jones@ut.usda.gov--*
Vermont 356 Mountain View Drive, Suite 104 Colchester, VT 05446	*--Rachel Cadieux Telephone: 802-658-2803, ext. 300 FAX: 802-660-0953 rachel.cadieux@vt.usda.gov--*	Alan Rogers Telephone: 802-658-2803 FAX: 802-660-0953 alan.rogers@vt.usda.gov
Virginia Culpeper Bldg., Suite 138 1606 Santa Rosa Rd. Richmond, VA 23229	Nelson Link Telephone: 804-287-1542 FAX: 804-287-1723 nelson.link@va.usda.gov	*--Linda Cronin Telephone: 804-287-1541 FAX: 804-287-1723 linda.cronin@va.usda.gov--*
Virgin Island (Florida address) 4440 N.W. 25 th Pl. Suite 1 Gainesville, FL 32606	John Trimm Telephone: 352-379-4521 FAX: 352-379-4580 john.trimm@fl.usda.gov	Elaine Truluck Telephone: 352-379-4521 FAX: 352-379-4580 elaine.truluck@fl.usda.gov
Washington 316 West Boone Ave. Suite 568 Spokane, WA 99201	Dwaine Schettler Telephone: 509-323-3009 FAX: 509-323-3074 dwaine.schettler@wa.usda.gov	Rod Hamilton Telephone: 509-323-3015 FAX: 509-323-3074 rod.hamilton@wa.usda.gov
West Virginia 75 High St. P.O. Box 1049 Morgantown, WV 26507	Leanne Dilsworth Telephone: 304-284-4800 FAX: 304-284-4821 leanne.dilsworth@wv.usda.gov	Kevin S. Hinkle Telephone: 304-284-4800 FAX: 304-284-4821 kevin.hinkle@wv.usda.gov
Wisconsin 8030 Excelsior Dr. Room 100 Madison, WI 53719	Russell Raeder Telephone: 608-662-4422 ext. 111 FAX: 608-662-9425 russell.raeder@wi.usda.gov	Susan Butler Telephone: 608-662-4422 ext. 114 FAX: 608-276-9425 susan.butler@wi.usda.gov
Wyoming 951 Werner Court Suite 130 Casper, WY 82601	*--Todd Even Telephone: 307-261-5231 FAX: 307-261-5857 todd.even@wy.usda.gov	Wendy Russell Telephone: 307-261-5231 FAX: 307-261-5857 wendy.russell@wi.usda.gov--*

Example Letter for RMA Field Visit Request

*--


United States Department of Agriculture
Farm and Foreign Agricultural Services
Risk Management Agency

SUBMISSION DATE _____

TO: _____, COUNTY EXECUTIVE DIRECTOR
COUNTY

THRU: _____, STATE OFFICE POINT OF CONTACT

FROM: _____, DIRECTOR
REGIONAL COMPLIANCE OFFICE

SUBJECT: **REQUEST FOR FIELD VISIT TO VERIFY CROP INSURANCE DATA**

This regional RMA compliance office is currently conducting its Appendix IV program review. Discrepancies have been identified with the insurance company's claim audit listed below. The following assistance regarding the claim is being requested for:

INSURED NAME: _____ POLICY NUMBER: _____

INSURED ID: _____

REQUESTED ACTION:

1. _____

2. _____

3. _____

COUNTY OFFICE CONTACT PERSON

NAME: _____ TELEPHONE: (____) _____


FAX: (____) _____ E-MAIL: _____

Please forward all documentation along with a copy of this form, by _____, to the individual listed below.

RMA POINT OF CONTACT

NAME: _____ TELEPHONE: (____) _____

FAX: (____) _____ E-MAIL: _____



The Risk Management Agency Administers and Oversees
All Programs Authorized Under the Federal Crop Insurance Corporation
USDA Is An Equal Opportunity Provider and Employer.

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List of RO's and States Served

The following is a list of all RO's and the States they serve.

Mailing Address of RO	States Served	
*--Billings Regional Office 3490 Gabel Road Billings, MT 59102-7302 406-657-6447 (8:00 - 4:30 MST) FAX: 406-657-6573	Montana North Dakota South Dakota Wyoming	
Davis Regional Office 430 G Street, # 4168 Davis, CA 95616-4168 530-792-5870 (7:30 - 4:00 P) FAX: 530-792-5893	Arizona California Hawaii Nevada Utah	
Raleigh Regional Office 4405 Bland Road, Suite 160 Raleigh, NC 27609 919-875-4880 (8:00 - 4:30 E) FAX: 919-875-4915	Connecticut Delaware Maine Maryland Massachusetts New Hampshire New Jersey New York North Carolina Pennsylvania Rhode Island Vermont Virginia West Virginia	
Jackson Regional Office 803 Liberty Road Flowood, MS 39232 601-965-4771 (7:30 - 4:00 C) FAX: 601-965-4517	Arkansas Kentucky Louisiana Mississippi Tennessee	
Oklahoma City Regional Office 205 NW 63rd. Street, Suite 170 Oklahoma City, OK 73116-8254--* 405-879-2700 (7:30 - 4:00 C) FAX: 405-879-2741	New Mexico Oklahoma Texas	

List of RO's and States Served (Continued)

Mailing Address of RO	States Served
*--St. Paul Regional Office Minnesota World Trade Center 30 E. 7th Street, Suite 1450 St.Paul, MN 55101 651-290-3304 (7:30 - 4:00 C) FAX: 651-290-4139	Iowa Minnesota Wisconsin
Springfield Regional Office 3500 West Wabash Avenue Springfield, IL 62711 217-241-6600 (7:30 - 4:00 C) FAX: 217-241-6618	Illinois Indiana Michigan Ohio
Spokane Regional Office 11707 E. Sprague Avenue Suite 201 Spokane Valley, WA 99206 509-353-2147 (7:00 - 4:00 P) FAX: 509-353-3149	Alaska Idaho Oregon Washington
Topeka Regional Office 3401 SW Van Buren Street, Suite 2 Topeka, KS 66611-2227 785-266-0248 (7:30 - 4:00 C) FAX: 785-266-2487	Colorado Kansas Missouri Nebraska
Valdosta Regional Office 106 South Patterson Street Suite 250 Valdosta, GA 31601 229-219-2200 (8:00 - 4:30 E) FAX: 229-242-3566--*	Alabama Florida Georgia Puerto Rico South Carolina