

For: County Offices

Payment Limitation and Web Based Eligibility File Training

Approved by: State Executive Director



1 Overview

A Background

A Payment Limitation Training session has been scheduled. Policy and procedure from Handbook 1-PL will be covered. In addition, training will be provided on the new web-based eligibility file, which will be activated later this year.

B Purpose

This notice provides:

- scheduled dates and times of the training session
- information about hotel accommodations
- travel authorization information for the attendees from each county
- authorization to attend.

Training Information

A Training Dates and Times

The Payment Limitation and Web Based Eligibility File Training will begin Wednesday, November 17, 2004 at 10:00 a.m. and will conclude late afternoon on Thursday, November 18, 2004.

Disposal Date	Distribution
March 1, 2005	County Offices

OK Notice PL – 146
OK Notice PM - 1405

2 Training Information (Continued)

B Training Attendance

The following employees shall attend the training:

- DD's
- CED's
- CPT's
- PT responsible for Payment Limitation
- COR's
- District Credit Specialist, at the discretion of the employee, with DD concurrence.

C Training Materials

The attendees shall bring Handbook 3-PL, if it has been issued. It is recommended attendees also bring a copy of Handbook 1-PL. A package of training materials will be provided. Each participant shall bring an empty 1” binder.

D Training Request/Authorization

Attendees shall document this training by using the Combined Administration Management System (ICAMS). The ICAMS course code will be provided via e-mail in the near future. The training reason is “to improve present performance.”

For questions concerning processing in ICAMS, contact Penney Park at 405-742-1141.

3 Hotel and Travel Authorization Information

A Hotel Information

All participants, including DDs and CORs, shall make reservations directly with the hotel. A block of rooms has been reserved for the Farm Service Agency. The rooms have been reserved at the:

The Westin Oklahoma City
One North Broadway
Oklahoma City, OK 73102-9201
1-800-937-8461

Participants shall identify themselves as employees of the Farm Service Agency. The room rate will be \$66.00 plus tax for a single room. Reservations shall be made as soon as possible, but **must be made by COB October 28, 2004**, in order to obtain the contracted room rate.

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3 Hotel and Travel Authorization Information (Continued)

B Travel Authorization

Each employee must have an approved FSA-164 or AD-202, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. The per diem rate for Oklahoma City is \$109 per day (\$66, excluding tax, for lodging and \$43 for M&IE).

Travel and per diem are authorized in accordance with applicable handbook procedure, beginning on the first day of the session. Travel shall be coordinated according to DD instructions, with a suggested minimum of three to four individuals per vehicle. Some exceptions per DD approval may be necessary.

The following counties are authorized to incur travel expenses the day before the training meeting (November 16, 2004):

Beaver	Cimarron	Greer	LeFlore	Ottawa
Bryan	Craig	Harmon	McCurtain	Pushmataha
Choctaw	Delaware	Harper	Nowata	Texas

The following counties are not authorized overnight lodging:

Canadian	Grady	Lincoln	McClain
Cleveland	Kingfisher	Logan/Oklahoma	Pottawatomie

C Accommodation Requirements

Person with disabilities who require accommodations to attend or participate in the training session should contact Cheryl Florence at 405-742-1131 or Cheryl.Florence@ok.usda.gov by October 29, 2004.

4 County Office Action

A Required Actions

County Offices shall:

- by COB November 12, 2004, e-mail the name of attendees to Gloria.McLemore@ok.usda.gov
- make hotel reservations by October 28, 2004, directly with the The Westin Oklahoma City according to subparagraph 3 A.