

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>Quality Loss Adjustment Program 1-QLA</b>	<b>Amendment 6</b>
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**Approved by:** Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 62 E has been added to provide guidance for withdrawing an FSA-898.

Paragraph 79 has been added to provide instructions for completing compliance reviews.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
1, 2	4-1, 4-2 5-5 5-6 (add) 5-7 through 5-18 (add)	1, pages 1, 2



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**Part 4 QLA Program Application****62 Applying for the QLA Program****A Application Submission**

A producer will submit one application for the producer's entire operation nationwide in the recording County Office. The application will include all eligible crops suffering a quality loss. If a producer is applying for losses sustained in more than one crop year, a separate application is required for each crop year.

A producer may submit an application using any of the following methods:

- in person, when available
- by mail
- electronically by:
  - FAX
  - email with a scanned photocopy of FSA-898
  - other authorized method (provided by supplemental notice or other guidance).

**B Complete Application**

An application is considered completed when the producer has submitted all of the following:

- FSA-898, Quality Loss Adjustment (QLA) Program Application
- FSA-899, Historical Nutrient Weighted Average Worksheet, if applicable;
- FSA-895, Crop Insurance and/or NAP Coverage Agreement
- FSA-578, Report of Acreage
- acceptable records in accordance with paragraph 43.

Failure to submit the documentation for a complete application within 14 days after sign-up ends will result in FSA not being able to determine the eligibility of the producer and therefore make the producer ineligible for payment.

## 62 Applying for the QLA Program (Continued)

### C Signing and Certifying FSA-898

By signing FSA-898, the producer is:

- applying for a QLA Program payment
- certifying the information on FSA-898 is true and correct
- agreeing:
  - to comply with QLA Program regulations in CFR Part 760, subpart R
  - that the affected production of each crop on the application suffered at least a 5 percent loss due to quality
  - to provide FSA all information needed to verify the information on FSA-898 and to allow FSA access to all documents and records of the producer.

### D Additional Eligibility Forms

In addition to submitting the forms required for a complete application, the following eligibility forms must be submitted within 60 calendar days from the date the producer signed the FSA-898:

- AD-1026
- CCC-902
- CCC-941
- CCC-942 (if applicable).

**Note:** Completing eligibility forms (AD-1026, CCC-902, CCC-941, and CCC-942 if applicable) is not required before COC, or CED, review and approval of FSA-898. However, these forms must be filed within 60 calendar days of the producer signing FSA-898. Failure to timely provide all eligibility forms may result in no payment or a reduced payment. County Offices must immediately update Business File and applicable subsidiary records when the eligibility forms are filed.

### \*--E Withdrawing an FSA-898

A producer may withdraw an FSA-898 at any time after submission. A producer must request a withdrawal in writing and submit the request to the County Office where the FSA-898 was initially filed. The County Office must date stamp the written request and remove all producer signature and COC action dates from the software following procedure in 2-QLA.

**Note:** A withdrawal will be for the entire FSA-898; partial withdrawals are not authorized.--\*

**78 Producer Notifications****A Notification Requirements**

COC's must notify producers of all actions on applications, including all approvals, disapprovals, and adjustments made to any portion of the application. See Exhibit 10 for example letters, which must be modified for each determination and contain applicable appeal rights in accordance with 1-APP.

In addition to the determination letter, the notification must include:

- Estimated Calculated Payment Report
- original FSA-898 as filed
- final FSA-898, including any COC adjustments.

**\*--79 Compliance Reviews****A QLA Application Selection**

The National Office will provide a list of applications for required spot checks. The selection by the National Office is based on the following:

- random 1 percent of all approved applications by State
- targeted applications that include the following specific crops:
  - tobacco
  - pecans
  - potatoes
  - rice
  - biennial and perennial fruit crops
  - annual fruit crops
  - annual vegetable crops.

**B Required Employee Reviews**

In addition to reviews of the applications identified in subparagraph A, compliance reviews are required for all applications of FSA employees and spouses, including STC and COC members.--\*

**\*--79 Compliance Reviews (Continued)****C Reviewing Additional QLA Applications**

State and County Office employees may specify additional applications for required spot checks. To submit additional selections, State and County Office employees must use the [“QLA Compliance Reviews” link](#).

The link takes the employee to a form to enter the following information:

- Recording State Name and Code
- Recording County Name and Code
- Application Number
- CCID
- Parts (identify **all** parts included on the application):
  - Part C Forage
  - Part D Crops Other Than Forage with TDVL
  - Part E Crops Other Than Forage without TDVL.

**Important:** State and County Office employees **must** submit all QLA applications (FSA-898) to be added to the National Compliance Review sample by COB **April 15, 2022**.

**D Final Producer Selection**

The complete list of applications, including both random, targeted, and additional selections, may be found here: [QLA Review Process - Compliance Reviews - All Documents \(sharepoint.com\)](#).

**Note:** Additional selections will be updated by April 24, 2022.

**E Designating Reviewers**

STC will be responsible for designating the State Office employee, including DD's, to conduct the reviews. County Office employees may not be designated.--\*



\*--79 Compliance Reviews (Continued)

**F Performing the Reviews**

All compliance reviews must be completed by a State Office employee using the FSA-898 and supporting documentation provided by the producer. All QLA compliance reviews must be completed, and results recorded according to subparagraph G by **August 26, 2022**.

**Notes:** All FSA-898's, supporting documentation, and COC minutes documenting the determination must be submitted to the designated State Office employee using the method identified by each State Office.

The reviewer may consult with COC as needed to satisfactorily complete the questionnaire.

**G Handling Discrepancies**

There is no level of tolerance established for QLA. All supporting documentation must correspond exactly with what was submitted on the FSA-898.

When discrepancies are discovered, the errors must be corrected immediately on the application to correspond with the documentation provided by the producer. Corrections are only permitted to be recorded in COC adjustment fields on the FSA-898. No changes will be made to producer provided information on the application.

Any additional payment must be issued, or a receivable immediately established, as applicable, and notification provided to the producer.--\*

\*--79 Compliance Reviews (Continued)

**G Handling Discrepancies (Continued)**

The following instructions provide guidance when a discrepancy is discovered.

**Note:** The reviewer must ensure that ECPR is printed or saved before any adjustments are made to the application.

<b>Discrepancy</b>	<b>Action</b>
<p>If the disaster event on any line item by State and county location, crop, crop type, intended use, practice, organic status, or nutritional category on FSA-898 does not meet the definition of a qualifying disaster event, was not in a county with a Presidential or Secretarial disaster designation and the producer did not provide documentation to support the losses according to 1-QLA, paragraph 21.</p>	<p>The COC adjustment fields for the corresponding line item must be set to 0. Immediately establish a receivable for any overpaid program benefit, plus interest.</p>
<p>If any of the supporting documentation does not meet the definition of acceptable records in accordance with 1-QLA, paragraph 43.</p>	<p>The appropriate COC adjustment fields must be updated to correspond with the contents of any documentation fully meeting the definition for the associated line item, by physical State and county location, crop, crop type, intended use, organic status, and/or nutritional category.</p> <p>Print a new FSA-898 with the COC adjustments from the software and attach it to the original with a note in the signature field that the adjustments were made as a result of the review process.</p> <p>After the payment has been automatically recalculated, print a new ECPR from the software and place it in the producer file after completing the survey in subparagraph K.</p> <p>Any additional payment must be issued, or a receivable immediately established, for any overpaid program benefit, plus interest.</p>

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\*--79 Compliance Reviews (Continued)

**G Handling Discrepancies (Continued)**

Discrepancy	Action
<p>If there are any discrepancies or miscalculation of the forage historical nutritional value on the FSA-899.</p>	<p>Complete a new FSA-899 with the correct information, either manually or using the QLA calculator found here: <a href="https://inside.fsa.usda.gov/Assets/USDA-FSA-Intranet/intranetfiles/program-areas/dafp/dap/QLA/qla_calculator_version_1.1_final3.xlsm">https://inside.fsa.usda.gov/Assets/USDA-FSA-Intranet/intranetfiles/program-areas/dafp/dap/QLA/qla_calculator_version_1.1_final3.xlsm</a>.</p> <p>Print a copy of the corrected FSA-899 and attach it to the original in the file with a remark in the signature field that the adjustment was made as a result of the review process.</p> <p>Make the appropriate adjustment to the Historical Nutritional Value on the original application.</p> <p>Print a new FSA-898 with the COC adjustments from the software and attach it to the original with a note in the signature field that the adjustments were made as a result of the review process.</p> <p>After the payment has been automatically recalculated, print a new ECPR from the software and place it in the producer file after completing the survey in this subparagraph.</p> <p>Any additional payment must be issued, or a receivable immediately established for any overpaid program benefit, plus interest.</p>
<p>Any items on FSA-898 (amount of affected production, current nutritional value, price before discount, or TDVL) do not correspond to the amounts shown on supporting documentation.</p>	<p>The appropriate COC adjustment fields must be set to correspond with the contents of the documentation for the associated line item by physical State and county location, crop, crop type, intended use, organic status, and/or nutritional category.</p> <p>Print a new FSA-898 with the COC adjustments from the software and attach it to the original with a note in the signature field that the adjustments were made as a result of the review process.</p> <p>After the payment has been automatically recalculated, print a new ECPR from the software and place it in the producer file after completing the survey in subparagraph K.</p> <p>Any additional payment must be issued, or a receivable immediately established, for any overpaid program benefit, plus interest.</p>

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**\*--79 Compliance Reviews (Continued)****H Recording Compliance Review Results and Discrepancies**

All compliance review results must be recorded in a QLA Compliance Review Workbook. A master copy of the workbook has been placed in each State folder on the QLA Review Process SharePoint site at [QLA Review Process - Compliance Reviews - All Documents \(sharepoint.com\)](https://sharepoint.com). The designated reviewer will:

- save a copy of the workbook to their local drive
- complete the workbook for each selection identified within the State's QLA selection list
- save the copy of the workbook with the following naming convention: 20XX\_QLA\_Review\_Producer last name or entity name\_Producer first name. (replace XX with the applicable program year)
- protect each workbook with the password provided by the National Office QLA program specialist
- upload the protected workbook into the appropriate State folder on the QLA Review Process SharePoint site.

**Notes:** If discrepancies are discovered during the review process and any adjustments are required, the reviewer must enter all adjusted amounts as directed within the QLA Compliance Review Workbook.

To obtain the password for workbook encryption, send an e-mail to [amanda.cook@usda.gov](mailto:amanda.cook@usda.gov).

**I Review of Verifiable Records**

If a compliance review includes review of a verifiable record, at the State Office's discretion, the third party shown on the record may be contacted about the accuracy of information shown on the record. If this contact is made and the third party does not affirm the record, the record no longer supports the certification and may result in other adverse action or decision for the applicant.

**J Discovery of Fraud or Abuse**

During the compliance review, if the State Office personnel suspect a violation that could constitute as fraud or abuse with the intent to defeat the purpose of QLA, follow 1-CM, Part 29.--\*

\*--79 Compliance Reviews (Continued)

**K Review Questions**

The following questions must be answered by the State Office employee designated to complete the review. For FSA employee reviews, additional selections, and random selections, questions should be answered for every item on the FSA-898 by physical State and county location, crop, crop type, intended use, organic status, and nutritional category, if applicable. For crop specific selections, answer all questions specific to any line items containing that crop.

**Note:** You will be prompted by the survey to repeat the applicable questions if additional line items must be reviewed.

<b>Compliance Review Questions</b>		
<b>General questions to be answered for all applications reviewed:</b>		
1	Producer Name	
2	Recording State Name	
3	Recording County Name	
4	QLA Application Number (software assigned)	
5	Type of selection (STC Member/Spouse, COC Member/Spouse, Employee/Spouse, Additional, Random, Targeted by crop)	
<b>Forage Crops: To be answered for all applications containing information in part C of the FSA-898</b>		
6	Does this application have any line items in part C?	Yes or No.  If yes, answer questions 7-20C for each line item in part C, beginning with the first line item.  If no, skip to question 21.
7	Please specify the crop, crop type, intended use, organic status, and nutritional category (if applicable).	
8	Did the producer certify losses due to a qualifying disaster event? 1-QLA, paragraph 21?	Yes or No
9	Does the verifiable documentation of the forage test and acceptable documentation of production contain all of the required data elements identified in 1-QLA, paragraph. 44?	Yes or No

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\*--79 Compliance Reviews (Continued)

**K Review Questions (Continued)**

<b>Compliance Review Questions</b>		
<b>Forage Crops: To be answered for all applications containing information in part C of the FSA-898 (Continued)</b>		
10	Are the disaster event dates listed on the FSA-898 consistent with the Presidential/Secretarial disaster designation and the expected growth stage of the crop? (If there was no Presidential/Secretarial disaster designation, select N/A and proceed to question 11.)	Yes, No, or N/A
11	If the physical location state and county did not receive a Presidential/Secretarial disaster designation, did the producer provide documentation to the COC's satisfaction showing the loss was due to a 2018 or 2019 qualifying disaster event or related condition? 1-QLA, paragraph 21.	Yes, No, or N/A
12	Is the quantity of affected production claimed on the FSA-898 substantiated by the required acceptable production records and number of acres reported on the FSA-578? 1-QLA, paragraph 42.	Yes or No
13	Does the verifiable forage test correspond with the value entered on the FSA-898 in item 17A? 1-QLA, paragraph 44, Exhibit 7.	Yes or No
14	Was the forage test performed within 30 days of harvest or determined to be representative of the crop at the time of harvest by the COC? 1-QLA, paragraph 44.	Yes or No
15	Do the historical verifiable forage tests correspond with the values entered on the FSA-899, if applicable? 1-QLA, paragraph 44.	Yes , No, or N/A
16	Does the reduction in nutritional value as claimed on the FSA-898 meet the requirements in 1-QLA, paragraph 21 (cannot be mitigated), and can it be directly attributed to the qualifying disaster event?	Yes or No

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\*--79 Compliance Reviews (Continued)

**K Review Questions (Continued)**

<b>Compliance Review Questions</b>		
<b>Forage Crops: To be answered for all applications containing information in part C of the FSA-898 (Continued)</b>		
17	Does the production evidence provided by the producer correspond with historical production amounts claimed on the FSA-899? 1-QLA, paragraph 44, Exhibit 7.	Yes, No, or N/A
18	Was the average historical nutritional value properly calculated on the FSA-899? 1-QLA, Exhibit 7.	Yes, No, or N/A
19A	Enter the original and COC determined affected production.  <b>Note:</b> This item is only required if any of items 8-18 are answered no.	
19B	Enter the original and COC determined current year nutritional value.  <b>Note:</b> This item is only required if any of items 8-18 are answered no.	
19C	Enter the original and COC determined historical nutritional value.  <b>Note:</b> This item is only required if any of items 8-12 or 14-18 are answered no.	
20	Are there additional line items in part C of the FSA-898?	Yes or No  If yes, complete questions 7-20C for the next line item in part C.  If no, proceed to question 21.

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\*--79 Compliance Reviews (Continued)

**K Review Questions (Continued)**

<b>Compliance Review Questions</b>		
<b>Crops Other Than Forage With Total Dollar Value Loss: To be answered for all applications containing information in part D of the FSA-898</b>		
21	Does this application have any line items in part D?	Yes or No  If yes, answer questions 22-35C for each line item in part D, beginning with the first line item.  If no, skip to question 36.
22	Please specify the crop, crop type, intended use, and organic status.	
23	Did the producer certify that the losses were due to a qualifying disaster event? 1-QLA, paragraph 21.	Yes or No
24	Does the verifiable documentation of the quality loss contain all of the required data elements identified in 1-QLA, paragraph 45, or meet an exception provided in special provisions?	Yes or No
25	Are the disaster event dates listed on the FSA-898 consistent with the Presidential/Secretarial disaster designation and the expected growth stage of the crop? (If there was no Presidential/Secretarial disaster designation, select N/A and proceed to question 26.)	Yes, No, or N/A
26	If the physical location State and county did not receive a Presidential/Secretarial disaster designation, did the producer provide documentation to the COC's satisfaction showing the loss was due to a 2018 or 2019 qualifying disaster event or related condition? 1-QLA, paragraph 21.	Yes, No, or N/A
27	Is the quantity of affected production claimed on the FSA-898 substantiated by the required production records and number of acres reported on the FSA-578? 1-QLA, paragraph 42.	Yes or No

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\*--79 Compliance Reviews (Continued)

**K Review Questions (Continued)**

<b>Compliance Review Questions</b>		
<b>Crops Other Than Forage With Total Dollar Value Loss: To be answered for all applications containing information in part D of the FSA-898 (Continued)</b>		
28	Does the type of quality loss discount or grading factor on the FSA-898 and the verifiable documentation describe a physical condition or feature used to determine the overall quality of the crop? 1-QLA, paragraph 45, Exhibit 2.	Yes or No
29	Was the grading or test performed within 30 days of harvest or determined to be representative of the crop at the time of harvest by the COC? 1-QLA, paragraph 45.	Yes or No
30	Is the type of quality loss discount or grading factor substantiated by the verifiable documentation provided? 1-QLA, paragraph 45.	Yes or No
31	Does the quality loss discount or grading factor on the FSA-898 meet the requirements in 1-QLA, paragraph 21 (cannot be mitigated), and can it be directly attributed to the qualifying disaster event?	Yes or No
32	Did the verifiable documentation specifically identify the type and amount of quality loss discount per unit of measure to support the TDVL on the FSA-898 or meet the exceptions identified in the special provisions? 1-QLA, paragraph 45.	Yes or No
33	Does the verifiable documentation identify the price before discount or meet the exceptions identified in the special provisions? 1-QLA, paragraph 45.	Yes or No

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\*--79 Compliance Reviews (Continued)

K Review Questions (Continued)

<b>Compliance Review Questions</b>		
<b>Crops Other Than Forage With Total Dollar Value Loss: To be answered for all applications containing information in part D of the FSA-898 (Continued)</b>		
34A	Enter the original and COC determined affected production.  <b>Note:</b> This item is only required if any of items 23-33 are answered no.	
34B	Enter the original and COC determined total dollar value loss (TDVL).  <b>Note:</b> This item is only required if any of items 23-33 are answered no.	
34C	Enter the original and COC determined price before discount.  <b>Note:</b> This item is only required if any of items 23-27 or 29-33 are answered no.	
35	Are there additional line items in part D of the FSA-898?	Yes or No  If yes, complete questions 21-35C for the next line item in part D.  If no, proceed to question 36.
<b>Crops Other Than Forage Without Total Dollar Value Loss: To be answered for all applications containing information in part E of the FSA-898</b>		
36	Does this producer have any line items in part E of the FSA-898?	Yes or No  If yes, answer questions 37-48 for each line item in part E, beginning with the first line item.  If no, document the original and resulting payment amounts at the top of the survey workbook, the survey is complete.

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\*--79 Compliance Reviews (Continued)

**K Review Questions (Continued)**

<b>Compliance Review Questions</b>		
<b>Crops Other Than Forage Without Total Dollar Value Loss: To be answered for all applications containing information in part E of the FSA-898 (Continued)</b>		
36	Does this producer have any line items in part E of the FSA-898?	Yes or No  If yes, answer questions 37-48 for each line item in part E, beginning with the first line item.  If no, document the original and resulting payment amounts at the top of the survey workbook, the survey is complete.
37	Please specify the crop, crop type, intended use, and organic status.	
38	Did the producer certify that the losses were due to a qualifying disaster event? 1-QLA, paragraph 21.	Yes or No
39	Does the verifiable documentation of the quality loss contain all of the required data elements identified in 1-QLA, paragraph 45 or meet an exception provided in the special provisions?	Yes or No
40	Are the disaster event dates listed on the FSA-898 consistent with the Presidential/Secretarial disaster designation and the expected growth stage of the crop? (If there was no Presidential/Secretarial disaster designation, select N/A and proceed to question 41.)	Yes, No, or N/A
41	If the physical location state and county did not receive a Presidential/Secretarial disaster designation, did the producer provide documentation to the COC's satisfaction showing the loss was due to a 2018 or 2019 qualifying disaster event or related condition? 1-QLA, paragraph 21.	Yes, No, or N/A

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\*--79 Compliance Reviews (Continued)

K Review Questions (Continued)

<b>Compliance Review Questions</b>		
<b>Crops Other Than Forage Without Total Dollar Value Loss: To be answered for all applications containing information in part E of the FSA-898 (Continued)</b>		
42	Is the quantity of affected production claimed on the FSA-898 substantiated by the required production records and number of acres reported on the FSA-578? 1-QLA, paragraphs 43, 45.	Yes or No
43	Does the type of quality loss discount or grading factor on the FSA-898 and the verifiable documentation describe a physical condition or feature used to determine the overall quality of the crop? 1-QLA, paragraph 45, Exhibit 2.	Yes or No
44	Was the grading or test performed within 30 days of harvest or determined to be representative of the crop at the time of harvest by the COC? 1-QLA, paragraph 45.	Yes or No
45	Is the type of quality loss discount or grading factor substantiated by the verifiable documentation provided? 1-QLA, paragraph 45.	Yes or No
46	Does the quality loss discount or grading factor on the FSA-898 meet the requirements in 1-QLA, paragraph 21 (cannot be mitigated), and can it be directly attributed to the qualifying disaster event?	Yes or No
47	Enter the original and COC determined affected production.  <b>Note:</b> This item is only required if any of items 38-46 are answered no.	
48	Are there additional line items in part E of the FSA-898?	Yes or No  If yes, answer questions 37-47 for the next line item in part E.  If no, document the original and resulting payment amounts at the top of the survey workbook, the survey is complete.

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80-93 (Reserved)

## Reports, Forms, Abbreviations, and Redelegations of Authority

### Reports

None

### Forms

The following lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Includes AD-1026 Appendix)		8, 9
CCC-471	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage with Buy-Up Option (2015 and Subsequent Crop Years)		25
CCC-901	Members Information		Ex. 5
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Programs Years		9, 62, Ex. 5
CCC-902E	Farm Operating Plan for an Entity		Ex. 5
CCC-902I	Farm Operating Plan for an Individual		Ex. 5
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		9, 62
CCC-942	Certification of Income from Farming Ranching and Forestry Operations		9, 62
FSA-578	Report of Acreage		23, 42, 62, 76, Ex.5, Ex. 7
FSA-770 QLA	Quality Loss Adjustment Program Checklist	13	
FSA-850	Environmental Screening Worksheet		12
FSA-895	Crop Insurance and/or NAP Coverage Agreement	Ex. 6	25, 62
FSA-898	QLA Program Application	Ex. 5	Text, Ex. 7
FSA-899	Historical Nutritional Value Weighted Average Worksheet (QLA Program Forage Only)	Ex. 7	Text, Ex. 5
FSA-1007	Inspection Certificate and Calculation Worksheet		52

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

Abbreviations Not Listed in 1-CM

The following lists approved abbreviations not listed in 1-CM.

Approved Abbreviation	Term	Reference
CRM	Customer Relationship Management	23
ECPR	Estimated Calculated Payment Report	79
QLA	Quality Loss Adjustment	Text
RFV	Relative Feed Value	44
RFQ	Relative Feed Quality	44
TDN	Total Digestible Nutrients	44, 76
TDVL	Total Dollar Value Loss	79
WFRP	Whole-Farm Revenue Protection	25

Re delegations of Authority

COC can redelegate CED authority to approve routine applications.

COC can delegate CED authority to disapprove applications received after the deadline according to paragraph 4.