

September 2014



# NEWSLETTER



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## Lenawee County FSA Updates

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### Lenawee County FSA Office

1100 Sutton RD  
Adrian, MI 49221

Phone: 517-263-7400  
Fax: 855-643-5267

**County Executive Director:**  
Constance Reid Guffey

**Program Technicians:**

Debra Shiels ext. 105  
Jessica Mullins ext. 125  
Barbara Wagner ext. 107  
Beth Wagner ext. 106  
Jamie Wegner ext. 104

**County Committee Members:**

Michael Feight - Chair  
Dale Terry - Vice Chair  
Genie Hillard - Member  
Stephanie Thompson - Advisor

**Farm Loan Manager:**

Michael Jordon

**Program Technicians:**

Brenda Andrews ext. 113  
Jodie Johnson ext. 112

**Next County Committee**

**Meeting:** August 28 at 8:00  
am

### NAP Coverage for 2015 Crops - Reminder

Sales closing dates are approaching for 2015 Non-Insured Assistance Program (NAP) coverage on the following crops:

**November 20, 2014** Apricots, Asparagus, Blueberries, Cane Berries, Cherries, Grapes, Nectarines, Peaches, Pears, Plums, Rhubarb and Strawberries

**December 1, 2014** Honey and Maple Sap

NAP provides low-cost risk coverage on crops that are not insurable under multi-peril crop insurance. Please contact Beth Wagner at 263-7400 extension 106 for questions concerning NAP or your crop insurance agent for questions concerning multi-peril crop insurance through the Risk Management Agency (RMA). A list of agents can be found at [www.rma.usda.gov/](http://www.rma.usda.gov/).

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### Farming Operation Changes

Producers who have bought or sold land, or added or dropped rented land from their operation must report those changes to the FSA office as soon as possible. A copy of the deed or recorded land contract for purchased property and a rental agreement for any newly rented land is needed to maintain accurate records with FSA. Failure to do so can lead to possible program ineligibility and penalties. While making record updates, be sure to update signature authorizations. Making record changes now will avoid delays in program enrollment.

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## Temporary Program Technician Vacancies In the Near Future

The Lenawee County Farm Service Agency (FSA) will soon be seeking applicants for upcoming temporary Program Technician vacancies. These positions will be intermittent (on call) positions to assist with implementing Farm Bill programs. All candidates must be U.S. citizens and high school graduates or the equivalent. Veteran's preference does not apply. Candidates must show a high degree of initiative and judgment in planning and carrying out assigned tasks, have advanced skills in computers, organization, and communication, perform general office clerical work and be able to resolve problems.

Key requirements include:

- Computer skills to assist in maintaining producer data and processing forms and letters. The ability to manage digital files, work with Microsoft applications and learn new computer applications. Experience is preferred in Geographic Information Systems (GIS).
- Organizational skills to manage filing systems track and prepare correspondence and coordinate the flow of paperwork for different programs.
- Multi-tasking skills for completing various tasks throughout the day, including assisting customers, taking applications, adding customer information into a database, creating and printing maps and editing farm record data. Duties could include activities such as records research and crop yield calculation.
- Good communication and public relation skills; the ability to interact with a wide range of people frequently exchanging detailed technical information.
- Applicants with an agricultural background would be preferred but is not required.

All applicants must undergo a background investigation. Applications for employment (FSA-675) may be obtained at the USDA Service Center in Adrian at 1100 Sutton Road or online at:

<http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/currentforms.asp>

For more information, contact County Executive Director, Constance Reid Guffey, at 517 263-7400 extension 114 or by e-mail at: [constance.guffey@mi.usda.gov](mailto:constance.guffey@mi.usda.gov)

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USDA is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Office of the Assistant Secretary for Civil Rights, Office of Adjudication, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (866) 632-9992 (Toll-free Customer Service), (800) 877-8339 (Local or Federal relay), (866) 377-8642 (Relay voice users).