

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Loss Adjuster Management 2-NAP (Revision 1)	Amendment 11
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 44 A has been amended to include those with power of attorney authorizations as having a potential conflict of interest.

Subparagraph 200 C has been amended to increase the dollar amount for which CED must obtain approval of FSA-449A from \$1,500 to \$4,000 because of increased pay rates and provide additional information for submitting a report to the National Office annually.

Subparagraph 220A has been updated to include a printing allowance of up to \$20 per assignment for LA's that conduct business through e-mail.

Subparagraph 304 H has been amended to reflect the increased dollar amount in subparagraph 220 C.

Exhibit 4 has been updated with payment rates for 2022 cost-of-living adjustments.

Page Control Chart		
TC	Text	Exhibit
	2-53 through 2-72 3-1 through 3-16 3-45 through 3-58 4-15, 4-16	4, page 1

44 LA's Ethics, Conflicts, and Eligibilities

A Ethics and Conflicts of Interest

LA's shall:

- **not** solicit or accept any money, gifts, or favors from any party that are designed to influence or give the appearance of influencing any loss adjustment findings or decisions
- **not** use position to gain favor, influence, or financial advantage
- take precaution to ensure that there is no appearance or occurrence of conflict of interest

Note: LA's cannot:

- work in the county where he/she is the spouse of CED or COC member
- engage in sales or administration of any MPCCI policy
- adjust any losses for any member of their family including, but not limited to, parents, brothers, sisters, children, spouse, in-laws, grandchildren, aunts, uncles, cousins, and grandparents, or of the family of an employee of LA, or any party with whom LA has a material or financial interest. Relationship by *--adoption or similar extent is included. Further, "material or financial interests" mentioned above includes family members and those associated with the loss adjuster that may have power of attorney authorization with NAP participants.--*
- **not** discriminate against any producer because 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 public assistance.

44 LA's Ethics, Conflicts, and Eligibilities (Continued)

B Eligibilities

LA's shall **not** be:

- a permanent, part-time, or intermittent FSA employee

Exception: A field reporter who performs **only** technical field services **may** be an LA. The reporter and LA work **must** be performed on different days.

- a STC or COC member.

* * *

LA's **may** be an employee of another agency, such as NRCS, but shall **not** work for FSA and another agency during the same hours.

45-50 (Reserved)

Part 3 LA Travel and FSA-449A's

200 Authority

A Regulations

The following regulations apply to LA travel:

- GSA Federal Travel Regulations, 41 CFR Chapter 301, Travel Allowances
- Department Manual 2300-1, Agriculture Travel Regulations.

B CCC-455

CCC-455 authorizes most LA travel on a continuing basis. AD-202's shall be issued for all travel not covered by the agreement authority, such as travel outside the continental U.S.

Note: Travel advances and Government-issued credit cards, including telephone credit cards, are **not** approved for LA's.

*--C FSA-449A's for \$4,000 or More

CED's must obtain approval of all FSA-449A's totaling \$4,000 or more from the State Office loss adjustment specialist or designated officer. A register listing all FSA-449A's of \$4,000 or more **must** be maintained and submitted to the State Office at the end of the crop year.

County Offices must submit the register annually, by February 5th of the following calendar year. State Offices must submit the report to SND by February 15th. State Office loss adjustment specialist or designee **must** perform a mandatory detail audit by April 1 of at least 10 percent of county FSA-449A's submitted on the register.

The State Office must submit a brief narrative report of the results of the audit to SND, Disaster Assistance Section, Lew Jenkins. The report must include the following:--*

- total payments listed on the reports
- number checked
- number of discrepancies found
- the action taken for corrections.

201, 202 (Reserved)

203 (Withdrawn--Amend. 6)

204, 205 (Reserved)

219 Long-Distance Telephone Calls

A Work-Related Telephone Calls

Work-related long-distance telephone calls will be reimbursed, if they are itemized on the telephone log showing the following:

- date
- locations of origination and designation of the call
- amount paid
- **unit number** for the inspection
- producer's name
- purpose of the call.

The telephone bill is required as supporting documentation as an attachment to the telephone log.

B Personal Telephone Calls

A personal long-distance telephone call will be reimbursed, if all of the following are relevant:

- LA secures overnight lodging
- calls are brief to a member of the immediate family
- maximum aggregated amount for each travel period, such as consecutive days of official travel, does not exceed an amount equal to \$5 multiplied by the number of lodging nights.

Note: The aggregated amount includes access charges and charges for calls not completed.

Calls to the official duty station on the date of return from travel for notifying a change in schedule are acceptable.

219 Long-Distance Telephone Calls (Continued)

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C Documentation

On FSA-449A:

- enter the total amount of official calls from the telephone log
- attach the telephone log to FSA-449A as supporting documentation
- itemized telephone bills will be required as supporting documentation for calls itemized on the telephone log, unless the calls were placed from a pay telephone.

220 Miscellaneous Expenses**A Limits**

Miscellaneous expenses are limited to small items necessary to perform loss adjustment. Whenever possible, obtain small items, such as pens, paper clips, photocopies, etc., from the County Office. Receipts for all expenses **must** be provided with FSA-449A's.

--Specifically for LA's who receive and return assignments through e-mail, a printing allowance of \$0.20 per sheet, with a maximum of \$20 per assignment, is permitted as a miscellaneous expense. Enter the expense amount on FSA-449B, miscellaneous row.--

B Exclusions

Items, such as gloves, boots, calculators, cell phones, etc. are not considered FSA miscellaneous expenses, as these items are considered the LA's responsibility and will not be accepted for reimbursement.

221-223 (Reserved)

304 Creating New LA Voucher (Continued)

H Approving Voucher Summary

Follow this table to approve the voucher summary.

Step	Action	Result
1	Click the calendar icon to enter an approval date.	The approval date will be displayed.
2	CLICK "Save and Submit". *--Note: Vouchers \$4,000 or more require State--* Office approval.	The voucher is considered approved and will immediately be processed for payment.

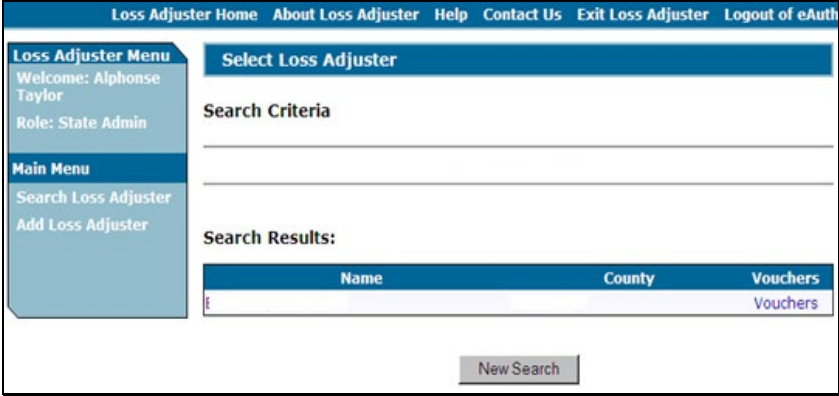
305 Revising or Deleting Part of Voucher

A Overview

Only State Office users have the authority to revise or delete a voucher that has already been submitted for payment.

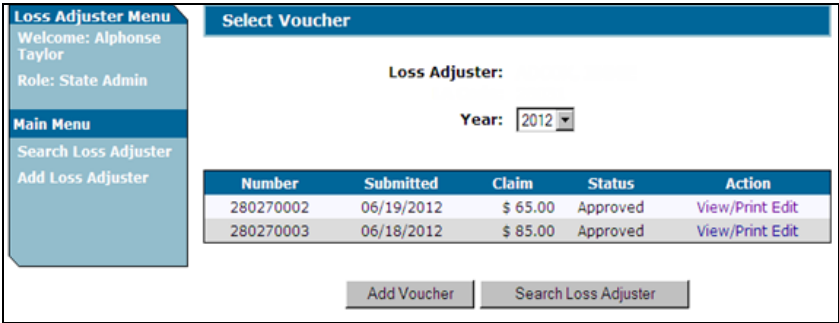
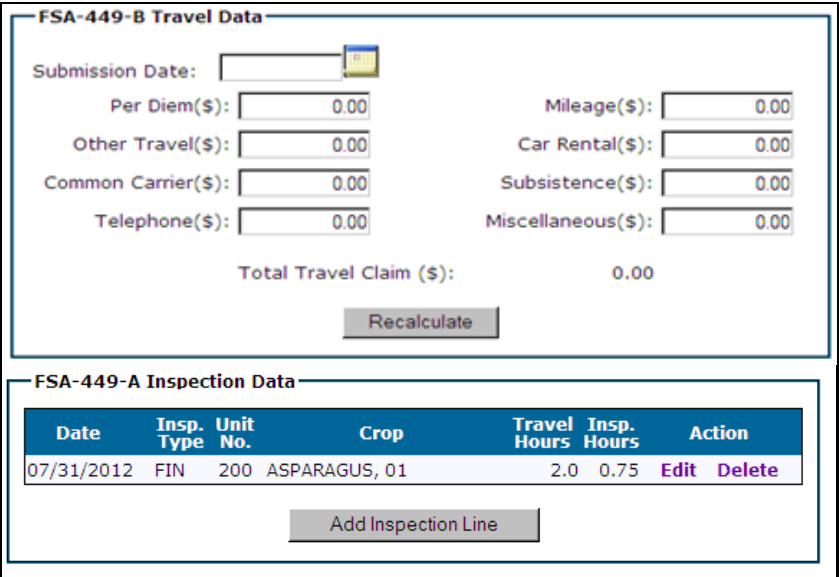
B Action

Follow this table to revise or delete a voucher.

Step	Action	Result
1	*--Select LA from either of the search methods from the Search Loss Adjuster Screen.	The Select Loss Adjuster Screen will be displayed with LA's name.
2	CLICK "Vouchers". 	The Select Voucher Screen will be displayed.

305 Revising or Deleting Part of Voucher (Continued)

B Action (Continued)

Step	Action	Result
3	<p>Use the drop-down list to select the desired crop year. *--</p>  <p>--*</p>	<p>All of LA’s vouchers for the crop year selected will be displayed.</p>
4	<p>CLICK “View/Print Edit” for the specific voucher to be revised or deleted.</p>	<p>The voucher will be displayed.</p>
5	<p>CLICK “Recalculate” to revise FSA-449B Travel Data. *--</p>  <p>--*</p>	<p>The user may revise FSA-449B Travel Data.</p>
6	<p>Do either of the following.</p> <ul style="list-style-type: none"> • CLICK “Edit” to revise FSA-449A Inspection Data. • CLICK “Delete” to delete the inspection line. 	<p>The user may edit FSA-449A Inspection Data.</p> <p>A delete screen will ask the user to confirm deletion request.</p>

LA Pay Rate Table

Use the following table for pay rates for LA's.

LA Pay Rate Table		
Inspection Type	Beginning Date of Pay Rate for Work Completed	Pay Rate Per Hour
TRN: for Phase 1 and 2 training (those not yet certified)	*--1/1/2022	\$15.00
UTR (Update training) and services performed by a fully certified LA with less than 1 year of satisfactory service.	1/1/2022	\$20.25
UTR (update training) and services performed by a fully certified LA with 1 or more years of satisfactory service.	1/1/2022	\$22.55--*

Notes: Service code "TRN" will always pay the uncertified training level regardless of LA status. Therefore, do **not** use TRN for certified LA's unless an LA is working toward recertification.

The LA management system will compare and compute the voucher payment based on the work completion date and effective pay rate.

Pay rates may include a cost-of-living adjustment according to an increase to the GS salary table.

