

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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**FCIC Program Integrity  
4-RM**

**Amendment 28**

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**Approved by:** Acting Deputy Administrator, Farm Programs



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 2 C has been amended to correct the handbook referenced for farm records management.

Subparagraph 4 A has been amended to reference Exhibit 11 for State Office POC's.

Subparagraph 70 C has been amended to include the Hyper Dynamic Reporting Application (HyDRA). County Offices shall enter all Regional Compliance Office (RCO) spot check findings in HyDRA.

Subparagraph 70 D has been amended to remove the requirement for State Office POC's to mail spot check results to RCO. RCO's can now retrieve all spot check findings through HyDRA.

Subparagraph 72 B has been amended to require County Offices to complete AD-2027 and attach supporting documentation in HyDRA within 5 calendar days after each inspection is complete.

Subparagraph 73 A has been amended to remove the requirement for State Offices to forward all spot check results to RCO using standard mail.

Subparagraphs 73 D and E have been removed because State Offices are no longer required to submit a RCO Spot Check Report to the National Office identifying spot checks that have not been completed. State Offices as well as the National Office and RCO can obtain RCO spot check reports through HyDRA.

Paragraph 76 has been added to incorporate HyDRA procedure.

Subparagraph 82 C has been amended to reference Exhibit 11 for State Office POC's.

Exhibit 8 has been amended to include references to HyDRA.

Exhibit 11 has been amended to update State Office POC's and alternate POC's.

**Amendment Transmittal (Continued)**

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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
- \*--10-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.

\*--See Exhibit 11 for a list of State Office POC's.--\*

**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.

## 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:

- use HyDRA to record all RCO spot check findings
- complete AD-2027 electronically in HyDRA within 5 days after the inspection is completed
- load AD-2045, with GPS points and digital pictures, in HyDRA as an attachment to the AD-2027, within 5 days after the inspection is completed.

70 Review Requirements (Continued)

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

See paragraph 76 for instructions on accessing and entering RCO spot check findings in HyDRA.--\*

**D State Office Action**

\*--State Office POC's shall ensure County Offices enter RCO inspection results in HyDRA. HyDRA has the capability for POC's to receive notifications after inspection results have been entered. There are also numerous reports in HyDRA to assist POC's in this effort.--\*

\* \* \*

**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).--\*

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	<b>IF the crop is...</b> not insured	<b>THEN...</b> 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	conduct fact finding according to subparagraph 71 A.
4	<b>Important:</b> 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.  <b>Note:</b> 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	<b>IF the inspection results are AD-2027...</b>	<b>THEN...</b>
	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	<b>Important:</b> 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	<b>*--Complete AD-2027 and attach supporting documentation in HyDRA within 5 calendar days after each inspection is complete.--*</b>	
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 2012 in Wilbarger County, Texas, the tracking number assigned by the County Office would be 48-487-2012-0001.

- 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”
- \*--document mileage incurred for each RCO completed
- coordinate with State Office POC’s to complete annual RCO mileage totals.

**Note:** See subparagraphs 73 H and I for guidance on calculating total mileage incurred for RCO inspections.--\*

## 73 State Office Action

**A Processing Referrals \* \* \***

Upon receipt of \* \* \* AD-2007\* \* \* from the County Office, the State Office POC shall:

- log the referral or spot check on AD-2007A (Exhibit 10)

\* \* \*

- 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 standard 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.

**73 State Office Action (Continued)**

**C Monitoring Spot Check Inspections**

State Office POC's shall monitor the completion of RCO spot checks for each county in the State and, when applicable, shall remind County Offices of the importance of timely completing RCO inspections.

Reminder notices can be provided to counties by any available means, such as phone calls, e-mail, etc.

\* \* \*

**D Assisting in RCO Mileage Reimbursement**

FSA and RMA finalized an agreement for mileage reimbursement associated with completing RCO growing season inspections. As a condition for reimbursement, FSA must document mileage associated for each RCO spot check.

State Office POC's shall:

- remind County Offices to document mileage incurred for each RCO spot check
- work with County Offices to accurately document the correct mileage associated with each RCO spot check.

73 State Office Action (Continued)

**E Submitting Annual RCO Mileage Reimbursement Spreadsheet**

Annually, after the post of the spring RCO spot check list for the FY, the National Office will send State Office POC’s an RCO Mileage Reimbursement Spreadsheet. State Office POC’s shall:

- work with County Offices to ensure that accurate mileage for each completed RCO spot check has been documented on the RCO Mileage Reimbursement Spreadsheet
- compile mileage totals for all counties and have the total State RCO mileage amounts certified by SED or Administrative Officer
- submit the completed RCO Mileage Reimbursement Spreadsheet to the National Office by e-mail to Melonie Sullivan at **melonie.sullivan@wdc.usda.gov no later than September 14<sup>th</sup> of each year.**

**Note:** The RCO Mileage Reimbursement Spreadsheet contains PII and must be encrypted before e-mailing to the National Office.

**F Completing RCO Mileage Reimbursement Spreadsheet**

The RCO Mileage Reimbursement Spreadsheet:

- shall include all RCO spot checks completed during the FY
- may include spot checks from prior years’ RCO spot check list.

The following is an example of the RCO Mileage Reimbursement Spreadsheet.

State	County	Producer Name	Crop	Mileage From Initial Inspection	Mileage From Final Inspection	Total Mileage	Mileage Rate	Total Cost
AL	Coffee	Producer 1	Peanuts	25	25			
AL	Coffee	Producer 1	Cotton	10	10			

**Note:** Only mileage for the initial and final inspections must be documented in the RCO Mileage Reimbursement Spreadsheet. The “Total Mileage”, “Mileage Rate”, and “Total Cost” columns automatically populate.

IF...	THEN State Offices...
an RCO spot check was completed during the FY, but is not listed on the RCO Mileage Reimbursement Spreadsheet	may add the spot check to the RCO Mileage Reimbursement Spreadsheet.
a spot check is on the RCO Mileage Reimbursement Spreadsheet, but an RCO inspection was <b>not</b> conducted	shall ENTER “0” in the applicable mileage column.

## 73 State Office Action (Continued)

**G Calculating RCO Mileage**

Total mileage for each RCO inspection shall include round trip mileage to the producer's farm and back to the County Office.

RCO may identify multiple crops for a producer on the spot check list. Each crop is listed separately for the producer on the RCO Mileage Reimbursement Spreadsheet. If additional mileage is incurred to verify a subsequent crop, that mileage shall be documented on the RCO Mileage Reimbursement Spreadsheet.

**Example:** RCO spot checks were completed for Producer 1 for peanuts and cotton. Mileage to the producer's farm to spot check the peanuts totaled 25 miles round trip. The producer's cotton acreage was on an adjacent farm 5 miles away. In this case, 25 miles should be documented as the total mileage for the peanut crop and 10 miles should be documented as the total mileage for the cotton crop.

If an RCO inspection was completed in connection with other FSA inspections, total mileage for the trip may be included provided the RCO inspection was the farthest point. If the RCO inspection was not the farthest point for the trip, only the mileage associated with the RCO inspection may be included in the RCO Mileage Reimbursement Spreadsheet.

**Example 1:** The County Office completed RCO inspections and bin measurements on the same day. The RCO inspection was 20 miles from the County Office. The bin measurement was conducted only 5 miles from the County Office. In this case, the total mileage from the RCO inspection may be included in the RCO Mileage Reimbursement Spreadsheet because the RCO inspection was the farthest point traveled for the inspection.

**Example 2:** The County Office is conducting FSA-578 acreage inspections for a farm 15 miles from the County Office. On the way, the County Office employee travels 5 miles and completes an RCO inspection for a producer on the spot check list. In this case, the total mileage can only be documented on the RCO Mileage Reimbursement Spreadsheet for 10 miles (5 miles to and from the County Office) since the RCO inspection was not the farthest point traveled.

Total mileage on the RCO Mileage Reimbursement Spreadsheet shall **only** include mileage associated with performing RCO growing season inspections for producers on the spot check list. Mileage incurred during other inspections for AIP's shall **not** be included.

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	<b>IF a review is...</b>	<b>THEN RCO shall...</b>
	not warranted	inform the State Office POC in writing.
	warranted	determine whether RCO conducts the review: <ul style="list-style-type: none"> <li>●*--if a referral to AIP is warranted--*</li> <li>● according to standard operating procedure.</li>   <li>●*--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.--*</li>   <li>● RCO shall evaluate the appropriateness of the actions taken *--by AIP and determine whether further review is necessary and provide response to AIP.--*</li> </ul>
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 HyDRA Procedure**

**A Overview**

CAE developed HyDRA to serve as a centralized platform to enter RCO SCL inspections. FSA County Offices shall enter RCO inspection results in HyDRA for all inspections. RCO can retrieve inspection results and reports directly through the HyDRA application.

**Note:** At this time, HyDRA shall **only** be used to record RCO inspections. Referrals submitted on AD-2007 shall be sent to RCO according to current policy.

**B Obtaining Access**

State and county users requiring access to HyDRA must complete FCIC-586, RMA Security Access Authorization Form.

An electronic version of FCIC-586 and instructions for completing the form are posted on the Program Delivery Web at

**<http://fsaintranet.sc.egov.usda.gov/ffas/farmbill/ccc/>**.

Submit completed FCIC-586's to the RMA IT Help Desk by either of the following:

- FAX at 816-737-3588
- e-mail to **[rmaithelpdesk@rma.usda.gov](mailto:rmaithelpdesk@rma.usda.gov)**.

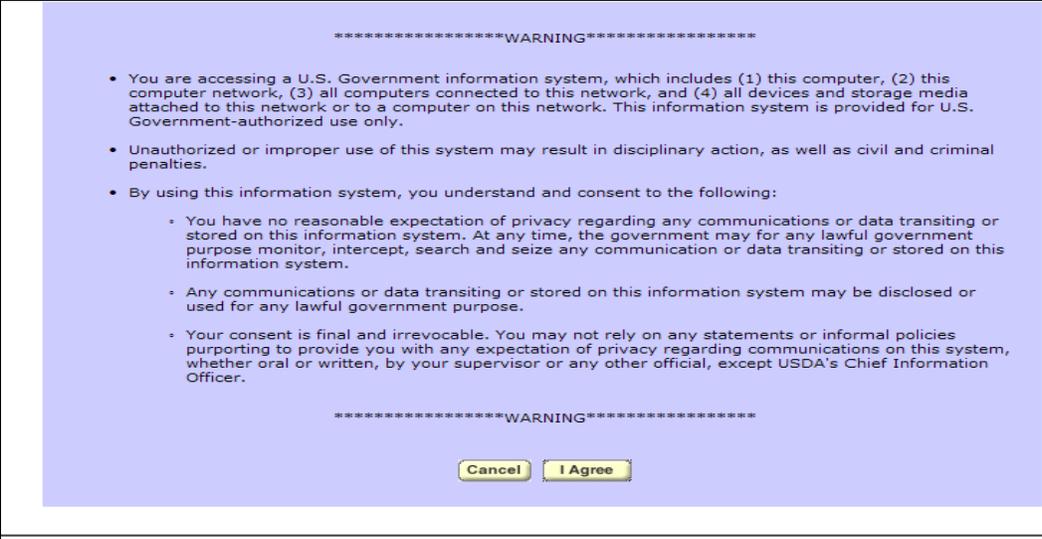
After receipt of a completed FCIC-586, RMA will:

- process security authorization
- e-mail HyDRA login and password credentials to the user.--\*

\*--76 HyDRA Procedure (Continued)

C Accessing HyDRA

Access HyDRA according to the following table.

Step	Action
1	<p>HyDRA may be accessed at <a href="https://caehydralink.rma.usda.gov/hydraksa">https://caehydralink.rma.usda.gov/hydraksa</a>.</p>
2	<p>On the USDA eAuthentication Warning Screen, CLICK “I Agree” to proceed or “Cancel” to end the process. When the user clicks “I Agree”, the following USDA eAuthentication Login Screen will be displayed.</p> 
3	<p>On the USDA eAuthentication Login Screen, the user <b>must</b> do either of the following:</p> <ul style="list-style-type: none"> <li>enter the eAuthentication user ID and password; CLICK “Login”</li> <li>CLICK “Login with Lincpass”.</li> </ul> 

--\*

\*--76 HyDRA Procedure (Continued)

C Accessing HyDRA (Continued)

Step	Action
4	<p>The HyDRA “<b>Login Screen</b>” will be displayed. On the HyDRA login screen enter the HyDRA “<b>User ID</b>” and “<b>Password</b>” and CLICK “<b>Sign In</b>”.</p> <div data-bbox="386 432 1377 919" style="border: 1px solid black; padding: 10px; text-align: center;"> </div> <p>The HyDRA Home Page will be displayed.</p> <p><b>Note:</b> Users will only have to enter their HyDRA login credentials one time (the first time logging in to the application). After logging in, users will be prompted directly to the HyDRA Home Page after successfully initially logging in through eAuthentication</p>

--\*

\*--76 HyDRA Procedure (Continued)

**D HyDRA Home Page**

The HyDRA Home Page serves as the portal for users and provides access to reports and the Spot Check List Application. Following is an example of the HyDRA Home Page.



The following table provides the options available on the HyDRA Home Page

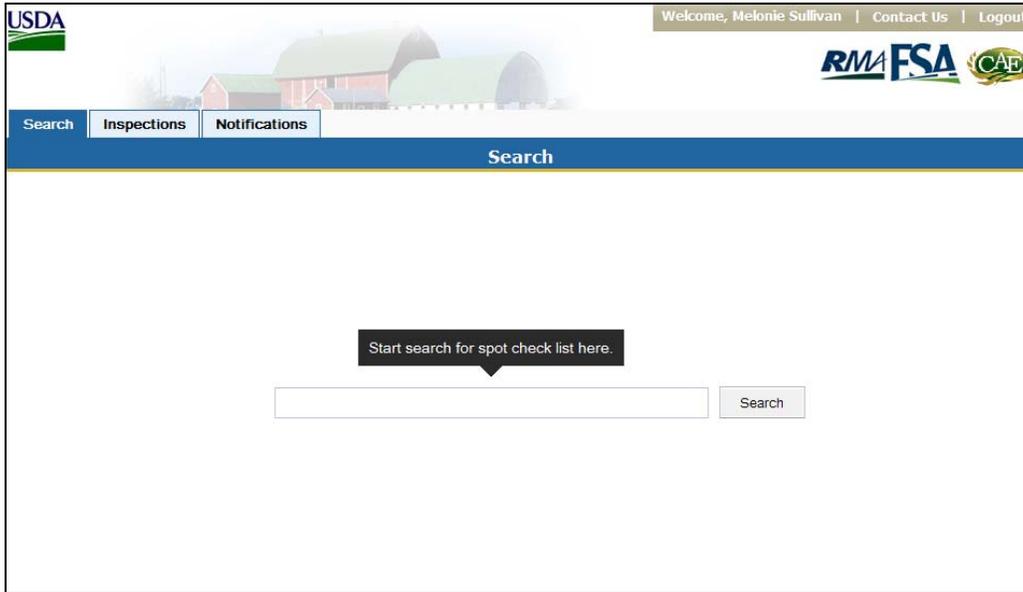
Option	Explanation
	Clicking the “SCL” icon provides a drop-down of available reports.
	Clicking the “Spot Check” icon enables users to access the Spot Check List Inspection Application of HyDRA.
	Clicking the “Guide” icon enables users to download the HyDRA User Guide.
	Clicking the “Contact Us” icon enables users to submit questions, make comments, or provide feedback to CAE.
<b>Home Tab</b>	The “Home” tab is available on all pages of the application and returns the user to the HyDRA Home Page.
<b>More Tab</b>	The “More” tab provides the user with another method to access options on the homepage from any page in the application.
<b>Logout</b>	The “Logout” tab allows the user to logout of the HyDRA Application.

--\*

**\*--76 HyDRA Procedure (Continued)**

**E Accesing the SCL Application in HyDRA**

To access the SCL application in HyDRA **CLICK** the **“Spot Check”** icon on the HyDRA Home Page. The **SCL Search Screen** will be displayed.



\*--76 HyDRA Procedure (Continued)

**F SCL Search Screen**

All producers on the RCO SCL are loaded in the SCL application. Users can search for a producer to enter SCL findings using various search methods.

The following table provides different search methods to retrieve a list of producers or a specific producer on the SCL.

<b>Search by</b>	<b>Explanation/Results</b>
State	Enter the two letter State abbreviation in the search box to retrieve a list of all producers in a specified State on the SCL.
County	Enter a county name in the search box to retrieve a list of all producers on the SCL for a specified county.  <b>Note:</b> If “Adams” is entered in the search box, without a State identified, all producers on the SCL in Adams County will be displayed.
Crop	Enter a crop name in the search box to retrieve a list of all producers on the SCL with the specified crop selected for spot check.
Producer	Enter a first name, last name, or both, to find a specific producer. All producers meeting the entered search criteria will be displayed.
Scenario	Enter a specific scenario name to retrieve a list of all producers on the SCL based on the entered scenario.
Combination Keyword	Users can combine the above searches to further refine their results.  For example, a user could search for producers in Kansas growing corn by entering “ks corn” or “ks, corn.” (The comma is optional)
Asterisk Search “*”	If a user is unsure of the proper spelling, an asterisk (*) search may be used to find results.  For example, a user knows that a producer’s last name is “Stephens”, but is unsure if that is the correct spelling or if it is actually “Stevens”. To ensure that both would appear in the search results, the users would enter “ste*” as the search term. This type of search can be used for all columns (except “Last 4 Tax ID”), depending on what the user is searching.  <b>Note:</b> For asterisk search, all letters must be lowercase.
All Producers	Enter an asterisk “*” in the search box or leave the search box blank and CLICK “ <b>Search</b> ”, to retrieve all producers on the SCL.

Enter the applicable search criteria in the search box and CLICK “**Search**”. The search results screen will be displayed.--\*

\*--76 HyDRA Procedure (Continued)

F SCL Search Screen (Continued)

The following is an example of a search results screen.

		Year	State	County	Crop	Producer Name	Last 4 Tax ID	Scenario
↓	☐	2012	IL	HAMILTON	SOYBEANS			NEW EXCESS YIELD
↓	☐	2012	IL	HAMILTON	CORN			NEW EXCESS YIELD
↓	📎	2012	IL	ADAMS	CORN			SEVERE LOSSES
↓	📎	2012	IL	ADAMS	SOYBEANS			PL / SEVERE LOSSES
↓	☐	2012	IL	MERCER	CORN			PL
↓	☐	2012	IL	MERCER	SOYBEANS			PL
↓	📎	2012	IL	FRANKLIN	SOYBEANS			SEVERE LOSSES
↓	📎	2012	IL	FRANKLIN	CORN			SEVERE LOSSES
↓	☐	2012	IL	KENDALL	CORN			YIELD SWITCH

From the search results screen users have the following options.

- enter inspection results
- upload pictures or other files pertaining to AD-2027
- review/edit inspection results.--\*

\*--76 HyDRA Procedure (Continued)

**G Entering SCL Findings**

The SCL inspection application allows users to complete AD-2027, attach supporting documentation, and submit electronically.

To enter inspection results, on the search results screen, **CLICK** the gray tablet icon for the specific producer. After the “Gray Tablet” icon is clicked AD-2027 will be displayed.

Search			Inspections	Notifications	Search				
IL			Search						
88 results									
1-20 of 88									
		Year	State	County	Crop	Producer Name	Last 4 Tax ID	Scenario	
↓	📄	2012	IL	HAMILTON	SOYBEANS			NEW EXCESS YIELD	
↓	📄	2012	IL	HAMILTON	CORN			NEW EXCESS YIELD	
↓	📄	2012	IL	ADAMS	CORN			SEVERE LOSSES	
↓	📄	2012	IL	ADAMS	SOYBEANS			PL / SEVERE LOSSES	
↓	📄	2012	IL	MERCER	CORN			PL	
↓	📄	2012	IL	MERCER	SOYBEANS			PL	
↓	📄	2012	IL	FRANKLIN	SOYBEANS			SEVERE LOSSES	
↓	📄	2012	IL	FRANKLIN	CORN			SEVERE LOSSES	
↓	📄	2012	IL	KENDALL	CORN			YIELD SWITCH	

--\*

\*--76 HyDRA Procedure (Continued)

H AD-2027

Users shall enter inspection results on AD-2027 in the SCL application. The AD-2027 in the application contains the same information as the paper form.

The following is an example of AD-2027 that will be displayed in the HyDRA SCL Application.

AD2027				
<a href="#">← Back</a>		<a href="#">Submit AD-2027</a>		
This form is available electronically.				
<b>AD-2027</b> (02-11-08)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency  <b>RCO SPOT CHECKLIST</b> <b>GROWING SEASON INSPECTION FORM</b>		1. FSA Tracking Number (13 Digit Number) 17 - 003 - 2012 - <span style="background-color: #e1eef6; border: 1px solid #ccc; padding: 2px;">  </span>
PRODUCER INFORMATION				
2A. Producer Name (Last, First, Middle Initial) <span style="background-color: #e1eef6; border: 1px solid #ccc; padding: 2px;"> </span>		2B. Producer Address (Street, City, State, Zip Code) <span style="background-color: #e1eef6; border: 1px solid #ccc; padding: 2px;"> </span>		
2C. Producer Tax ID Number (Last 4 Digits) <span style="background-color: #e1eef6; border: 1px solid #ccc; padding: 2px;"> </span>		2D. Producer Telephone Number (Include Area Code) <span style="background-color: #e1eef6; border: 1px solid #ccc; padding: 2px;"> </span>		
GENERAL INFORMATION				
3A. State IL	3B. County FSA Office where Farm Records are Maintained ALEXANDER	3C. County FSA Office where Farm Land is Located ALEXANDER	3D. Crop CORN	3E. Crop Year 2012
3F. Farm Serial Number(s) <span style="background-color: #e1eef6; border: 1px solid #ccc; padding: 2px;"> </span>		3G. Farm Tract Number(s) <span style="background-color: #e1eef6; border: 1px solid #ccc; padding: 2px;"> </span>		

**(Beginning portion of AD-2027)**

All boxes shaded in blue are available for users to insert information. Boxes in white are non-changeable fields as that information directly corresponds to a specific producer on the Spot Check List.

Users shall enter all applicable fields on AD-2027. After all applicable information has been entered on AD-2027, users may attach any supporting documentation; i.e., AD-2045, pictures, field notes, etc.--\*

\*--76 HyDRA Procedure (Continued)

I Attaching Supporting Documentation

To attach supporting documentation to the AD-2027, CLICK the “Attach” button at the bottom of the AD-2027.

<b>H. Photographs Taken:</b>		
(1) Number of Photos Taken	(2) Date of Photos (Enter N/A if not applicable)	(3) Second Inspection (Enter N/A if not applicable)
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SIGNATURES</b>		
9A. Name of First FSA Reviewing Official: (print):		10A. Name of Second FSA Reviewing Official (print):
<input type="text"/>		<input type="text"/>
9B. Date of First Inspection (MM-DD-YYYY)		10B. Date of Second Inspection (MM-DD-YYYY)
<input type="text"/>		<input type="text"/>
11. County FSA Office shall attach documentation		
<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 <input type="text"/>
<b>Attached Documents</b>		
<b>Attached New Documents</b>		
		<input checked="" type="checkbox"/> Attach
<small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs 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 20250-3410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.</small>		
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>

A pop-up box will be displayed prompting the user to select a file to attach to the producer’s AD-2027.



Select the applicable file and CLICK “Open”.--\*

\*--76 HyDRA Procedure (Continued)

I Attaching Supporting Documentation (Continued)

A message will be displayed indicating the document was successfully uploaded. The attached document will be displayed under the “Attach New Documents” box on AD-2027 as shown in the following example.

The screenshot shows a web form with several sections. At the top, there are two columns for 'Name of First FSA Reviewing Official' (9A) and 'Name of Second FSA Reviewing Official' (10A), each with a text input field. Below these are two date pickers for 'Date of First Inspection' (9B) and 'Date of Second Inspection' (10B). A section titled '11. County FSA Office shall attach documentation' contains several checkboxes: 'FSA-578', 'AD-1026A', 'Photographs (AD-2045, FSA County Office GPS Data Log)', 'Map Photocopies', 'Field Notes', and 'Other'. Below this is an 'Attached Documents' section with a sub-section 'Attached New Documents' containing a green bar with the text 'shots.docx Uploaded successfully'. At the bottom, there are 'Submit' and 'Cancel' buttons. A small disclaimer is visible at the bottom left of the form area.

Multiple documents can be attached to the producer’s AD-2027.

J Removing Attached Files

If an incorrect file is attached to AD-2027, CLICK the red “X” by the attached file to delete the document.

This screenshot shows the same HyDRA form as above, but with two files listed in the 'Attached Documents' section: 'CAE Logo.JPG Queued.' and 'IV Vault.docx Queued.'. A red circle highlights the 'CAE Logo.JPG' entry, and a red box labeled 'Attached documents' points to it. Another red circle highlights a red 'X' icon to the right of the 'IV Vault.docx' entry. A red callout box at the bottom right contains the text: 'If the wrong file is attached, selecting this button will delete the attached file.' 'Submit' and 'Cancel' buttons are visible at the bottom.

\*--76 HyDRA Procedure (Continued)

**K Submitting AD-2027 and Supporting Documentation**

After entering all required fields on AD-2027 and attaching supporting documentation CLICK “**Submit**” to add the documents to the database.

A pop-up box will be displayed notifying the user whether the documentation has been successfully loaded.

**Note:** Entry items on AD-2027 have character limitations. Exceeding the maximum characters for the field may cause an error in submission. If the characters exceed the maximum amount, a message will be displayed informing the user of the maximum characters allowed in the field. Users must limit characters to meet the character limitation for the field.

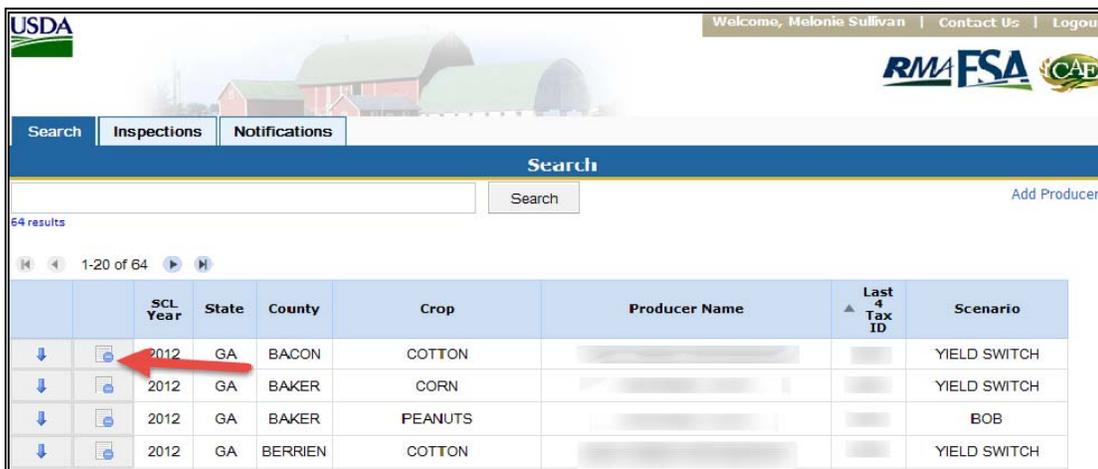
**L Submission Errors**

If an error occurs during submission, any boxes missing required information on the AD-2027 will be highlighted in red. AD-2027’s cannot be submitted unless all required elements have been entered on the form.--\*

\*--76 HyDRA Procedure (Continued)

**M Editing SCL Inspections**

To edit data entered for a producer, search for the producer on the SCL search screen. The gray tablet to the left of a producer’s name will be displayed with a blue circle. This indicates data has been entered in the SCL application for this producer.



Click the tablet to edit inspection results.

AD-2027 will be displayed. Users can make any necessary changes to AD-2027 and add additional documentation to the form. After applicable edits have been made, CLICK “Submit” to save the changes to AD-2027.

**N Adding a Producer**

In some instances users may need to add a producer to the SCL. This may occur upon request by RCO or if a producer on the SCL is listed under an incorrect tax ID. In these cases users can add a producer to enter SCL results.

To add a producer to the SCL application, CLICK the “Add Producer” option from the HyDRA search screen.



--\*

**\*--76 HyDRA Procedure (Continued)**

**N Adding a Producer (Continued)**

The Add Producer screen will be displayed.

The screenshot shows the 'Add Producer' screen with the USDA logo in the top left and 'Welcome, Melonie Sullivan | Contact Us | Logout' in the top right. Below the header is a blue bar with 'Add Producer' in white. A 'Back' link is visible. The main content area contains the text 'Please input the producer's tax ID No.' followed by a light blue text input field. Below the field are two buttons: 'Continue' and 'Cancel'. A red arrow points to the 'Continue' button.

Enter the producer’s nine digit tax ID number and **CLICK “Continue”**. The producer information screen will be displayed.

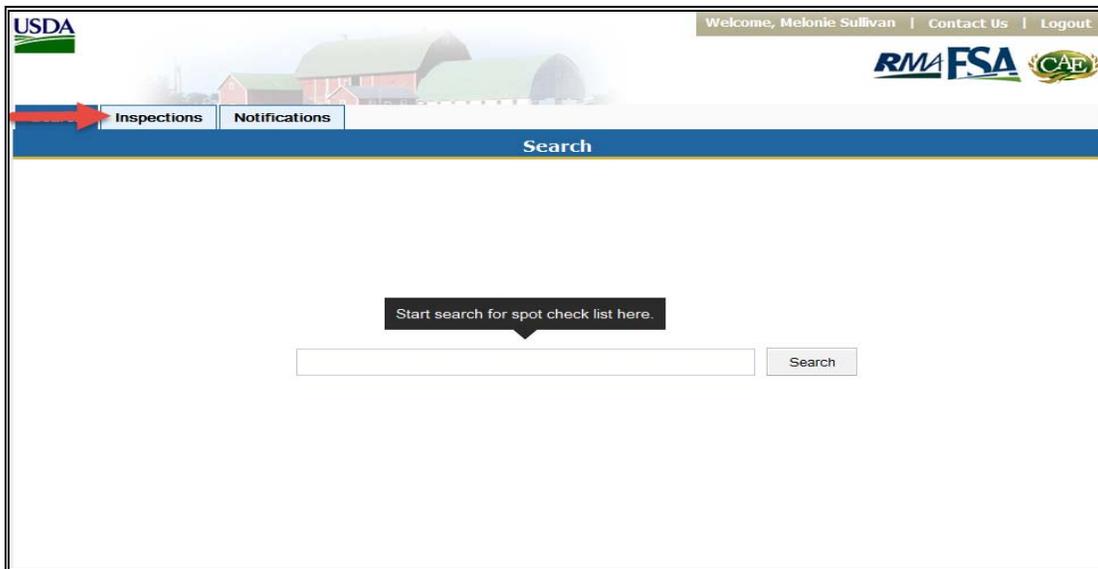
The screenshot shows the 'Add Producer' screen with the USDA logo in the top left and 'Welcome, Melonie Sullivan | Contact Us | Logout' in the top right. Below the header is a blue bar with 'Add Producer' in white. A 'Back' link is visible. The form is divided into two sections: 'PRODUCER INFORMATION' and 'GENERAL INFORMATION'. The 'PRODUCER INFORMATION' section has two fields: 'PRODUCER'S NAME (Last, First, Middle Initial)' and 'PRODUCER'S TAX ID NO. (Last 4 digits)'. The 'GENERAL INFORMATION' section has four fields: 'Spotcheck Year', 'State', 'County FSA Office where Farm Land is Located', and 'Crop'. Below the form are two buttons: 'Submit' and 'Cancel'. A red arrow points to the 'Submit' button.

Users will be prompted to enter general information for the producer, such as name, State, county FSA office where farm land is located, and the crop selected for spot check. Enter applicable information and **CLICK “Submit”**. A message will be displayed notifying the user the producer has been successfully added. Spot check results can then be loaded for the producer.--\*

\*--76 HyDRA Procedure (Continued)

**O Viewing Inspections**

To view inspections loaded in the SCL application, CLICK the “inspections” tab from the HyDRA search screen.



A list of all inspections loaded in the application will be displayed

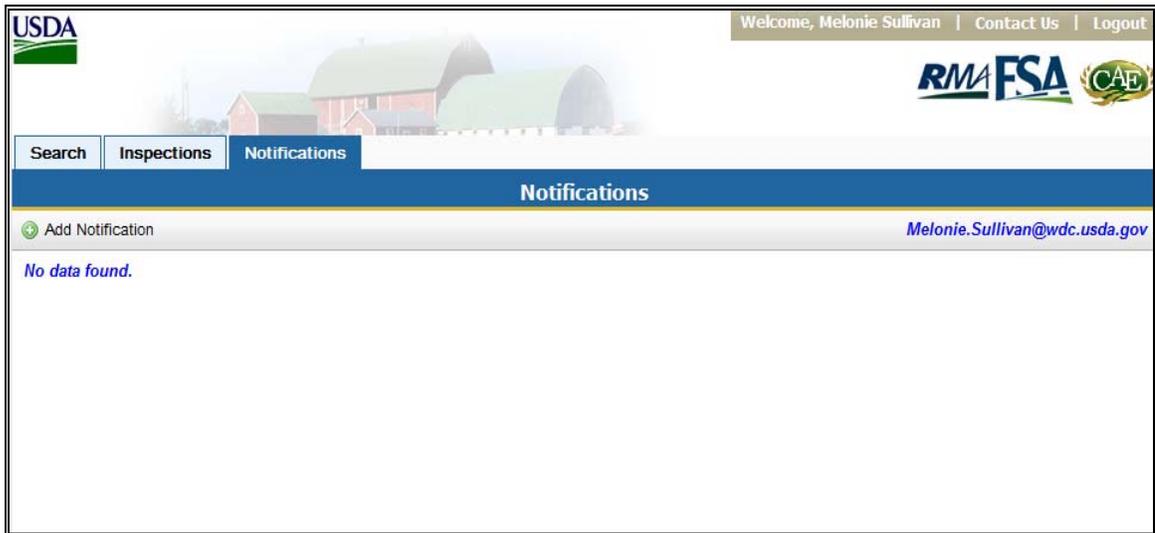
Tracking #	SCL Year	Crop Year	Producer	State	County	Crop	1st Inspection Date	2nd Inspection Date	Result	Submit Date
0100720120001	2012	2012		AL	BIBB	COTTON	06-06-2012		A	01/09/2014 08:48 AM
0103120120005	2012	2012		AL	COFFEE	PEANUTS	07-17-2012		B	11/28/2012 09:01 AM
0103120120006	2012	2012		AL	Geneva	COTTON	07-17-2012	09-12-2012	B	11/28/2012 08:54 AM
0103120120007	2012	2012		AL	Geneva	PEANUTS	07-17-2012	09-12-2012	B	11/28/2012 09:06 AM

Users can CLICK on the inspection date to view AD-2027 for the selected producer.--\*

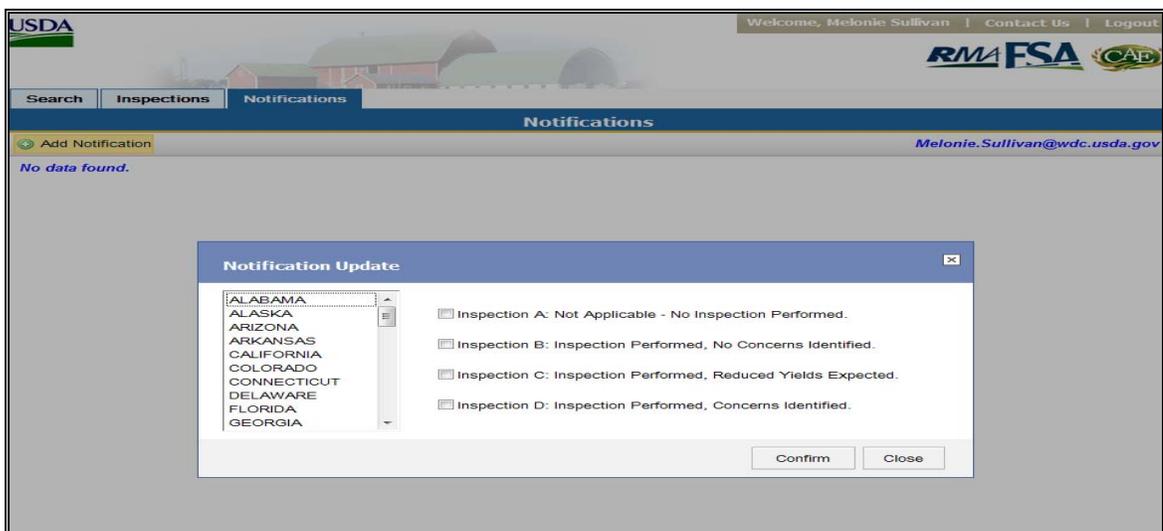
\*--76 HyDRA Procedure Continued)

**P Notifications**

Users have the option to receive notifications after inspection results have been submitted. To set up notifications, select the “Notifications” tab from the HyDRA search screen. The Notifications Screen will be displayed.



Select the “Add Notification” icon. A pop-up box will be displayed allowing the user to select the State(s) and type of inspection they wish to receive.

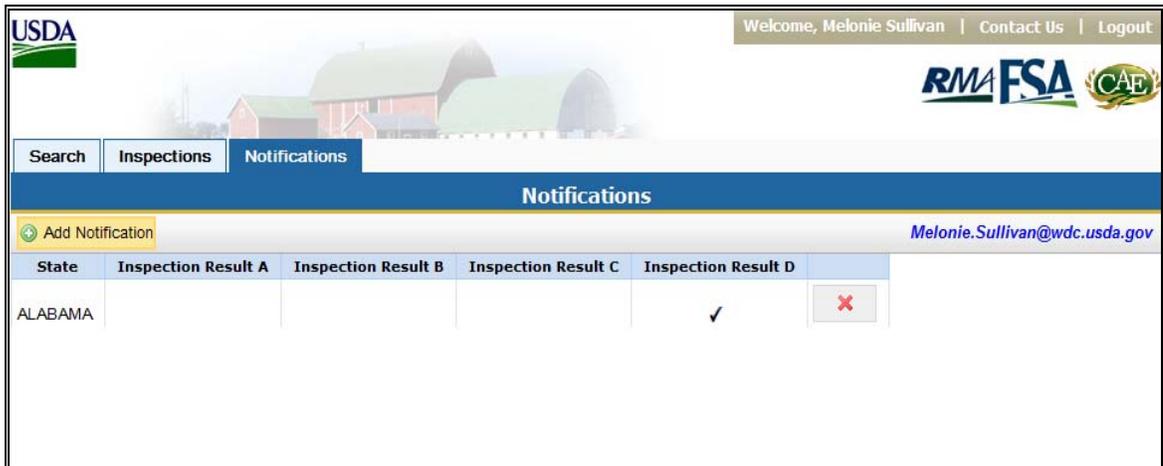


--\*

\*--76 HyDRA Procedure (Continued)

**P Notifications (Continued)**

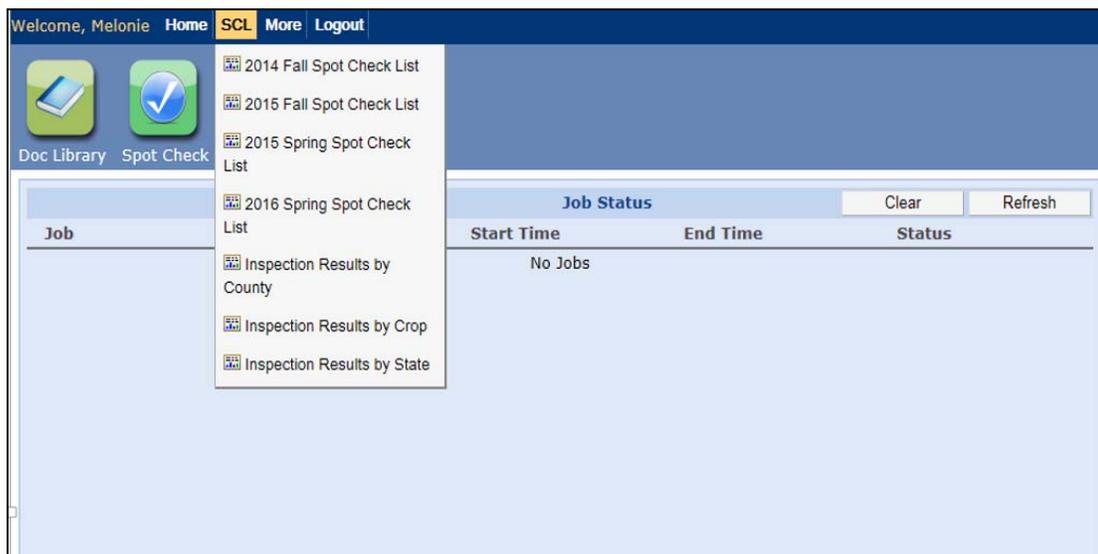
After a State and inspection type have been selected CLICK “Confirm”. The Notification screen will refresh displaying the notification selected and allowing the user to add additional notifications.



**Note:** Notifications will be sent to the user’s government-issued e-mail account. Users will need to access the SCL to view the inspection results as the e-mail will not contain any PII. Users will only receive notifications for new inspection results matching their selections for notification. Notifications will not be sent for inspection reports that were submitted prior to the user signing up to receive notifications.

**Q Accessing HyDRA Reports**

To access reports in HyDRA, hover the mouse over the “SCL” tab on the HyDRA home page. A drop-down menu displaying available reports will be displayed.



--\*

## \*--76 HyDRA Procedure (Continued)

**Q Accessing HyDRA Reports (Continued)**

CLICK the applicable report. A “Select Criteria” box will be displayed allowing users to select criteria; such as “Year”, “State”, “County”, and “Crop” for the report.

The screenshot shows a 'Select Criteria' dialog box with the following content:

Criteria	Options
Year	Select All, 2016, 2015, 2014
State	Select All, AL - (01), AR - (05), AZ - (04)
County	Select All, Accomack, VA - (001), Ada, ID - (001), Adair, IA - (001)
Crop	Select All, Alfalfa Seed - (0107), All Other Citrus Trees - (0211), Almonds - (0028)

Buttons: Submit, Cancel

Select applicable criteria and CLICK “Submit”. The report will open in a separate window.

**R Available Reports**

The following reports are currently available in HyDRA.

- **Inspection Results by County** - provides the number of each type of inspection result (A, B, C, or D) by county for the selected years, states, and/or counties. The information is reported in real time and is updated after every inspection result is submitted.
- **Inspection Results by Crop** - provides the number of each type of inspection result by county and crop for the selected “Year”, “State”, and/or “Counties”. The information is reported in real time and is updated after every inspection result is submitted.
- **Inspection Results by State** - provides the number of each type of inspection result (A, B, C, or D) by state for the selected years and/or States. The information is reported in real time and is updated after every inspection result is submitted.--\*

77-80 (Reserved)



## 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
- **\*--Note:** AIP's may request information to verify new producer determinations. In these cases, AIP's must ensure that all tools; such as Common Information Management System, Hyper Dynamic Reporting Application, and Policy Holder Tracking System; have been used to verify new producer determinations before requesting information from FSA. AIP's shall only request FSA verification on cases that cannot be resolved using available resources.--\*
- 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 (Exhibit 11).--\*

**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
- 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

## Reports, Forms, Abbreviations, and Delegations 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, 70-76, 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, 70-76, 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
FCIC-586	RMA Security Access Authorization Form		76
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.

<b>Approved Abbreviation</b>	<b>Term</b>	<b>Reference</b>
AIP	approved insurance provider	Text
ALG	Appeals and Litigation Group	8
CAE	Center for Agriculture Excellence	76
GPS	Global Positioning System	167
HyDRA	Hyper Dynamic Reporting Application	70, 76
MPCI	Multiple Peril Crop Insurance	122, 123, 130, 131, Ex. 6
POC	point of contact	Text, Ex. 6, 7, 11, 17
SCL	Spot check list	76

**Delegations of Authority**

None

**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 entered in HyDRA.--\*



State Office POC's

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State	POC	Alternate POC
<b>Alabama</b> 4121 Carmichael Rd Ste 600 Montgomery AL 36106-3660	Walda Malone Telephone: 334-279-3520 FAX: 855-747-0599 <b>walda.malone@al.usda.gov</b>	William Henderson Telephone: 334-279-3529 FAX: 855-747-0599 <b>william.henderson@al.usda.gov</b>
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<b>California</b> 430 G St Dept 4161 Davis CA 95616-4161	Ken Ogden Telephone: 530-792-5525 FAX: 530-792-5555 <b>ken.ogden@ca.usda.gov</b>	Navdeep Dhillon Telephone: 530-792-5530 FAX: 530-792-5555 <b>navdeep.dhillon@ca.usda.gov</b>
<b>Colorado</b> Denver Federal Center Building 56, Room 2760 PO Box 25426 Denver, CO 80225-0426	Diane Pierson Telephone: 720-544-2899 FAX: 844-715-5077 <b>diane.pierson@co.usda.gov</b>	Tammy Cook Telephone: 720-544-2881 FAX: 844-715-5077 <b>tammy.cook@co.usda.gov</b>
<b>Connecticut</b> 344 Merrow Rd Tolland CT 06084-3917	Sarah Fournier Telephone: 860-871-4091 FAX: 860-871-4184 <b>sarah.fournier@ct.usda.gov</b>	Ross Eddy Telephone: 860-871-4092 FAX: 860-871-4184 <b>ross.eddy@ct.usda.gov</b>
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<b>Florida</b> 4440 NW 25th Pl Ste 1 Gainesville FL 32606-6508	Vacant	Tom Hockert Telephone: 352-379-4526 FAX: 352-379-4581 <b>tom.hockert@fl.usda.gov</b>
<b>Georgia</b> 355 E Hancock Ave Ste 102 Athens GA 30601-4538	Terri Riley Telephone: 706-552-2522 FAX: 855-409-5737 <b>terri.riley@ga.usda.gov</b>	Brett Martin Telephone: 706-552-2517 FAX: 855-409-5737 <b>brett.martin@ga.usda.gov</b>

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State Office POC's (Continued)

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State	POC	Alternate POC
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<b>Iowa</b> 10500 Buena Vista Ct Des Moines IA 50322-3782	Kevin McClure Telephone: 515-254-1540 ext 8470 FAX: 855-218-8672 <b>kevin.mcclure@ia.usda.gov</b>	Heidi Blair Telephone: 515-254-1540 ext 8473 FAX: 855-218-8672 <b>heidi.blair@ia.usda.gov</b>
<b>Kansas</b> 3600 Anderson Ave Manhattan KS 66503-2511	Todd Barrows Telephone: 785-564-4776 FAX: 855-782-9608 <b>todd.barrows@ks.usda.gov</b>	Scott Willbrant Telephone: 785-564-4775 FAX: 855-782-9608 <b>scott.willbrant@ks.usda.gov</b>
<b>Kentucky</b> 771 Corporate Dr Ste 100 Lexington KY 40503-5438	Aaron Lowe Telephone: 859-224-7680 FAX: 859-224-7632 <b>aaron.lowe@ky.usda.gov</b>	Guy Perry Telephone: 859-224-7629 FAX: 859-224-7632 <b>guy.perry@ky.usda.gov</b>
<b>Louisiana</b> 3737 Government St Alexandria LA 71302-3327	Matt Springer Telephone: 318-473-7763 FAX: 318-473-7735 <b>matt.springer@la.usda.gov</b>	Cheryl Denny Telephone: 318-473-7738 FAX: 318-473-7735 <b>cheryl.denny@la.usda.gov</b>
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<b>Maryland</b> John Hanson's Business Center 339 Buschs Frontage Rd Ste 104 Annapolis MD 21409-5561	Joanne Mann Telephone: 443-482-2768 FAX: 855-401-6638 <b>joanne.mann@md.usda.gov</b>	Robert Wevodau Telephone: 443-482-2770 FAX: 855-401-6638 <b>robert.wevodau@md.usda.gov</b>

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State Office POC's (Continued)

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State	POC	Alternate POC
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<b>Minnesota</b> 375 Jackson St Ste 400 St Paul MN 55101-1852	Scott Kapphahn Telephone: 218-751-1942 ext 110 FAX: 855-719-9917 <b>scott.kapphahn@mn.usda.gov</b>	Lisa MacDonald Telephone: 651-602-7900 FAX: 855-719-9917 <b>lisa.macdonald@mn.usda.gov</b>
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State Office POC's (Continued)

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State	POC	Alternate POC
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<b>South Dakota</b> 200 4th St SW Rm 308 Huron SD 57350-2478-2431	Donita Garry Telephone: 605-352-1158 FAX: 855-243-6003 <b>donita.garry@sd.usda.gov</b>	Paul Hanson Telephone: 605-352-1180 FAX: 855-243-6003 <b>paul.hanson@sd.usda.gov</b>

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State Office POC's (Continued)

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<b>Texas</b> 2405 Texas Ave S College Station TX 77840-4699	Scott Reed Telephone: 979-680-5214 FAX: 855-496-7875 <b>scott.reed@tx.usda.gov</b>	Becky Weaver Telephone: 979-680-5216 FAX: 855-496-7875 <b>becky.weaver@tx.usda.gov</b>
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