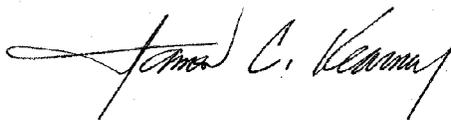


For: State and County Offices

Additional Mediation Funding for FY 2000

Approved by: Associate Administrator for Operations and Management



1 Overview

A

Background

In FY 2000, FSA has reserved a small amount of non-grant funds for both certified and non-certified States. These additional funds may be used to pay eligible mediation costs. These funds will be held at the National Office to cover future requirements.

FY 2000 funds:

- do not carry over to FY 2001
- must be obligated no later than September 30, 2000.

B

Purpose

This notice provides instructions for:

- requesting funds
- ordering mediation services.

Continued on the next page

<p>Disposal Date</p> <p>October 1, 2000</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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1 Overview (Continued)

C Requesting Funds

State Offices shall:

- request funds from EDSO before agreeing to pay or incur eligible mediation expenses
 - specify the number of participants requesting mediation services.
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D Contact

State Offices shall contact Chester Bailey, EDSO, at 202-720-1471 for additional information or assistance with mediation issues.

2 Ordering Procedures

A Using Purchase Card or AD-838

Mediation services shall be acquired:

- by authorized purchase cardholders or warranted contracting officers (CO) only
- according to 27-AS and DR 5013-6
- after required documentation is prepared and completed
- before requesting payment.

Note: Before issuing an order for mediation services, the purchase cardholder or CO shall ensure the cost will not exceed their individual authorized limit.

B Accounting Information

Using the applicable State Office index codes according to 98-FI, Exhibit 11, subparagraph A, to create the accounting code for charges, the sub-sub object code will remain “82”.

Example: The index code for the Missouri State Office is “02984” and the sub-sub object code is “82”. This creates the accounting code “00029848200”.

The budget object class code is “2540” for all States.
