

**For:** State and County Offices

**Additional Mediation Funding for FY 2004**

**Approved by:** Associate Administrator for Operations and Management

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**1 Overview**

**A Background**

For FY 2004, FSA has reserved a small amount of nongrant funds for both certified and noncertified 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 2004 funds:

- do not carry over to FY 2005
- must be obligated no later than September 30, 2004.

**B Purpose**

This notice provides instructions for:

- requesting funds
- ordering mediation services.

**C Requesting Funds**

State Offices shall:

- request funds from the Outreach Staff (OS) before agreeing to pay or incur eligible mediation expenses
- specify the number of participants requesting mediation services.

<b>Disposal Date</b>  October 1, 2004	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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### 1 Overview (Continued)

#### D Contact

State Offices shall contact Chester Bailey, OS, at 202-720-1471 for additional information or assistance with mediation funding 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's) 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 that the cost will not exceed their individual authorized limit.

#### B Accounting Information

Use the applicable State Office organization codes according to 98-FI (Rev. 7), Exhibit 11, to create the accounting code for payments of charges. The sub-sub object code should be "4A".

**Example:** The organization code for the Missouri State Office is "02984" and the sub-sub object code is "4A". This creates the accounting code "484029844A0000".

The budget object class code is "2540" for all States.