

For: State and County Offices

Eligibility/Payment Limitation Training

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

An Eligibility/Payment Limitation Training session has been scheduled in Nashville, Tennessee for September 20 through September 24, 2004. All payment limitation policy and new web-based software for producer eligibility will be covered.

B Purpose

This notice provides information for:

- the scheduled dates and times of the training session
- the number of authorized participants for each State Office (Exhibit 1)
- information about hotel accommodations
- travel authorization for the attendees from each State Office
- airport transportation
- training materials
- required action
- documenting training
- additional information contact.

2 Training Information

A Training Dates

The training session will:

- begin on Monday, September 20, 2004, at 8:30 a.m.
- end on Friday, September 24, 2003, at 4:30 p.m.

Disposal Date January 1, 2005	Distribution State Offices; State Offices relay to County Offices
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2 Training Information (Continued)

B Authorized Number of Participants

See Exhibit 1 for the authorized number of participants for each State.

Note: The authorized number of participants for each State shall include at least 1 FSA Service Center employee with applicable experience. SED's are authorized to attend the training and are **not** included in the numbers noted in Exhibit 1.

C Hotel Information

Participants shall make their own hotel reservations directly with the Sheraton Downtown Nashville Hotel. Participants shall call the hotel directly at 615-259-2000.

The reservation cut-off date is September 8, 2004.

The hotel address is:

Sheraton Downtown Nashville Hotel
623 Union Street
Nashville, TN 37219.

Note: Participants shall identify themselves as an attendee of the USDA, Farm Service Agency training session. All reservations must be confirmed immediately upon receipt of this notice. Participants must also have their Government credit card and a copy of their travel authorization to receive the Government rate.

The Government guest room rate is \$82, plus tax for a single room each night. Late arrivals (after 6 p.m.) must be guaranteed using a credit card.

For additional hotel information and amenities, access www.sheraton.com/nashvilledowntown.

D Travel Authorization

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. Per diem for Nashville, Tennessee is \$129 a day (\$82 for lodging and \$47 for M&IE).

Travel for Federal State Office participants shall be charged to Washington-controlled State travel funds. Travel for non-Federal participants shall be charged to County Office travel funds.

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2 Training Information (Continued)

D Travel Authorization (Continued)

Participants shall make their own travel arrangements as soon as possible using the most efficient means of transportation.

E Airport Transportation

Ground transportation from the airport to the Sheraton Hotel can be obtained by Grey Line Airport Shuttle at the lower level (ground) near the taxi cab stand. The cost is \$12 one way or \$18 round trip. The shuttle leaves every half hour.

F Training Materials

A package of training materials will be provided to each participant at the Eligibility/Payment Limitation training session.

Note: Attendees that intend to ship training materials back to their respective States should bring all shipping supplies, including boxes, tape, Federal Express labels, and account information. The training manual will be a tape bound book approximately 1 ½ inches thick.

3 Action

A State Office Action

State Offices and participants shall take the following action.

- by noon e.s.t., Wednesday, September 8, 2004, each State Office shall FAX a list of attendees, including SED's, to PECD at 202-720-0051

Note: List names as you wish them to appear on name badge.

- notify the airlines and hotel of any accommodations that are necessary
- persons with disabilities who require accommodations to attend or participate in this training session should contact Mike Sienkiewicz at 202-720-8959 or by e-mail at mike.sienkiewicz@wdc.usda.gov by September 8, 2004.

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3 Action (Continued)

B Documenting Training

Participants or State Training Officers shall document this training by using the Internet Combined Administrative Management System (ICAMS). The ICAMS course number is 020142, session 0001.

Direct questions about processing in ICAMS to your State Training Officer.

C Additional Information or Assistance

For additional information about training, contact Mike Sienkiewicz, Program Specialist PECD, CPB at 202-720-8959.

Number of State Office Participants

State Office	Number of Authorized Participants
Alabama	3
Alaska	2
Arizona	2
Arkansas	3
California	5
Colorado	3
Connecticut	2
Delaware	2
Florida	3
Georgia	3
Hawaii	2
Idaho	3
Illinois	3
Indiana	3
Iowa	4
Kansas	4
Kentucky	3
Louisiana	3
Maine	2
Maryland	2
Massachusetts	2
Michigan	3
Minnesota	3
Mississippi	3
Missouri	3
Montana	3
Nebraska	3
Nevada	2
New Jersey	2
New Mexico	2

Number of State Office Participants (Continued)

State Office	Number of Authorized Participants
New York	3
New Hampshire	2
North Dakota	3
North Carolina	3
Ohio	3
Oklahoma	4
Oregon	3
Pennsylvania	3
Puerto Rico	2
Rhode Island	2
South Dakota	3
South Carolina	3
Tennessee	4
Texas	6
Utah	2
Vermont	2
Virginia	3
Washington	3
West Virginia	2
Wisconsin	3
Wyoming	3
Total	145

Note: The authorized number of participants for each State Office:

- shall include at least 1 Service Center employee
- does **not** include SED's who choose to attend
- does **not** include members of the Eligibility/Payment Limitation Task Force.