

For: State and County Offices

FSA-211 Reminder

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Reviews conducted by County Office Reviewers (COR's) in FY 2005 resulted in an excessive number of findings regarding omissions and errors related to completing and processing FSA-211's, as well as spousal signatures and using obsolete and non-OMB approved forms. Failure to properly complete or use FSA-211's can result in invalid signature authority.

B Purpose

This notice:

- alerts State and County Offices of COR findings related to completing FSA-211's and applicable resolutions and actions
- reminds State and County Offices to carefully review spousal signature authority according to 1-CM
- advises State and County Offices that they shall **not** use obsolete or non-OMB approved forms under any circumstance.

C Contact

State Offices with questions or concerns about FSA-211 issues should contact Mike Sienkiewicz by either:

- e-mail at Mike.Sienkiewicz@wdc.usda.gov
- telephone at 202-720-8959.

Disposal Date	Distribution
May 1, 2007	State Offices; State Offices relay to County Offices

Notice CM-537

2 Resolution

A FSA-211's

State and County Offices shall review procedure in 1-CM, paragraph 728 and Exhibit 60 about completing FSA-211 with particular emphasis on ensuring that, as applicable:

- address of attorney-in-fact is entered (item 2)
- grantor's Social Security Number is entered (item 6C)
- signature of grantor is entered (item 7A)
- entity's identification number is entered (item 7 D)
- county name where power of attorney is filed is entered (item 10a)
- State name where power of attorney is filed is entered (item 10b)
- a valid date is obtained and entered (items 10c through 10e)
- proper signature authority is on file for grantor (subparagraph 707 A)
- a separate FSA-211 is completed for **each** grantor and **each** attorney-in-fact (subparagraph 728 B).

B Spousal Signatures

State and County Offices shall carefully review procedure in 1-CM about spousal signatures, with particular emphasis on subparagraph 707 B:

- which provides that spouses may sign documents on behalf of each other for FSA and CCC programs in which either has an interest unless written notification denying a spouse this authority has been provided to the County Office
- for instances in which spouses are not authorized to sign.

C Obsolete and Non-OMB Approved Forms

State and County Offices shall **not** use obsolete forms or forms not approved by OMB under any circumstances.

3 Action

A State and County Office Action

State and County Offices shall ensure that:

- all current and future FSA-211's are correctly completed according to 1-CM, paragraph 728 and Exhibit 60
- items listed in subparagraph 2 A are obtained and entered correctly to properly effectuate the power of attorney
- spousal signature authority is properly administered according to procedure in 1-CM
- all obsolete forms are discarded
- forms are not created or used that are **not** approved by OMB under any circumstances.