

For: State and County Offices

**CCC-770 Program Checklists Spot Check Requirements
for FSA Employees (Including STC's and COC's)**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

DAFP has received several inquiries about spot check policies for CCC-770 checklists completed for FSA employees (including STC's and COC's). Currently, the requirement is that every FSA employee's (including STC's and COC's) applicable CCC-770 checklist is a required spot check by CED and DD (STC or designee).

A new policy for spot-checking CCC-770's completed for FSA employees (including STC's and COC's) is provided in this notice.

Note: The new policy is **not applicable** to CCC-770 Eligibility Checklist. Continue to follow 3-PL, paragraph 3 for spot check requirements for CCC-770 Eligibility Checklist.

B Purpose

This notice provides a revised policy to State and County Offices for spot-checking CCC-770 program or contract related checklists completed for FSA employees (including STC's and COC's).

C Contact

County Offices shall contact their State Office with any questions. State Offices shall contact the applicable program division at the National Office with any questions.

Disposal Date June 1, 2008	Distribution State Offices; State Offices relay to County Offices
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Notice CM-576

2 Spot-Checking CCC-770's for FSA Employees (Including STC's and COC's)

A CED Action

CED or their designated representative shall randomly spot check up to five CCC-770's for each FSA employee (including STC's and COC's) per program for the FY in each Service Center.

B DD, STC, or Designee Action

DD's, STC, or designee shall randomly spot check up to five CCC-770's for each FSA employee (including STC's and COC's) per program for the FY in each Service Center.

Note: If the required 5 spot checks have already been completed or surpassed for an applicable program area for an FSA employee (including STC's and COC's) this FY, then the spot check requirement has been met for this FY in regard to that **program specific** CCC-770.

Examples: COC member participates on 35 farms enrolled in DCP. A spot check of CCC-770 completed for DCP shall only be required on 5 farms.

COC member participates on 4 farms enrolled in DCP. A spot check of all CCC-770's completed for DCP are a required spot check. The minimum requirement is 5.

STC member applies for marketing assistance loans (MAL's) during the FY, and a total of 7 applications were submitted. A spot check of five CCC-770's completed for MAL is required.

STC member has ten DCP contracts (spot check 5) and five LDP's (spot check 5). The COC member has four CRP contracts (spot check 4) and ten MAL's (spot check 5). The total number of spot checks to be completed is 19.

C Proper Payments

This new policy does not negate STC, SED, State Office, DD, COC, CED, and County Office responsibility for administering all provisions applicable before disbursing a program payment.