

For: State and County Offices

Revising DAFP Forms to Include Pre-Printed “By” and “Title/Relationship”

Approved by: Acting Deputy Administrator, Farm Programs



1 Revising Signature Block on Forms

A Background

According to 1-CM, the signature of an individual signing on behalf of another individual or entity shall consist of an indicator, such as “by” or “for”, illustrating that the individual is signing in a representative capacity. During MIDAS-Lean Six Sigma (LSS) project team site visits, the following data was captured about this policy requirement.

- Many COR findings related to incomplete or incorrectly completed forms are the result of “by” or “for” not being entered on forms signed by an individual signing in a representative capacity.
- Customers often inadvertently forget to include “by” or “for” when signing applicable farm program forms.
- An excessive amount of time and resources are expended by the County Office staff to complete corrective action as a result of the COR findings (that is, contacting producers to re-sign documents, mailing documents to be corrected, etc.)

Based on the data captured by the assigned DAFP-LSS project team which consists of DAFP National Office, State and County Office employees, this policy was reviewed and analyzed. The team's recommendation to pre-print applicable DAFP forms to include “By” and “Title/Relationship” was presented and approved by FSA management with OGC concurrence.

Disposal Date	Distribution
October 1, 2009	State Offices; State Offices relay to County Offices

Notice CM-625

1 Revising Signature Block on Forms (Continued)

B Purpose

This notice informs State and County Offices:

- about the policy decision concerning DAFP forms and required wording for representative signatures
- about the accepted DAFP-LSS MIDAS team recommendation to revise DAFP program forms to include “By” and “Title/Relationship” in the applicable signature boxes, as provided by the applicable DAFP forms
- that DAFP forms will be revised and released as determined by the respective division

Note: Revised forms are expected to be made available no later than September 2009

- that current procedure in 1-CM covering the signature of an individual signing on behalf of another individual or entity shall be reviewed and carefully followed to reduce the number of incomplete and incorrectly completed forms.

Note: Instructions for completing the revised forms will be included in the applicable program handbook.

C National Office Contact

State Office specialists shall direct questions and concerns about this policy change to the applicable National Office Program Manager/Specialist for each respective program.