

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CM-854

For: FSA Employees

Guidance for COC Signatures

Approved by: Acting Deputy Administrator, Farm Programs



1 COC Signing Applications

A Background

There may be circumstances in which COC does not delegate authority to approve program applications to CED or the CED's designee. If this is the case, COC must sign the program application. There are several ways COC may sign the program application electronically without using two-factor authentication.

B Purpose

This notice provides guidance to State and County Offices on how COC may sign program applications or other documents when they have not delegated authority to CED or the CED's designee.

C Contacts

Direct questions about this notice by e-mail to Jody Kenworthy, Safety Net Division, at jody.kenworthy@usda.gov.

D Guidance

Specific program policy states that program applications must be signed by COC or their designee. If COC designates CED to act on their behalf, CED can sign the application electronically using bulk electronic approval. If COC does not designate to CED, COC may sign the application using any of the following acceptable options:

- wet signature on a printed application that is then scanned and saved in Box
- using the Wacom tablet while in the office
- setting up a profile (not eAuthenticated) in OneSpan and signing the applications through OneSpan.

Disposal Date	Distribution
July 1, 2024	FSA Employees; State Offices relay to County Offices

8-23-23

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