

For: State and County Offices

Training Plans for Implementing the Agricultural Risk Protection Act 2000 (ARPA)

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

Notice CP-530 informed State and County Offices of:

- charges given RMA and FSA by ARPA
- preliminary plans for implementing the provisions of ARPA
- responsibilities and designations of points of contact (POC's)
- a forthcoming handbook for implementation procedure.

B

Purpose

This notice provides additional information on the training FSA employees will receive in the following areas:

- National Risk Management (RM) Compliance and Oversight Training
- Loss Adjustment Training (Classroom and Field)
- update training for compliance and loss adjustment.

Disposal Date July 1, 2001	Distribution State Offices: State Offices relay to County Offices
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Notice CP-531

2 National RM Compliance and Oversight Training

A

Training Objective

The primary objectives of the National RM Compliance and Oversight Training are to:

- jointly introduce and kickoff the cooperative plan to implement ARPA
 - provide information about the purpose, agencies' roles, and processes for implementing ARPA
 - provide knowledge and skills on RMA's technical compliance functions and techniques to FSA employees.
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Scheduled Training Dates and Training Items

The National RM Compliance and Oversight Training is scheduled to begin March 28, 2001, and end March 29, 2001, at the Adams Mark Hotel in Kansas City, Missouri.

Note: March 27, 2001, and March 30, 2001 are designated travel days.

The training will include:

- an overview of crop insurance on the following:
 - how the Multi Peril Crop Insurance (MPCI) program works
 - various types of coverages delivered through the companies
 - an overview of the following:
 - the Standard Reinsurance Agreement

Note: A contractual agreement between RMA and the private insurance companies.
 - the FCIC-14010, Manual 14, Guidelines and Expectations for Delivery of the Federal Crop Insurance Program
 - the compliance process for identifying and correcting procedural discrepancies, errors, and omissions, as well as the reconsideration and appeal process
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Notice CP-531

2 National RM Compliance and Oversight Training (Continued)

B

Scheduled Training Dates and Training Items (Continued)

- administrative sanctions, fines, disqualifications, and debarments that can be imposed for patterns of violations or fraudulent crop insurance activities
 - criminal and civil processes when evidence indicates an individual may be involved in fraudulent crop insurance activities
 - the complaint referral and fact-finding role process for FSA's field structure, as well as the insurance providers' questionable or fraudulent crop insurance activities
 - referral, claims audit, and consultations process on how the FSA field structure will be utilized to assist in RMA's review of company claims audit and quality control processes.
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Training Participants/Attendees

FSA's State Office POC's and/or alternates designated based on Notice CP-530 are required to attend the meeting. Up to 5 additional State Office personnel or representatives may attend based on the State Office's estimation of referrals and insurance activity.

Persons attending this session will receive a higher level of technical training and will be more heavily involved in program complaints and referrals.

Additionally, representatives from RMA's Insurance Services, insurance companies, and other RMA and FSA personnel will attend.

D

County Office Training

A less technical Compliance and RM Training must be delivered to County Office personnel. It is anticipated that this can be accomplished by adding additional hours to the required loss adjustment training outlined in paragraph 4.

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Notice CP-531

2 National RM Compliance and Oversight Training (Continued)

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FSA Attendees

The numbers and names of FSA attendees are requested for accommodations, accounting, and approval purposes.

Notes: See Exhibit 1 for a guideline of the number of participants for each State. Ensure that all names of participants according to subparagraph 2 C are included on Exhibit 2.

SED's are requested to FAX Exhibit 2, listing the attendees, to Frances Williams, PECD at 202-720-4941 by COB **March 16, 2001**.

3 Travel Authorization and Reimbursement

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Travel Authorization

Designated persons are authorized to travel to Kansas City, Missouri on March 27, 2001, to attend the National RM Compliance and Oversight Training being held March 28 and 29, 2001, and returning on March 30, 2001.

Note: On March 28, 2001, registration will begin at 7:00 a.m. and the general session will begin at 8:00 a.m. The session will adjourn at 4:45 p.m. on March 29, 2001.

B

Travel Reimbursement

Total Agency travel expenses will be initially paid by FSA and reimbursed by RMA at the National Office level. Each employee must have an approved AD-202 or FSA-164 before incurring travel expenses.

Note: For any non-Federal County Office employee attending training, once travel has been completed, FAX a copy of the approved travel reimbursement FSA-164 to Frances Williams, PECD at 202-720-4941 no later than COB **April 16, 2001**. This information will be used to document non-Federal county travel. The project code A015 will be used to track Federal employee related travel costs.

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3 Travel Authorization and Reimbursement (Continued)

C

Project Code Required for Federal Office Travel Funds

Project code A015 must be used with Federal employees travel. State Office personnel shall use Washington-controlled travel funds with **project code A015** to identify the National RM Compliance and Oversight Training for ARPA purposes. Use the following accounting code structure:

184AAAAA02A015 - substituting the "AAAAA" respectively with the State Office organization code.

Note: See 98-FI, Exhibit 11 for Federal Washington-controlled State organization code. The accounting codes reflect the new FY 2001 Accounting Classification Code Structure format. National Office personnel shall use travel funds for their offices, as outlined in 98-FI, Exhibit 8, along with project code A015.

D

Hotel and Transportation

A block of rooms has been reserved at the following:

Adams Mark Hotel
9103 East 39th Street
Kansas City, Missouri 64133
816-737-0200.

The hotel room will cost \$85.00 per night (taxes are exempt).

Each attendee will need to call the hotel directly to make and guarantee their reservation by credit card. Reservations may be made after March 19, 2001. Inform the hotel that you are with the USDA RM/FSA Compliance Oversight Group.

The Kansas City Shuttle is available from the airport at the price of \$17.00 each way, or \$29.00 round trip. Car rentals are not authorized.

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4 Regional Loss Adjustment Training

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Loss Adjustment Training - Classroom

FSA has been mandated by ARPA to receive loss adjustment training, at the level of that received by insurance loss adjusters, to assist the Federal Crop Insurance Corporation (FCIC) in monitoring crop insurance programs.

A 3-day training and planning meeting was held in Kansas City, Missouri to train a group of FSA State and National Office employees. This session allowed the RMA Regional Office (RO) and FSA State Office employees the opportunity to plan and coordinate for the Regional Loss Adjustment Training for State and County Office employees.

The FSA employees received Phase I (classroom) Training, that included instructions on common and specific crop provisions, loss adjustment manuals and actuarial documents, unit/acreage/and production determinations, forms' identifications, Catastrophic Risk Protection Program endorsement, small and coarse grains provisions, and revenue plans, etc.

The FSA State Office employees will assist RMA RO trainers provide FSA State and County Office employees with Phase I, Loss Adjustment, specific to crops insured in their respective areas. The group of RMA and FSA employees outlined training plans and schedules (for area or several regional sessions) to begin as early as April 1, 2001, with completion by approximately June 30, 2001.

It is planned that regional sessions will include a briefing on the referrals and investigations responsibilities in implementing ARPA; however, the primary mission of the regional sessions is to provide the required 24 hours of classroom training.

One FSA county employee per headquarter county, and shared-county office, if desired, and the District Directors (DD's) will receive the training.

State and County Offices will receive notification and instructions from the State Office when plans are finalized identifying specific sessions.

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Phase II (Field) - Loss Adjustment Training

Plans are being made for Phase II (field training) of Loss Adjustment Training to take place during the growing season for the program/crop. State and County Offices will be notified when plans are finalized.

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4 Regional Loss Adjustment Training (Continued)

C

**Continuous or
Update Training**

Updates on any new crop/program for loss adjustment will be provided by RMA to State Office POC's.

FSA State Office POC's are responsible for providing the Update Training for Loss Adjustment to the counties.

Number of State Participants for the National RM Compliance and Oversight Training

State	Number of Authorized Participants
Alabama	3
Alaska	2
Arizona	2
Arkansas	3
California	3
Colorado	2
Connecticut	1 or 2
Delaware	1 or 2
Florida	4
Georgia	3
Hawaii	2
Idaho	2
Illinois	3
Indiana	3
Iowa	3
Kansas	3
Kentucky	3
Louisiana	3
Maine	1 or 2
Maryland	1 or 2

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**Number of State Participants for the National RM Compliance and Oversight Training
(Continued)**

State	Number of Authorized Participants
Massachusetts	1 or 2
Michigan	3
Minnesota	3
Mississippi	3
Missouri	3
Montana	2
Nebraska	2
Nevada	2
New Hampshire	1 or 2
New Jersey	1 or 2
New Mexico	2
New York	3
North Carolina	3
North Dakota	2
Ohio	3
Oklahoma	3
Oregon	2
Pennsylvania	3
Puerto Rico	2
Rhode Island	1 or 2
South Carolina	3
South Dakota	2

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**Number of State Participants for the National RM Compliance and Oversight Training
(Continued)**

State	Number of Authorized Participants
Tennessee	3
Texas	5
Utah	2
Vermont	1 or 2
Virginia	3
Washington	2
West Virginia	1 or 2
Wisconsin	3
Wyoming	2

List of Attendees for the National RM Oversight and Compliance Training

FAX to Frances Williams, PECD at 202-720-4941 by COB March 16, 2001.

State _____

Attendee Number	Name of Attendee	Position Title
1		POC
2		
3		
4		
5		

SED