

For: State and County Offices

**Highly Erodible Land Conservation and Wetland Conservation (HELWC/WC) Violation Database Updates**

Approved by: Deputy Administrator, Farm Program



**1 HELC/WC Violation Reporting System**

**A Background**

On December 3, 2003, Notice CP-577 announced implementing a National HELC/WC violation database.

County Offices are required to complete FSA-493 for each HELC/WC violation. FSA-493 is completed even when COC makes a “good faith” determination associated with the violation, to document denied and restored USDA program benefits.

**B Purpose**

This notice provides updates on the Intranet HELC/WC violation reporting system.

**2 Intranet HELC/WC Database**

**A Location**

A link to the HELC/WC violation database is located on the FSA Intranet website at <http://intranet.fsa.usda.gov/fsa>, titled “HELWC/Wetlands Program”.

**B Database Users**

All personnel with authorized access to the FSA Intranet may view the violation data and generate reports using the “**guest user**” option.

The designated FSA HELC/WC Program Specialist in each State may add or correct data within the database using their WebCAFF user ID and password under the “**State user**” option. A listing of authorized State Office Program Specialists is maintained by PECD, Compliance Branch.

<b>Disposal Date</b>  January 1, 2006	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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### 3 Action

#### A County Office Action

Access the Intranet HELC/WC database to review data associated with your county. The database was pre-filled with all violation data (FSA-493's) that was transmitted from the State Office to Washington DC before October 1, 2003. The authorized State Office HELC/WC Program Specialist added any missing data along with data from new FSA-493's received from County Offices.

The database should include all violation data (FSA-493's) from 1993 until the present.

During the database conversion process, some county data may have been omitted in whole or in part because of:

- incomplete or missing data on the original FSA-493
- failure to pass the validity checks associated with the national database.

The County Office shall review each violation record within the national database to ensure all data within that record has been included.

Complete FSA-493 to correct or add missing violation data and submit it to the State Office HELC/WC Program Specialist for inclusion in the database.

Continue to complete FSA-493 for each newly discovered HELC/WC violation, including those associated with COC good faith determinations. Submit FSA-493 to the State Office Program Specialist upon completion.

#### B State Office Action

The designated State Office HELC/WC Program Specialist shall enter or correct FSA-493 data in the Intranet database upon receipt from their respective County Offices.

Requests to change or add the names of personnel authorized to access the database as a "State user" (ability to enter new data or correct existing data), shall be directed to the PECD, Compliance Branch.

#### C Contact

Address questions to Jan Jamrog at either:

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