

For: State and County Offices

OIG Audit of ECP

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Between November 2005 and December 2006, OIG conducted an audit of ECP in States and counties affected by Hurricanes Katrina and Rita.

Note: Although the OIG audit was limited to States and counties affected by Hurricane Katrina and Rita, the results of OIG's findings apply to all State and County Offices.

B Purpose

This notice restates policy and procedure for handling ECP requests for the following:

- STC members
- SED's
- State Office employees
- COC members
- County Office employees and other county-level USDA employees.

C Contact

If there are questions about this notice, contact Jim Michaels by either of the following:

- e-mail to james.michaels@wdc.usda.gov
- telephone at 202-690-0794.

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

Notice ECP-50

2 Action

A State Office Action

State Offices shall:

- notify County Offices of the provisions of this notice
- ensure that an STC representative reviews and approves applicable ECP requests according to 1-ECP, subparagraph 179 A.

B County Office Action

County Offices shall:

- follow instructions in 1-ECP, subparagraph 179 A for handling ECP requests from **all** USDA employees
- ensure that case files for review are complete
- ensure that an STC representative reviews and approves applicable ECP requests according to 1-ECP, subparagraph 179 A
- forward ECP requests from STC members and SED's to the ECP Program Manager through the State Office for review.