

For: State and County Offices

Entering Time Field on CCC-36 or CCC-37

Approved by: Deputy Administrator, Management



1 Annual Review Information

A Background

63-FI, Exhibit 8, subparagraph A and Exhibit 9, subparagraph A require that County Offices enter the date and time that CCC-36 or CCC-37 is received.

The County Operations Review Program Report for FY 2003 indicates that of the offices reviewed:

- 48 percent were not entering the time CCC-36 was received
- 21 percent were not entering the time CCC-37 was received
- 21 percent were not using the most current CCC-36.

B Purpose

This notice reminds County Offices of the requirements to:

- enter the time CCC-36 or CCC-37 was received by the County Office
- use the most current version of CCC-36 or CCC-37.

C Contact

If there are any questions about this notice, contact Vivian Lu, FMD at 703-305-1311.

<p>Disposal Date</p> <p>January 1, 2005</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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Notice FI-2648

1 Annual Review Information (Continued)

D Using CCC-36's or CCC-37's

County Offices shall ensure that the:

- most current version of CCC-36 and CCC-37 is being completed

Note: Electronic forms on USDA eForms web site provides the most current version of CCC-36 or CCC-37. The internet address is <http://forms.sc.egov.usda.gov/>

- date and time CCC-36 or CCC-37 is received are entered on the form.