

**For:** FSA Employees

**2020 Pilot State Oversight Review Completion**

**Approved by:** Associate Administrator



**1 Overview**

**A Background**

FSA has been working to re-establish and improve oversight tools to ensure and document that FSA is completing their mission in the most effective manner while ensuring program and financial integrity uniformly across the country.

This effort has resulted in the new Oversight Review Process that provides insight and documentation related to FSA program oversight and results. The initial 9 pilot States were trained in Kansas City on December 10-11, 2019, with the planned practice review work scheduled to have been completed in the early spring of 2020. Since the initial training, the COVID-19 operating status has drastically changed the way FSA personnel work with each other, as well as with the public.

The initial sampling of Market Facilitation Program (MFP) eligibility records proved to be insufficient, and further work in assigning the reviews to the State reviewers was halted until the sampling software could be corrected. Corrections to the Internal Review and Documentation Tracking System (IRDTS) software were made on April 2, 2020, and the National Office reset the prior completed work back to draft status. The data was then resampled and distributed to States for their continued work on assigning the records to individual reviewers.

**B Purpose**

This notice provides guidance to State and County Offices about continuing the MFP Eligibility Oversight Review Process.

**C Contacts**

Direct questions about the contents of this notice and the review process to Perry Thompson, FSA Office of Management and Strategy, by e-mail to [perry.thompson@usda.gov](mailto:perry.thompson@usda.gov).

<b>Disposal Date</b>	<b>Distribution</b>
November 1, 2020	All FSA employees; State Offices relay to County Offices

## Notice IA-2

### 2 Revised Policy for Oversight Review Training and Practice

#### A Revised Process Overview and Review Deadlines

As the MFP eligibility review has been designated as FSA's practice review, FSA is prepared to implement oversight and accountability measures as required by the 2018 Farm Bill. As such, it has been determined FSA should move forward with the pilot review process. State and County Offices shall adhere to policies set forth in the Modified Workflow Field Guide and current operating status.

The following table lists the revised deadlines that must be carried out by the pilot State Offices for notification and completion of the Pilot State Oversight Review.

<b>Deadline</b>	<b>Action</b>
May 11, 2020	Complete the assignment process in IRDTS and notify the reviewers of the records they are responsible for reviewing. Reviewers will wait for the State Office to notify County Offices of the records to be reviewed.
May 15, 2020	Notify County Offices of the records to be reviewed according to subparagraph B, starting the scan and send to reviewer effort.
June 5, 2020	Reviews must be completed with the answers to test questions in IRDTS.

The Office of Management and Strategy in cooperation with DAFP staff will provide updates and reports of results.

#### B Revised Process Approved for the 2019 MFP Eligibility Review

For this MPF pilot review:

- the core customer ID was selected as the record identifier
- the records provided contain the State and county identification associated as the recording County Office
- the core customer ID along with other MFP data is provided to the reviewer to facilitate the review of the specific records selected
- in Business Partner, the "BP Number/ID" field in Customer Relationship Management (CRM) must be changed to search for the "SCIMS ID Number" to return the record identified in the sample for this specific review
- all the requested forms and the determination letter in subparagraph C should be included in the producer's PL/PE Eligibility folder in the recording County Office for the selected producer

## Notice IA-2

### 2 Revised Policy for Oversight Review Training and Practice (Continued)

#### B Revised Process Approved for the 2019 MFP Eligibility Review (Continued)

- in addition to reviewing the forms, the reviewer will be reviewing data in the following web platforms:
  - CRM - Business Partner
  - Business File
  - Web-Based Eligibility System
  - Combined Producer System.

#### C County Office Action

Upon notification that records for the county have been selected from the IRDTS random selection process, scan and send the following documents for each core customer ID received:

- CCC-902 signed by the producer
- CCC-901 signed by the producer, if applicable
- CCC-903 signed by COC or its designee
- determination letter
- CCC-941 signed by the producer
- FSA-892, FSA-896, or CCC-942 signed by the producer, as applicable.

**Note:** The forms provided must be relevant to the certifications and determinations effective for program year 2019.

For the pilot training, the goal of this process is for pilot States to test the software, policy, and process to make improvements before FSA implements the complete Oversight Review Process nationwide.

**Note:** In addition to assuring the accuracy of the review, the records identified to submit to the reviewer should be sent in “as-is” form to ensure that the review takes as little time as possible to complete.