

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice PARP-4**

**For:** State and County Offices

**Pandemic Assistance Revenue Program (PARP) Producer Compliance Review**

**Approved by:** Acting Deputy Administrator, Farm Programs

**1 Overview****A Background**

FSA will conduct PARP producer compliance reviews to provide program oversight, ensure that payments are issued to eligible program applicants, and certifications provided by the applicants are supported by appropriate documentation.

**B Purpose**

This notice:

- provides policy and procedure for completing PARP producer compliance reviews
- requires PARP producer compliance reviews to be completed and recorded in the Internal Review Documentation and Tracking System (IRDTS) by May 23, 2025
- requires PARP quality compliance reviews to be completed and recorded in IRDTS by June 20, 2025
- provides schedule of PARP producer compliance reviews (Exhibit 1).

**C Contacts**

For questions about this notice, applicable State Office staff will e-mail Jenae (Prescott) Orso, for PARP policy and procedure.

For IRDTS access and IRDTS assistance, submit an FPAC Now Service Request at [FPACNow - FPACNow \(servicenowservices.com\)](http://FPACNow - FPACNow (servicenowservices.com)).

Disposal Date	Distribution
October 1, 2025 3-14-25	State Offices; State Offices relay to County Offices

## Notice PARP-4

### 2 PARP Producer Compliance Review

#### A National Producer Selection Process

The National Office used a risk-based approach to select a statistical sample from all producers receiving PARP benefits.

The National Office has provided the list of producers selected for PARP producer compliance reviews on the PARP SharePoint site at [Pandemic Assistance Revenue Program \(PARP\) \(sharepoint.com\)](https://PandemicAssistanceRevenueProgram(PARP).sharepoint.com).

The national producer selection list will include the following:

- Recording State
- Recording County
- Producer Name (Common Customer Name)
- CCID
- Application Number.

#### B Identifying Producers Selected for PARP Compliance Review

State and County Offices will immediately review the list of PARP producers selected and identify if additional producers must be added to the producer compliance review. The “Producers Selected for PARP Producer Compliance Review” list can be found at [Pandemic Assistance Revenue Program \(PARP\) \(sharepoint.com\)](https://PandemicAssistanceRevenueProgram(PARP).sharepoint.com).

Any producer may be added to the PARP producer compliance review, as determined by State and County Offices. Recording County Offices will e-mail a list of all additional producers selected for review to their State Office. If a producer is added to the review by a State Office, State Offices will e-mail the recording County Office to inform them that the producer has been added. State Offices will compile a list of additional producers that will be added to the review, including a brief explanation for adding a producer to the compliance review. The following information will be needed for each producer added:

- Recording State
- Recording County
- Producer Name (Common Customer Name)
- CCID
- PARP Application Number
- brief justification for adding the producer to the compliance review.

## Notice PARP-4

### 2 PARP Producer Compliance Review (Continued)

#### C Submitting Additional Producers Selected for PARP Compliance Review

PARP State Office specialist, or designee, will submit additional producers that are not currently listed in the PARP producer compliance review sample. Additional producers selected for review will be submitted by completing the following survey “Additional Producers Selected for PARP Producer Compliance Review” on the PARP Internal Controls SharePoint at [PARP \(sharepoint.com\)](http://PARP.sharepoint.com).

All surveys for submitting additional producers selected for PARP review must be completed in the PARP Internal Controls SharePoint site by March 28, 2025.

#### D Selecting and Submitting Information for State Review Team Reviewers

PARP State Office specialist, or designee, from each State with producers being reviewed will identify a review team to complete State reviews. After the review team has been identified, the PARP State Office specialist, or designee, will submit the name and e-mail address of designated reviewers by completing the survey “Designated State Reviewers for PARP Producer Compliance Review” on the PARP Internal Controls SharePoint at [PARP \(sharepoint.com\)](http://PARP.sharepoint.com).

**Note:** States are not required to use a review team. If the State chooses not to use a review team, then the State PARP Specialist will be the State reviewer for PARP producer compliance reviews.

All surveys for submitting state reviewers must be completed in the PARP Internal Controls SharePoint site by March 28, 2025.

#### E Selecting and Submitting Information for State Quality Reviewers

FSA will conduct quality reviews as part of the PARP producer compliance review process. Quality reviews will include a randomly selected sample of producer compliance reviews completed by the State Office PARP specialist or the State Review Team. Quality reviews will be conducted by either the National Office PARP Program Manager (if the original review was conducted by the State Office PARP specialist) or the State Office PARP specialist, or designee, and will ensure that reviews being conducted by the State Review Team and State Office PARP specialist are accurate.

## Notice PARP-4

### 2 PARP Producer Compliance Review (Continued)

#### E Selecting and Submitting Information for State Quality Reviewers (Continued)

PARP State Office specialists, or designees, from each State with producers being reviewed will identify a quality reviewer to complete State quality reviews. After each State quality reviewer has been identified, the PARP State Office specialist, or designee, will submit the name and e-mail address of designated State quality reviewer by completing the survey “Designated State Quality Reviewer for PARP Producer Compliance Review” on the PARP Internal Controls SharePoint at [PARP \(sharepoint.com\)](https://PARP.sharepoint.com).

All surveys for submitting State quality reviewers must be completed in the PARP Internal Controls SharePoint site by March 28, 2025.

#### F Notifying Producers Selected for PARP Compliance Review

County Offices must notify all selected producers by letter that they have been selected for the PARP producer compliance review and explain that they are required to provide supporting documentation for their PARP certifications. A template letter titled “PARP – Example Notification Letter” (Exhibit 2) can be found at [Pandemic Assistance Revenue Program \(PARP\) \(sharepoint.com\)](https://PandemicAssistanceRevenueProgram(PARP).sharepoint.com).

Notification letters must be sent to producers by March 21, 2025, informing them that they have been selected for a PARP review and requesting documentation.

Producers selected for review must provide documentation within 14 calendar days from the date that the notification letter is received.

#### G Documentation

The deadline to receive documentation from producers is April 11, 2025.

Once documentation has been provided by the producer, the reviewer or review team will review all records and determine if the documentation provided is acceptable.

## Notice PARP-4

### 2 PARP Producer Compliance Review (Continued)

#### G Documentation (Continued)

Acceptable documentation must demonstrate that the producer is eligible to participate in PARP and establish that the producer:

- was in the business of farming to produce an agriculture commodity in calendar year 2020
- had a share in an agricultural commodity
- certified their revenue amounts for both benchmark and disaster years correctly.

All documentation must be clearly summarized by the producer. Documentation may require a producer explanation that demonstrates the methods used to determine their eligibility and certified amounts. If documentation is not clear or cannot be easily linked to the producer's certified values on their FSA-1122, the reviewer or review team may determine that the documentation is unacceptable and will follow procedure in subparagraph H.

The following are examples of documents generated during the ordinary course of business that could be used to support producer certifications:

- sales receipts from eligible gross revenue sources
- third-party documents
- IRS Schedule F or other Federal tax documents
- other sales documents indicating when a commodity was sold
- ledgers of income
- income statements of deposit slips
- crop insurance, NAP, and WHIP+ records
- register tapes
- other records determined acceptable by COC.

**Notes:** IRS Schedule F will be accompanied by documentation, when applicable, that supports the producer certifications on FSA-1122 to the reviewer or review team's satisfaction for reasonableness. CPA, attorney, or other similar statements will **not** be accepted as supportive documentation for the reasonableness review.

If the documentation provided and reviewed is considered questionable, contact the third party shown on the documentation about the accuracy of the information. If this contact is made and the third party does not affirm the documentation, the documentation no longer supports the certification and may result in other adverse action or decision for the applicant.

## Notice PARP-4

### 2 PARP Compliance Review (Continued)

#### H Failure to Provide Acceptable Documentation

Failure to provide acceptable documentation within 14 calendar days after receiving the notification letter, or by April 11, 2025, will result in the following:

- producer did **not** comply with PARP provisions
- producer is ineligible for PARP benefits
- producer will be required to refund any calculated overpayment from PARP that is the result of not complying with compliance review procedures.

The recording County Office must notify the producer that they failed to provide documentation which results in an overpayment. A template letter for notifying producers who failed to provide acceptable documentation, titled “PARP – Example Unacceptable Documentation Letter” (Exhibit 3) can be found at [Pandemic Assistance Revenue Program \(PARP\) \(sharepoint.com\)](https://sharepoint.com).

#### I Requesting Additional Information

If necessary, reviewers may contact producers after reviewing the producer’s documentation to determine if their documentation is acceptable and to clarify how their documentation was used to determine the certifications on their FSA-1122. Reviewers may decide what method is most effective for completing a producer compliance review, which may include virtual meetings, telephone, or in-person meetings to gather additional information and clarification.

#### J Performing PARP Producer Compliance Review

IRDTS software will record and track PARP producer compliance reviews. Designated reviewers will receive auto-generated e-mails from IRDTS by April 18, 2025. The emails will include a link to access the review questionnaire for the sample records selected and will identify the specific producer applications selected to be reviewed.

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### 2 PARP Producer Compliance Review (Continued)

#### J Performing PARP Producer Compliance Review (Continued)

All producer compliance reviews must be completed, questionnaires submitted, and received documentation loaded into IRDTS by May 23, 2025.

**Notes:** The producer compliance review questionnaire can be found at [Pandemic Assistance Revenue Program \(PARP\) \(sharepoint.com\)](https://usdagcc.sharepoint.com/sites/fsa-oa/OMS/Internal_Controls/SitePages/IRDTS-Training.aspx).

If discrepancies are identified between the certified values on FSA-1122 and documentation provided by the producer, the recording County Office will follow instructions in subparagraph M.

The Office of Management and Strategy has provided training and information about new enhancements made to IRDTS, IRDTS accessibility, and using the centralized IRDTS mailbox for system inquiries at [https://usdagcc.sharepoint.com/sites/fsa-oa/OMS/Internal\\_Controls/SitePages/IRDTS-Training.aspx](https://usdagcc.sharepoint.com/sites/fsa-oa/OMS/Internal_Controls/SitePages/IRDTS-Training.aspx).

#### K Performing Quality Reviews for PARP Producer Compliance Reviews

If a producer compliance review is subsequently selected for a quality review, then quality reviewers will receive auto-generated e-mails from IRDTS by May 23, 2025, or upon the reviewer's completion of their assigned producer compliance reviews in IRDTS. The IRDTS e-mail will include a link to access the review questionnaire and will also provide access to the reviewer's submitted review results and all documentation received from the producer and loaded by the reviewer that was used to complete their reviews.

Quality reviewers will complete their assigned questionnaires in IRDTS by using the initial review and producer documentation. Discrepancies between the reviewer and quality reviewer will be addressed according to subparagraph L.

All quality reviews must be completed, and questionnaires submitted into IRDTS by June 20, 2025

**Note:** The producer compliance review quality review questionnaire can be found at [Pandemic Assistance Revenue Program \(PARP\) \(sharepoint.com\)](https://usdagcc.sharepoint.com/sites/fsa-oa/OMS/Internal_Controls/SitePages/IRDTS-Training.aspx).

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### 2 PARP Producer Compliance Review (Continued)

#### L Discrepancy Between Initial Review and Quality Review

The following table provides guidance for actions to take once the Quality Review has been completed.

IF the quality review proves...	THEN the quality reviewer will...
the review is <b>incorrect</b>	<ul style="list-style-type: none"><li>notify the reviewer that the quality review has been completed and the quality reviewer <b>did not agree</b> with the review results</li><li>work with the reviewer to complete a final determination, by resolving the differences between the initial review and the quality review</li><li>instruct the reviewer to complete instructions provided in subparagraph M based on the final determination.</li></ul>
the review is <b>correct</b>	<ul style="list-style-type: none"><li>notify the reviewer that the quality review has been completed and the quality reviewer <b>did agree</b>, and concurs with the review results</li><li>instruct the reviewer to complete instructions provided in subparagraph M according to the original review results.</li></ul>

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### 2 PARP Producer Compliance Review (Continued)

#### M Discrepancy Between Producer Certified Values and Documentation

The following table provides guidance for a discrepancy between the certified values on FSA-1122 and documentation provided by the producer, or if documentation is unacceptable.

**Note:** COC adjustments must not result in an additional payment.

IF documentation proves...	THEN COC will...
the amount that the producer certified for 2018 or 2019 Allowable Gross Revenue on their FSA-1122 in Part C, Item 6 or 7 is <b>incorrect</b>	<ul style="list-style-type: none"><li>• determine the producer <b>did not comply</b> with PARP provisions</li><li>• add a COC Adjusted 2018 or 2019 Allowable Gross Revenue amount in Part C, Item 9 or 10 based on the documentation provided by the producer, only if the 2018 or 2019 Allowable Gross Revenue amount is less than what was originally certified by the producer on FSA-1122</li><li>• <b>do not</b> adjust 2018 or 2019 Allowable Gross Revenue amount based on the documentation provided by the producer if the 2018 or 2019 Allowable Gross Revenue amount is greater than what was originally certified by the producer on FSA-1122</li><li>• notify the producer to inform them they did not comply and provide 30 calendar days for them to dispute the findings</li><li>• process overpayments through NRSS, if applicable.</li></ul>

## Notice PARP-4

### 2 PARP Producer Compliance Review (Continued)

#### M Discrepancy Between Producer Certified Values and Documentation (Continued)

IF documentation proves...	THEN COC will...
the amount that the producer certified for 2020 Allowable Gross Revenue on their FSA-1122 in Part C, Item 8 is <b>incorrect</b>	<ul style="list-style-type: none"><li>• determine the producer <b>did not comply</b> with PARP provisions</li><li>• add a COC Adjusted 2020 Allowable Gross Revenue amount in Part C, Item 11, based on the documentation provided by the producer, only if the 2020 Allowable Gross Revenue amount is greater than what was originally certified by the producer on FSA-1122</li><li>• <b>do not</b> adjust 2020 Allowable Gross Revenue amount based on the documentation provided by the producer, if the 2020 Allowable Gross Revenue amount is less than what was originally certified by the producer on FSA-1122</li><li>• notify the producer to inform them they did not comply and provide 30 calendar days for them to dispute the findings</li><li>• process overpayments through NRRS, if applicable.</li></ul>

## Notice PARP-4

### 2 PARP Producer Compliance Review (Continued)

#### N Notifying Out of Compliance Producers

The recording County Office will notify producers who are found out of compliance with PARP provisions and who have a pending overpayment. A template letter titled “PARP – Example Out of Compliance Letter” (Exhibit 4) can be found at [Pandemic Assistance Revenue Program \(PARP\) \(sharepoint.com\)](https://pandemicassistance.sharepoint.com/:p/PARP).

**Note:** The applicant can appeal COC adverse decisions, including COC adjustments, according to 1-PDAP Part 4 and 1-APP.

#### O Updating FSA-1122 due to Discrepancies Found During Review

If changes to COC adjustments and determinations on FSA-1122 are necessary because of discrepancies found during the producer compliance review, recording County Offices must record the COC updates in the PARP Software.

If COC adjustments and determinations are updated, then a new COC determination date must be loaded based on the date of those COC actions. The recording County Office must submit COC approval dates to their State Office. The PARP State Office specialist, or designee, will then submit the approvals to the Software Issue SharePoint at [FSA Farm Programs Software Issues - Home \(sharepoint.com\)](https://fsafarm.sharepoint.com/:p/Software%20Issues%20-%20Home) so the National Office can record the approval on their behalf. All COC actions must be thoroughly recorded in the COC minutes.

**Notes:** The deadline to submit an FSA-1122 **has not been extended**. Recording County Offices will not update FSA-1122's that are not affected by this notice.

See 1-PDAP, paragraph 66 for policy and procedure on COC actions.

See 2-PDAP for Part 4 PARP software automation.

## Notice PARP-4

### 2 PARP Producer Compliance Review (Continued)

#### P Processing Overpayments

Some updates to FSA-1122's that are based on the COC determination that the producer did not comply with PARP provisions will result in an overpayment.

If an overpayment occurs:

- transfer the overpayment from the Pending Overpayment Report to NRRS as soon as available
- immediately notify the producer of the overpayment.

**Notes:** A template letter titled “PARP - Example Out of Compliance Letter” (Exhibit 4) can be found at [Pandemic Assistance Revenue Program \(PARP\) \(sharepoint.com\)](#).

Interest will apply to receivables. Policy for handling overpayments, including small balances and processing a receivable, can be found in 58-FI and 64-FI.

#### Q Finality Rule

According to 7-CP, the finality rule at [7 CFR Part 718, Subpart D](#) does not apply if an erroneous determination is based on incorrect information, mistakes, erroneous data, or wrongdoing by or on behalf of the participant, even if the participant was not aware, at the time of their application, that the information or data was false. Since PARP certified values are completed by the producer ([7 CFR Part 9, Subpart D](#)), the finality rule will not apply.

#### R Notifying Compliant Producers

The recording County Office will notify producers who are found compliant with PARP provisions. A template letter titled “PARP – Example Compliant Letter” (Exhibit 5) can be found at [Pandemic Assistance Revenue Program \(PARP\) \(sharepoint.com\)](#).

## Notice PARP-4

### 3 Action

#### A State Office Action

State Offices will:

- review the contents of this notice
- record producers that were identified to be added to the PARP producer compliance review
- record the reviewers identified from their State for the producers selected for the PARP producer compliance review
- record the quality reviewers identified from each State designated to complete assigned quality reviews
- ensure that all reviews are completed as assigned
- ensure that County Offices are aware of the provisions of this notice
- assist County Offices with questions about this notice
- direct questions related to PARP policy and procedure to Jenae (Prescott) Orso
- submit IRDTS issues through a Helpdesk ticket at [https://usdaphacbc.servicenowservices.com/isd?id=isd\\_index](https://usdaphacbc.servicenowservices.com/isd?id=isd_index).

**Note:** OMS will be notified for awareness via the Helpdesk staff.

#### B County Office Action

County Offices will:

- review the contents of this notice
- complete actions in subparagraphs 2 B and 2 F by the applicable deadlines
- transfer applicable overpayments on the Pending Overpayment Report to NRRS as soon as possible
- direct questions to their PARP State Office specialist, or designee.

## Schedule for PARP Producer Compliance Reviews

The following table provides the schedule for completing PARP reviews.

Step	Action	Deadline
1	State and County Offices will review the list of producers selected for PARP review titled “Producers Selected for PARP Producer Compliance Review” at <a href="https://PandemicAssistanceRevenueProgram(PARP)(sharepoint.com)">Pandemic Assistance Revenue Program (PARP) (sharepoint.com)</a> .	<b>Immediately</b>
2	State and County Offices will identify any additional producers that will be added to the PARP review, that are not included in the sample according to subparagraph 2 B.	<b>Immediately</b>
3	PARP State specialist, or designee, will compile a list of additional producers that will be added to the PARP review, that have been identified by State and County Offices according to subparagraph 2 C.	<b>Immediately</b>
4	Recording County Office will notify selected producers of their selection for the PARP review according to subparagraph 2 F.	<b>March 21, 2025</b>
5	PARP State specialist, or designee, will submit additional producers selected for PARP review according to subparagraph 2 C.	<b>March 28, 2025</b>
6	PARP State specialist, or designee, will submit the name and e-mail address of designated reviewers according to subparagraph 2 D.	<b>March 28, 2025</b>
7	PARP State specialist, or designee, will submit the name and e-mail address of the designated State Office quality reviewers according to subparagraph 2 E.	<b>March 28, 2025</b>
8	Designated reviewer will ensure that all selected producers have provided acceptable supporting documentation. For acceptable documentation requirements, go to subparagraph 2 G.	<b>April 11, 2025</b>
9	PARP State specialist, or designee, will ensure that the designated reviewer receives all applicable autogenerated e-mails from IRDTS with a link to each identified producer and their PARP reviews. If there are issues, submit a ticket through following link: <a href="https://usdafpacbc.servicenowservices.com/isd?id=isd_index">https://usdafpacbc.servicenowservices.com/isd?id=isd_index</a>	<b>April 18, 2025</b>
10	Complete and submit all applicable producer assessments in IRDTS according to subparagraph 2 J.	<b>May 23, 2025</b>
11	Designated reviewer will ensure that all acceptable supporting documentation used to complete assessment, including application, are uploaded into the IRDTS application.	<b>May 23, 2025</b>
12	PARP State specialist, or designee, will monitor IRDTS to ensure all assessments in that State have been completed on or before the established deadline.	<b>May 23, 2025</b>
13	Quality reviewer will receive quality reviews through IRDTS once the designated reviewer has completed the producer compliance review. The quality reviewer will complete and submit quality reviews in IRDTS according to subparagraph 2 K.	<b>June 20, 2025</b>

**PARP Review - Notification**

The following is an example of the notification letter.

 <b>United States Department of Agriculture</b>	<b>Farm Production and Conservation</b>	<b>Farm Service Agency</b>	<b>[UPDATE] County Office County Office Street City, State, Zip Code</b>
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November [UPDATE], 2024

[UPDATE] Producer Name  
Producer Street Address  
City, State, Zip Code

Dear [UPDATE - Enter name of PARP participant]:

This letter is in reference to a Pandemic Assistance Revenue Program (PARP) application (FSA-1122) you filed with the Farm Service Agency (FSA). When you filed your application, you were advised that your certification was subject to a producer compliance review by FSA.

Your PARP application has been selected for a producer compliance review.

As a condition of program eligibility, at the time of application, you agreed to retain documentation in support of your application that, if requested by FSA, can be used to determine your eligibility to participate in PARP and provide verifiable or other acceptable documentation that your certifications are correct.

The documentation you provide must demonstrate your eligibility to participate in PARP and establish that the certified revenue amounts on the FSA-1122 are accurate. Acceptable documentation may include, but is not limited to:

- sales receipts from eligible gross revenue sources
- third-party documents
- IRS schedule F or other Federal tax documents
- other sales documents indicating when a commodity was sold
- ledgers of income
- income statements of deposit slips
- crop insurance, NAP, and WHIP+ records
- register tapes
- other records determined acceptable by COC.

If you submit IRS Schedule F or similar tax forms, they must be accompanied by documentation, when applicable, that supports your certification on the FSA-1122. CPA, attorney, or other similar statements will not be accepted as supportive documentation.

Documentation you submit must be summarized and provide a narrative supporting the following certifications you made on the FSA-1122:

[UPDATE - 2018 or 2019] Allowable Gross Revenue: [UPDATE - \$XXX,XXX.XX]

2020 Allowable Gross Revenue: [UPDATE - \$XXX,XXX.XX]

Please submit your documentation to the [UPDATE - Enter Applicable State] FSA office at the following address within 14 calendar days:

[UPDATE - enter STO address] Any State FSA Office  
Any street or PO Box  
City, State, Zip

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**PARP Review - Notification (Continued)**

You must respond to this single request for documentation to support your allowable gross revenue certifications. **Failure to timely submit the requested documentation will result in your program ineligibility for PARP, requiring a full refund of all payments made, including interest from the date of disbursement.**

If you have any questions or need a copy of your FSA-1122 for reference, please contact our office at **[UPDATE – enter county office phone number]**.

Sincerely,

/s/ **[UPDATE]** County Executive Director

**PARP Review - Unacceptable Documentation**

The following is an example of the unacceptable documentation letter.



United States  
Department of  
Agriculture

Farm  
Production  
and  
Conservation

Farm  
Service  
Agency

[UPDATE] County Office  
County Office Street  
City, State, Zip Code

December XX [UPDATE], 2024

[UPDATE] Producer Name  
Producer Street Address  
City, State, Zip Code

Dear [UPDATE - Enter name of PARP participant]:

On [UPDATE - enter dates of original notification letter], you were notified by Farm Service Agency (FSA) that your Pandemic Assistance Revenue Program (PARP) application was selected for a producer compliance review. In that letter, you were notified that you had 14 business days to provide acceptable documentation that demonstrates your eligibility to participate in PARP and supports your allowable gross revenue certifications on the PARP application. As of the date of this letter, your documentation [UPDATE based on applicable choice: has not been received -OR- is not acceptable].

As a result, the [UPDATE] County Committee has determined that you are ineligible for PARP and your application has been disapproved. The [UPDATE] County Committee has also determined that one or more exceptions to application of the finality rule (7 CFR 718.306) applies, as you have either intentionally or unintentionally misrepresented facts concerning your eligibility, or you had reason to know that FSA erred in determining your payment eligibility. You will be notified by separate communication of any amount owed because of this determination.

If you believe that the facts of this decision are not correct, or that the [UPDATE] County Committee has not properly applied rules governing PARP to your application, you have 30 days from receipt of this decision to dispute the findings of the review to the [UPDATE] County Committee. As part of your dispute, you must provide additional documentation.

Sincerely,

/s/ [UPDATE] County Executive Director

USDA is an equal opportunity provider, employer, and lender.

**PARP Review - Out of Compliance Producers**

The following is an example of the out of compliance producers letter.

 United States Department of Agriculture	Farm Production and Conservation	Farm Service Agency	[UPDATE] County Office County Office Street City, State, Zip Code
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December XX [UPDATE], 2024

[UPDATE] Producer Name  
Producer Street Address  
City, State, Zip Code

Dear [UPDATE - Enter name of PARP participant]:

This letter is in reference to a Pandemic Assistance Revenue Program (PARP) application (FSA-1122) you filed with the Farm Service Agency (FSA). You were recently advised that your certification was selected for a producer compliance review by FSA.

FSA has reviewed the documentation you submitted to support your certification and has determined that the records do not:

*[UPDATE - select the following bullet point(s) based on applicability]*

- support that you were eligible to participate PARP,
- support your certification of your [UPDATE – 2018 -OR- 2019] allowable gross revenue,
- support your certification of your 2020 allowable gross revenue.

As a result, your PARP application has been adjusted, and your payment **[UPDATE based on applicability: reduced -OR- disapproved]**. You will be notified by separate communication of any resulting amount owed.

The [UPDATE] County Committee has also determined that one or more exceptions to application of the finality rule (7 CFR 718.306) applies, as you have either intentionally or unintentionally misrepresented facts concerning your eligibility, or you had reason to know that FSA erred in determining your payment eligibility.

If you believe that the facts of this decision are not correct or the [UPDATE] County Committee has not properly applied rules governing PARP to your application, you have 30 days of receiving this decision to dispute the findings of the review to the [UPDATE] County Committee. As part of your dispute you must provide additional documentation.

Sincerely,

/s/ [UPDATE] County Executive Director

USDA is an equal opportunity provider, employer, and lender.

**PARP Review – Compliant Producers**

The following is an example of the compliant producers letter.

 United States Department of Agriculture	Farm Production and Conservation	Farm Service Agency	[UPDATE] County Office County Office Street City, State, Zip Code
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December XX [UPDATE], 2024

[UPDATE] Producer Name  
Producer Street Address  
City, State, Zip Code

Dear [UPDATE - Enter name of PARP participant]:

This letter is in reference to a Pandemic Assistance Revenue Program (PARP) application (FSA-1122) you filed with the Farm Service Agency (FSA). You were previously advised that your certification was selected for a producer compliance review by FSA.

FSA has reviewed the documentation you submitted to support your eligibility and certification and has determined that you were eligible to participate in PARP and your certifications were correct.

As a result, FSA will not make any adjustments to your PARP application or payment.

Sincerely,

/s/ [UPDATE] County Executive Director

USDA is an equal opportunity provider, employer, and lender.