

For: State and County Offices

Compliance With Reloading Web-Based Subsidiary Files

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice PL-146 explained an edit that was run to convert eligibility fields for:

- person determinations
- actively engaged determinations
- AD-1026 certifications
- adjusted gross income certifications
- cash rent tenant determinations
- gross revenue for NAP certifications.

Notice PL-147:

- detailed the process that County Offices shall use to update and document eligibility determination/certification changes in the web-based subsidiary files
- informed State and County Offices that spot checks will be performed to ensure program integrity.

B Purpose

This notice provides information about:

- a report that will be provided on the web listing eligibility determination/certification changes that have been processed by Service Centers
- the process that STC or their representative will use to determine records to select for spot check
- reporting results of the spot checks to SED.

Disposal Date	Distribution
August 1, 2007	State Offices; State Offices relay to County Offices

Notice PL-149

2 Report of Updated Records

A Report of Eligibility Determinations/Certifications That Have Been Changed

A report will be added to the web-based subsidiary file "Reports" tab. The report:

- will list every producer by State and county that has had an eligibility determination/certification listed in subparagraph 1 A changed by the Service Center in the preceding 2-week period
- is **not** cumulative
- will not list a producer unless that producer's eligibility determinations/certifications in subparagraph 1 A are updated during the preceding 2-week period

Example: If a County Office has a producer that has 1 eligibility determination/certification in subparagraph 1 A updated during the first reporting period, and then another eligibility determination/certification in subparagraph 1 A is updated during the next reporting period, then that producer will be listed on 2 reports. County Offices shall make every effort to update all determinations/certifications at one time to decrease producers being listed on successive reports.

- will **not** identify which eligibility determination/certification was updated
- will be displayed in alphabetical order and contain:
 - the producer's name
 - the last 4 digits of the producer's tax identification number
- will be posted every 2 weeks

Note: The first report will list every record updated from November 3, 2006, through November 18, 2006. Subsequent reports will be dated every second Saturday after November 18, 2006. The reports are still being tested and will be released as soon as possible. An Information Bulletin will be posted once the reports are available.

- will be available by time period until it is determined that it is no longer necessary to spot check the eligibility determinations/certifications.

Notice PL-149

2 Report of Updated Records (Continued)

B Disseminating Report

It was initially discussed on the conference call held with State Offices on November 2, 2006, that the list of eligibility file changes would be e-mailed to 2 State Office employees.

Since that time it has been determined that the list of eligibility file changes STC or their representative uses for spot checks will be posted to the web-based subsidiary files in the "Reports" tab and be entitled, "State Committee Eligibility Change Report."

Note: Access the web-based subsidiary files according to 3-PL, subparagraph 23 A, step 1 and select the "Reports" tab.

3 Spot Checking Requirements

A Required Selections

STC or their representative shall spot check in each Service Center, at a minimum, the following:

- 10 selections from the first report or in combination with the second report

Note: The first 10 spot checks shall be completed within a short timeframe.

- 15 spot checks each quarter from reports posted for that quarter.

SED's may increase the number of reviews completed.

B Selecting Records

State Offices shall select the records to be spot checked.

Notice PL-149

4 Action

A STC Action

STC or their representative shall:

- ensure that spot checks are completed according to subparagraph 3 A
- submit the results of the spot checks to SED.

B State Office Action

Each State Office shall:

- use this notice to obtain the lists
- select eligibility determinations/certifications changes for spot check.

C County Office Action

County Offices shall be aware of the importance of entering correct information into the web-based subsidiary files. County Offices shall also be aware that STC or their representative will be spot checking a minimum of 60 determinations/certifications changes made in each Service Center.