

For: State and County Offices

**Entering the Stewardship Incentive Program (SIP) Cost-Shares Earned at FY-End**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

1-SIP, paragraph 406, requires that County Offices to **not** transmit SIP disbursements during the last 5 workdays of September. This requirement ensures that cost-shares earned will equal payments reported to the Forest Service at FY-end.

**B Purpose**

This notice reminds State and County Offices not to enter SIP cost-shares earned or transmit SIP disbursements during the last 5 workdays of September.

**C Contact**

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Debbie Simmons, FMD, at 703-305-1309.

|                             |  |
|-----------------------------|--|
| <b>Disposal Date</b>        | <b>Distribution</b>                                  |
| December 1, 2002<br>8-12-02 | State Offices; State Offices relay to County Offices |

## Notice SIP-35

### 2 Action

---

#### A County Office Action

County Offices shall take the following action to comply with the date requirements.

| <b>IF the County Office receives a certified report of cost-shares earned...</b> | <b>THEN cost-shares earned must be entered and queued for transmission...</b> |
|--|---|
| on or before September 23, 2002  | by September 23, 2002.  |
| after September 23, 2002   | on or after October 1, 2002.  |

**Note:** If the County Office has not been able to successfully transmit SIP data to KCFO by September 26, 2002, contact the National Help Desk, through the State Office computer specialist, for assistance.

---