

For: State and County Offices

Entering Stewardship Incentive Program (SIP) C/S's Earned at Calendar Yearend

Approved by: Deputy Administrator, Farm Programs



1 Overview

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Background

According to 1-SIP, paragraph 406, County Offices shall not transmit SIP disbursements during the last 5 workdays of December. This requirement ensures that cost-shares (C/S's) earned equal payments reported to Forest Service at calendar yearend for IRS reporting.

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Purpose

This notice reminds State and County Offices not to enter SIP C/S's earned or transmit SIP disbursements during the last 5 workdays of December.

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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.

<p>Disposal Date</p> <p>February 1, 2003</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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Notice SIP-44

2 Action

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County Office Action

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

IF the County Office receives a certified report of C/S's earned...	THEN C/S's earned must be entered and queued for transmission...
on or before December 23, 2002	by December 23, 2002.
after December 23, 2002	on or after January 1, 2003.

Note: If the County Office has not been able to successfully transmit SIP data to KCFO by December 27, 2002, contact the National Help Desk, through the State Office computer specialist, for assistance.
