

For: State and County Offices

Required WHIP+ Training in AgLearn

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The first part of WHIP+ training was conducted on September 4 and 5, 2019, through Ready Talk sessions. At that time, employees were instructed that the second part of training would include completing WHIP+ training modules that walk users through various phases of the WHIP+ application process.

The WHIP+ training modules are now available in AgLearn.

B Purpose

This notice:

- identifies employees required to complete the training
- instructs State AgLearn specialists to work with State Offices in adding the training modules to identified employees' "Current Learning" in AgLearn
- requires employees responsible for WHIP+ to complete the required training modules by **October 22, 2019.**

Disposal Date	Distribution
December 1, 2019	State Offices; State Offices relay to County Offices

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2 Requirements for WHIP+ Training

A Employees Required to Complete Training Modules

All State Office WHIP+ specialists and County Office employees responsible for administering WHIP+ are required to complete the 6 WHIP+ training modules.

B Required Training Modules

The following WHIP+ training modules are required to be completed:

- Creating a Customer Interaction and New WHIP+ Application
- Sign Submit and Approve or Disapprove
- Basic Insured Crops
- NAP Covered Production Loss
- NAP Covered Value Loss
- Uninsured Crops.

C Assigning Training Modules

The AgLearn Administrator has assigned the 6 required training modules to State Office WHIP+ specialists. The courses are listed in the employees' "Current Learning" folder in AgLearn as required courses.

State AgLearn specialists will work with SED's or their designee to:

- identify County Office employees required to complete WHIP+ training
- assign the required training courses to employees in AgLearn.

D Deadline

All employees must complete the required 6 WHIP+ training modules by **October 22, 2019**.

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3 Action

A County Office Action

County Office employees responsible for administering WHIP+ must complete all required training modules according to this notice.

B State Office Action

State Office employees responsible for WHIP+ will:

- complete all required WHIP+ training modules
- ensure that all required County Office employees complete the training by **October 22, 2019**.

4 Contact Information

A County Office Contact

For questions concerning this notice, County Offices will contact their respective State Office.

B State Office Contact

State Offices may contact Melonie Sullivan by either of the following:

- e-mail to **melonie.sullivan@usda.gov**
- telephone at 202-690-1003.