

Process Steps for Farm Bill Protracts Payments/Voucher Examination

Purpose: To verify the Field Office has provided correct information needed.

Scope: All Districts and Areas state-wide

Process Step	Roles & Responsibility	Inputs	Control	Resources	Output
1. Receive/assemble information from the field	Voucher Examiner	Documentation from the field.	Iowa Bulletin No. IA250-5-7	Fax machine or printer	Complete and correct request for payment: <ul style="list-style-type: none"> ▪ Checklist ▪ Articles of incorporation ▪ Invoices/Receipts ▪ Power of Attorney form ▪ CCC-1200 (Conservation Program Application / Contract) or AD-1156 (Revision of Plan or Schedule of Operations or Modification of Contract) ▪ CCC-1245 (Practice Approval & Payment Application) ▪ 1199A (Direct Deposit Sign Up Form)
2. Examine documents sent in from field	Voucher Examiner	Complete and correct request for payment: <ul style="list-style-type: none"> ▪ Checklist ▪ Articles of incorporation ▪ Invoices/Receipts ▪ Power of Attorney form ▪ AFO-signed and participant-signed CCC-1200 (Conservation Program Application / Contract) or ▪ AD-1156 (Revision of Plan or Schedule of Operations or Modification of Contract) ▪ CCC-1245 (Practice Approval & Payment Application) ▪ 1199A (Direct Deposit Sign Up Form) 	120 GM 404 Appropriate Program Manual Iowa Bulletin No. IA250-5-7	Staff time	All names and contract numbers match on all documentation. All participants and ASTC-FO have signed and dated the CCC-1200. ASTC-FO's signature and date is same day as or after participant's. Power of Attorney form or WHIP appendix is present if applicable. A participant on the original CCC-1200 signed and dated CCC-1245. A NRCS employee signed and dated that the practice met NRCS' specifications and the DC signed and dated, the same day or after the participant, approving the payment
3. Audit cost share payment amounts	Voucher Examiner	<ul style="list-style-type: none"> ▪ Receipts ▪ CCC-1200 and/or CCC-1156 ▪ CCC-1245 ▪ Payment document worksheet 	Iowa Bulletin No. IA250-5-7, 120 GM 404, Appropriate Program Manual	Calculator and staff time	All figures balance on payment document worksheet, are compatible with the receipts and CCC- 1245 and CCC-1200, and/or AD-1156.

4. Verify participant's payment information in federal accounting system	Voucher Examiner	FFIS and new or initialed and dated 1199A	Iowa Bulletin No. IA250-5-7	Computer, FFIS access & staff time	Payment address and electronic fund transfer (EFT) information match and are correct and current.
5. Examine PG (payment generated) document and related payment documentation	Voucher Examiner	FFIS payment generated document and documentation from the field	250 FNM Manual Part 522.6	Computer, FFIS access & staff time	Payment information on the Payment Generated (PG) document and related payment documentation match. Payment packet complete and ready for certification Payment packet given to Payment Certification Group

Tested: 10/042005

Approved: /s/ Richard Van Klaveren
Richard Van Klaveren, State Conservationist

Date: 10/25/05