



United States
Department of
Agriculture

Soil
Conservation
Service

4601 Hammersley Road
Madison, Wisconsin 53711

November 1, 1988

NATIONAL FOOD SECURITY ACT MANUAL (NFSAM)
PART 510, SUBPART G, AMENDMENT W12
SUBJECT: SPOT CHECKING - FSA ACTIVITIES

Purpose. To transmit Wisconsin policy for quality review of FSA activities.

Effective Date. Upon receipt.

Filing Instructions

The attached issuance is to be filed in the NFSAM, Part 510, Subpart G, following page 510-34.

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Enclosure

DIST: NFSAM



The Soil Conservation Service
is an agency of the
Department of Agriculture

Subpart G - Quality Control

PART 510 - GENERAL OPERATING PROCEDURES

SUBPART G - QUALITY CONTROL AND PREVENTION OF
FRAUD, WASTE, AND ABUSE

WI510.70(a)(2)(i)(B)

WISCONSIN
GENERAL OPERATING PROCEDURES
FOR SPOT CHECKING

(a) (2) (i) Food Security Act (FSA) activities are subject to quality control policy contained in the General Manual (GM-450.3). Quality review policy for FSA activities is contained in the NFSAM part 510.70, subpart G.

Quality Control. Spot-check Procedures

In order to provide assurance that high quality is maintained in activities related to the Food Security Act, the spot-check procedure outlined below will be implemented in Wisconsin.

(A) Spot checking will be done on the following determinations and planning activities:

HEL determinations (include NHEL determinations)
Wetland determinations (include some negative determinations)
Converted wetland determinations
CRP determinations (include negative determinations)
Conservation plans (include Compliance and Sodbuster)
Conservation systems (include Compliance and Sodbuster)
CRP practices will be spot checked in accordance with General Manual Part 407.20(c)(1).

(B) Spot checking on determinations will be done concurrently with the determinations as nearly as practical. This will minimize occasions when erroneous determinations are communicated to others.

WI510-35

(180-V-NFSAM, Second Ed., Amend WI2, Nov. 1988)

Part 510 - General Operating Procedures

WI510.70(a)(2)(i)(C)

(C) Spot checks will be carried out in accordance with the following:

| <u>Number Completed</u> | <u>Minimum Number Of Spot Check</u> |
|-------------------------|---|
| 1 - 10 | 1 |
| 11 - 20 | 2 |
| 21 - 40 | 3 |
| 41 - 60 | 4 |
| 61 - 100 | 5 |
| 101 - 140 | 6 |
| 141 - 180 | 7 |
| 181 - 220 | 8 |
| 221 or more | 8 plus 2 percent of excess over 220, but not more than 10 in any one category <u>1/</u> |

1/ In situations where persistent errors are found, a higher level of spot checks may be necessary. Area conservationist should consult with state conservationist for guidance in these cases.

(D) Quality reviews of field office determinations and conservation plans are the responsibility of the area office. Documentation of each review is to include the FO name, farmer's name, person providing assistance, date of review, summary of conclusions and name of reviewer. In carrying out the responsibility of quality control it is important that reviews be carried out throughout the year.

(I) All determinations, conservation plans and applied conservation systems on SCS employee owned or operated farms are to be reviewed during the year of occurrence.

(II) Quality review documentation by the area offices are to be submitted to the state office quarterly. Copies of the Quality Control Worksheet (WI-CPA-19) or something similar may be submitted with any additional comments attached or made on the back of the form.

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Subpart G - Quality Control

WI510.70(a)(2)(i)(E)(II)

(E) State Office. The state office will review quality control activities in area offices and as well as in selected field offices.

(I) Area conservation planning reviews will be carried out by the state resource conservationist and staff as shown in the state activity schedule. The SRC will prepare a year-end report summarizing the quality control efforts in the state for the state conservationist.

(II) The compliance and program eligibility aspects of the highly erodible land, wetland, Conservation Reserve Program, and farmland preservation provisions are such that there are more opportunities for fraud, waste, and abuse to occur than there are under voluntary programs. Therefore, SCS line officers responsible for quality control are to give special attention to the prevention of fraud, waste, and abuse.

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