



Natural Resources Conservation Service  
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March 22, 2012

## KANSAS BULLETIN NO. KS300-12-44

### **SUBJECT: LTP—Checklist for the Natural Resources Conservation Service Customer Eligibility**

**Purpose.** To reissue the Checklist for Natural Resources Conservation Service (NRCS) Customer Eligibility Questionnaire

**Expiration Date.** September 30, 2013

Title 440—Conservation Programs Manual (CPM), Part 512, Section 512.114 (attached as a fillable form) contains guidance to diagnosing eligibility issues. Completion of this checklist is **required** when Program Contracts System (ProTracts) and Fund Manager erroneously show a participant as ineligible for an obligation, payment, or modification.

If participant responsibilities were carried out in accordance with Title 440—CPM, Part 512, Section 512.20C, field offices shall notify their area office (AO) by email and upload the following documents to the electronic contracts system (eContracts) in the designated folder labeled “State Office (SO) Requested.”

- Recording County MABDIG reports from year of obligation and current year
- Error message screenshot
- ProTracts participant eligibility screenshot
- Subsidiary print
- Completed checklist detailing the issue in the comments section of question number 12 **AND** include contract item number(s), if issue is impacting payment

The AO will review and forward to the SO (using the eContracts “Notification Button”), if necessary.

**Contact:** Forward questions, through established channels, to Gaye L. Benfer, Assistant State Conservationist for Programs, at (785) 823-4569 or [gaye.benfer@ks.usda.gov](mailto:gaye.benfer@ks.usda.gov).

*(Signed)*

ERIC B. BANKS  
State Conservationist

Attachment

DIST: A, F, S, Eaves, Franklin, C. Nelson