



Natural Resources Conservation Service
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November 26, 2012

KANSAS BULLETIN NO. KS330-13-3

SUBJECT: MGT–Technical Determinations and Program Decisions Notification to Participants

Purpose. To provide guidance on documentation of participant receipt of technical determinations and program decisions

Expiration Date. September 30, 2014

Per Title 7 Code of Federal Regulations (CFR) 614.6(b), “Natural Resources Conservation Service (NRCS) notifies participants of the agency’s preliminary and final technical determinations and (adverse) program decisions through decision notices. By certified mail, return receipt requested, the NRCS will send to the participant a decision notice within 10 working days of rendering a technical determination or program decision. In lieu of certified mail, the NRCS may hand deliver notices to participants with written acknowledgment of delivery by the participant.”

NOTE: Contract documents that require a participant signature such as modification, payment applications, or the contract do not need to be delivered certified mail, return receipt requested. Those that are mailed and not responded to within an appropriate amount of time should however be re-sent certified mail, return receipt requested.

The U.S. Postal Service (USPS) shall be used for certified mail, return receipt requested. The following method will be used:

1. Obtain USPS Form 3800, E-Certified Mail Receipt, from your local post office.
2. To complete the form, follow the instructions below:
 - a) Complete the recipient’s name and address in the area indicated below.



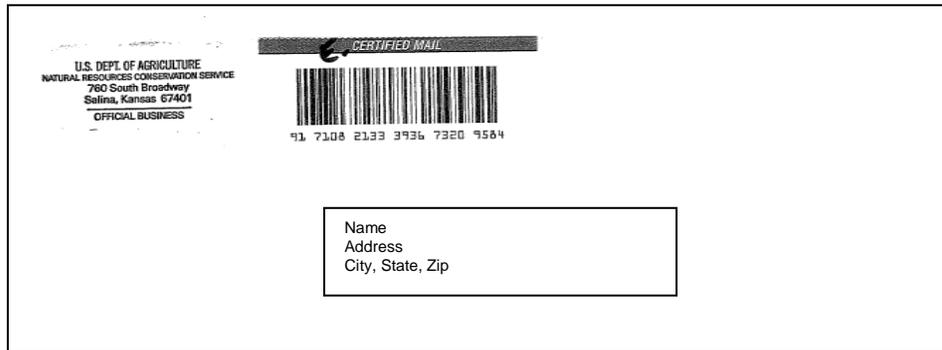
(more)

DIST: A, F, S, Franklin, Tracey Martin, C. Nelson, Riffey, Volkman

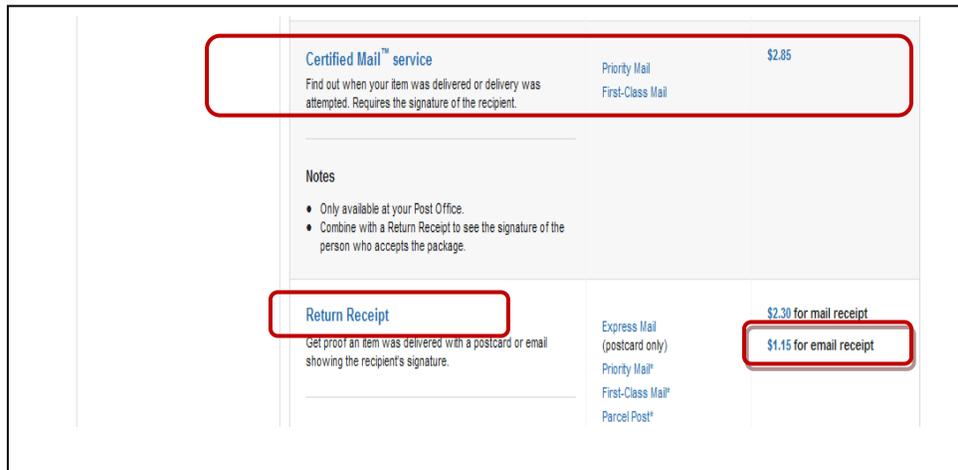
b) Separate the sticker containing the bar code from the receipt portion.



c) Attach the barcode sticker to the front of the envelope, just to the right of the return address.



To determine the postage amount required, go to <https://www.usps.com/send/insurance-and-extra-services.htm>. Scroll down for current costs on Certified Mail service and Return Receipt by email.

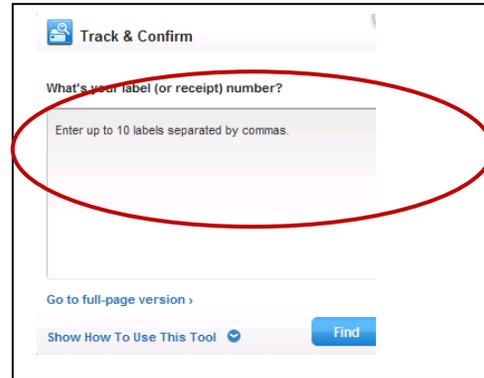
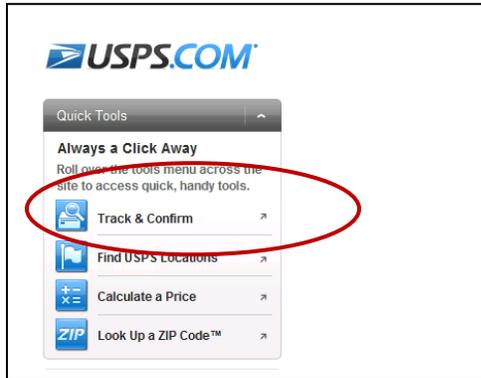


Add the total dollar amounts from the *Certified Mail* and *Return Receipt by email* to the amount of First-Class postage required (based on the weight and size of the envelope). You will then need to go to Stamps.com, select the “Stamps” tab on the left hand side, and in Postage Details select “I want to specify the value for each stamp.” Specify the mail class, enter the total then print the postage.

Take the envelope with the proper amount of postage affixed, along with USPS Form 3800, to the post office. Once they accept the item, they will receipt stamp USPS Form 3800 and return it to you as proof of mailing. Keep this in your pending file and check weekly as instructed below to obtain the delivery confirmation.

To obtain the return receipt delivery confirmation:

Go to <http://www.usps.com/>. Select the “Track & Confirm” tab on the left. In the popup box, enter the tracking number located on USPS Form 3800.



Print out the return receipt proof of delivery letter and place it in the case file.



Contact: Forward program questions, through established channels, to Gaye L. Benfer, Assistant State Conservationist, at gaye.benfer@ks.usda.gov or call (785) 823-4569; and mail delivery questions to Tracey L. Martin, Office Automation Assistant, at tracey.martin@ks.usda.gov or call (785) 823-4500.

(Signed)

ERIC B. BANKS
State Conservationist