



Natural Resources Conservation Service
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Date: August 14, 2007

WASHINGTON BULLETIN WA440-7-3

SUBJECT: PGM - Program Eligibility Problems on Prior Year Contracts

Purpose. To distribute instructions and guidance for completing updates to program eligibility for prior year contracts prior to fiscal year-end suspension of contract management activities

Expiration Date. Sept 30, 2007

ACTION REQUIRED BY: September 7, 2007

National Bulletin 440-7-15 (attached) announced the upcoming suspension of application and contract management activities in ProTracts, for annual maintenance and new fiscal year setup activities. In addition to deadlines for obligating contracts and issuing payments, this year-end shutdown coincides with the year-end rollover activities of the Farm Services Agency eligibility databases.

As instructed in Washington Bulletin WA440-7-2, all program eligibility problems were to be resolved by June 1, 2007. However, the current "Applications and Contracts with Eligibility Problems" report in Fund Manager lists 238 records for active CSP, EQIP and WHIP contracts with a participant whose AD-1026 is "Not Filed. If any individual participant, or member of an entity or joint operation if required by ProTracts business rules, has Not Filed an AD-1026, that participant is not eligible to receive program payments. Payments are not currently being blocked, only a warning message is displayed during the payment approval process. Any such payment issued by bypassing the warning is an improper payment and could be subject to refund.

All outstanding eligibility issues must be resolved, and eligibility updates completed in FSA's eligibility databases by September 7, 2007.

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District Conservationists will immediately take the following actions:

- Print the report titled "Applications and Contracts with Eligibility Problems", which is located under the "View Data" link in Fund Manager. Search criteria for Active contracts should include "All Years", "All Programs", and "AD-1026 Eligibility Not Filed or No", for each county in the DC's Team. (Note: This report is produced from the FSA web service data from the previous day's eligibility updates.)
- Verify the current AD-1026 status for each participant listed on the resulting report by running the "Update Eligibility" option in the participant information in ProTracts. If the participant's AD-1026 status remains "Not Filed", also verify the AD-1025 status on the participant's Eligibility and Subsidiary Print report from the FSA Subsidiary Eligibility web application at:
<https://indianocéan.sc.egov.usda.gov/Subsidiary/Subsidiary.do>
- If the eligibility does not update in ProTracts, and the FSA Subsidiary Eligibility Print report shows the AD-1026 is "Not Filed", immediately contact the FSA recording county office listed on the FSA report to request that the participant's AD-1026 eligibility be updated.
- If you are informed by the FSA that the participant must file or update their AD-1026, immediately contact the participant by phone. If unable to contact by phone, send the attached applicant eligibility certification letter that has been edited specifically for the AD-1026 certification needed.
- If you find via the above verifications that FSA has entered the eligibility data but Protracts is not updating the participant's records correctly, obtain a copy of the MABDIG report from the FSA recording county, then contact your Area Program Liaison for assistance.

If you need any assistance in using the available web tools to verify eligibility information contact your Area Program Liaison.

R. L. "GUS" HUGHBANKS
State Conservationist

Enclosure