

Part 582 – Working Lands Conservation Programs Manual

Subpart F– Payments

IA582.50 Payment Review Process for ProTracts Contracts

A. Purpose

To distribute instructions for processing ProTracts payments.

B. References

Title 440, Conservation Programs Manual (CPM), Part 530

C. Explanation

- (1) This manual release cancels Iowa Instruction 440-397-Protracts Payment and Payment Review Process – Released October 19, 2015. Title 440, Conservation Programs Manual (CPM), Part 530, Subpart F, Section 530.51A(4) provides policy on the requirement for completing a second-level review of all payments using the “Payment Review Checklist” found in subpart O, exhibit 530.142C, of the manual, or an equivalent State checklist, prior to approving the payment. Iowa will use National exhibit 530.142C.
- (2) Title 440, Conservation Programs Manual (CPM), Part 530, Subpart F, Section 530.51 provides policy on processing payment applications. The following are instructions for processing payment in ProTracts.
 - (i) The ProTracts Payment Flowchart provides guidance in the payment process.
 - (ii) The ProTracts Payment Submission Tracker, or a similar Area approved system, will be used to notify the Voucher Examiner of payments ready for second level review. The Voucher Examiners will compile a payment status log of payment submissions.
 - (iii) The Payment Review Checklist located in Part 530 – Working Lands Conservation Programs Manual exhibit 530.142C Payment Review Checklist will be used by the Voucher Examiner for second level reviews.
 - (iv) The Payment Review Checklist, Standard Form 1199A Direct Deposit Sign-Up Form, ProTracts – FMMI Payment Review Process Flowchart, ProTracts Payment Submission Tracker, and Guidance for Completion of Standard Form 1199A Direct Deposit Sign-up Form are located at: [Programs > Contract Management Forms > Payment Review Process](#).