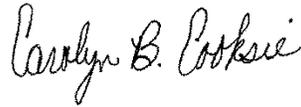


**For:** FSA Employees

**Reporting RMA Activities in WebTA/Activity Reporting System**

**Approved by:** Associate Administrator for Operations and Management



**1 Overview**

**A Background**

FSA has several areas of responsibility to interact with RMA and approved insurance providers (AIP) in improving program compliance and integrity of the Federal Crop Insurance Program. Some of this interaction was mandated by the Agricultural Risk Protection Act of 2000. At the request of producers, crop insurance agents also obtain copies of the producer’s acreage reports and certified maps from FSA under the Privacy Act.

**B Purpose**

This notice provides information about the various tasks and processes completed by FSA employees for crop insurance functions, as well as detailed information about reporting those tasks and processes in WebTA/Activity Reporting System.

**C Contacts**

If there are any questions about this notice contact either of the following:

- Mitzi Lankford, BUD by:
  - e-mail at **mitzi.lankford@wdc.usda.gov**
  - telephone at 202-720-0510
- Vicki Larson, BUD by:
  - e-mail at **vicki.larson@wdc.usda.gov**
  - telephone at 202-720-2501.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2012	All FSA Employees; State Offices relay to County Offices

## Notice AO-1544

### 2 Reporting Activities Related to Interaction with RMA

#### A Referrals and Investigations

Referral and investigation activity requires County Offices to keep an active watch for potential fraud, waste, and abuse of the Federal Crop Insurance Program. One of the most important tools used is the RCO spot check list which provides, on a bi-annual basis, a list of producers and crops that have been identified as exhibiting high loss ratios, high frequency of loss, loss severity, and suspect of inadequate farming practices. County Offices are expected to conduct field visits on all producers listed.

Employees are to report all RMA referral and investigation activities as:

- Program – CROPIN
- Activities – Integrity Compliance and Travel.

#### B State Committee Consultation

This activity is mainly performed at the State level and is a means for RMA and FSA to share and exchange program information and identify possible program areas of concern before they become effective or implemented. On occasion, County Offices may be consulted to gain input on additional topics such as effective practices, growing season, yields, etc.

**Note:** Federal employees shall ensure that **CROPIN** is used as the program when reporting activity according to this notice. Previously, the RMA-DAM program code has been selected by some Federal Employees. This program code is to be used specifically by the DAM organization.

Employees are to report all RMA State Committee Consultation activities as:

- Program – CROPIN
- Activities – Program/Policy/Planning and Integrity Compliance.

#### C Claims, Audits, Inspections, and Quality Control Reviews

These processes involve both State and County Office staff based on requests from AIP or RCO's who are conducting the activities. RCO's may also request that a field visit be conducted by a County Office in addition to requesting supporting documentation.

Employees are to report all RMA claims, audits, inspections, and Quality Control Review activities as:

- Program – CROPIN
- Activities – Integrity Compliance and Travel.

## Notice AO-1544

### 2 Reporting Activities Related to Interaction with RMA (Continued)

#### D Data Reconciliation

This activity, which occurs between FSA and RMA, has been redirected based on the efforts mandated by the Farm Security and Rural Investment Act of 2002, which authorizes the Secretary to develop a comprehensive information management system between the 2 agencies. In recent years, very little activity, if any, has been recorded for data reconciliation.

Employees are to report all RMA data reconciliation activities as:

- Program – CROPIN
- Activities – Integrity Compliance.

**Note:** Before the **CROPIN/Integrity Compliance** program/activity combination availability in Activity Reporting System, employees were directed to use CROPIN-Servicing and Maintenance. Employees shall discontinue using CROPIN-Servicing and Maintenance activity. The combination of CROPIN-Servicing and Maintenance will be removed from Activity Reporting System in FY 2013.

#### E Training

If training is provided for employees who will be completing referrals and investigations, report as follows:

- Program – CROPIN
- Activities – Training.

## Notice AO-1544

### 3 Reporting Activities Related to Obtaining Producer Data

#### A Crop Insurance Related Activities

When completing Activity Reporting System information in WebTA, employees shall report services performed that are related to CROPIN as follows:

- providing photocopies of producer maps, acreage reports and other related information to loss adjusters or crop insurance providers:
  - Program – CROPIN
  - Activity – FOIA-PA
- providing other information to crop insurance providers not subject to FOIA/PA:
  - Program – CROPIN
  - Activity – Other Agency Support
- completing paid for measurement service for producers as proof of production for crop insurance purposes:
  - Program – CROPIN
  - Activity – Measurement Service and Travel.