



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

November 28, 2007

SUBJECT: LTP –Program Contracting Issues

TO: All Employees

File Code: 300-3

At the end of the fiscal year, we brought together a group of field employees to review program contracting procedures. A memo dated October 19, 2007 identified actions to address contracting issues. One additional issue has been reviewed by the program and financial management staffs involving the need to submit a SF-1199A Direct Deposit form initialed by the participant with every NRCS-CPA-1245 Practice Approval and Payment Application form submitted for payment.

For program payments submitted in FY 08, a current SF-1199A form initialed by the participants will only need to be submitted with the first payment submitted for a contract. This SF-1199A form will be kept on file in the payment folder at the state office and considered accurate until the participant provides a different one as their financial institution information changes.

DCs should have the participant review their current SF-1199A form when the participant certifies practice completion on the NRCS-CPA-1245 form. The DC should inform the participant that it is the participant's responsibility to keep the financial institution information current (in that the payment will go to the account listed on the SF-1199A form or the payment will be cancelled if the information is incorrect). If they provide a new SF-1199A form, a copy should be sent to the financial management staff at the state office to be placed in the participants payment file.

For new contracts beginning in FY 08 and beyond, DCs should have the participant prepare a new SF-1199A form at the time of application and sent to the State Office when they actually enter into a contract. This SF-1199A form will be kept in the contract files and will remain in effect until the participant updates it. DCs should continue to ask participants to ensure that their direct deposit information on file is up to date.

I again would like to thank the program contracting work group for identifying this issue and the state office staffs for reviewing the issue and recommending the above listed action.

Please contact the APS for your area if you have need for further explanation of the listed issues.

/s/

JANE E. HARDISTY
State Conservationist

cc: Elana K. Cass, State Administrative Officer, NRCS, Indianapolis, IN
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