

United States Department of Agriculture



Natural Resources Conservation Service
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Transmitted via Email

April 24, 2007

MINNESOTA BULLETIN NO. 440-7-1

SUBJECT: PGM – PAYMENT NOTIFICATION TO PROGRAM PARTICIPANTS

Purpose. To provide information about the new NRCS Payment Notification System

Expiration Date. September 30, 2007

Background. Program participants routinely request that NRCS provide a written notification of electronic fund transfer (EFT) receipt of payments disbursed for financial assistance programs. With the implementation of a new, automated Payment Notification System, program participants in the Conservation Security Program (CSP), the Environmental Quality Incentives Program (EQIP), and the Wildlife Habitat Incentives Program (WHIP) will receive a weekly notice when a cost-share or stewardship payment has been transmitted to their designated bank account. These letters will be mailed directly to the payment recipient under Chief Lancaster's signature.

Initial and subsequent notification letters will be transmitted. The initial notification letter to producers will document all financial assistance payments made to date in FY 2007 to program participants and will briefly announce the new service. This letter will contain a list of all payments to date for the fiscal year by contract number, conservation program, practice name, date of payment, and payment amount. The subsequent letters will have a similar format and content, but will contain only payments made since the last mailing to that participant.

Because the payment notification letters will be generated automatically and transmitted to the individual program participant, action required by the servicing field office is minimal. The field office is not required to take any action to facilitate the mailings nor follow up as a result of the mailings. The field office will only have to respond to participant questions that may arise from the mailings. If the field office cannot answer the participant's questions, they should contact the State Office designated program support staff for assistance.

Questions about the Payment Notification System should be directed to Tim Koehler, ASTC (P) at (651) 602-7857.

/s/

WILLIAM HUNT
State Conservationist

[Attachment A – NRCS Letter of Notification Weekly Sample](#)
[Attachment B – NRCS Letter of Notification Single Sample](#)

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Area Program Specialists

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