

610.91 Decertification Letter - Template

U. S. DEPARTMENT OF AGRICULTURE

Natural Resources Conservation Service

<Applicable State Office>

<Street Address>

<City, State, Zip Code>

Telephone: < >

FAX: < >

E-mail: < >

November 1, 2004

BY CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Text for Decertification Letter (TSPs)

[address box]

Re: Notice of Decertification

Dear [Technical Service Provider name]:

By this letter, and in accordance with 7 CFR 652, Subpart C, Decertification, we are decertifying you as a technical service provider based upon my determination that causes for decertification exist under 7 CFR Section 652.32(a) and (b).

The cause(s) for decertification were set forth in the Notice of Proposed Decertification, dated [insert date]. We have reviewed the administrative record, which includes the reasons and supporting documentation you provided to contest the proposed decertification. Based upon the administrative record, we decertify you for a period of [insert period of decertification].

The basis for the [] year(s) decertification period is that you made no attempt to remedy the deficiencies identified during the quality assurance review conducted by NRCS on [insert date] and because there was a serious failure on your part in the provision of technical services. This period of decertification is in accordance with 7 CFR Part 652.37 (a).

You have the right to appeal this decision to the Chief of NRCS. Your appeal must be made in writing within 20 calendar days from the date of receipt of this Decision. Your appeal must state the reasons(s) for the appeal and any arguments in support of your appeal. If you fail to appeal this Decision within 20 calendar days of receipt, then this decision is final.

Within 30 calendar days of receipt of any appeal from you, the Chief of NRCS will make a final determination of whether to decertify, based on the administrative record and any additional information that may be submitted. The determination by the Chief is final and cannot be appealed further.

Please refer to and review 7 CFR 652, Subpart C, which is available on line at <http://a257.g.akamaitech.net/7/257/2422/06jun20041800/edocket.access.gpo.gov/2004/pdf/04-25990.pdf> for additional information about the decertification process, including deadlines and appeal rights. A copy of the regulations was previously provided to you.

Sincerely,

[insert name]
State Conservationist

Attachment
(Administrative Record to be provided to the National TSP Team Leader)