

1 General

Beginning with the 2015 crop year for crops with a contract change date on or after June 30, 2014, the Administrator of the Risk Management Agency (Administrator), at their sole discretion, may authorize a policy to be reinstated for any person determined to be ineligible to participate in the Federal crop insurance program due to their inadvertent failure to pay a debt owed in accordance with the terms of their applicable policy, 7 CFR §400.679, and these procedures. The Administrator has delegated this authority to the Approved Insurance Provider (AIP) in limited situations.

2 Reinstatement Types

Any person, who has been determined to be ineligible for crop insurance due to failure to pay a debt owed, may request reinstatement by submitting a written request. Depending upon the circumstances that caused the inadvertent failure, the following avenues to request reinstatement may be available.

(1) RMA Administrator Authorized Reinstatement

The Administrator may authorize reinstatement of an ineligible person's policy if the ineligible person can demonstrate that its failure to pay its debt timely was due to an extenuating circumstance that was unforeseeable, unavoidable, or created a situation or event that prevented the person from complying with making timely payment such as, but not limited to, the following:

- (a) a weather event;
- (b) medical event (serious illness or death): or
- (c) an active duty United States military obligation.

(2) AIP Authorized Reinstatement

The AIP is delegated the authority by the Administrator to reinstate a policy where timely payment was made; but, a small amount was omitted from the payment received, the payment amount was clearly transposed, or the payment was postmarked and delayed no more than 7 calendar days after the termination date or other date due.

1 Criteria for RMA Administrator Authorized Reinstatement

A person who has been determined to be ineligible to participate in the crop insurance program must provide evidence that:

- (1) full payment of the delinquent debt has been received by the AIP or FCIC;
- (2) their failure to timely pay the debt owed to the AIP or FCIC was due to an extenuating circumstance such as an weather event, medical event, or an active duty obligation to the U.S. military;
- (3) they have submitted a written Request for Administrative Reinstatement, and applicable supporting documentation, to their AIP no later than 60 days after the applicable termination date, missed payment date of a previously executed written payment agreement, or the due date in the notice to the person of the amount due; and
- (4) there is no evidence of fraud or misrepresentation.

2 Definitions

- (1) **Reinstatement** means that the policy will retain the same plan of insurance, coverage levels, endorsements and options the person had prior to termination, provided the person continues to meet all eligibility requirements, comply with the terms of the policy, and there is no evidence of misrepresentation or fraud. No new application is required and no requests to change coverage level, plans of insurance or add or remove options or endorsements will be accepted unless such changes were made and submitted on an application form on or prior to the sales closing date for the crop.
- (2) **Weather Event** means a weather event that is severe and so unusual that it creates, or could have created, a situation that prevented timely payment.

3 Conditions that Qualify for RMA Administrator Authorized Reinstatement

The RMA administrator may grant relief for extenuating circumstances if the person meets the conditions to qualify for reinstatement. The following provides a few examples and are not intended to be an exhaustive list:

A. Weather Event

Reinstatement may be granted when the occurrence of a weather event prevented the person from making timely payment.

Example 1: One week prior to the termination date, the area surrounding the insured's primary residence was hit by a blizzard, which caused transportation, communication, and power issues in the region for 10 days. As a result, the insured failed to pay their crop insurance premium timely and their policy was terminated. The Administrator may authorize reinstatement of their policy.

B. Medical Event (Serious Illness)

Example 1: An insured is injured in a car accident a week before the termination date and is hospitalized for 8 days. Due to the traumatic injuries, the insured entered rehabilitation treatment once released in order to restore full mobility. As a result, the insured failed to pay their crop insurance premium timely, and their policy was terminated. The Administrator may authorize reinstatement of their policy.

C. Medical Event (Death)

Example 1: An insured's mother died two weeks before the termination date. The insured had to arrange the funeral and take care of business matters related to their mother's estate. As a result, the insured failed to pay their crop insurance premium timely, and their policy was terminated. The Administrator may authorize reinstatement of their policy.

D. U.S. Military Active Duty

RMA Administrator reinstatement may be granted if the insured failed to pay the debt timely because they were called to full-time active duty to the U.S. military service. This duty prevented the person from making timely payment. Active duty in the U.S. military refers to full-time duty in the active military service of the United States. This includes members of the Reserve Component serving on active duty, but does not include full-time National Guard duty unless it is qualifying National Guard during a war or other military operation or national emergency.

3 Conditions that Qualify for RMA Administrator Authorized Reinstatement Continued

C. U.S. Military Active Duty (continued)

Qualifying National Guard duty means service on full-time National Guard duty under a call to active service authorized by the President, the Secretary of Defense, or the Governor for a period of more than 30 consecutive days in connection with a war, other military operation, or a national emergency declared by the President and supported by Federal fund. Reinstatement may be authorized for lessor Active duty periods that may have prevented payment on a case-by-case basis. The requestor must provide justification with the Request.

Example: The insured is a member of the National Guard. Thirty days prior to the termination date, the President unexpectedly declared a national emergency. The insured was obligated to report to duty and remain in service for 45 consecutive days. After being released from active duty, the insured remits full payment to the AIP. The Administrator may authorize reinstatement of the policy.

4 Conditions that Do Not Qualify for RMA Administrator Authorized Reinstatement

A. Conditions that likely will not qualify

Reinstatement will not be granted where the person's failure to pay a debt is due to the person forgetting, without extenuating circumstances, to pay the debt timely.

Example 1: The insured's termination date was October 19th. The insured meant to mail the check to the AIP but did not mail the check until November 1. There were no extenuating circumstances. The insured just forgot to pay the bill on time. Reinstatement of the insured's policy is not likely.

4 Conditions that Do Not Qualify for RMA Administrator Reinstatement Continued

B. Evidence of Misrepresentation or Fraud

Administrative reinstatement will not be granted if there is evidence of misrepresentation or fraud. If the Administrator authorizes reinstatement of the person's policy and RMA later discovers evidence of misrepresentation or fraud in the materials presented to the Administrator, the person is subject to remedial sanctions in accordance with 7 CFR part 400, subpart R.

Additionally, the person's ineligibility will be reinstated retroactive to the original date of ineligibility. Any policy issued subsequent to the granting of administrative reinstatement will be void, and the person will be required to pay 20 percent of the premium that would otherwise be required to offset costs incurred by the AIP in service of the policy (ies). If previously paid, the balance of the premium paid for any new policy will be returned. Voidance of the policy will result in the person having to reimburse all indemnities, replant, and prevented planting payments for the crop years in which the voidance was effective.

5 Roles and Responsibilities

A. The Requestor

As required by paragraph 1, a request must be submitted no later than 60 days after the applicable termination date or missed payment date of a previously executed written payment agreement, or the due date specified in the notice to the person of the amount due. To request reinstatement the Requestor must comply with **all** of the following requirements.

- (1) Remit full payment to the AIP or FCIC for the delinquent amount owed. If the insured has missed a payment under a previously executed written payment agreement, the insured must remit full payment of the entire debt that is owed.
- (2) Provide a detailed description of the extenuating circumstance i.e. weather event, serious illness, or active military duty that lead to a failure to pay timely a debt due to the AIP or FCIC.
- (3) Provide all applicable documentation in accordance with paragraph 6 below that substantiates the details described in the Request. All documentation must be legible. If the authentication of the documents are in question, a color copy may be required.
- (4) Submit a signed Request for Administrative Reinstatement form (Request) with applicable documentation to the RMA through their AIP.
- (5) Meet all other policy requirements, e.g., maintain an insurable share, and not be ineligible for reasons other than the delinquent debt.
- (6) If the request is approved, the requested policy is in force, and the requestor must pay all fees and premium by the due date specified in its notice.

5 Roles and Responsibilities Continued

B. The AIP

The AIP must create a Request for Administrative Reinstatement form using the Late Payment of Debt Form Standards in Appendix A. When a Request for Administrative Reinstatement is received by the AIP, the AIP must comply with the following requirements.

- (1) Accept the delinquent amount paid by the ineligible person. The delinquent amount is considered paid when the amount remitted completely satisfies the delinquent debt. The AIP is to advise the RMA, if a payment is not honored by the remitter's financial institution.
- (2) The AIP must obtain fully legible copies (front and back) of all documents required by paragraph 5A. If the supporting documentation appears to be altered or counterfeit, or if the requestor presents documentation that does not conform to the standards provided in paragraph 6, the AIP must annotate the request indicating such concerns.
- (3) Review the documentation provided by the ineligible person and ensure the request is complete and signed by the requestor and the AIP representative.
- (4) Unless the conditions in paragraph 4 apply, the AIP must then forward the request form and supporting legible documentation to RMA within 15 days of the date of receipt by the AIP.

The Request must be forwarded to the Deputy Administrator of Product Management by email at RMA.admin.request@rma.usda.gov or by mail to USDA/RMA/Director of Product Management/Beacon Facility Mail Stop 0811 PO Box 419205 Kansas City, MO 64141-6205; and

- (5) Maintain the ineligible policy within the AIPs system, until reinstatement of the policy is authorized by the Administrator, in accordance with the following:
 - (a) If the ineligible person is the applicant or insured, the ineligible policy cannot be transmitted to RMA; or
 - (b) Transmit the policy if the ineligible person is a SBI to the applicant or insured. The amount of coverage for all crops included on the Application must be reduced proportionately by the percentage of interest of that person in the applicant or insured.

5 Roles and Responsibilities Continued

C. The RMA

When a request is received, the RMA will review the Request for Administrative Reinstatement and supporting documentation; and

- (1) Grant the Request for Administrative Reinstatement, if the documentation demonstrates that the requestor acted in good faith, yet a condition in paragraph 3 caused an untimely payment; or
- (2) Deny the request.

The RMA reserves the right to request additional information in review of the request. RMA will send requests for additional information to the requestor through the AIP. The Requestor must provide the additional information by the due date specified in the request from RMA to the AIP. If the requestor fails to provide the additional information by the due date, the request for reinstatement will be automatically denied. If more information is requested by RMA, a decision to accept or deny the request will be issued after the receipt of the additional information.

6 Applicable Supporting Documentation for RMA Administrator Authorized Reinstatement

Documentation that supports a Request for Administrative Reinstatement includes, but is not limited, to the following:

- (1) Police Report verifying an accident or event;
- (2) Newspaper articles;
- (3) Affidavits and/or Notarized statements;
- (4) Witnesses Statements/Accounts;
- (5) Redacted Medical Records and or Medical Billing Statements;
- (6) Military Notifications and/or Orders;
- (7) Death Certificates;
- (8) Certified copies of public records; and
- (9) Facts that are not subject to dispute, such as the occurrence of a hurricane and associated damage (e.g., weather reports or National Oceanic Atmospheric Administration (NOAA) maps indicating the area and impact of the storm.)

7 RMA Administrator Authorized Reinstatement is Granted

If authorization for reinstatement is granted by the Administrator, RMA will provide the original reinstatement decision letter to the requestor and a copy to the AIP. The AIP is thereby authorized to reinstate the person's policy in accordance with paragraph 10 below.

8 RMA Administrator Authorized Reinstatement is Denied and Reconsideration Requests

If a Request for Administrative Reinstatement has been denied by the Administrator, that decision is final. Requests for reconsideration will not be accepted.

9 Policy Transmission

The AIP has 30 days from the date when the reinstatement request is granted by the Administrator to reinstate the policy and submit all applicable data to PASS, in accordance with Appendix III procedures. The new Ineligible Tracking System (ITS) transmission status codes provided in Appendix III must be used to appropriately account for policies submitted in accordance with these procedures.

10 Coverage for a Reinstated Policy

Reinstatement is effective for the crop year that the policy was terminated. The coverage provided under the reinstated policy will use the same plan of insurance, coverage levels, endorsements and options the person had prior to termination, provided the person continues to meet all eligibility requirements and comply with the terms of the policy, and there is no evidence of misrepresentation or fraud.

Section 2: AIP Authorized Reinstatement

1 General

In accordance with 7 CFR part 400, subpart U, the Common Crop Insurance Basic Provisions, and these procedures, the AIP is delegated the authority, by the Administrator, to reinstate a policy of a person determined to be ineligible to participate in the crop insurance program if its ineligibility was solely due to their failure to pay a delinquent debt and the conditions below are met.

2 Criteria for AIP Authorized Reinstatement

Requests for AIP authorized reinstatement must be submitted to the AIP no later than 30 calendar days after the applicable termination date or the missed payment date of a previously executed written payment agreement, or other due date specified. Requests submitted to the AIP more than 30 days after the due date specified by this authority will not be considered for reinstatement.

The AIP may reinstate a policy if the person can demonstrate that their ineligibility was solely due to their failure to pay a delinquent debt owed to the AIP or FCIC, and the following conditions are met.

- (1) The person pays the full payment of the delinquent debt to the AIP or FCIC;
- (2) The person made an effort to pay the debt thought to be owed by the due date, but:
 - (a) they inadvertently failed to include a small amount, such as interest or an administrative fee in accordance with paragraph 3A;
 - (b) they clearly transposed the amount that was due in accordance with paragraph 3B; or
 - (c) the payment was delayed and postmarked, no more than 7 calendar days after the termination date or the missed payment date of a previously executed written payment agreement, or other due date specified.
- (3) The person submitted a signed Request for AIP Authorized Reinstatement and supporting documentation in accordance with paragraph 5 and 6, no later than 30 days after the applicable due date to their AIP.
- (4) There is no evidence of fraud or misrepresentation.

3 Conditions that Qualify for AIP Authorized Reinstatement

A. Small Amounts Due

(1) Small Amounts Authority

If a person made a good faith effort to pay the debt timely, yet failed to include a small or nominal amount, such as an administrative fee, in rendering the payment and the failure resulted in an ineligibility determination, the AIP is authorized to reinstate the person's policy. Small amounts are limited to any outstanding amount that is not more than the amount of administrative fee or interest owed.

The person must clearly demonstrate that they timely remitted the payment thought to be owed and document the circumstances that led to the oversight. The person must also provide additional documentation to support its explanation. Simply stating that the oversight was inadvertent is not sufficient to meet the burden.

Example: An insured's daughter, who has no significant involvement with his operation, must now handle the business. She remits timely payment from the most recent billing statement she has and believes is the final premium amount due. However, she failed to include the calculated interest accrued of \$300.00 from a subsequent statement she did not receive at the time she remitted payment.

This failure resulted in an ineligibility determination for the insured. Because the insured's daughter paid the debt thought to be owed less the small amount of \$300.00, the AIP may authorize reinstatement of the insured's policy after the small amount is paid.

Note: Reinstatement is not available for amounts that exceed the small amount authority.

(2) Write-off of Established Debts Authority

These procedures do not alter or remove AIP authority provided in the Standards for Write-offs of Established Debt in Part 3, Section 26 of Appendix III of Standard Reinsurance Agreement.

3 Conditions that Qualify for AIP Authorized Reinstatement Continued

B. Clearly Transposed Amounts

(1) Amounts Clearly Transposed

A person made a good faith effort to pay the debt timely, yet clearly transposed the payment amount from what was due, the AIP is authorized to reinstate the person's policy after the full amount is paid. The payment must have been received timely and clearly demonstrate that the amount due was transposed.

Example: Insured owes \$892, but remits a timely payment of \$829. Since the insured made a good faith effort to pay the debt due, but the amount paid was short \$63 dollars and the amount was clearly transposed. The insured may qualify for AIP authorized reinstatement after the full amount is paid.

If the AIP determines that the amount was not clearly transposed, reinstatement is not available under this authority.

(2) Write-off of Established Debts Authority

These procedures do not alter or remove AIP authority provided in the Standards for Write-offs of Established Debt in Part 3, Section 26 of Appendix III of Standard Reinsurance Agreement.

C. 7-day Transit Period

(1) Authority

The person made the full payment of the amount owed but the payment was delayed and it is postmarked no more than 7 calendar days after the termination date or other due date specified, the AIP is authorized to reinstate the policy.

Example: The insured's termination date was February 28th, but payment is sent and postmarked on March 3, the AIP may grant reinstatement for the late receipt and delay of his payment.

3 Conditions that Qualify for AIP Authorized Reinstatement Continued

C. 7-day Transit Period (continued)**(2) Postmarked Defined**

Postmark means:

- (a) postal imprint on letters, flats, and parcels that shows the name of the Post Office that accepts custody of the mail, along with the two-letter state abbreviation and Zip Code of the Post Office, and the date of mailing, and the time abbreviation a.m. or p.m. The postmark is generally applied, either by machine or hand, with cancellation or killer bars to indicate that the postage cannot be reused; or
- (b) the date of tender to the private delivery service as recorded in the tracking and tracing record for the parcel, provided the private deliver service is available to the general public and has tracking and tracing procedures for its deliveries, such as DHL, Federal Express, or UPS.

Metered mail, self-postmarked envelopes or parcels, hand delivered payments, or electronic transmitted payments received after the termination date do not qualify for AIP authorized reinstatement.

If the termination date, or other due date, falls on the Saturday, Sunday, or Federal holiday, the next business day will apply for purposes of determining if the debt is delinquent.

(3) Delayed Payments Not Postmarked within 7-day Transit Period

Payments not received by the termination date or not postmarked within the 7-day transit period do not qualify for reinstatement under this authority. Additionally, payments hand-delivered to the respective agent or AIP after the termination date do not qualify for reinstatement under this authority.

3 Conditions that Qualify for AIP Authorized Reinstatement Continued

C. 7-day Transit Period (continued)

(4) Written Request Alternative

In lieu of requiring a written request for the 7-day Transit condition after a late payment is received by the AIP; the AIP may generate an acknowledgement letter to the insured as notification of their ineligibility and subsequent reinstatement in accordance with the terms of their policy. The letter must include the following information:

- (a) An acknowledge receipt of payment;
- (b) Payment was delinquent but postmarked no more than 7 calendar days after the termination date or other applicable due date and they have the option to request reinstatement;
- (c) A statement that serves as acknowledgement of the insurer's written request for reinstatement in accordance with terms of your policy; and
- (d) A statement that allows the insured to respond to the AIP if they are requesting to terminate the policy.

4 Written Payment Agreements

For written payment agreements, the following applies.

A. Small Amounts Authority

If the insured has missed a payment under a previously executed written payment agreement and meet the conditions for small amount authority, the insured must remit full payment of the entire debt that is owed to qualify for AIP authorized reinstatement.

B. Clearly Transposed Amounts

If the insured missed a payment under a previously executed written payment agreement and meet the conditions for clearly transposed amounts, the insured is allowed to pay the correct amount for the scheduled payment that is due under the written agreement.

C. 7-day Transit Period

For written payment agreements, timely payment submitted by the insured that was delayed, due to postal delivery, as evidenced by the postmarked date no more than 7 days after the due date on the agreement, is allowed AIP authorized reinstatement. There is no limit to how many times an insured under a written payment agreement may receive reinstatement under the written agreement.

5 Misrepresentation and Fraud

Administrative reinstatement will not be granted if there is evidence of misrepresentation or fraud. If the AIP reinstates the person's policy and RMA or the AIP later discovers evidence of misrepresentation or fraud in the materials presented to the AIP, the person is subject to remedial sanctions in accordance with 7 CFR part 400, subpart R.

Additionally, the person's ineligibility will be reinstated retroactive to the original date of ineligibility. Any policy issued subsequent to the granting of administrative reinstatement will be void, and the person will be required to pay 20 percent of the premium that would otherwise be required to pay to offset costs incurred by the AIP in service of the policy(ies). If previously paid, the balance of the premium paid for any new policy will be returned. Voidance of the policy will result in the person having to reimburse all indemnities, replant and prevented planting payments for the crop years in which the voidance was effective.

6 Roles and Responsibilities

A. The Requestor

To request reinstatement, the Requestor must submit a request no later than 30 days after the applicable termination date or missed payment date of a previously executed written payment agreement, or the due date specified in the notice to the person of the amount due to the AIP. Approval will only be granted if the requestor can fully demonstrate that they have met all the criteria in paragraph 2.

B. The AIP

The AIP must create the Request form using the Late Payment of Debt Form Standards in Appendix A and establish a process for receiving the Request from an ineligible person. Additionally, the AIP must ensure that all approvals adhere to the conditions in paragraph 2 and maintain all the applicable documentation.

7 Applicable Supporting Documentation

Documentation that supports a Request for Administrative Reinstatement include, but is not limited, to the following:

- (1) Postal payment envelopes or receipt labels;
- (2) Policyholder billing statements;
- (3) Policyholder AIP account history details, including payment schedules;
- (4) Personal checks, cashier's checks and/or money orders; and
- (5) Evidence of the reasonable basis for the late payment

8 AIP Authorized Reinstatement Approved or Denied

The AIP may reinstate the person's policy if the conditions within this section are met. If reinstated, the policy is effective at the beginning of the crop year that the person was determined to be ineligible. If AIP authorized reinstatement is denied or unavailable to an ineligible person the requestor may dispute the determination in accordance with the terms of the policy.

All requests, whether approved or denied, must be transmitted to the ITS with the appropriate eligibility status codes as outlined in the Ineligible Tracking System Handbook.

9 Coverage for a Reinstated Policy

Reinstatement is effective for the crop year that the policy was terminated. The coverage provided under the reinstated policy will use the same plan of insurance, coverage levels, endorsements and options the person had prior to termination, provided the person continues to meet all eligibility requirements, complies with the terms of the policy, and there is no evidence of misrepresentation or fraud. To make changes in a subsequent policy year a Policy Change form or a new Application is required.

Late Payment of Debt Form Standards

REQUEST FOR ADMINISTRATIVE REINSTATEMENT

This form is to be completed by the ineligible person requesting reinstatement and submitted to the Approved Insurance Provider.

1 GENERAL INFORMATION

A APPLICANT INFORMATION

- 1 “Name of Ineligible Person Requesting Reinstatement”(Substantive)
- 2 “Identification Number of the Ineligible Person” (Substantive)
- 3 “Identification Number Type of the Ineligible Person” (Substantive)
- 4 “Ineligible Person’s Person Type” (Substantive)
- 5 “Ineligible Person’s Telephone Number” (Substantive)
- 6 “Ineligible Person’s Address” (Substantive)
- 7 “State and County Name” (Substantive)
- 8 “Policy Number (if applicable)” (Substantive)
- 9 “Identification Number of Insured (if request is for ineligible SBI)” (Substantive)
- 10 “Identification Number Type for Insured (if request is for ineligible SBI)” (Substantive)
- 11 “Insured’s Person Type (if request is for ineligible SBI)” (Substantive)

B OTHER INFORMATION

- 1 “Crop Year Reinstatement is Requested” (Substantive)
- 2 “Policy Application Completed? Yes No” (Substantive)

[Attach a copy of the completed application to this request]

- 3 “Type of Request (check one) (Substantive)
 - Unavoidable or Unforeseen Event
 - Active Duty in U.S. Military”
 - Failure to Include All Amounts Due
 - Transposed Amount
 - 7-day Transit Period

Late Payment of Debt Form Standards

REQUEST FOR ADMINISTRATIVE REINSTATEMENT Continued

B OTHER INFORMATION (continued)

- 4 “I hereby request reinstatement of my policy. I understand that if my policy is reinstated I must adhere to all applicable policy provisions and I have paid any amounts due for the policy (ies) in which I requested reinstatement. (Substantive)

[Allow space for the Requestor to initial this statement.]

- 5 “Statement of why reinstatement should be granted including explanation of the circumstances which lead to your failure to pay your debt(s) timely. You must include facts that are relevant to the request and which can be substantiated further by the documentation provided with this request.”

[Allow space for statement to be provided or attach as a separate document.]

- 6 “I have attached the following documents:” (Substantive)

[Provide space to include a list of supporting documentation]

- 7 “Approved Insurance Provider Comments” (Substantive)

C REQUIRED SIGNATURES

- 1 Insert the following statement above the Requestor’s signature line: (Substantive)

“If my policy is reinstated, I agree to present my reinstatement letter to my insurance provider and purchase the policy (ies) I have requested by the due date that will be established in my reinstatement letter. I understand that failure to purchase the policies for which I have requested will result in my reinstatement being rescinded”

[Allow space for the Requestor to initial this statement.]

- 2 “Requestor's Printed Name, Signature and Date” (Substantive)

- 3 Insert the following statement above AIP representative’s signature line: (Substantive)

“I certify that [INSERT NAME OF REQUESTOR] has met all other program requirements under the authority of the Federal Crop Insurance Act (the Act) with the exception of being listed as ineligible.”

- 4 “AIP’s Authorized Representative Printed Name, Signature, and Date” (Substantive)

- 5 “AIP’s Authorized Representative’s Address” (Non-Substantive)

- 6 “AIP’s Authorized Representative’s Telephone Number” (Substantive)

Late Payment of Debt Form Standards

REQUEST FOR ADMINISTRATIVE REINSTATEMENT Continued

7 “Insured’s Printed Name, Signature (if Requestor is not the Insured) and Date” (Substantive)

D REQUIRED STATEMENTS

1 Certification Statement [(Substantive) See DSSH Exhibit 2]

2 Privacy Act Statement [(Substantive) See DSSH Exhibit 3]

3 Nondiscrimination Statement [(Substantive) See DSSH Exhibit 4]