



Natural Resources Conservation Service

SAMPLE INELIGIBILITY DETERMINATION LETTER

[Date]

[Applicant Name]

[Address]

[City, State, Zip]

Re: Wetlands Reserve Program (WRP) Ineligibility Determination

Dear [Applicant Name],

Thank you for your interest in the Wetlands Reserve Program (WRP). NRCS has received your application and determined you application to be ineligible for the following reason:

- Have not owned the land for at least 7 years
- Request for waiver of the 7-year ownership requirement was denied
- Adjusted gross income (AGI) eligibility requirement was not met
- Request for waiver of the AGI requirement was denied
- HEL/WC compliance eligibility requirement was not met
- Land tract is ineligible (state reasons)
- Other reason (state reason with applicable reference)

You may contact this office by calling [INSERT CONTACT NAME AND PHONE NUMBER] to determine whether any adjustments can be made to your application to make it eligible for WRP. Your adjusted application may be considered for funding during the next ranking period.

This is a final Natural Resources Conservation Service (NRCS) program decision. If you want to appeal this decision, the following is provided as notification of your appeal and mediation rights under the Department of Agriculture Administrative Appeals procedures, 7 CFR Part 614 and 7 CFR Part 11:

- You may request an informal hearing from the NRCS Assistant State Conservationist for Field Operations at [Enter the appropriate contact information].
- You may appeal to the Farm Service Agency (FSA) County Committee at [Enter the appropriate contact information]. Informal appeals to the FSA county or State committee must, in accordance with the FSA appeals regulation at 7 CFR Section 780.11, include a review of the decision upon a finding of merit by FSA.
- You may request mediation from [Enter the appropriate contact information].
- You may request appeal from the National Appeals Division (NAD) at [Enter the appropriate contact information].

If you choose to appeal this decision or to request mediation, your written request must be received no later than 30 days from the date that you received this notification. Your request must include the following information:

- A copy of this notification and decision.
- The reason why the NRCS decision is incorrect. (Note: You must indicate why the NRCS decision is erroneous to you, individually, as a matter of law and regulation).
- You must provide a copy of any request for appeal or mediation to this office at [Enter your office address].

If you do not request either a waiver, appeal, or mediation within the time prescribed, this determination will become final.

Thank you for your consideration of the Wetlands Reserve Program. [Insert language here if landowner may regain eligibility in the future – e.g., “We hope you will resubmit your application once you have owned the property for 7 years.”]

If you have any questions regarding this matter, please call [NRCS Contact name and contact information].

Sincerely,

[Name]

[Title]

Natural Resources Conservation Service

cc: DC, NRCS
CED, FSA

