

# **USDA Farm Service Agency (FSA)**

## **Non-Insured Crop Disaster Assistance Program (NAP) and Tree Assistance Program (TAP) Loss Adjuster (LA) Job Description**

An FSA NAP/TAP LA is required to have knowledge of field crops and specialty crops, as well as a thorough understanding and execution of crop adjusting guidelines and program provisions, as applicable to FSA programs.

### **Required qualifications include, but are not limited to:**

- A minimum of two years of college education or adequate agriculture-related experience
- Strong analytical skills and attention to details
- Excellent interpersonal communication, negotiation, and conflict resolution skills
- Ability to communicate effectively both orally and in writing to producers and FSA employees
- Ability to maintain confidentiality in daily operations
- Reliable means of transportation and ability to travel within assigned area. LA's may be assigned work in several counties and may travel statewide.

### **Essential functions and responsibilities:**

- Participate in yearly LA update training
- Complete field inspections
- Read maps and aerial photographs
- Measure fields
- Discuss findings of crop loss with farmers
- Perform fact-finding and investigate crop damage, thoroughly documenting findings
- Maintain knowledge of FSA's Noninsured Crop Disaster Assistance Program (NAP) and Tree Assistance Program (TAP) and RMA's appraisals and inspections
- Schedule assignments to ensure timely service, returning producer folders to the FSA county office within 10 calendar days
- Accurately complete and timely submit all claim documents and LA pay vouchers
- Promote a good working relationship between the producer and FSA.

LA's are self-employed; therefore, health and retirement benefits are not provided. LA's are responsible for paying all taxes on earned income. LA's are also responsible for obtaining equipment necessary to perform required inspection/appraisal duties. Some equipment such as cameras and GPS measuring devices may be available through the FSA county office.

### **Required training**

Two phases of LA training must be completed before becoming a certified loss adjuster.

- Phase I is a minimum of 24 hours and can be as much as 120 hours of classroom training that covers general policy provisions in effect for appraisals, loss adjustment forms, crop handbooks, verification, and use of acreage and production to count.
- Phase II is a combination of classroom and field training for loss situations, including ineligible causes of loss and controversial cases. Phase II is a minimum of 24 hours.
- The LA trainee will work with a fully certified LA to become certified. A LA is not fully certified until two different crops are appraised without error.
- A minimum of 6 to 8 hours of annual update training is required to remain certified.

### **LA ethics and conflicts of interest**

LA's must follow all applicable federal laws and ensure that there is no appearance or occurrence of conflict of interest. LA's cannot:

- Solicit or accept money, gifts, or favors from any party that are designed to influence or give the appearance of influencing any loss adjustment findings or decisions
- Use position to gain favor, influence, or financial advantage
- Work in the county where he or she is the spouse of an FSA county executive director or county committee member
- Engage in sales or administration of any MPCCI policy
- Adjust losses for:
  - any family member (including but not limited to parents, brothers, sisters, children, spouse, in-laws, grandchildren, aunts, uncles, cousins, and grandparents; relationship by adoption or similar extent is included)
  - the family of an employee of the LA
  - any party with whom the LA has a material or financial interest.
- Discriminate against any producer because of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.

### **Eligibility**

A LA cannot be:

- A permanent, part-time, or intermittent FSA employee (A field reporter who performs only technical field services may be an LA; however, work cannot be performed for both positions on the same day.)
- An FSA State or county committee member
- An elected or appointed public office holder
- A candidate for any elected or appointed public office.

# USDA Farm Service Agency Connecticut Loss Adjuster Contractor Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Work Availability: \_\_\_\_\_

Are you lawfully permitted to work in the United States? YES NO

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Current and Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your current supervisor for a reference?      YES      NO

