

RECEIPT OF REQUEST FOR BENEFIT OR SERVICE OFFERED BY USDA

INSTRUCTIONS FOR PREPARATION

Purpose: This form is used by FSA, NRCS, and RD to provide a customer a receipt for service, upon request, at the time any service or benefit is requested.	
Handbook Reference: DR 4370-002	Number of Copies: 2, Original and File Copy
Signatures Required: Employee	
Distribution of Copies: Original to requestor and a copy to be maintained by issuing Agency.	
Automation-Related Transactions: N/A	

Employees must complete all items.

Fld Name / Item No.	Instruction
1 Fiscal Year	Enter the Fiscal Year..
2 Agency	Check the appropriate Agency.
3 Office Name/Location	Enter the office name and address.
4A Name of Requestor	Enter the name of the person or entity requesting the service or benefit.
4B Address of Requestor	Enter the address of the person or entity requesting the service or benefit.
5 Request Received	Check the box corresponding to how the request was received.
6 Date of Request	Enter the date the request was received.
7 Summary of Benefits or Service Requested	Enter the summary description of the benefits or services requested, (i.e. Map requested, request to sign up for EQIP).
8 Action Taken or Recommended	Enter the summary description of the action taken or recommended by the employee, (i.e. Map provided, application taken).
9 Additional Comments	Enter additional comments pertinent to request.

Fld Name / Item No.	Instruction
10A Employee Name	Enter the name of employee who assisted the requestor.
10B Employee Signature	Signature of employee who assisted the requestor.
10C Date	Enter the date the "Receipt of Request for Benefit or Service Offered by USDA" was completed.