

## Ag Mediation Procedures

- \_\_\_\_\_ A. Program Manager receives a request for mediation.
- \_\_\_\_\_ B. PM sends the applicant a letter and a blank 'Agreement to Mediate' Form.
- \_\_\_\_\_ C. Applicant signs 'Agreement to Mediate' Form and returns the form to the Program Manager. If the applicant does not return the signed form within 20 days, the PM sends a second letter saying that the signed Agreement to Mediate Form must be returned within 10 days. If the letter is not received within ten days, the mediation option is terminated.
- \_\_\_\_\_ D. After the Agreement to Mediate Form is received, the PM will contact a mediator in the area of the applicant to mediate.
- \_\_\_\_\_ E. Once the mediator has agreed to mediate, the PM will: 1) inform the Director who, in turn, informs the finance officer to reserve funds for the mediator; 2) send the producer and the FSA representative information to the mediator. The mediator should then contact the agency and the applicant to schedule mediation.
- \_\_\_\_\_ F. Please send FSA and the Producer/Applicant a letter confirming the time and location for the mediation. The FSA letter should be addressed to Mr. Tim Manning, FSA, P.O. Box 141030, Gainesville, FL, 32614-1030. The mediator may choose the location that best suits the mediator and the parties.
- \_\_\_\_\_ G. Please copy this letter to the local County Executive Director for FSA, whose name and address should be on the Adverse Decision letter in the case file. Copy the mediation service as well, at the following address: **Attn: Bruce Delaney, Florida Agricultural Mediation Service, PO Box 110210, Room 1038, University of Florida, Gainesville, FL, 32611-0210**
- \_\_\_\_\_ H. On the completion of the mediation, if the mediation results in an Impasse, please check Impasse on the Mediation Result Form and give a copy to each party. The Producer may need it to pursue their appeal.
- \_\_\_\_\_ I. As soon as possible, after the mediation, if Impasse occurred, mail a letter to the parties stating that the mediation is at Impasse as of the date of the mediation.
- \_\_\_\_\_ J. Give a copy of the Mediation Results Form to all parties.
- \_\_\_\_\_ K. Also on completion of the mediation, the mediator will send a copy of the Mediation Result Form, to the Program Manager, as well as the Mediation Report Form and the mediator's invoice for services. AMS pays \$50.00 per hour for mediation and \$25.00 per hour for preparation. If the mediation is continued, the mediator may invoice for time for the one session, or may wait and send an invoice for the entire amount of time spent...this will include the session and may follow up time spent because of the continuation.