

## **Technical Information Circular # 1**

### **INFORMATION ON PROCESSING CLAIMS**

#### **General Information**

AgriStability Program Guidelines allow for producers to request adjustments to their claims within the 18 month period after the original Calculation of Program Benefits (*COPB*) has been issued. The AgriStability Program Administration may accept claims denied for insufficient information and/or supporting documentation for processing. The following conditions outline the Administration's policies for acceptance in either case:

#### **Claims Denied for Missing Information**

##### **Missed Deadline for Filing**

If a participant fails to provide the Administration with the minimum required documents listed on page 3 of the AgriStability Program Handbook by the established deadline date, the claim will be denied as being incomplete. Incomplete claims may be re-opened if the missing information is received on or before the "Late with Penalty" deadline identified on page 4 of the AgriStability Program Handbook.

##### **Required Information for Verification Purposes**

The Administration may deny a claim if the requested additional or supporting information/documentation required to complete verification of the claim is not provided. The claim may be re-opened upon written request if the supporting information/documentation is provided within the later of:

- 1) 90 days after issuance of claim denial, or
- 2) the Program Year deadline.

#### **Revisions**

##### **Participant-Initiated Revision Requests**

Participant-initiated adjustments to information used in calculating program benefits for a Program Year (including information used in calculating the Reference Margin for that Program Year) may be requested by submitting a written request to the Administration up to 18 months after notification of the original Calculation of Program Benefits (*COPB*) for that Program Year. Any revision request must be accompanied by supporting documentation which is subject to verification, audit and/or inspection by the Administration. Where adjustments affect taxable income, the Administration may require that the adjustment be accepted by CRA before it is accepted for program purposes.



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If the Administration accepts the adjustment and provides an adjusted COPB, only adjustments related to changes made in that COPB may be made within the later of:

- 1) 90 days after notification of the adjusted COPB, or
- 2) 18 months of notification of the original COPB.

If the Administration rejects the adjustment, a request to review this decision must be made within 90 days of being notified of that decision. Any adjustment request which has been rejected may not be resubmitted.

The Administration may allow revision requests after the expiry of deadlines if the participant can demonstrate exceptional circumstances that prevented the participant from meeting the deadline.

### **Administration-Initiated Revisions**

All participants and/or claims may be subject to additional verification, inspection of documentation or an audit. Note that the Administration is not subject to deadlines in cases of adjustments initiated by the Administration.

If, as a result of an administration-initiated revision, the Administration provides an adjusted COPB, only adjustments related to changes made in that COPB may be made within the later of:

- 1) 90 days after notification of the adjusted COPB, or
- 2) 18 months of notification of the original COPB.

### **Re-calculation of Benefits**

If a claim revision results in a change in program benefits, the participant may be eligible for additional benefits, or may be in an overpayment and will be required to pay any excess benefits. Overpayments will be subject to interest.

- See 3.14 or page 23 of the Canadian Agricultural Partnership Guidelines