

Adverse Decision Preparation Checklist

Before you begin writing your adverse decision letter, gather everything you need:

- Case File
- Communication Log
- Other Notes
- Calendar, for verifying dates and providing action deadlines
- FSA Handbook
- 7 CFR Regulations

To prepare your letter:

- Develop a Letter Outline
- Draft Letter
- Review and Redraft
- Peer Review
- Proofread and Spell Check
- Verify that you have signatory authority for the letter and send the letter (i.e., that you don't need a supervisor to do so)

To finalize the process:

- Notify your customer and provide high-level summary
- Schedule a meeting (if necessary) to review the details of your letter
- Send letter