

# INFORMATIONAL MEMORANDUM: COM–22-003

DATE April 28, 2022

TO: All Approved Insurance Providers  
All Risk Management Agency Field Offices  
All Other Interested Parties

FROM: Heather Manzano, Deputy Administrator for Compliance /s/ Heather Manzano  
4/28/2022

SUBJECT: Submissions of Quality Control Reports to RMA

## Background

The Standard Reinsurance Agreement (SRA) Appendix IV Quality Assurance and Program Integrity, Section III Quality Control Guidelines, (a) (14) requires Approved Insurance Providers (AIPs) to submit to RMA an annual Quality Control Report by April 30 following the reinsurance year. To satisfy the submission requirement, AIPs have historically emailed their Quality Control Reports directly to the Deputy Administrator for Compliance (DAC). On January 29, 2018, AIPs received a letter from RMA notifying them of revisions to the report submission process. The process was modified from a direct submission to the DAC to an electronic submission through HyDRA.

## Action

This serves as a reminder of the January 29, 2018 letter which modified the Quality Control Report submission process. AIPs should submit their reports through the AIP HyDRA application maintained by the Center for Agribusiness Excellence (CAE). Instructions are attached detailing how the reports should be submitted through HyDRA. Please forward these instructions to your managers to ensure Quality Control Reports are submitted and accepted timely.

**DISPOSAL:** Effective until superseded or rescinded.

**ATTACHMENT:** [Instructions to Upload Annual Quality Control Report to HyDRA](#)