

### Exhibit 4 Acceptable Receipts

- Tickets need to be in the applicant's name, dated and signed by the person issuing the receipt.
- Participant needs to provide FSA a copy of their daily log showing their personal labor contributed to the project. Example

Date	Hours Worked	Type of Work	Amount per hour	Total
01/01/2018	2	Cutting down trees with chainsaw	\$10	\$80.00
01/02/2018	5	Replacing Fence	\$7.00	35

Sign and certify the total amount.

- Participant hired labor needs to be documented the same as his own labor if applicable. The participant must show proof of payment, or the employee must sign the certification of hours and pay and state he was paid on cash. Example Hired Labor

Date	Hours Worked	Type of Work	Amount per hour	Total
01/01/2018	8	Cutting down trees with chainsaw	\$7.00	\$56.00
01/02/2018	8	Replacing Fence	\$7.00	\$35.00

This is to certify that I John Doe (Hired Hand) worked the above hours for the amount per hour and was paid cash by Jose Famer (Applicants Name)

- Participant will need to provide us a copy of the log showing the usage of any of the eligible machinery. Example

Date	Hours Worked	Type of Work	Amount per hour	Total
01/10/2018	8	Used 75HP tractor to remove debris	\$35	\$280.00
01/02/2018	4	Used Pickup and Trailer to Haul off Debris	\$20.00	\$80.00

- If fence replacement is a boundary fence, ensure that the participant is not receiving funds to help pay for the fence from the neighbor. Also ensure that it is not on another application in the neighbor's name. We can only pay on what the participant actually paid for. If he received part from his neighbor than his total cost needs to be reduced.

Example:

Producer 1 and Producer 2 share a fence. Producer 1 agrees to arrange for the fence replacement and applied for the entire fence on the FSA-848. Producer 1 brings invoices and cancelled checks to the COF and receives 75% cost share. Producer 1 then goes to Producer 2 and request to be reimbursed for 50% of the invoices that were provided to FSA. This results in Producer 1 netting 25% above his total cost. **Conclusion/Action:** Producer 1 has made money

by inaccurately certifying practice contributions to FSA on the FSA-848B. It appears that Producer 1 may have committed fraud in these cases. The COF should be aware of this type situation and use this, along with other important applicable ECP information, in program communication with participants. Report an instance of suspected fraud to the STO. Ensure the producers understand the certification signed to on the FSA-848B.

- If participant did not use all the materials purchased on the practice(s), they will need to know the inventory of what was not used so we can deduct it from your receipts.