

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CP-720

For: State and County Offices

Acreage Crop Reporting Streamlining Initiative (ACRSI) Work List Processing

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The 2016 ACRSI spring expansion implementation for all counties and states occurred on May 9, 2016. This implementation allows producers to report their common crop acreage data for 13 eligible crops and have that data shared electronically with both FSA and RMA. The ACRSI Work List was created to store acreage report data from RMA that must be reviewed by County Offices with the producer before being imported to the Crop Acreage Reporting System (CARS).

B Purpose

This notice provides State and County Offices with information about processing farms on the ACRSI Work List including:

- accessing the ACRSI Work List
- the current list of failed CARS validations
- resolving work list data differences
- conditions for deleting work list items
- using the ACRSI Inquiry Service
- available ACRSI Work List reports
- responding to crop insurance agents about ACRSI processing.

Disposal Date	Distribution
February 1, 2017	State Offices; State Offices relay to County Offices

1 Overview (Continued)

C Processing Acreage Report Data Collected by the Approve Insurance Provider (AIP) Channel

If CCC-578 is on file (reported and/or certified) with FSA for the applicable farm/tract/field-subfield, the acreage reporting data collected from the AIP Channel will not be placed on the worklist.

If CCC-578 is on file with FSA for the farm/tract/field-subfield and a worklist item currently exists for the farm, the County Office can delete the worklist item without further reconciliation.

When no acreage report data is on file with FSA for the applicable farm/tract/field-subfield **and** acreage reporting data is collected from the AIP Channel:

- data that does not pass the CARS business rules and validations will be placed on an ACRSI Work List for processing
- data that passes the CARS business rules and validations will automatically update into CARS.

D Accessing the ACRSI Work List

County Office employees will access the ACRSI Work List through the regular CARS Acreage Report Search Screen. The ACRSI Work List option will only be displayed if an acreage report filed through an AIP has failed 1 or more CARS validations and, therefore, was not imported directly to CARS.

County Office employees must work with the producer to take action to resolve data validation issues on the ACRSI Work List before accessing the CARS acreage report for the farm.

Notes: ACRSI worklist items require no County Office action until the producer visits the County Office to either sign the acreage report or completes a whole farm acreage report.

The ACRSI Work List is cumulative.

2 Current List of Failed CARS Validations

A Failed CARS Validation Rules

All acreage report data entered into CARS must pass FSA required CARS validations, including acreage reporting data submitted by an AIP from a local crop insurance agent.

The ACRSI Work List validation process compares the acreage report data submitted via the AIP Channel to the existing CARS validation rules. No new validation rules were created for ACRSI acreage report data.

The predominant CARS validation error messages in the ACRSI Work List are:

- crop status code is invalid "T" (for Initial)
- invalid producer with assigned shares
- share value threshold must be 100%
- the difference between reported and total farmland is out of tolerance.

2 Current List of Failed CARS Validations (Continued)

B Resolving ACRSI Work List Errors

County Offices should review the error message for farms on the Work List to determine if field/subfield data can be updated to pass CARS validations.

Crop status code is invalid “I” (for Initial) occurs when the intended use for a crop is cover only (CO) and the crop status code was not reported as “C”. When the producer is reporting acreage to FSA, the County Office shall access the applicable field/subfield from the Work List, update the crop status code to “C” and import the data to CARS.

Note: This error condition will be resolved in a future release by automatically setting the crop status code to “C” when the intended use for the crop is “cover only”.

Invalid producer with assigned shares occurs when one or more of the shareholders on the field/subfield is not an active FSA customer. The error can occur when the producer does not exist in FSA records or if an incorrect ID number was transmitted. When the producer is reporting acreage to FSA, the County Office shall access the applicable field/subfield from the Work List, create a record in business partner or correct the ID number, if necessary, and add the shareholder(s) and share(s) and import the data to CARS.

Share value threshold must be 100% occurs when the shares on the field/subfield is not 100%. When the producer is reporting acreage to FSA, the County Office shall create a record in business partner, if necessary, then access the applicable field/subfield from the Work List and add the shareholder(s) and shares and import the data to CARS.

Notes: Shareholders and/or shares may be different between FSA and RMA because of individual agency policy. For example, with crop insurance, share represents insured share, which can include instances of tenants insuring landlord shares or spouses insuring the full share as a couple. For crop insurance, a policyholder is a single “person” and persons with a substantial beneficial interest (SBI) are “shareholders in the person”. All spouses are presumed to have a 50% SBI for crop insurance reporting purposes. For example, husbands and wives can have a single person policy even though both spouses may farm as a joint venture for FSA purposes. For ACRSI, this would likely be reported by agents as a single spouse with 100% share in the crop.

County Offices may be required to add the spouse and spouse’s share if requested by the producer and import the data to CARS.

Additionally, the policyholder can have less than 100% share in the crop. Federal crop insurance does not require insuring 100% of the crop and each shareholder can purchase insurance for a crop from a different crop insurance company or not purchase crop insurance. This results in a separate line item for each field/subfield and shareholder being transmitted to FSA.

2 Current List of Failed CARS Validations (Continued)

B Resolving ACRSI Work List Errors (Continued)

The difference between reported and total farmland is out of tolerance occurs when the acreage reported on a single field is greater than the entire farmland acreage. When the producer is reporting acreage to FSA, the County Office shall access the applicable field/subfield from the Work List, update the acreage as necessary and import the data to CARS. There may be instances where the AIP transmits one lump sum of acreage for a farm that represents multiple CLU's in FSA records.

Notes: This instance should be rare, however, if it does occur, notify the National Office and provide the name of AIP.

If the total reported acreage does not exceed the farmland acreage, it will pass validations and get directly imported into CARS if a report does not already exist. In these cases, the County Offices will have to work with the producer to update the map and validate the acreage is distributed correctly on CLU's within the farm.

3 ACRSI Inquiry Service

A Accessing the ACRSI Inquiry Service

The ACRSI inquiry service provides information regarding the farm acreage reporting data transmission status. The inquiry service includes the CARS reporting channel and the AIP reporting channel. ACRSI transmissions can be searched by transmission number or administrative State, county, and farm number. The inquiry service will assist in determining where the farm is in the data flow between agencies and the status of the transmission file.

State and County Office employees will access the ACRSI inquiry service from this link **ACRSI Inquiry Service**.

B ACRSI Inquiry Service Search Results

The ACRSI inquiry service search results will include the transmission file status, the reporting channel process step, status message, transmission ID number, county, state, farm number, reporting channel, and transmission file data/time stamp.

For transmission file status of "Failure", details regarding the reason the transmission was rejected are contained in the message. Reasons for transmission failure can include missing mandatory data, incomplete data, invalid data or business rules/validation not met. If the user is unable correct the failure condition or determine the cause of the transmission file failure based on the message provided, the user should create a Remedy Ticket and assign it to ACRSI for processing by the ACRSI Help Desk.

When the message states "Please review errors on ACRSI Work List", the user should access the farm through the ACRSI Work List to review and edit the acreage reporting data submitted by the AIP channel to resolve any outstanding data issues and import the updated data to CARS.

4 ACRSI Work List Reports

A Accessing ACRSI Work List Weekly Reports

ACRSI Work List Weekly Reports can be accessed from the ACRSI Spring Expansion SharePoint site at **ACRSI Work List Weekly Reports**. Reports will be updated on a weekly basis. The available reports are:

- ACRSI_Activity_Report_WorklistProcessing
- ACRSI_Work_List_CARSTValidationFailed_Report.

B Using ACRSI Work List Weekly Reports

The ACRSI_Activity_Report_WorklistProcessing_MMDD report contains four tabs as follows:

- Work List Field
 - all fields/subfields currently contained in the state/county Work List
- Deleted By Work List User
 - all fields/subfields deleted from the Work List by a County Office user
- Auto-Import
 - all fields/subfields automatically imported to CARS which may have overwritten certified CARS data
- User Imported
 - all fields/subfields updated by a County Office user and imported to CARS.

The report can be used by State and County Offices to track Work List progress and determine which farms must be accessed to re-certify acreage report information certified by the producer to FSA.

The ACRSI_Work_List_CARSTValidationFailed_MMDD report contains all Work List items with the associated failed CARS validation. State and County Offices can use this report to preview worklist items to determine if the worklist item should be deleted or should be updated to resolve the error and import to CARS.

5 State and County Office Action

A State Office Action

State Office shall:

- continue to e-mail ACRSI related questions to **ACRSITeam@wdc.usda.gov** and they will be posted with answers to the ACRSI Spring Expansion Question Tracker spreadsheet before the regularly scheduled call
- access the ACRSI Spring Expansion SharePoint site at **ACRSI Spring Expansion Interagency Site** to and review the Question Tracker
- e-mail data inconsistency examples to the **ACRSITeam@wdc.usda.gov** and include supporting documentation, such as the type of inconsistency, screen shots, and chosen resolution

Note: Data inconsistencies will be posted to ACRSI Spring Question Tracker “Inconsistency” tab and shared with RMA and AIP’s for training purposes, when appropriate.

- use the ACRSI Inquiry Service to determine the farm acreage reporting transmission status and assist County Offices in resolving failed transmissions
- direct crop insurance agent questions about ACRSI implementation to their AIP.

B County Office Action

County Offices shall:

- continue to access the ACRSI Spring Expansion SharePoint site at **ACRSI Spring Expansion Interagency Site** to and review the Question Tracker
- direct ACRSI related questions to the State Office for inclusion in the ACRSI Spring Expansion Question Tracker
- send data inconsistency examples, including supporting documentation, to the State Office
- use the ACRSI Inquiry Service to determine the farm acreage reporting data process flow step, the transmission status and create remedy tickets for failed transmissions when unable to resolve the problem by correcting the reason for the failure
- direct Crop Insurance Agent questions regarding ACRSI implementation to their AIP.