

For: State and County Offices

Acreage Crop Reporting Streamlining Initiative (ACRSI) Auto-Import Processing

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

ACRSI functionality within the CARS add-on included an automatic import of crop report records received from Approved Insurance Providers (AIP's) into the CARS database, as long as the data passed all existing CARS validations. Before the June 10, 2016, ACRSI release, records that were automatically imported into CARS may have over-written previously reported or certified data and removed signature dates. As of June 23, 2016, all auto-import functionality has been suspended and, for County Offices, all data coming from the AIP's will appear in the worklist for review and processing.

B Purpose

This notice provides State and County Offices with information about processing acreage reporting data received from AIP's, through the following:

- identifying report of farms with data automatically imported into CARS
- reviewing and correcting over-written data
- re-entering continuous certification election
- re-entering certification dates in CARS
- reviewing and importing or deleting AIP acreage report data from the ACRSI Work List.

2 Report of Farms with Acreage Report Data Automatically Imported

A Accessing Farms with Automatically Imported Data

A report of farms, ACRSI Activity Report Worklist Processing, which had data automatically imported can be found on the ACRSI Interagency Site at <https://sharepoint.fsa.usda.net/ACRSI/ACRSI%20Spring%20Expansion/SitePages/Home.aspx>. If access is denied, click request access.

Disposal Date	Distribution
February 1, 2017 7-14-16	State Offices; State Offices relay to County Offices

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2 Report of Farms with Acreage Report Data Automatically Imported (Continued)

A Accessing Farms with Automatically Imported Data

From the ACRSI Worklist Weekly Reports, select the most recent ACRSI Activity Report Worklist Processing and, within this report, select the auto-import tab to open an Excel spreadsheet which contains a list of farms that had data auto imported into CARS. The list can be filtered by State, County, and transmission date. County Offices should use this list to review their farms to ensure that the crop report data in CARS has not been altered and the certification date has not been removed.

3 Reviewing and Correcting Data in CARS

A Reviewing and Correcting Auto Imported Data in CARS

County Office employees must review the auto import report list, and:

- make changes as necessary in CARS to ensure the information matches the FSA-578 and hard-copy map as certified by the producer
- reload the acreage report and the continuous certification if a continuous certification election was removed because of data being overwritten by the auto-import function

Note: When reloading the continuous certification, the continuous certification election will automatically load the current date and there is no over-ride to enter the date that the producer signed FSA-578C. Notate on the existing FSA-578C that the election was re-loaded because of ACRSI and the date it was reloaded.

- re-enter the original certification date as found on the printed and signed FSA-578
- **are not** required to reprint FSA-578.

Note: County Office employees will contact the producer if input is necessary to verify if changes transmitted from an AIP are valid revisions to the acreage report. If it is determined that a valid revision was made by the producer at the insurance agency, the producer must notate changes on the FSA hard-copy map and sign a revised FSA-578. **All revisions must be permitted by current FSA policy.**

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4 Reviewing and Correcting Data in ACRSI Work List

A Reviewing and Correcting Auto Imported Data in ACRSI Work List

Acreage report data coming from the AIP's will appear in the ACRSI Work List. If a producer has already reported acreage for a farm to FSA, the County Office may delete the farm from the ACRSI Work List.

If the producer has not reported acreage for a farm to FSA, the County Office must access the farm from the ACRSI Work List and import or delete, as necessary. If the import option is selected for the farm, all data, regardless of the pass or fail status of CARS validations, will be placed in the ACRSI staging table. If no CARS validations fail, the error message will say "No validation errors detected." The County Office must review each tract/field/subfield with the producer and correct before importing to FSA-578 or delete, as applicable.

5 State and County Office Action

A County Office Action

County Offices shall:

- review and update farms with ACRSI AIP data automatically imported as time allows; this can be done **after** the July 15th reporting deadline, but should be completed no later than September 1

Note: This only applies to acreage reports that were previously certified and then uncertified by the auto import process. All other acreage report deadlines and policies are still applicable.

- create remedy tickets as needed, including the Transmission ID or State/County/Farm Number and any other applicable documentation such as screen shots of the issue, a copy of FSA-578, and the applicable worklist message.

B State Office Action

State Office shall:

- continue to e-mail ACRSI related questions to **ACRSITeam@wdc.usda.gov** for inclusion in the ACRSI Spring Expansion Question Tracker spreadsheet
- e-mail data inconsistency examples, including supporting documentation, to the **ACRSITeam@wdc.usda.gov** for inclusion in the ACRSI Spring Question Tracker under the Inconsistency tab.