

United States Department Of Agriculture

Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

For: County Offices

September Reports and Reminders

Approved by: State Executive Director



1 Report Policy

**A
Provide Report**

Except for electronically transmitted reports, counties are to mail reports by date listed on the calendar. Routine reports listed **are not to be transmitted** by FAX. Exception may be granted by the section requiring the report.

A REPORT (positive or negative) from each county IS REQUIRED UNLESS the CALENDAR INDICATES that a NEGATIVE REPORT IS NOT REQUIRED.

Pinkslips will be sent to each county in which a report has not been received by the date, unless a negative report was not required.

2 Action

**A
Submit Reports**

Prepare and submit reports to the State Office by the dates shown on the following reports calendar.

Disposal Date	Distribution
November 1, 2002	County Offices

Administrative Reports

The following reports are to be submitted to the State Office Administrative Section by the dates listed below:

Date	Report
	None

**Compliance/
Peanut Reports**

The following reports are to be submitted to the State Office Compliance Section by the dates listed below:

Date	Report
September 10	FSA-569 Activity Report-6-CP (Rev.2), Par. 604 and Exhibit 1. This report should cover activity from August 1 through August 31. Negative reports are NOT REQUIRED .
September 10	FSA-493, Highly Erodible Land and Wetland Conservation Violation Data – 6-CP (Rev.2), Par. 801 and Exhibit 1. This report should cover activity from August 1 through August 31. Negative reports are NOT REQUIRED .
September 13	Measurement Service Rates – 2-CP, Par. 400 and OK Exhibit 1.

Conservation Reports

The following reports are to be submitted to the State Office Conservation Section by the dates listed below:

Date	Report
September 3	ACP-305 Progress Reports (ANA,LTA, ECP,EQIP,SIP), 1-CONSV, Par. 704, and 2-CONSV, Par. 382
September 3	ACP-259A, County Office Automated Ledger Reconciliation Checklist (for all conservation programs), 1-CONSV, Par. 765. PLEASE BE SURE YOUR LEDGERS ARE IN BALANCE BEFORE ROLLOVER.

Farm Loan Programs Reports

The following reports are to be submitted to the State Office Farm Loan Program Section by the dates listed below:

Date	Report
September 25	Borrower Training Report (OK Notice FLP-343)

Price Support Reports

The following reports are to be submitted to the State Office Price Support Section by the dates listed below:

Date	Report
September 9	Commodity Loan Spot Check Report for August. Negative reports are required.
September 10	Transmit signup results, Exhibit 6 of Notice AO-1260. Negative reports are required.

Production Adjustment Reports

The following are reports to be submitted to the State Office, Production Adjustment Section by the dates listed below:

Date	Report
September 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Par. 322) <i>Note: State Office will assume reports are Negative unless county provides a report.</i>

Administrative Reminders

The following are reminders of actions to be performed in the County Office by Administrative personnel during the month of September:

Reminder
115-FI (Rev. 5), Par. 35D states: On the first workday of October, County Offices shall print the entire CCC-514 ledger for the prior FY and then file according to 25-AS.
All County Office travel checks must be issued by September 30, 2002

**Compliance/
Peanut Reminders**

The following are reminders of actions to be performed in the County Office by Compliance personnel during the month of September:

Reminder
None

Conservation Reminders

The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of September:

Reminder
Record final performance of all non c/s technical practices by September 30, 2002. (Notice CONSV-78).
Conservation cost information shall be place on Exhibit 1 of OK Notice CONOP-35 and submitted to the State Office by the last working day of each month.
Set Monthly Average Grazing Losses according to OK Exhibit 10 of 8-DF (Rev.1). Counties which hold their COC Meeting during the first 14 days of the month shall set average grazing losses for the prior month. Counties, which had their COC Meeting on or after the 15 th of the month, shall set average grazing losses for the current month.
CCC-1245 Status Report to be run at the end of the month (2-CONSV, Par. 252 B)
Publicize continuous CRP signup provisions – 2 CRP, Part 5.
CRP-1F Addendums are to be loaded in the system by September 30 according to Notice CRP 394.
Conduct CRP Emergency Haying and Grazing Spotchecks according to Notices CRP 401, 404 and 407.

Farm Loan Programs Reminders

The following are reminders of actions to be performed in the County Office by Farm Loan Program personnel during the month of September:

Reminder
County Offices should review Report Code 660 A and 660D, Limited Resource Reviews.
Farm Loan Teams should input Farm Credit Monthly Management Report information on the first of each month (no later than the 5 th).

Price Support Reminders

The following are reminders of actions to be performed in the County Office by Price Support personnel during the month of September:

Reminder
None

Production Adjustment Reminders

The following are reminders of actions to be performed in the County Office by Production Adjustment personnel during the month of September:

Reminder
2000 CDP Overpayment Register must be run every 60 days. 3-DAP, subparagraph 315C.
PFC Overpayment Register must be run every 60 days. 2-PF, paragraph 221. Note: This includes 1998, 1999, and 2000 program years
MLA Overpayment Register must be run every 60 days. OK Notice PF-126, subparagraph 2C.