

United States Department Of Agriculture

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

For: County Offices

January Reports and Reminders

Approved by: State Executive Director



1 Report Policy

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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

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Submit Reports

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

Disposal Date	Distribution
March 1, 2003	County Offices

Administrative Reports

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

Date	Report
Within 1 Week of Receipt of Quad	Reconciliation of CCC-514 and Printout for End of FY Quad (CCC-514-1) 3-BU (Rev.1) Par. 66
Within 1 Week of Receipt of Quad	FY-02 reconciliation of County Office Expenditures With Administrative CCC Check Control Records (FSA-545-1) 3-BU (Rev.1) Par. 67
January 2	Emergency Evacuation Plan MS-588 R 31-AS (Rev.2) Par. 116 E
January 6	Quarterly County Office Work Measurement (FSA-54) (Applies only to counties in Work Measurement) 12-AO Par.42 Exhibit 9
January 9	Quarterly Inventory of CCC Checks on Hand (FSA-289) 1-FI (Rev. 13), Par.133 Exhibit 1
January 15	Election Information and Media Outreach Report 15-AO (Rev. 3) Par. 240-249
January 25	Annual Safety Inspection AD-738 8-PM (Rev.4) Par. 11 B
January 31	Financial Disclosure Statement for CED's and COT's, ASCS-324 22-PM, (Rev. 1) Par. 402.5

**Compliance/
Peanut Reports**

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

Date	Report
January 2	Highly Erodible Land Conservation Exemption Request – 6-CP (Rev. 1), Par. 703N. NEGATIVE REPORTS ARE REQUIRED.
January 5	Crop Compliance Data Report – 2-CP (Rev. 15), Pars. 525-532.
January 10	FSA-569 Activity Report-6-CP (Rev.2), Par. 604 and Exhibit 1. This report should cover activity from December 1 through December 31, 2002. Negative reports are NOT REQUIRED.
January 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 December 1 through December 31. Negative reports are NOT REQUIRED.

**Conservation
Reports**

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

Date	Report
January 2	Verify that the system automatically, during start-of-day, prints and queues the ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.
January 2	ACP-259A, County Office Automated Ledger Reconciliation Checklist (for all conservation programs), 1-CONSV, Par. 765

**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
January 6	Quarterly Report on Statute of Limitations (OK Notice FLP-344)
January 27	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
January 8	Commodity Loan Spot Check Report for December. Negative reports are required.
January 8	Quarterly Information/Outreach Report for quarter ending December. 1-INFO (Rev. 2) OK Exhibit 1 & 2.
January 15	County Office Public Information Plan (OK Notice INFO-217)

**Production
Adjustment
Reports**

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

Date	Report
January 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 January:

Reminder
None

Compliance/ Peanut Reminders The following are reminders of actions to be performed in the County Office by Compliance personnel during the month of January:

Reminder
Send list of persons subject to status reviews to NRCS by January 30, 6-CP (Rev. 2), Par. 600.

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

Reminder
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 for ECP and CRP cost-share activity..
Publicize continuous CRP signup provisions – 2 CRP, Part 5.

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 January:

Reminder
County Offices with EM Designations should send out quarterly EM designation notification to borrowers according to FmHA Instruction 1951-T, 1951.953(a).
Payment reminds should be sent out prior to installments being due.
If borrower training is required, it should be shown as an expense in Table G of the F&HP. Form FmHA 1924-23 must be completed and signed before loan closing or before offering primary loan servicing actions, then placed in Position 3 of the case file. If training is waived, Form FmHA 1924-27 must be completed by the applicant and signed by the County Committee, then filed in Position 3.

Farm Loan Programs Reminders Cont.

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

Review of lender's loan files will be conducted on a semi-annual basis. County Offices should maintain a tracking system in MAC for these required field reviews.
County Offices should maintain a monitoring system to check annually with lenders. This is in regard to any SAAs that were executed as a result of a guaranteed loan writedown of debt.
DD's are to submit monthly guaranteed reports to the State Office by the monthly DD meeting.
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 January:

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 January:

Reminder
Producers sharing interest in honey production must report their colonies to the Control County by January 2, for the ensuring crop year. 1-NAP, subparagraph 184 D
PFC Overpayment Register must be run every 60 days. 2-PF, paragraph 221. Note: This includes 2000, 2001 and 2002 program years.
MLA Overpayment Register must be run every 60 days. OK Notice PF-126, subparagraph 2 C.
County Offices shall publicize all significant information regarding Payment Limitation as required by 1-PL (Rev. 1), paragraph 35
Recommend producers for pervious FY PL end-of-year review by January 31. OK Amendment to 1-PL, paragraph 652 D.
County Offices shall annually publicize AFIDA reporting requirements in local news media and County Office newsletter. In addition, real estate agencies, real estate attorneys, and mortgage lenders in the county shall be periodically reminded of AFIDA reporting requirements. 1-AFIDA, paragraph 7.