

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
100 USDA, Suite 102  
Stillwater, OK 74074-2653

For: County Offices

**August 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.

<b>Disposal</b>	<b>Distribution</b>
October 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
	None

**Compliance/  
Peanut Reports**

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

Date	Report
August 10	FSA 569 Activity Report, 6-CP (Rev. 2), Par. 604 and Exhibit 1. This report should cover activity from July 1 through July 30. Negative reports are <b>NOT REQUIRED</b> .
August 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 July 1 through July 30. Negative reports are <b>NOT REQUIRED</b> .
August 15	Measurement Service Rates (OK Exhibit 1, 2-CP (Rev. 15)

**Conservation Reports**

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

Date	Report
August 1	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.
August 1	ACP-259A, County Office Automated Ledger Reconciliation Checklist (for all conservation programs), 1-CONSV, Par. 765
August 29	CRP Managed Haying and Grazing Report (OK Notice CRP-554, subparagraph 5 L).

**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
August 25	Borrower Training Report

**Outreach Reports** The following reports are to be submitted to the State Office Outreach Coordinator by the dates listed below:

Date	Report
Every Friday	Record of Outreach Activities 1-INFO (Rev.2), OK Exhibit 2 Negative reports are <b>NOT REQUIRED</b> .

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

Date	Report
August 7	Commodity Loan and LDP Spot Check Report for July. Negative reports are required.
August 29	LMAAP Activity Report. Exhibit 1 of OK Notice LD-497

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

Date	Report
August 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Paragraph 322). Note: State Office will assume reports are negative unless county provides a report.
CDP Reconciliation Report Run report: <ul style="list-style-type: none"><li>· weekly</li><li>· before issuing CDP payments.</li></ul>	

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

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 August:

Reminder
COC Annual Review of Measurement Service Rates - Due in the State Office by August 15. (OK Exhibit 1, 2-CP)

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

Reminder
CRP Managed Haying Reminder Notification (OK Notice CRP-554, subparagraph 5 I).
Complete CRP Prepayment Reports (1-CRP, paragraph 354)
Announce Managed Haying and Grazing Provisions (OK Notice CRP-554)
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.
Counties will need to complete the purge process of CRP-1's in July or August as stated in paragraph 575 of 1-CRP (Rev. 1). CRP-1's of expired contracts are to be purged after five FY's from the end of the contract. The purge process will remove all contracts and associated data that expired five years ago on September 30, 1997.
<b>Important</b> – Counties can anticipate a few EQIP allocation changes in August. It is imperative these changes are updated in the system 36 CCC Allocation ledger immediately upon receipt.

**Conservation  
Reminders  
Cont.**

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

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 <sup>th</sup> of the month, shall set average grazing losses for the current month.
Publicize continuous CRP signup provisions – 2 CRP, Part 5.
CCC-1200 Status Report to be run at end of the month (2 CONSV, Par. 144 B)
When entering manual EQIP applications into the system, provide the Applications Received Report to NRCS weekly.

**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 August:

<b>Reminder</b>
The Farm Loan Specialist for each district will forward a copy of the acceleration letter (including case number) or Form FmHA 1951-6, as soon as the account has been accelerated, to Barbara Knapp or Melissa Cook. ACL's are required to be traced in order to meet Oklahoma's goal requirement.
County Offices are to send letters notifying borrowers of expiring leases six months before the expiration of a lease. A letter also needs to be sent to borrowers 30 days before a lease payment is due. If the inventory property report shows "no leases" by a borrower who does have a lease, then this account needs to be sent to the State Office, FLP Section.
Annual inspection of inventory property needs to be documented in the running record.
FLMs should review Report Code 636X, Classification of Farm Credit Borrowers for graduation.
DDs are to e-mail State Default Status Reports and State Past Due Status Reports to the State Office by the monthly DD meeting.

**Price Support Reminders**

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

<b>Reminder</b>
County Offices that appear on MILC 02Urgent Report need to resolve differences by July 31, 2003, according to Notice PS-476.

**Production Adjustment Reminders**

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

<b>Reminder</b>
QBOP Overpayment Registers must be run every 60 days. Notice DCP-61

<b>Date</b>	<b>Reminder</b>
August 1	Acreage reporting date for all crops for which another date is not required to be established according to requirements of 2-CP, Exhibit 6.
August 31	Application closing date for the following crops: Aquaculture, Christmas tree, Clover – grazing, Floriculture, Grass – cool season varieties – grazing, Mixed forages that include a small grain, Mushrooms, Ornamental Nursery, Small grains (wheat, barley, oat, rye, triticale) – forage and grazing, Turfgrass.