

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

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>
March 1, 2004	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-03 reconciliation of County Office Expenditures With Administrative CCC Check Control Records (FSA-545-1) 3-BU (Rev.1) Par. 67
January 30	Emergency Evacuation Plan MS-588 R 31-AS (Rev.2) Par. 116 E
January 12	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 16	Election Information and Media Outreach Report 15-AO (Rev. 3) Par. 240-249
January 30	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
	None

**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.
January 2	GRP counties are to submit the AD-1153 and CCC-920 Summary Expense Reports to the State Office (Notice GRP-3).

**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 5	Quarterly Report on Statute of Limitations      OK Notice FLP-453
January 25	Borrower Training Report      OK Notice FLP-406

**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
January 7	Commodity Loan Spot Check Report for December. Negative reports are required.
January 7	Quarterly Information/Outreach Report for quarter ending December 31, 2003. Reference 1-INFO (Rev. 2) OK Exhibit 1
January 15	Public Information Plan. Reference OK Notice INFO-218.

**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, Paragraph 322) Note: State Office will assume reports are negative unless county provides a report.

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

<b>Reminder</b>
Determine outstanding receivables that may need to be transferred to claims. Report ID AQK834-R001 Outstanding Receivables Older Than 60 Days Report 67-FI (Rev. 1) par. 541

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

<b>Reminder</b>
None

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

<b>Reminder</b>
Conservation cost information shall be placed on Exhibit 15, page 4, of 2-CRP (Rev. 4) 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 <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)
AD-1153, Applications Received Report (GRP), to be run each week and a copy provided to NRCS.

**Conservation  
Reminders  
Cont.**

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

<b>Reminder</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 January:

<b>Reminder</b>
Payment reminders should be sent prior to installments being due.
If borrower training is required, the expense must be shown as an expense in Table G of the Farm and Home Plan. Form FSA 1924-23 must be completed and signed before loan closing or before offering primary loan servicing action, then placed in Position 3 of the case file. If training is waived, Form FSA 1924-27 must be completed then filed in Position 3.
Review of lenders' loan files will be conducted on an annual basis. County Offices must maintain a tracking system in MAC for these required field reviews.
The county office should maintain a monitoring system to check annually with lenders. This is in regard to any Shared Appreciation Agreements that were executed as a result of a guaranteed loan writedown of debt.
County Offices with EM Designations should send quarterly EM Designation notification to borrowers according to FmHA Instruction 1951-T, 1951.953(a).
DDs are to e-mail State Default Status Reports and State Past Due Status Reports to the State Office by the monthly DD meeting.
County Offices need to submit SDA applications withdrawn or rejected in the first quarter of FY 2004.

**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:

<b>Reminder</b>
The final loan availability date for 2003-crop peanuts is January 31, 2004.

**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:

<b>Reminder</b>
QBOP Overpayment register must be run every 60 days.
County Offices need to thoroughly publicize the final sign-up date for 2001 or 2002 CDP is January 30, 2004 (Notice DAP-189).