

**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 Date</b>	<b>Distribution</b>
October 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
August 15	Community Boundaries (Annually) (If changes are proposed 15-AO Par. 61 Exhibit 8

**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 31. 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 31. Negative reports are <b>NOT REQUIRED</b> .

**Conservation Reports**

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

Date	Report
August 1	ACP-305 Progress Reports (ANA,LTA, ECP,EQIP,SIP), 1-CONSV, Par. 704, and 2-CONSV, Par. 382
August 1	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
August 26	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
August 7	Commodity Loan Spot Check Report for July. 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
August 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>
August 9	County Office shall submit PFC payment reports as required by Oklahoma Notice PF-1161, subparagraph 2 B.

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

<b>Reminder</b>
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:

<b>Reminder</b>
RMA Data Reconciliation 2001 Acreage Data Report Due March 15, 2002 Notice RM-231

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

<b>Reminder</b>
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.
Within 10 days of receipt of KCMO-Generated Reports, reconcile the Check/Refund Activity Report according to 1-CONSV, Par. 764. Differences shall be explained in a memo and submitted to the State Office. Negative reports are <b>NOT REQUIRED</b>
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.
CCC-1245 Status Report to be run at the end of the month (2-CONSV, Par. 252 B)

**Conservation  
Reminders, Cont.**

Publicize continuous CRP signup provisions – 2 CRP, Part 5.
Print Report EEA375-R001, List of Completed AD-862's Versus Issued CCC-184's monthly for reconciliation purposes. {1-CONSV (Rev. 1), subparagraph 334A}
Emergency haying or grazing of CRP acreage shall not be conducted after August 31, 2002. Participants must report the number of acres hayed or grazed by September 3, 2002.

**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 an account is 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.
County Offices should review Report Code 636X, Classification of Farm Credit Borrowers for graduation.
Farm Loan Teams should input Farm Credit Monthly Management Report information on the first of each month (no later than the 5 <sup>th</sup> ).

**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>
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 August:

<b>Reminder</b>
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.