

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

For: County Offices

July 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.

<p>Disposal</p> <p>September 1, 2003</p>	<p>Distribution</p> <p>County Offices</p>
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Administrative Reports

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

Date	Report
July 8	Quarterly Inventory of CCC checks on Hand (FSA-289 1-FI (Rev. 13) Par. 133, Exhibit 1
July 11	Quarterly County Office Work Measurement (ASCS-54) (Applies only to counties in Work Measurement) 12-AO Par. 42, Exhibit 9
Within One Week of Receipt of Quad	Reconciliation of CCC-514 and Quad weekly 11 & 12 Printout 115-FI (Rev. 5) Par. 35

Compliance/ Peanut Reports

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

Date	Report
July 10	FSA 569 Activity Report, 6-CP (Rev. 2), Par. 604 and Exhibit 1. This report should cover activity from June 1 through June 30. Negative reports are NOT REQUIRED.
July 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 June 1 through June 30. 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
July 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.
July 1	ACP-259A, County Office Automated Ledger Reconciliation Checklist (for all conservation programs), 1-CONSV, Par. 765

Conservation Reports Cont.

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

July 15	FSA-249, "Changes in Food, Feed, and Seed Facility Listing Data," Par. 125, 1-DP (Rev. 4) along with Exhibit 1 of OK Notice DP-269
July 15	FSA-250, "Changes in Fertilizer Facility Listing Data," Par. 140 and 142, 1-DP (Rev. 4) along with Exhibit 1 of OK Notice DP-269
July 31	CRP Managed Haying and Grazing Report (OK Notice CRP-554, subparagraph 5 L).
July 31	CRP Managed Haying Reminder Notification (OK Notice CRP-554, subparagraph 5 I).

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
July 6	Quarterly Report on Statute of Limitation (OK Notice FLP-344)
July 25	Borrower Training Report (OK Notice FLP 343)
July 31	Inventory of Debt Instruments (FmHA Inst. 2018-E)

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 NOT REQUIRED.

**Price
Support
Reports**

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

Date	Report
July 8	Commodity Loan and LDP Spot Check Report for June. Negative reports are required.
July 8	Quarterly Information/Outreach Report for quarter ending in June. 1-INFO (Rev. 2)

**Production
Adjustment
Reports**

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

Date	Report
July 1	Complete recons and notify producers of the need to file CCC-478 within 30 days. (1-PF paragraph 301 A and 301 E and 2-CM (Rev.4) paragraph 71 E)
July 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"> · weekly · before issuing CDP payments. 	

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

Reminder
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 July:

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 July:

Reminder
Final CRP offer transmission deadline is July 11, 2003. (Notice CRP-438)
Final verification of CRP offer information deadline is July 18, 2003. (Notice CRP-438)
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.
July 2 nd is the first date managed haying or grazing may begin on CRP. (OK Notice CRP-554)

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

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.
The deadline to transfer EQIP files is July 31, 2003.
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 July:

Reminder
County Offices with EM Designations should send out quarterly EM Designation notification to borrowers according to FmHA Inst. 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

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

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 July:

Reminder
PFC Overpayment Registers must be run every 60 days. 2-PF, paragraph 221. Note: This includes 2001, 2002 and 2003 program years.
DCP Overpayment Registers must be run every 60 days. 2-DCP, paragraph 351. Note: This includes 2002 and 2003 program years.

Date	Reminder
July 3, 2003	Final planting date for guar.
July 15, 2003	Final planting date for millet, sesame, dry peas, and sorghum forage
July 20, 2003	Final planting date for dry peas and mungbeans.
July 30, 2003	Final planting date for pumpkins.