

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

For: County Offices

**September 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>
November 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
September 10	FSA 569 Activity Report, 6-CP (Rev. 2), Par. 604 and Exhibit 1. This report should cover activity from August 1 through August 31. Negative reports are <b>NOT REQUIRED</b> .
September 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 August 1 through August 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
September 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.
September 2	ACP-259A, County Office Automated Ledger Reconciliation Checklist (for all conservation programs), 1-CONSV, Par. 765. <b>PLEASE BE SURE YOUR LEDGERS ARE IN BALANCE BEFORE ROLLOVER.</b>
September 30	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
September 25	Borrower Training Report OK Notice FLP-343

**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 report is to be submitted to the State Office Price Support Section by the date listed below:

Date	Report
September 8	Commodity Loan and LDP Spot Check Report for August. <u>Negative</u> reports are also 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
September 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.
September 30	Report MIQ925-001 shall be submitted to ensure all reconstitutions have been processed before farm crop rollover. 2-CM (Rev.5) subparagraph 520 B.
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 September:

<b>Reminder</b>
115-FI (Rev. 5) para. 35 D states: On the first workday of a new FY (October), County Offices shall print the entire CCC-514 ledger for the prior FY and file according to 25-AS.

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

<b>Reminder</b>
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 September:

<b>Reminder</b>
Ensure that producers, with CRP Signup 26 rejected offers, are notified by September 10, 2003.
CRP Conservation plans must be completed and approved by September 26, 2003.
CRP-1's must be approved and entered into System/36 by September 30, 2003.
All EQIP CCC-1200's must be obligated in the System/36 by September 29, 2003.
Complete CRP Prepayment Reports (1-CRP, paragraph 354).
Conservation cost information shall be place on Exhibit 1 of OK Notice CONOP-71 and submitted to the State Office by the last working day of each month.
<b>Important</b> – Counties can anticipate a few EQIP allocation changes in September. 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 September:

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)

**Farm Loan  
Programs  
September:  
Reminders**

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

<b>Reminder</b>
After receiving Report Code 660-A & 660-D, county offices are to report the status of limited resource reviews to the State office by September 30
DDs are to email State Default Status Reports and State Post 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 September:

<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 September:

<b>Reminder</b>
PFC Overpayment Registers 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.
Producers with ornamental nursery or floriculture eligible for NAP coverage or an aquaculture facility, mushrooms, turfgrass sod or Christmas trees must file FSA-578 by September 30 for the ensuing crop year. 1-NAP (Rev. 1), paragraph 182-189.
Run reconstitutions reports included in 2-CM (Rev. 5), paragraph 520 and Notice CM-474 before farm records rollover.
DCP Overpayment registers must be run every 60 days. 2-DCP, paragraph 221.

Date	Reminder
September 1	Final planting date for fall spinach (planting period 03)
September 30	Application closing date for over-winter spinach (planting period 01)