

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Oregon State FSA Office  
7620 SW Mohawk  
Tualatin, Oregon 97062

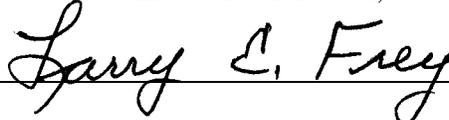
**Oregon  
Notice PL-12**

**FOR:** County Offices

**2000 End of Year Reviews**

Approved by:

State Executive Director,



**1 Overview**

**A**

**Background**

End of year reviews are conducted to maintain program integrity of the payment limitation eligibility provisions.

The reviews are intended to verify that the farming operations were carried out as represented when the initial determinations were made.

Counties were notified of 2000 end of year review selections in Oregon Notice PL-11.

**B**

**Purpose**

The purpose of this notice is to provide information regarding:

- end of year review team assignments
- control county instructions
- review team instructions
- initial reviewing authority instructions

**Disposal**

June 1, 2002

**Distribution**

County Offices

## Oregon Notice PL-12

### 2 End of Year Review Team Assignments

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#### A

#### Team Assignments

In order to minimize the amount of time and out of county travel spent on the end of year review process by any one individual, or group of individuals, it has been decided that that review teams will be made up of the CED and the PT responsible for payment limitation from the selected County Offices.

Refer to Exhibit 1 for end of year review assignments.

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### 3 Control County Action

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#### A

#### Producer Notification

The control county office for the farming operation shall:

- notify the producer who has been selected for end of year review according to 1-PL, paragraph 653.

Note: When notifying the producer be sure to state which year documents, 2000, will be reviewed.

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#### B

#### Review Documentation

The control county office shall

- review the documentation submitted by the producer to ensure there is sufficient documentation for the review team to make a determination.
  - if insufficient documentation is submitted, request the producer submit additional documentation.
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Continued on the next page.

**3 Control County Action, (Continued)**

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**C  
Photocopying  
Documents**

The control county office for the farming operation shall:

- photocopy the documents obtained from the producer

Notes: It may not be necessary to photocopy all documents. However, a sufficient number of should be included to provide the review team with enough information to make a determination.

- photocopy applicable program documents such as:
    - applicable CCC-502, including updates, and supporting documents
    - CCC-503A
    - other, as determined necessary by the review team
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**D  
Case File**

The control county office for the farming operation shall:

- prepare and send a case file to the review team with the following:
  - photocopies of the producer's documents

Note: Assemble the documents by category of contributions (capital, equipment, land, labor, management), using the checklist in 1-PL, paragraph 677 A.

- photocopies of the applicable program documents
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**E  
Other Arrangements**

If agreeable by both the review team and the control county, other arrangements may be made to obtain and review the producer's documentation.

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**F  
After Review  
Complete**

After the review team completes the review and returns the case file, the control county shall submit the case file to the initial reviewing authority.

After the initial reviewing authority has reviewed the review teams conclusions and recommendation, and has made a determination, the control county shall notify the producer of the determination.

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Continued on the next page.

**3 Control County Action, (Continued)**

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**G  
Discrepancies**

If a discrepancy is discovered that:

- does not affect the original determination, the control county shall notify the producer of the discrepancy and confirm the original determination.
  - affects the original determination, notify the producer of the
    - revised determination
    - amount of payments to refund, if applicable
    - applicable appeal rights
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**4 Review Team Actions**

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**A  
Action**

The review team shall:

- review the case file as submitted by the control county
  - request additional information from the producer if necessary
  - interview the producer if necessary
  - place in the case file :
    - completed checklist and worksheets in 1-PL, paragraphs 678-698 used to document the review
    - the review teams conclusion and a written recommendations of actions to be taken
  - return the case file to the control county no later than April 30, 2002
  - notify the State Office when the review has been completed.
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**5 Initial Reviewing Authority**

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**A**

**Initial Reviewing Authority Action**

The initial reviewing authority, usually the County Committee, shall

- review the conclusions and the recommendations of the review team
  - make the end of year review determination .
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**6 Reports**

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**A**

**Reports**

Control County Offices with producers selected for end of year review shall file CCC-502EYR according to 1-PL, paragraph 706.

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**End of Year Review Team Assignments**

<b>Control County</b>	<b>Year</b>	<b>Producer</b>	<b>Review Team</b>
Morrow	2000	AKA Farm Partners	Umatilla & Sherman
		Beef Northwest Farm Partners	
		SRM Farm Partners	
Sherman	2000	Fields Ranches	Wasco
Umatilla	2000	We-Hi Farms	Union
		J & J Weidert	Morrow