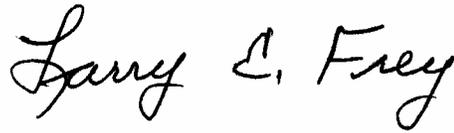


For: Oregon County Offices

2003 End-Of-Year Reviews

Approved by: Larry Frey, 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 2003 end of year review selections in Oregon Notice PL-19.

B Purpose

The purpose of this notice is to provide:

- a list of end of year review waivers approved by the State Office
- end of year review team assignments
- control county instructions
- review team instructions
- initial reviewing authority instructions

Disposal:

July 1, 2005
7/12/2004

Distribution:

All Oregon COFs

OR Notice PL-20

2 2003 End of Year Review Waivers Approved by the State Office

A STO Approved Waivers

The following table lists the end of year review waivers approved by the State Office according to 1-PL, subparagraph 652 F:

Control County	Farming Operation	Waiver Reason
Gilliam	Weatherford Harper Snow-McElligott Sidney J and Darla K Seale Western Grain S Anderson & M Pierce-Anderson	Husband and Wife Husband and Wife Husband and Wife Husband and Wife Husband and Wife
Morrow	Four Corners Joint Venture Lindsay Ranch Christensen Farms Joint Venture	Previous Review Husband and Wife Husband and Wife
Sherman	Wheatacres Ranch II	Husband and Wife
Umatilla	WE-HI Farms Joint Venture Bar 41 Ranch Wolfe Ranch	Previous Review Husband and Wife Husband and Wife
Wasco	John & Ruth Fulton	Husband and Wife

3 2003 End of Year Review Team Assignments

A Team Assignments

The following table lists the end of year review team assignments:

Control County	Producer	Review Team
Umatilla	Agrigrow	Jerry Griffith, Josh Hanning, & Skip Matthews
Umatilla	Seney Farms JV	Skip Matthews
Umatilla	Golden Valley East	Josh Hanning

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4 Control County Action

A Producer Notification

As instructed in OR Notice 19, 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.

When notifying producers, be sure to indicate that 2003 year documents will be reviewed.

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.

C Photocopying Documents

The control county office for the farming operation shall:

- photocopy the documents obtained from the producer

Note: It may not be necessary to photocopy all documents. However, a sufficient number 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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4 Control County Action

D Case File

The control county office for the farming operation shall prepare and send a copy of the case file to each review team member 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, subparagraph 677 A.

- photocopies of the applicable program documents.

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.

F After Review is Completed

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.

G Discrepancies

If discrepancies are 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.

OR Notice PL-20

5 Review Team Actions

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 team's conclusion and written recommendations of actions to be taken
- return the case file to the control county no later than October 1, 2004
- notify the State Office when the review has been completed.

6 Initial Reviewing Authority

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.

7 Reports

A Reports

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