

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Common Management and Operating Provisions 1-CM (Revision 3)	Amendment 77
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 2 has been amended to update and clarify register requirements.

Page Control Chart		
TC	Text	Exhibit
	1-3, 1-4 1-4.5 through 1-4.8	

***--2 Managing Operations for Final or Closing Dates for Enrollment, Applications, Filings, Etc., and Using Registers**

A Final or Closing Date

[7 CFR 718.10] **Time limitations.**

Whenever the final date prescribed in any of the regulations in this title for the performance of any act falls on a Saturday, Sunday, national holiday, State holiday on which the office of the county or State Farm Service Agency committee having primary cognizance of the action required to be taken is closed, or any other day on which the cognizant office is not open for the transaction of business during normal working hours, the time for taking required action shall be extended to the close of business on the next working day. Or in case the action required to be taken may be performed by mailing, the action shall be considered to be taken within the prescribed period if the mailing is postmarked by midnight of such next working day. Where the action required to be taken is with a prescribed number of days after the mailing of notice, the day of mailing shall be excluded in computing such period of time.

If the final date or deadline falls on a:

- workday, the date shall apply
- day on which the applicable County Office is not open for business during normal workhours, extend to COB the next workday.

When computing the final or closing date, exclude the day of mailing if the action required is within a prescribed number of days after the notice is mailed.

B Action Performed by Mail

Consider an action to have been taken within the prescribed period if the final or closing date falls on a:

- workday and the mail displays a USPS postmark no later than that day
- nonworkday and the mail displays a USPS postmark no later than the next workday.

Do **not** view postage meter date-stamping as acceptable evidence of date of mailing. For mail displaying a postage meter date-stamp, the actual date of receipt in FSA minus 7 calendar days for mailing will be used to determine reasonableness. Exceptions to this can be reviewed and approved by CED and DD.--*

2 **Managing Operations for Final or Closing Dates for Enrollment, Applications, Filings, Etc., and Using Registers (Continued)**

C Action Performed at FSA Office

Actions performed at the FSA office are considered performed or filed the day the document:

- is signed in the County Office
- was delivered in person in the FSA office.

***--Note:** County Offices **will** date stamp documents that are delivered in person to the FSA office and use that date stamp date as the official recording date reflecting official physical receipt of that document.

D Requesting Approval to Use a Register

If individual program provisions or FSA directives do **not** specifically state that a register is prohibited, County Offices may request to use a register to accommodate persons attempting to signup, report, or file when heavy traffic and workload or computer failure makes processing customers and their prescribed forms by the program signup deadline impracticable or impossible. In these instances, County Offices may request to use a register. The request will be made prior to the program signup deadline from the County Office to the SED through the DD.

Example: One week prior to the program signup deadline it is apparent to the County Office, that they will not be able to process all customer requests and appointments scheduled before the program signup deadline. The County Office will submit a written request, with DD concurrence, to the SED.

Note: SED's may delegate to a State Office employee the authority to approve the use of registers.

E Register Appointment and Completion Deadline

SED's will ensure appointments are scheduled no more than 3 weeks after a program signup deadline unless otherwise specified by DAFP. SED's are responsible for establishing the deadline within the 3 week timeframe and for managing appointments to ensure that the register brings orderly and timely completion of tasks that were intended to be completed by the program signup deadline. The orderly completion should be as soon as possible given the constraints, resources, and time required to accomplish the program signup, filing, enrollment, etc.

The register completion deadline is 30 days after the final scheduled appointment date. This deadline allows a producer to provide program and eligibility documentation that could not be completed during their register appointment. All necessary documentation will be submitted by this register completion date.

If DAFP chooses to impose a different date for appointments or register completion, SED's will be notified.--*

2 Managing Operations for Final or Closing Dates for Enrollment, Applications, Filings, Etc., and Using Registers (Continued)

F Using Registers

*--If using a register is approved by SED or representative, according to subparagraph D, the **customer must** request to be placed on a register by the actual program signup deadline using any of the following means:

- e-mail
- FAX
- mail
- telephone
- visiting the County Office.

Registers are **not** an extension of a program signup deadline. Rather, they are a means by which customers can be determined to have met the program signup deadline by contacting FSA to indicate their intention of applying by the deadline. The customer, whose name is on the register, may represent their self, an operation(s) they have a share in, or any person or operation(s) they have signature authority for at the appointment.

The register is considered closed on the first day following the program signup deadline. The CED will sign the register below the last customer on the list and provide a copy to the SED or the SED's representative within 3 working days according to paragraph 676.

County Offices do not have responsibility **or authority** to add customer names to the register unless the County Office is contacted **no later than the program signup deadline**. It is the responsibility of the customer (or someone on their behalf) to contact FSA and provide sufficient information to be added to the register no later than the program signup deadline.--*

2 Managing Operations for Final or Closing Dates for Enrollment, Applications, Filings, Etc., and Using Registers (Continued)

G Using Registers in Approved County Offices

*--County Offices approved for using a register **will**:

- enter the date the County Office was contacted to place the customer's name on the register and document the method by which the County Office was contacted
- schedule an appointment for the customer no later than the register appointment deadline allowing adequate time by register completion date to process **all** prescribed forms and obtain required signatures

Examples: The program signup deadline is March 15. The customer requests to be on the register for ARCPLC before close of business on March 15, scheduling an appointment for March 22 to elect and enroll. The customer's appointment is held on March 22, but additional signatures are still required. The customer has until the register completion deadline to provide all the signatures.

The acreage report deadline is July 15. The customer requests to be on the register to complete their FSA-578 before close of business on July 15, scheduling an appointment for July 22. During the appointment, the customer fails to provide crop reporting information for several farms. Any acreage reports filed after the appointment date are considered late filed.

- ensure that the customer dates each form with the date it is filed and cross-reference the form filing date to the register.

Example: The program signup deadline is July 15 and the customer requested to be on the register and stated that they have picked up 4 more farms. The FSA-578 is subsequently completed and signed by the customer on July 23. The date on the FSA-578 is July 23 and the date the FSA-578 was filed is noted on the register. As a reminder any farm records changes must be completed according to 10-CM.

Unless specifically prohibited by individual program policy, County Offices approved for using a register can accommodate customers seeking to file or apply in any administrative or physical county. In such instances, the County Office approved for using a register will coordinate with the appropriate physical or administrative County Office (as applicable).

County Offices **will** follow appropriate program directives, for example 1-ARCPLC, 2-ARCPLC, etc., for entering approval dates in the system.--*

2 Managing Operations for Final or Closing Dates for Enrollment, Applications, Filings, Etc., and Using Registers (Continued)

H Register Requirements

*--The following information is the minimum information that will be included on the register. SED's have authority to require additional items as needed.

- Customer name.

Notes: This will be the name of the person who will be present during the appointment.

This is sufficient to allow the customer listed on the register to complete the program action for any operation in which they have an ownership interest or for any person or operation for which they have signature authority. For example, Tom Jones can complete the program action for his individual operation, Jones Farms, and his shared ownership operation, Tom and John Jones Farms.

This is not sufficient to allow for other producers with a share interest when a separate application or contract is required for that other producer. For example, Tom is on the register; Joe is landowner and has an interest in the crop. Tom does not have signature authority for Joe, and a separate application is required for each producer. Because Tom is on the register, Joe's application is not considered timely filed after the deadline.--*

* * *

- Date of Contact.
- Contact Method.
- Contact Accepted By (initials of the employee who the customer contacted in person, by telephone, by fax, by mail, or by email).
- Information provided by the producer to prepare for appointment, for example ARC/PLC election decision, producer shares, farm changes, etc.
- Appointment date and time.
- The date the completed forms were provided by the customer even if they are received after the appointment date.
- Initials of the employee who received the completed documents--*

2 **Managing Operations for Final or Closing Dates for Enrollment, Applications, Filings, Etc., and Using Registers (Continued)**

H Register Requirements (Continued)

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Following is an illustration of a register established for acreage reporting

2022 Register For Acreage Reporting - Windham County									
Name	Date of Contact	Contact Method	Employee Initials	Information Provided By Customer	Appointment Date	Appointment Time	Date of Completion	Employee Initials	Comments
Tom Jones	7.5.2022	telephone	AE	Picked up 4 farms, will provide cash leases	7.23.2022	11:00	7.23.2022	JP	cash leases received and all 578's completed

*--**Note:** For this example, the entry is sufficient for Jones Farms, Tom and John Jones Farms, and anyone else Tom Jones has signature authority for.

The illustration is for example purposes only. If program policy has different register requirements that program policy will be followed.

I “In Progress” Applications

“In Progress” applications are applications that were started or initiated in the software before the deadline but are still not complete. “In Progress” applications are not considered to have met the register requirement.

Note: If a customer with an “In Progress” application requests to be on the register on or before the program signup deadline, the application will be considered timely filed if all required actions are completed by the customer on or before the register completion deadline.

J Registers for Collections

Cash collections greater than \$100 are no longer accepted for any program. As a result, a customer may be placed on a register if they owe more than \$100 and come into the office on the program deadline day, expecting to pay in cash, to allow them to get the collection paid.--*