

For: State and County Offices

County Office Preparation for 2006 COC Election

Approved by: Deputy Administrator, Field Operations



1 Overview

A Background

In preparation for the 2006 COC election, as well as, future elections, County Offices must ensure that all data in the Service Center Information Management System (SCIMS) and System 36 databases is correct. COC and local administrative area (LAA) data maintenance is required according to 15-AO, paragraph 67. Updating the Report of Eligible Voters Not Assigned to a COC/LAA is another requirement to ensure that data is correct. Additional reports must be prepared to assist in reviewing and correcting records.

It is imperative that the steps and reports outlined in this notice are performed to ensure that the name and address information in SCIMS and System 36 is correct. County Offices that have inaccuracies in SCIMS and/or System 36 will incur errors with their ballots and their reporting processes.

B Purpose

This notice provides guidance on:

- updating County Office databases
- handling members of entities or corporations who are nominated to run for COC.

Disposal Date	Distribution
December 1, 2006	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts

If there are questions about this notice contact the following:

- County Offices shall contact the State Office
- State Offices shall contact 1 of the following DAFO staff members:
 - Deborah Johnson at 202-720-0067
 - Ken Nagel at 202-720-7890.

2 Maintaining the COC Voter Profile Record

A SCIMS and System 36 Name and Address System

All core customer data is stored in SCIMS, regardless of agency affiliation. Core customer data is any customer data common to at least 2 of the 3 Service Center Agencies.

All customer data related to the COC election process is stored in System 36 at this time because the data is specific to FSA only.

B Identifying Individuals Eligible to Serve on COC

Only an individual may serve on COC as a member, an alternate, or an advisor.

An entity is **not** allowed to be nominated and listed on the election ballot as a candidate. A member representing an entity may be nominated as a candidate for COC provided:

- the entity is eligible to vote in the applicable LAA in which the representative (individual) is a candidate
- the individual is of legal voting age
- an “Individual Profile Record” has been established for the entity member
- the individual meets the following conditions:
 - is designated by the corporation, limited partnership, estate, trust, or other business enterprise to be its **sole** candidate for membership on the applicable committee
 - is a stockholder of a corporation or authorized representative for an heir to an estate, a beneficiary of a trust, or an individual having an ownership interest in any entity, excluding general partnerships and joint ventures.

2 **Maintaining the COC Voter Profile Record (Continued)**

C Establishing an Individual Profile Record for a Member of an Entity

In many cases, members of corporations, beneficiaries of trusts, and other business enterprises are already entered in SCIMS as an individual. If a candidate is nominated for COC who is **not** in the system as an individual, that candidate will need to be entered into SCIMS as an individual. Follow instructions in 1-CM, paragraphs 175 through 177 and 179 to add an individual to the SCIMS database.

When a member of an entity has been entered as an individual, ensure that the person is also assigned to the correct COC/LAA according to 15-AO, paragraph 68.

Various State laws provide that an individual who is a sole member of a trust, limited liability corporation (LLC), or other similar organization, may use their individual member/grantor's tax ID number for the entity. In situations where this option is used, the tax ID for the individual is recorded in SCIMS as an entity. An entity **cannot** be placed on the ballot as a nominee. Therefore, the member of the entity must be added to SCIMS as an individual. When an individual is added to the SCIMS customer database, do not record an ID for the producer when establishing a SCIMS record for the individual.

If the individual is elected to COC as a member or an alternate, CED shall notify the new member that his/her social security number (SSN) will be required for the individual for payroll purposes. According to 1-CM, paragraph 121, the COC member or alternate will be required to obtain an employer ID number for the entity which was previously identified by their SSN. SSN must be used to identify an individual for payroll purposes and the same number **cannot** be used for an entity.

When the SCIMS profile record for the individual has been established, access System 36 to record the individual's COC election flags and COC/LAA designation. When a member of an entity has been entered as an individual, ensure that:

- the individual is also assigned to the correct COC/LAA according to 15-AO, paragraph 68
- all flags are set correctly for the individual according to 1-CM, paragraphs 208 and 209.

Note: Care must be taken **not** to create a duplicate entry for any individual.

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3 Action

A Updating the Voter Database

Reports are available to aid County Offices in verifying that the database contains correct and complete information for producer flags. These reports shall be run and reviewed to make any corrections before the nomination period.

Access reports according to the following.

Step	Menu or Screen	Action
1	FAX250	Enter either of the following options: <ul style="list-style-type: none"> • “3” Application Processing (Headquarters Office), go to step 3 • “4” Application Processing (Office Selection), go to step 2.
2	FAX09002	Enter applicable county.
3	FAX07001	ENTER “9”, “Common Provisions”.
4	MA0000	ENTER “2”, “Producer Name and Address Maintenance”.
5	MACI00	ENTER “3”, “Name/Address Reports”.

Reports generated by options 1 through 5 in the following table must be printed and used to check name and address data for accuracy. County Offices shall research and verify the list for each item on the table. All producers in COC/LAA(s) eligible to vote in 2006 shall be verified and updated as necessary.

Option	Report	Action
1	Print Incomplete Name/Address Records	This report will list addresses in System 36 that are incomplete. Incorrect addresses must be modified or corrected through SCIMS. See 1-CM, paragraph 191. If a correct and complete address has not been provided by the producer, that producer is not considered to be cooperating. The producer’s “Eligible to Vote” flag should be set to “N”.
2	Print List of Eligible Voters With an Invalid COC/LAA	This report lists customers who have an “Eligible to Vote” flag set to “Y”, but the COC/LAA flag is invalid. Correct invalid COC/LAA entries through System 36. See 1-CM, subparagraph 305 E, and 15-AO, paragraph 67. Except in special circumstances, all COC's must be set to “COC 1”.

3 Action (Continued)

A Updating the Voter Database (Continued)

Option	Report	Action
3	Print Active Producers Flagged Not Eligible to Vote	<p>This report lists the following 2 classifications of voters:</p> <ul style="list-style-type: none"> • individuals and/or members of businesses in which only the member is authorized to vote, such as general partnerships and joint ventures, etc. • entities that have their own voting rights, such as corporations, LLC's etc. <p>Producers listed on this report do not have an "Eligible to Vote" flag set to "Y". This setting may be correct when an individual's only interest is as a member of an entity. Verify that the "Eligible to Vote" flag is properly set. Correct invalid entries through System 36. See 1-CM, subparagraph 208 C.</p>
4	Print Inactive Producers Flagged Eligible to Vote	<p>This report will list producers who are flagged as inactive producers but the "Eligible to Vote" flag is set to "Y".</p> <p>Reset the "Eligible to Vote" flag to "N" if the producer is an ineligible voter. The COC/LAA data set for the producer must also be set to "00" (double zero). Correct invalid entries through System 36. See 1-CM, subparagraph 208 C.</p>
5	Print Ineligible Voters with Valid COC's/LAA's	<p>This report checks all producers who do not have a pending delete flag or who have not been deleted. The producer may have a valid entry in the COC/LAA field with an "Eligible to Vote" flag as "N".</p> <p>Verify that these producers are not eligible voters. Correct the voting flag to "N" and COC/LAA entry to "0" (zero). Correct invalid entries through System 36. See 1-CM, subparagraph 208 C.</p>

3 Action (Continued)

A Updating the Voter Database (Continued)

County Offices must ensure that the data contained in the reports is correct. Appropriate steps must be taken to update any incorrect data and the reports must be rerun until all information contained therein is correct. This information must be updated by **June 9, 2006**.

The short timeframe for completing this is because of impending migration from System 36 to the web of the COC/LAA data and the "Eligible to Vote" flag. These reports will only be available to prepare for this year's election **before** this migration. Therefore all County Offices must complete the cleanups by the specified date, or run the risk of their changes being lost during the migration.

CED's will certify to their Administrative Officer (AO) by e-mail when all the reports have been run, producer records been updated and are verified as correct. This data must be corrected to ensure eligible voter lists are accurate. Updating producer records is ongoing, so new eligible voter lists must be processed and displayed as updates are made.

B State Office Action

State Offices shall closely monitor County Offices to ensure that all database reviews and corrections are completed by **June 9, 2006**.

AO's or State COC Coordinators shall:

- require each County Office to certify to the State COC Coordinator and AO that each section of the database updates has been completed **no later than June 9, 2006**
- submit a report by e-mail to Deborah Johnson, DAFO, at **deborah.johnson@wdc.usda.gov**, certifying all corrections to the databases are complete **no later than June 28, 2006**.