

For: State and County Offices

Maintaining Accurate COC Election Voter Lists

Approved by: Acting Deputy Administrator, Field Operations



1 Overview

A Background

Each year COC election ballots are received by families of deceased producers. This is a very negative experience for the families of the deceased individuals. In addition, producers who are no longer involved with farming or ranching often receive ballots and express concern that FSA records are inaccurate. 15-AO, paragraph 80, provides specific instructions to remove a checkmark from the “Eligible to Vote” field in the Producer Election Data File when it becomes known that a producer is deceased or is no longer participating or cooperating with FSA. The process used in the fiduciary file to record a deceased producer does not remove the deceased producer’s name from the Eligible to Vote Lists in the COC election database.

All individuals or entities with a checkmark in the “Eligible to Vote” field in the Producer Election Data File will receive a ballot. The COC election software overrides the “Receive Mail Indicator” in SCIMS, so this enables producers that do not normally receive mail to receive a ballot for the COC election.

B Purpose

This notice provides:

- State and County Offices with requirements and guidance to ensure that COC voter lists are regularly reviewed and updated
- notification that all COC’s and County Office employees responsible for maintaining the Eligible Voters Mailing List and the Eligible Voters List must work with other employees in their office to ensure that information about producers who are deceased or who are no longer associated with a farm or ranch is known by all.

Disposal Date	Distribution
January 1, 2012	State Offices; State Offices relay to County Offices

Notice AO-1497

2 Action

A COC Action

Beginning with the issuance date of this notice, COC's shall ensure that COC election Eligible Voters Mailing Lists and Eligible Voters Lists are kept current and accurate. The lists shall be reviewed periodically before the final lists are readied for ballot production and approved by COC. Emphasis must be placed on removing deceased producer voting eligibility from COC election data.

B County Office Action

County Office staff responsible for COC elections and COC data shall ensure that the Eligible Voters Mailing List and the Eligible Voters List are updated regularly to reflect necessary changes.

County Office employees responsible for maintaining COC election data shall use all sources possible to ensure that the names of deceased producers and producers no longer involved in farming or ranching are removed from the Eligible Voters List so they will not receive COC election ballots.

Note: The checkmark **must** be removed from the "Eligible to Vote" field on the COC/LAA Election Detail Screen in the Producer Election Data File to prevent mailing future ballots to deceased producers or producers no longer involved with farming or ranching. This will remove the names from the Eligible Voters Mailing List and the Eligible Voters List.

The lists must be completely reviewed and updated by County Offices **before September 28** of each year. It must be noted that after this date, changes will not be reflected in the ballot mailings because of the required lead time for printing and mailing COC election ballots.

C Contact

If there are questions about this notice, contact either of the following:

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