

For: State Offices and Service Centers

COC Election Software Revisions

Approved by: Acting Deputy Administrator, Field Operations



1 Overview

A Background

Changes have been made to provide increased functionality in several areas of the COC Election Web Site. These changes have:

- made improvements to several of the reports
- added a field to the COC organizational structure to allow the entry of the appointed COC member.

B Purpose

This notice:

- notifies users of software updates
- provides instruction on using the updates.

C Contacts

If there are questions about this notice, contact the following.

IF located in a...	THEN contact...
Service Center	the State Office.
State Office	either of the following: <ul style="list-style-type: none"> • Deborah Johnson, DAFO, at 202-720-0067 • Barbara Boyd, DAFO, at 202-720-7890.

Disposal Date	Distribution
April 1, 2014 4-16-13	State Offices; State Offices relay to Service Centers

2 Action

A Changes Made to COC Election Web Site

Changes have been made to the COC Election Web Site at <https://arcticocean.sc.egov.usda.gov/COC/Reporting/index.jsp> in the following areas:

- Producer Election Data File
- Eligible Voters Mailing List
- Eligible Voters List
- Ineligible Voters List
- Producers Not Associated With COC/LAA
- Recording County Committee Organizational Structure Data Entry Screens
- Current Organizational Structure Report
- Current COC Member Information Report.

B COC/LAA Election Detail Screen

The COC/LAA Election Detail Screen in the Producer Election Data File allows the user to identify the following:

- COC - LAA where the selected producer has a farming interest
- producer's eligibility to vote in the selected COC - LAA.

The COC/LAA Election Detail Screen has been revised to provide a field for the purpose of documenting the reason the producer has been determined ineligible to vote. The “**Reason for Ineligibility**” field has the following options available in the drop-down list:

- Deceased
- No farming interest as owner/operator/cooperator

Note: May also be used for FLP customers in FLP Type 1 offices that do **not** have a farming interest in the Type 1 office.

- Does not participate or cooperate in any FSA program provided for by law
- Not of legal voting age
- Member of an entity, except a joint partnership or joint venture

Note: May also be used when identifying joint partnerships and joint ventures as ineligible.

- Customer requests to receive no ballot.

2 **Action (Continued)**

B COC/LAA Election Detail Screen (Continued)

To save any changes made to the COC/LAA Election Detail Screen:

- COC - LAA must be selected from the drop-down list
- if the “Eligible Voter” block is:
 - checked, the “Reason for Ineligibility” field must be blank
 - unchecked, the “Reason for Ineligibility” field must have a selection from the drop-down list.

C “Date Last Updated” Column

The “**Date Last Updated**” column has been added to the following:

- Eligible Voters Mailing List
- Eligible Voters List
- Ineligible Voters List
- Producers Not Associated With COC/LAA.

Note: The date in this column is the date the producer’s information was entered into SCIMS.

D “Ineligible Voter Reason” Column

The Ineligible Voters List has an additional “**Ineligible Voter Reason**” column. This column will contain a shortened version of the reason for ineligibility selected on the COC/LAA Election Detail Screen when a reason has been selected. The field beside each name will remain blank until a reason is selected.

Users should enter a reason for ineligibility for all existing names in the list as time permits. Whenever a producer is accessed in the Producer Election Data File and identified as not eligible to vote, by leaving the “Eligible Voter” block unchecked, it will be necessary to select a reason for ineligibility before any changes can be saved.

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2 Action (Continued)

E List of Producers Not Associated With COC/LAA

The list of Producers Not Associated With COC/LAA:

- contains all of the producer names that:
 - have been added to SCIMS
 - are **not** associated with COC/LAA in the Producer Election Data File
- can now be sorted by:
 - last name
 - last change.

When this list is sorted by **last change**, names will display in the list in the order in which they were added to SCIMS, with those most recently added to SCIMS at the top of the list.

By June 1, 2013, names on this list with a date last updated in FY 2013 must be removed from the list by completing the COC/LAA Election Detail Screen for each name as described in subparagraph B. This will ensure that all producers who have been added to SCIMS in the last FY will have a determination made on their COC voter eligibility.

In addition, names added to SCIMS between June 1 and September 25, 2013, must have the COC/LAA association made and voting eligibility determined **by September 25, 2013**, to ensure that ballots will be mailed to all eligible voters.

Note: In multi-county jurisdictions, producer names are grouped together by their legacy county code. Users must scroll down the list until the next county code is visible. The “Date Last Updated” dates will start over for each legacy county code listed in LAA.

Names on this list with “Date Last Updated” in FY 2014 and from FY 2009 through FY 2012 are to be updated and removed from the list by **June 1, 2014**.

Note: The “Last Name” sort is still available to use as needed.

Notice AO-1567

2 Action (Continued)

F Recording COC Organizational Structure

A new “At-large SDA” field has been added to the “LAA” column on the Administering Location Screen. This field allows the entry of the name of the appointed COC member on COC’s who were identified with a need for SDA representation in Notice AO-1560. 15-AO, subparagraph 159 C will be amended with the following instructions.

The:

- “At-large SDA” field, when clicked, takes the user to the Customer Search Page and walks the user through the process to place the new member’s name on the COC Organizational Structure/Directory Report
- “Term” column has “1” through “9” available in the drop-down list
- “Years Remaining in Term” column will always be “1”
- “Next Election Year” column displays “**” to refer to the note, “If required, At-large SDA appointment will be made each March.”

The “At-large SDA” field can only be filled by SDA. Therefore, the field will accept only names of producers who are identified in SCIMS as SDA’s.