

**For:** State and County Offices

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**Correcting Base and Yield Election Data Entry Errors Through Farm Maintenance**

**Approved by:** Deputy Administrator, Farm Programs



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**1 Overview**

**A Background**

Corrections to base and yield election data continue to be made as County Offices discover data entry errors. Current procedure requires that all changes to base and yield election data be made through the base and yield election software. This procedure was necessary to ensure that the Farm Maintenance Comparison Report was accurate. However, in certain situations, it is not necessary to correct base and yield election data through the base and yield election software. Some base and yield election corrections can be made through farm maintenance.

**B Purpose**

This notice provides:

- guidance to County Offices on when to correct base and yield election data through farm maintenance and when to correct base and yield election data through the base and yield election software when data was erroneously entered
- instructions for correcting base and yield election data through farm maintenance.

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**Disposal Date**

December 1, 2003  
8-15-03

**Distribution**

State Offices; State Offices relay to County Offices

## Notice CM-478

### 2 Correcting Erroneous Base and Yield Election Calculations

#### A Authorized Corrections

**Errors** in the base and yield **calculation** include mathematical errors, made because the County Office failed to enter approved data or data was entered incorrectly. Examples are:

- failure of County Offices to load timely-filed FSA-578's in the automated system
- average yield data loaded incorrectly.

Errors in the base and yield calculation that resulted from these errors shall be corrected according to procedure in paragraph 3 of this notice, effective for:

- FY 2002 and FY 2003, for corrections made by September 30, 2003
- beginning with the applicable fiscal year, for errors discovered October 1, 2003, or later.

**Note:** A new CCC-515 is not necessary.

#### B Unauthorized Changes

**Changes** in the base and yield calculation **method** are not authorized. This includes:

- selecting a different base or yield election method
- changes to initial/subsequent crop acreage.

COC's and STC's are **not** authorized to allow owners to select a different base or yield election method after April 1, 2003 (or later date as specifically authorized by DAFP), including cases where the reason for the requested change is the result of County Office error. If a County Office error is discovered that changes the calculations to such a degree that the owner believes that a different decision would have been made if the correct information had been available, STC may submit the case to DAFP for a determination.

#### C Correcting Erroneous Base and Yield Election Calculations

In situations where an error is detected in a base and yield **calculation** according to subparagraph A, County Offices shall follow procedure in subparagraph 3 A of this notice in making the correction.

DD concurrence must be obtained before revised CCC-509 is approved for payment.

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### 3 Updating Farm Maintenance

#### A Accessing Farm Maintenance

On Menu FAX250, use the following table to access Land/Crop/Producer Data Selection Screen MIB00001.

Step	Menu/Screen	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP/Compliance", and PRESS "Enter".
4	M00000	ENTER "2", "Farm Records Management", and PRESS "Enter".
5	MC0097	ENTER "1", "Farm, Tract, and Crop Record Maintenance", and PRESS "Enter".
6	MIBSYR01	Enter the option for the appropriate FY to be accessed, and PRESS "Enter".
7	MIB00001	ENTER "3", "Tract Crop Data", and PRESS "Enter".
8	MIB30001	ENTER "3", "Display and Update Tract Crop Base Data", and PRESS "Enter".
9	MIDSCR01	Enter the line number corresponding with the crop to be updated, and PRESS "Enter".  Screen MIDUCP01 or Screen MIDUCC01 will be displayed.

#### B Updating Base Acres and/or Yields

On Screen MIDUCP01 or MIDUCC01, update the base acres and/or yields for the crop selected using "6" as the DCP Adjustment Reason Code.

**Note:** To display the DCP Adjustment Reason Codes, PRESS "Help" on ScreenMIDUCP01 or MIDUCC01.