

For: State and County Offices

Incorrect County Office Addresses Printing on Web-Based Forms

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The National Office and Kansas City have received numerous complaints that incorrect County Office addresses are printing on web-based forms after County Office addresses have changed in the Office Information Profile (OIP).

After consulting with Kansas City, it was determined that updating OIP alone will **not** update County Office addresses. County Offices **must** also update System 36 County Data Table to ensure that correct addresses print on web-based forms.

B Purpose

This notice provides instructions for updating County Office addresses in System 36 County Data Table.

2 Updating County Office Addresses in System 36

A Accessing the System 36 County Data Table

The following provides steps County Offices shall take to access the County Data Table.

Step	Menu	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 "9", "Common Provisions", and PRESS "Enter".
4	MA0000	ENTER "1", "County Office Table File Maintenance", and PRESS "Enter".
5	MAA000	ENTER "1", "County Data Table Maintenance", and PRESS "Enter". Screen MAA10001 will be displayed.

Disposal Date	Distribution
December 1, 2007	State Offices; State Offices relay to County Offices

Notice CM-565

2 Updating County Office Addresses (Continued)

B Updating County Data Tables

Follow 1-CM, paragraph 23 to revise and update the County Data Table. County Offices shall review **all** the following:

- P.O. Box
- mailing address
- shipping address.

If **any** of this information is incorrect, County Offices shall make appropriate changes.

Note: If County Offices use both a P.O. Box and street address, County Offices shall ensure that both are updated on the County Data Table in the appropriate fields.

Changes made to addresses in the County Data Table will **not** be reflected on web-based forms for 3 to 5 workdays.