

For: State and County Offices

**2004 Subsidiary Record Problems**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Notices PL-145 and CM-544:

- reminded County Offices to update 2004 subsidiary files **before** completing 2007 subsidiary rollover
- stated that 2004 subsidiary files would be locked out as soon as County Release No. 598 was installed.

Once rollover for 2007 occurred, County Offices do not have the capability to create, delete, or update 2004 subsidiary records for joint operations, entities, combined producers, payment limitation amounts, or multi-county producer records. Some County Offices have not followed the procedure in previous 2 reminder notices for loading or updating 2004 subsidiary data **before** rollover. The importance of completing these required actions was stressed to ensure that payments to producers would not be significantly delayed because of lack of updating 2004 subsidiary files **before** rollover.

**Note:** The National Office and ITSD-ADC will only work on these cases when time permits. Other duties will **not** be placed on hold to correct these County Office errors.

**B Purpose**

This notice provides County Offices with instructions for submitting 2004 problem cases to the National Office.

**C Contact**

For questions or concerns about this notice, contact Neeru Gulati at 202-720-3464.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2007	State Offices; State Offices relay to County Offices

## Notice CM-567

### 2 Submitting 2004 Problem Cases

#### A Overview

County Offices shall complete FSA-158 (Exhibit 1) for each producer for whom a 2004 subsidiary problem exist. If more than 1 type of problem exist for a given producer, the County Office shall complete only one FSA-158 ensuring that every problem is covered on FSA-158.

FSA-158 is available on the FFAS Employee Forms Online Website at <http://165.221.16.90/dam/ffasforms/forms.html>.

County Offices shall mail completed FSA-158's with the documentation outlined in this notice to the State Office for review. State Offices shall ensure that **all** documentation is included in each package. **After** reviewing, State Offices shall sign and date FSA-158, Part D and mail the packages to the following:

**Neeru Gulati, FSA/PECD**  
**1400 Independence Avenue SW**  
**Room 3643-S**  
**Stop 0517**  
**Washington, DC 20250.**

Packages may be mailed by UPS, Fed Ex, or any other overnight service.

**Note:** The National Office is requesting that State and County Offices mail packages and do not FAX because MABDIGS sent by FAX are not easy to read.

#### B Package Submission

All problems will be handled on a first-come, first-serve basis. State Offices will be contacted as the problems are reviewed. Any packages missing required documentation will **not** be acted upon until all correctly submitted packages have been resolved. The National Office will notify State Offices of the packages that are missing documentation and provide resubmission instructions.

**Notes:** Do **not** contact the National Office about any of the submitted cases. The review and assistance required to handle these cases will be worked in with normal duties as time permits and, therefore, may take extended time for corrective action to be taken.

The National Help Desk will contact the County Office when the Help Desk is ready to roll back the entity data. During the waiting period, **County Offices shall not modify** the 2005 entity file data for the subject producer. If data is modified **before** receiving assistance from the Help Desk, data rolled back to the 2004 entity file may be incorrect, requiring County Offices to resubmit cases according to this notice. This will cause a delay because resubmitted cases will be worked on in the order in which they are received.

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2 Submitting 2004 Problem Cases (Continued)

C 2004 Entity/Joint Operation Problems

Complete FSA-158, Part A to report 2004 entity/joint operation problems. Include documentation with the FSA-158 according to the following table.

IF program payments were issued on...	AND producer is...	THEN include the following documentation...
System 36	single county	<ul style="list-style-type: none"> <li>• detailed explanation of why the producer was <b>not</b> added to the 2004 entity/joint operation file <b>before</b> rollover</li> <li>• 2004 MABDIG</li> <li>• 2005 MABDIG that reflects the way the producer should be loaded in the entity joint operation file for 2004</li> <li>• CCC-502 for applicable year</li> <li>• CCC-503A for applicable year.</li> </ul>
	multi-county	<ul style="list-style-type: none"> <li>• detailed explanation of why the producer was <b>not</b> added to the 2004 entity/joint operation file <b>before</b> rollover</li> <li>• 2004 MABDIG printed in the county that is issuing the payment</li> <li>• 2005 MABDIG that reflects the way the producer should be loaded in the entity joint operation file for 2004</li> <li>• CCC-502 from the control county for the applicable year</li> <li>• CCC-503A from the control county for the applicable year.</li> </ul>

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**2 Submitting 2004 Problem Cases (Continued)**

**C 2004 Entity/Joint Operation Problems (Continued)**

<b>IF program payments were issued on...</b>	<b>AND producer is...</b>	<b>THEN include the following documentation...</b>
the Web	single county	<ul style="list-style-type: none"> <li>• detailed explanation of why the producer was <b>not</b> added to the 2004 combined producer file <b>before</b> rollover</li> <li>• 2004 MABDIG</li> <li>• 2005 MABDIG that reflects the way the producer should be loaded in the entity joint operation file for 2004</li> <li>• CCC-502 for applicable year</li> <li>• CCC-503A for applicable year.</li> </ul>
	multi-county	<ul style="list-style-type: none"> <li>• detailed explanation of why the producer was <b>not</b> added to the 2004 combined producer file <b>before</b> rollover</li> <li>• 2004 MABDIG printed in the county that is issuing the payment</li> <li>• 2005 MABDIG that reflects the way the producer should be loaded in the entity joint operation file for 2004</li> <li>• CCC-502 from the control county for the applicable year</li> <li>• CCC-503A from the control county for the applicable year.</li> </ul>

**Note:** If the producer has both a 2004 entity/joint operation file problem and a 2004 combined producer file problem, only 1 copy of the documentation shall be submitted.

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**2 Submitting 2004 Problem Cases (Continued)**

**D 2004 Combined Producer Problems**

Complete FSA-158, Part B to report combined producer problems. Include documentation with FSA-158 according to the following table.

<b>IF program payments were issued on...</b>	<b>AND producer is...</b>	<b>THEN include the following documentation...</b>
System 36	single county	<ul style="list-style-type: none"> <li>• detailed explanation of why the producer was <b>not</b> added to the 2004 combined producer file <b>before</b> rollover</li> <li>• 2004 MABDIG</li> <li>• 2005 MABDIG that reflects the way the producer should be loaded in the entity joint operation file for 2004</li> <li>• CCC-502 for applicable year</li> <li>• CCC-503A for applicable year.</li> </ul>
	multi-county	<ul style="list-style-type: none"> <li>• detailed explanation of why the producer was <b>not</b> added to the 2004 combined producer file <b>before</b> rollover</li> <li>• 2004 MABDIG printed in the county that is issuing the payment</li> <li>• 2005 MABDIG that reflects the way the producer should be loaded in the entity joint operation file for 2004</li> <li>• CCC-502 from the control county for the applicable year</li> <li>• CCC-503A from the control county for the applicable year.</li> </ul>

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**2 Submitting 2004 Problem Cases (Continued)**

**D 2004 Combined Producer Problems (Continued)**

<b>IF program payments were issued on...</b>	<b>AND producer is...</b>	<b>THEN include the following documentation...</b>
the Web	single county	<ul style="list-style-type: none"> <li>• detailed explanation of why the producer was <b>not</b> added to the 2004 combined producer file <b>before</b> rollover</li> <li>• 2004 MABDIG</li> <li>• 2005 MABDIG that reflects the way the producer should be loaded in the entity joint operation file for 2004</li> <li>• CCC-502 from the control county for the applicable year</li> <li>• CCC-503A from the control county for the applicable year.</li> </ul>
	multi-county	<ul style="list-style-type: none"> <li>• detailed explanation of why the producer was <b>not</b> added to the 2004 combined producer file <b>before</b> rollover</li> <li>• 2004 MABDIG printed in the recording county that is listed in the multi-county section of the MABDIG</li> <li>• 2005 MABDIG that reflects the way the producer should be loaded in the entity joint operation file for 2004</li> <li>• CCC-502 from the control county for the applicable year</li> <li>• CCC-503A from the control county for the applicable year.</li> </ul>

**Note:** If the producer has both a 2004 entity/joint operation file problem and a 2004 combined producer file problem, only 1 copy of the documentation shall be submitted.

FSA-158, 2004 Problem Worksheet for Subsidiary Records

Following is an example of FSA-158.

<b>This form is available electronically.</b>		
<b>FSA-158</b> (03-22-07)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency
<b>2004 PROBLEM WORKSHEET FOR SUBSIDIARY RECORDS</b>		
1. State:		2. County:
3. Producer:		4. ID Number:
5. What program is this affecting? <input type="checkbox"/> CDP <input type="checkbox"/> TAA <input type="checkbox"/> Other:		
6. What kind of problem is this? (check all that apply) <input type="checkbox"/> Entity/Joint Operation <input type="checkbox"/> Combined Producer		
<b>PART A – 2004 ENTITY/JOINT OPERATION PROBLEM</b>		
7. Was the producer multi-county in 2004? (If "YES", go to question 7A. If "NO", go to question 8).	YES <input type="checkbox"/>	NO <input type="checkbox"/>
A. Was the producer loaded in the entity/joint operation file in the control county in 2004? (If "YES", go to question 8. If "NO", go to question 7B).	<input type="checkbox"/>	<input type="checkbox"/>
B. Was the producer loaded in the entity/joint operation problem file in any county in 2004? (If "YES", go to question 7C. If "NO", go to Part B).	<input type="checkbox"/>	<input type="checkbox"/>
C. In which State and County(s) was the producer loaded into the entity/joint operation file in 2004?		
8. Does the producer need to be loaded into the 2004 entity/joint operation file in the non-control county? (If "YES", go to Part B. If "NO", go to question 9).	<input type="checkbox"/>	<input type="checkbox"/>
9. Does member information need to be corrected for an entity already in the 2004 entity/joint operation file?	<input type="checkbox"/>	<input type="checkbox"/>
<b>PART B – 2004 COMBINED PRODUCER PROBLEM</b>		
10. Are program payments being issued incorrectly because a producer needs to be combined/decombined? (If "YES", go to question 11. If "NO", worksheet is complete).	<input type="checkbox"/>	<input type="checkbox"/>
11. Was the producer multi-county in 2004? (If "YES", go to question 11A. If "NO", go to question 12).	<input type="checkbox"/>	<input type="checkbox"/>
A. What is required? <input type="checkbox"/> Combination <input type="checkbox"/> Decombination		
B. Was the combination/decombination recorded in the control county in 2004? (If "YES", go to question 12. If "NO", go to question 11C).	<input type="checkbox"/>	<input type="checkbox"/>
C. Was the combination/decombination recorded in any county in 2004? (If "YES", go to question 11D. If "NO", worksheet is complete).	<input type="checkbox"/>	<input type="checkbox"/>
D. In which County(s) was the combination/decombination recorded in 2004?		
12. For single-county producers, what is required? <input type="checkbox"/> Combination <input type="checkbox"/> Decombination		
<b>PART C – COUNTY/STATE OFFICE REVIEW</b>		
13A. Signature of County Office Employee	13B. Date Reviewed/Prepared	
14A. Signature of State Office Employee	14B. Date Reviewed/Prepared	