

For: State and County Offices

Correcting Yield Errors on Reconstituted Farms

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice CM-568 contained information on a database problem in the Farm Records Management System (FRS) that created erroneous yields on reconstituted farms. Upon further research, it was discovered that the erroneous yields were being attributed from another reconstitution that was being performed at the same time. The reconstitution that caused the erroneous yields could have been initiated in any office in the nation.

The database error has been corrected and erroneous yields will no longer be created during the reconstitution process; however, it is still possible that erroneous yields may be created until the reconstitution that caused the erroneous yields is approved or deleted. To assist County Offices with correcting these erroneous yields, a report has been developed that identifies the farm with the potentially erroneous yields and the reconstitution that may have caused the erroneous yields.

The National Office has also received numerous reports of problems with the “Farms With Base Acres Greater Than Zero Without An Active CCC-509” report within DCP. Upon research of the reported problems, the National Office determined that the problem with this report is a direct result of the yield problems in farm records.

B Purpose

This notice:

- provides instructions on accessing the report of farms with potentially erroneous yields
- provides instructions on understanding the report of potentially erroneous yields
- advises State and County Offices of the action required for this report
- provides information on the affect that the yield problems have on DCP
- obsoletes Notice CM-568.

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

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2 Potentially Erroneous Yield Report

A Overview

An Excel spreadsheet has been created that provides a list of farms that have potentially erroneous yields because of the database error. This spreadsheet provides the following:

- State and county code of the farm with the potential yield error
- farm number of the farm with the potential yield error
- State and county code of the farm that may have caused the erroneous yield
- reconstitution number of the reconstitution that may have caused the erroneous yield
- status of the reconstitution that may have caused the erroneous yield
- prepared on date.

This spreadsheet shall be used as a tool to identify farms that have erroneous yields.

B Accessing the Report

The report of potentially erroneous yields can be accessed according to the following table.

Step	Action
1	Open Internet Explorer.
2	ENTER http://dc.ffasintranet.usda.gov/farmbill/ccc/default.htm on the address line and PRESS “Enter”. Note: The report will be rerun on a weekly basis and will be posted to the above address by close of business on Friday of each week.
3	Click “Potentially Erroneous Yields Report”.
4	Click “Open”.

C Example of the Report

Following is an example of the report.

Farms With Potentially Erroneous Yields			Reconstitutions That Created Potentially Erroneous Yields			
State	County	Farm	State	County	Reconstitution Number	Reconstitution Status
01	001	0002784	01	001	000005	Approved
		0002790	17	021	000179	Approved
		0002794	01	001	000008	Pending
		0002795	16	027	000118	Pending

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2 Potentially Erroneous Yield Report (Continued)

D Understanding the Report

The potentially erroneous yields report is provided in numerical order by State and county code of the county that contains potentially erroneous yields. For each farm listed, there is an associated State and County code, reconstitution number, and reconstitution status for a reconstitution that may have created the potentially erroneous yield in that county. The County Office that contains the potentially erroneous yield shall take action according to subparagraph 3 B. The County Office that contains the reconstitution that created potentially erroneous yields shall take action according to subparagraph 3 C.

3 Action

A Reviewing the Report of Potentially Erroneous Yields

County Offices listed as having potentially affected farms shall review the report of potentially erroneous yields to determine the status of the reconstitution that created the potentially erroneous yield for the farm. Take action according to the following table.

IF the reconstitution that created the potentially erroneous yield is...	THEN...						
approved/deleted	continue to subparagraph B.						
pending in the same county	<ul style="list-style-type: none"> • immediately enter approval dates for any pending reconstitution that has already been approved by COC • COC shall take action on all remaining pending reconstitutions within 30 calendar days, if possible • delete any pending reconstitutions that have not yet been approved by COC within 30 calendar days of this notice. <p>Note: Reconstitutions that are deleted can be re-entered at a later date, if necessary. Once the reconstitution is approved or deleted, continue to subparagraph B.</p>						
pending in a different county	immediately contact the County Office with the pending reconstitution. The County Office with the pending reconstitution has 30 calendar days from the date of notification to approve or delete the pending reconstitution.						
	<table border="1"> <thead> <tr> <th>IF the County Office with the pending reconstitution...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>completes the reconstitution within 30 calendar days</td> <td>continue to subparagraph B.</td> </tr> <tr> <td>does not complete the reconstitution within 30 calendar days</td> <td>contact the State Office. The State Office shall take action according to subparagraph D.</td> </tr> </tbody> </table>	IF the County Office with the pending reconstitution...	THEN...	completes the reconstitution within 30 calendar days	continue to subparagraph B.	does not complete the reconstitution within 30 calendar days	contact the State Office. The State Office shall take action according to subparagraph D.
	IF the County Office with the pending reconstitution...	THEN...					
completes the reconstitution within 30 calendar days	continue to subparagraph B.						
does not complete the reconstitution within 30 calendar days	contact the State Office. The State Office shall take action according to subparagraph D.						

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3 Action (Continued)

B Action on Report of Potentially Erroneous Yields

The following table shall be followed for reconstitutions that have been approved or deleted.

Step	Action						
1	<p>Manually calculate the farm level direct and counter-cyclical yields for every crop on the farm. Procedure for calculating the correct farm level yields is found in 2-CM (Rev. 6), paragraph 219.</p> <p>Notes: There is no need to manually calculate farm level yields for:</p> <ul style="list-style-type: none"> • single tract farms. • multiple tract farms where the yields for the crop are the same on every tract. <p>For farms meeting these criteria, the farm level yields are equal to the tract level yields.</p>						
2	Access FRS according to 3-CM, paragraph 91.						
3	Enter the farm number on the Farm Selection Screen according to 3-CM, paragraph 92.						
4	Access the Select Crops Screen according to 3-CM, paragraph 169.						
5	Select a crop that contains base acres.						
6	<p>Compare the farm level yields that are displayed on the Crop Base Data Screen with the farm level yields that were manually calculated for the crop.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">IF the farm level yields displayed on the Crop Base Data Screen are...</th> <th style="text-align: left;">THEN...</th> </tr> </thead> <tbody> <tr> <td>correct</td> <td>continue to step 7.</td> </tr> <tr> <td>incorrect</td> <td>enter the manually calculated farm level yields and CLICK "Submit".</td> </tr> </tbody> </table>	IF the farm level yields displayed on the Crop Base Data Screen are...	THEN...	correct	continue to step 7.	incorrect	enter the manually calculated farm level yields and CLICK "Submit".
IF the farm level yields displayed on the Crop Base Data Screen are...	THEN...						
correct	continue to step 7.						
incorrect	enter the manually calculated farm level yields and CLICK "Submit".						
7	Click the "Crops" link in the left hand navigation menu and repeat steps 5 and 6 for each crop on the farm.						

C Action by County Office with Reconstitution Creating Potentially Erroneous Yields

After notification by County Offices with potentially erroneous yields, County Offices with pending reconstitutions shall:

- immediately enter approval dates for any pending reconstitutions that have already been approved by COC
- ensure that COC takes action on any remaining pending reconstitutions within 30 calendar days, if possible
- delete any pending reconstitutions that have not yet been approved by COC within 30 calendar days of this notice

Note: Reconstitutions that are deleted can be re-entered at a later date, if necessary. Once the reconstitution is approved or deleted, go to subparagraph B.

- contact the State Office if there are any questions.

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3 Action (Continued)

D State Office Action

State Offices shall:

- ensure that County Offices are notified of the contents of this notice
- ensure that County Offices complete all necessary action according to this notice
- contact the State Offices associated with County Offices with pending reconstitutions that did not approve or delete a pending reconstitution within 30 calendar days of notification

Note: This only applies if the County Office with the reconstitution that created the potentially erroneous yields **is not** located within the same State.

- contact the County Offices with pending reconstitutions that did not approve or delete a pending reconstitution within 30 calendar days of notification and ensure that the County Office completes the reconstitution within 10 calendar days

Note: State Offices **shall not** contact County Offices located outside of their State.

- notify the National Office of any County Offices that fail to approve or delete pending reconstitutions within 10 calendar days of State Office notification
- direct any farm records questions to Jeremy Nalder by either of the following:
 - e-mail at jeremy.nalder@wdc.usda.gov
 - telephone at 202-720-4173.

4 Affect on DCP

A Overview

The National Office has received numerous reports that the DCP report “Farms With Base Acres Greater Than Zero Without An Active CCC-509” is not correct. This report appears to be missing information for farms that were reconstituted since the middle of January. Upon research of this problem, the National Office has determined that the problem is a direct result of the yield problems in farm records.

B County Office Action

County Offices shall ensure that all farm records yields identified as being potentially erroneous are reviewed and, if necessary, corrected according to this notice before printing the “Farms With Base Acres Greater Than Zero Without An Active CCC-509” report.