

For: State and County Offices

Effects of Deleted FSA-578 Records on the Completion of Reconstitutions

Approved by: Deputy Administrator, Farm Programs



1 Reconstitutions and Rollover

A Background

Several County Offices have encountered longer than expected processing time for the reconstitution application to recognize when an FSA-578 has been deleted. According to 2-CM, paragraph 185:

- a reconstitution **cannot** be completed on the same day a previously taken FSA-578 is deleted
- the application may take up to 48 hours to recognize that the FSA-578 has been deleted.

This is because of multiple timing contingencies within the process, as follow:

- end-of-day (EOD) **must** be performed the evening of the FSA-578 deletion; otherwise, the process start time will be delayed until EOD is performed
- after EOD is performed, a successful transmission to Kansas City **must** occur; otherwise, processing will **not** continue until the next successful transmission, whether it is a manual daytime transmission or the normal nightly transmission
- if the transmission file is available by 10:30 a.m. c.t., it is merged with other county transmission files and updated to the mainframe, otherwise, processing will **not** continue until the next day at 10:30 a.m. c.t.
- that same day, after the county files are merged, a mainframe process starts (around 4 p.m. c.t.) to create transaction files for the web
- at midnight, during web-access down time, those transactions are finally updated to the Web in a process that can take up to 8 hours to complete.

| Disposal Date | Distribution |
|------------------|--|
| November 1, 2007 | State Offices; State Offices relay to County Offices |

Notice CM-579

1 Reconstitutions and Rollover (Continued)

A Background (Continued)

As a general rule, updated data should be available to the web application on the morning of the 2nd workday following the transaction, whether it is a deleted FSA-578, an FSA-578 that has been created, or an FSA-578 that has been updated.

Note: This process will be delayed until EOD has been performed and a successful transmission has occurred. On average, there is a 3 percent nationwide failure rate of the transmission process each night, because of unforeseen telecommunication problems.

Concern has been expressed about FSA-578's being created automatically by the system. This occurs when a prior year FSA-578 contains a crop with a current or future end-year-date. These FSA-578's are automatically rolled over to the current year when the farm is accessed by the user, even if FSA-578 has previously been deleted for the current year.

B Purpose

This notice provides County Offices with:

- actions that shall be taken to complete a reconstitution when a FSA-578 must be deleted
- an example of the processing time required for the deleted FSA-578 to be recognized by the reconstitution application.

C County Office Action

County Offices shall take the following steps to delete a FSA-578 before completing a reconstitution.

| Step | Action |
|------|---|
| 1 | Remove all crop end year entries on prior year FSA-578 that contain an end-year-date of the current year or a future year. |
| 2 | Delete current FSA-578. |
| 3 | Run EOD process. |
| 4 | Wait until the morning of the 2nd workday following running EOD. Note: Workdays do not include weekends or holidays. |
| 5 | Complete reconstitution. |
| 6 | If unable to complete the reconstitution after 5 workdays, report the problem through your State IT Specialist. |

Important: County Offices shall **not** re-enter FSA-578 records and delete them again, unless instructed to do so. Otherwise, doing so will create a backlog of data to be updated to the Web.

Notice CM-579

1 Reconstitutions and Rollover (Continued)

D Example

The following is an example of the processing time required for deleted FSA-578's to be recognized by the reconstitution application.

| Date | Action |
|-----------------------------|---|
| Thursday, June 14th | County Office initiates a farm division reconstitution. |
| Friday, June 15th | COC meets and approves the reconstitution. |
| | Having the approved COC report for the reconstitution, the County Office attempts to update the reconstitution, but receives an error message that the farm has an active FSA-578. County Office: |
| | <ul style="list-style-type: none"> • accesses the 2006 FSA-578 for the farm • sees that tract 1 has native grass certified with an end-year-date of 2010 • removes the end-year-date • updates the FSA-578 for 2006 • deletes the 2007 FSA-578 for the farm • runs EOD process Friday night, June 15th, and the FSA-578 data is queued for transmission. |
| | The nightly transmission process runs, and the data is sent to Kansas City. |
| Monday morning, June 18th | All the county transmission files are merged and updated to the mainframe. |
| Monday afternoon, June 18th | A mainframe process runs to create transaction files for the Web. |
| Monday, midnight, June 18th | The Web processes the transactions and updates the database, thus providing the Web service access to the data by Tuesday morning, June 19th. |
| Tuesday, June 19th | The reconstitution is updated by the County Office. |