

For: State and County Offices

Farm Records and SCIMS Clean-up

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Obsolete Notices CM-580 and CM-585 provided instructions for correcting errors that were discovered after migrating farm records from System 36 to the Web; numerous farms are still showing on the Web as having:

- no operator or multiple operators
- tracts with no owners.

The number of farms listed on the reports indicates corrective action is required by many counties. Corrections must be made immediately to ensure that any changes to farm records are updated properly on those farms.

Other farms are also failing to update in Farm Record System (FRS) because of producers associated with the farms having multiple records using the same Tax Identification Number (TIN). The majority of these records are revocable trusts, LLC's, or estates using an individual's TIN. SCIMS software no longer accommodates multiple records with the same TIN and type.

Reports identifying these conditions have been posted to the following web site:
<http://dc.ffasintranet.usda.gov/farmbill/cc/default.htm>

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1 Overview (Continued)

B Purpose

This notice:

- provides instructions to State and County Offices about correcting SCIMS and farm records
- requires consultation with FLP staff if correction of record is for a FLP borrower
- advises State and County Offices of action required by February 20, 2009
- advises State and County Offices a report will be processed on February 23, 2009, to ensure all SCIMS and farm record errors have been corrected.

2 Action

A State Office Action

State Offices shall:

- ensure that County Offices are notified of the contents of this notice
- ensure that County Offices complete all corrections in SCIMS and FRS
- direct any questions concerning FRS to Ginny Haynes by either of the following:
 - e-mail at ginny.haynes@wdc.usda.gov
 - telephone at 202-690-2798
- direct any questions concerning SCIMS to Mike Sienkiewicz by either of the following:
 - e-mail at mike.sienkiewicz@wdc.usda.gov
 - telephone at 202-720-8959.

B County Office Action

County Offices shall:

- research farms listed on the “Multiple or No Operator” report to determine the correct operator and add or correct the operator according to 3-CM, paragraph 130
- research tracts listed on the “Tracts with No Owners” report to determine the correct owner(s) and add or correct the owner(s) according to 3-CM, paragraph 226
- make all necessary changes in FRS for all years listed on the reports; however, make all 2009 changes first

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2 Action (Continued)

B County Office Action (Continued)

- access the customer listed on SCIMS report and resolve according to the following instructions.

The following error message will display when attempting to submit these records:



To resolve these records users will need to do 1 of the following:

- remove TIN from record(s) sharing the same TIN that are not due or will not be requesting monetary benefits, but need to reside in SCIMS for other purposes; “Submit” the record to update SCIMS

Notes: If a record is no longer an “Active” customer, inactivate the record according to 1-CM, subparagraphs 177 B and 178 B for individuals and business customers respectively. **Remove TIN before inactivating the record.**

Verify that the customer does not have a TTPP contract before taking this action. If the customer does have a TTPP contract, the County Office must perform contract maintenance on the TTPP contract **before** inactivating this record in SCIMS.

- if a customer is due a payment or will be requesting monetary benefits as an individual and/or a “member of an entity”, the revocable trust or LLC which currently shares the same TIN will need to obtain an Employer Identification Number and provide it to the County Office
- request active estates to provide EIN
- merge duplicate records, as applicable
- contact the State Office, if there are any problems making the corrections.