

For: State and County Offices

Preparing for the Business File System Deployment

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The Subsidiary System that resided on System 36 in FSA County Offices was a major software application that contained wide-ranging data. Reengineering the entire system at once was impractical and unnecessary because much of the data is independent. Therefore, a phased-in approach was adopted with the initial phases defined as:

- Producer Eligibility System
- Payment Limitation Combined Producer System
- Business File System.

The web-based Producer Eligibility and Payment Limitation Combined Producer Systems have been deployed. The web-based Business File System is being deployed in phases defined as:

- Individual
- Entities Without Members
- Entities With Members
- Joint Operations.

B Purpose

This notice:

- informs State and County Offices:
 - of the projected release schedule for the Business File System
 - of the information needed to record data into the Business File System

Disposal Date

September 1, 2011

3-24-11

Distribution

State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose (Continued)

- that dataloading information into the web-based system from existing CCC-902I's and CCC-902E's that have been filed must be completed as soon as possible after software is received
- that immediate action is **required** to ensure that problematic situations are identified and corrected **before** the Business File System is deployed
- obsoletes Notice CM-681 to correct subparagraph 3 B.

2 General Information

A Introduction

The Business File process automates the processes related to filing of and determinations for farm operating plans. Not all processes will be available immediately, but the following is a summary of the various efforts under development for the Business File process.

- Allows for all information to be captured in the Business File System that is currently manually recorded on CCC-902I and CCC-902E.
- The questions presented through the interview are dictated by the type of farming operation.

Example: If the farming operation is a revocable or irrevocable trust, then a question is presented asking whether a copy of the trust agreement has been provided, but that question is **not** applicable for other business types.

- County Offices will initially be required to dataload information into the web-based Business File System from existing CCC-902I's and CCC-902E's that have been filed. Once recorded, a farm operating plan can be modified in the Business File System when changes to the farming operation occur.
- Once the interview is complete, the automated version of CCC-902 can be printed for the producer's signature.
- The COC determination report summarizes the contribution information recorded through the interview process and identifies potential problematic conditions.
- The COC determination process automates CCC-903. Like the process for capturing the CCC-902 information, the questions presented through this process are predicated on the type of farming operation involved.

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2 General Information (Continued)

B Deployment Schedule

The CCC-902 dataload part of the Business File System:

- is now in the testing stage and is expected to be ready for initial deployment to County Offices in May 2011
- will be deployed in phases according to the following.

Phase	Description	Projected Release Date
1	Allows data to be recorded for individual producers filing CCC-902I's.	May 2011
2	Allows for data to be recorded for entities without members, such as nonprofit organizations filing CCC-902E's.	July 2011
3	Allows for data to be recorded for entities with members, such as corporations filing CCC-902E's. Also includes customers with a business type of "Individuals Operating as a Small Business".	July 2011
4	Allows for data to be recorded for joint operations filing CCC-902E's.	September 2011

A release date has **not** been determined for the COC determination report or the COC determination process.

C Training

Information on training will be provided at a later date.

3 Steps to Assist With the Dataload Process

A Background

The Business File System retrieves information from various systems. Accordingly, it is **crucial** that the Fiduciary file, Farm Records Management System (FRS), and SCIMS contain correct and accurate data.

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3 Steps to Assist With the Dataload Process (Continued)

B Updating FRS

The Business File System retrieves data from FRS to display all farms associated with the applicable customer. Any farm, on which the customer is recorded as an operator, owner, and/or other producer in FRS, will be retrieved for completing CCC-902 in the Business File System. To ensure that the correct data is available to the Business File System, farm records data **must** be accurate. Authorized FSA users can access the FSA Intranet at <http://fsaintranet.sc.egov.usda.gov/ffas/farbill/ccc/> for the following reports that identify problematic situations:

- “Multiple or No Operator” identifies farms that should be reviewed to determine the correct operator

Note: See 3-CM, paragraph 130 for guidance about operator updates in FRS.

- “Tracts With No Owners” identifies tracts that should be reviewed to determine the correct owners

Note: See 3-CM, paragraph 226 for guidance about owner updates in FRS.

- “Duplicate Tracts” identifies farms that should be reviewed to determine existence of duplicate tracts.

Note: See 3-CM, subparagraphs 24 B through G and Part 6 for guidance about tracts updates in FRS.

Users shall also review and ensure that other producers (OT’s) are associated to applicable tracts according to 3-CM, paragraph 211.

C Updating SCIMS

The Business File System retrieves data from SCIMS for the applicable customer. The customer’s business type recorded in SCIMS determines the questions used by the Business File System to capture data for inclusion on CCC-902. To ensure that the correct data is available to the Business File System, SCIMS data **must** be accurate. The Business File System uses:

- birth date recorded for minors
- business type recorded for customers.

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3 Steps to Assist With the Dataload Process (Continued)

D Updating the Fiduciary File

The Business File System retrieves minor-parent/guardian relationship data from the Fiduciary file for the applicable customer for inclusion on CCC-902. To ensure that the correct data is available to the Business File System, the relationship information **must** be recorded in the Fiduciary file. See 1-CM, paragraph 764 for guidance about Fiduciary System updates.

4 Action

A State Office Action

State Offices shall:

- ensure that County Offices are notified of the contents of this notice
- emphasize to County Offices the importance of rectifying problematic situations **before** the deployment of the Business File System
- direct any questions about SCIMS to Mike Sienkiewicz by either of the following:
 - e-mail to **mike.sienkiewicz@wdc.usda.gov**
 - telephone at 202-720-8959
- direct any questions about FRS and the Fiduciary file to Rick Blackwood by either of the following:
 - email to **rick.blackwood@wdc.usda.gov**
 - telephone at 202-720-5422.

B County Office Action

County Offices shall follow the contents of this notice to ensure that problematic situations are rectified **before** the Business File System is deployed and contact the State Office to resolve questions.