

For: State and County Offices

FY 2004 Conservation Program Rollover, Reconciliation, and eFunds Interaction

Approved by: Deputy Administrator, Farm Programs



1 Performing Rollover and Reconciliation

A Background

After September 30, 2004, County Office conservation activities **cannot** be performed until FY conservation program rollover has been completed. After October 21, 2004, State conservation ledger activities **cannot** be performed until FY conservation program rollover has been completed. After rollover, **but no later than December 31, 2004**, County and State FY-end reconciliation must be completed.

If FY-end reconciliation, ACP-259B report, and supporting documentation, is not received in KCFO by December 31, 2004, conservation programs will be suspended in eFunds for that State until the report is received.

Note: Conservation programs to be included on the reconciliation report are: ACP, ECP, ECPSOCA, EQIP, Interim EQIP, PRP, RCWP, and SIP.

B Purpose

This notice advises:

- County Offices to review and use the following procedures to perform county FY-end rollover:
 - CRES system, 1-CONSV, Part 12
 - CCC system, 2-CONSV, Part 12
 - county FY rollover automation items, see subparagraph 2 B
- State Offices to review and use the following procedures to perform State FY-end rollover:
 - CRES system, 1-CONSV, Part 9
 - CCC system, 2-CONSV, Part 16.

Disposal Date	Distribution
April 1, 2005	State Offices; State Offices relay to County Offices

Notice CONSV-94

1 Performing Rollover and Reconciliation (Continued)

B Purpose (Continued)

- if ACP-259B and supporting documentation is not received in KCFO by December 31, 2004, from the State Office, conservation programs will be suspended in eFunds for the applicable State until the reconciliation report is received.

2 Action

A State Office Action

State Offices shall:

- ensure that County Offices follow instructions in subparagraph B
- address and resolve any reconciliation problems by **COB September 30, 2004**, for all applicable conservation programs, including any differences:
 - between State and County Office ledgers
 - on the Cumulative Reconciliation Report

Notes: Problems that are not resolved before rollover will likely be compounded by the rollover process. These items should be corrected before FY-end to reconcile problems and avoid substantially greater workload.

- complete FY rollover when all County Office progress reports have been transmitted to KCFO, but **no later than October 22, 2004**
- ensure ACP-259B Report is completed no later than **December 31, 2004**, as required by 1-CONSV, paragraph 787.

Note: If ACP-259B and supporting documentation is not received in KCFO by December 31, 2004 from the State Office, conservation programs will be suspended in eFunds for the applicable State until the reconciliation report is received.

Notice CONSV-94

2 Action (Continued)

B County Office Action

County Offices shall for all applicable conservation programs:

- follow State Office instructions about allocation increases and decreases that may be needed to reconcile County Office ledgers with State Office ledgers before FY rollover
- address all other reconciliation problems by COB September 30, 2004, including any differences on the Cumulative Reconciliation Report

Notes: Problems that are not resolved before rollover will likely be compounded by the rollover process. These items should be corrected before FY-end to reconcile problems and avoid substantially greater workload.

Necessary corrections can be made to AD-245's and CCC-1245's with final performance recorded during FY 2004 until **March 15, 2005**. After that date, access will **only** be allowed for corrections by use of a password available from CEPD through the State Office.

Except for any possible appeals, the SIP is over. This includes regular SIP, SIP-ICE, SIP-Pest, and SIP-Fire.

- prepare for FY rollover by COB September 30, 2004, and complete FY rollover on October 1, 2004, according to established procedure
- follow **all** instructions in this notice.