

For: State Offices

Supplemental Revenue Assistance Payments (SURE) Reviews

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Because of the significant amount of data required to compute SURE payments, a fully automated process is **not** yet available for computing SURE payment amounts for 2008 losses. As a result, the SURE Interim Workbook has been developed to compute SURE payments.

The SURE Interim Workbook contains a producer’s basic information, other payment amounts, crop data, SURE guarantee data, SURE revenue data, and COC determination used to calculate a SURE payment. The data is entered manually by a County Office employee.

Because of the amount of manually entered data and complexity of the SURE Interim Workbook, there is a high probability that data errors may occur. For that reason, a national SURE review targeting FSA-682’s and the SURE Interim Workbook process will be conducted to identify any weaknesses in the manual process.

B Purpose

This notice provides an overview of SURE reviews.

Disposal Date	Distribution
July 1, 2010	State Offices; State Offices relay to CORP Coordinators and COR’s

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2 Statistical Sampling and Data Analysis

A Statistical Techniques

A single-stage, stratified-sampling methodology has been used to randomly select the producers to be reviewed. The stratification process is used to control the variability in the sample and to strengthen the validity of the resulting statistical estimates.

B Statistician Expertise

The sample design, selection of sample, and resulting statistical estimates have been provided by an experienced survey statistician under contract with FSA.

C Sample Size

The total sample size for the SURE reviews is 300 producers. Twenty-eight States and 202 counties are included in the SURE review. The number of producers selected for each county may range from 1 to 8 per county. Most counties will have only 1 or 2 producers selected.

3 Scope of Reviews

A Limited Scope

The scope of the SURE reviews will be limited to reviewing FSA-682's and SURE Interim Workbooks.

COR's shall verify that:

- FSA-682 is on file and has been properly completed
- the data entered in the SURE Interim Workbook correctly reflects the supporting documentation.

Note: Other than verifying that a properly completed FSA-682 is on file, eligibility is **not** within the scope of this review.

B Required Documentation

For each producer in the sample, COR shall obtain copies of the following:

- FSA-682 and, if applicable, FSA-682A
- SURE Interim Workbook
- SURE Interim Report
- FSA-578 producer print
- production evidence, as applicable
- 1-SURE, Exhibit 7.

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4 COR Assignments

A State Office Shall Make Assignments

ORAS will provide the CORP coordinator with a list of counties in their State selected for SURE review, including the number of producers selected in each county. SED or CORP coordinator shall assign selected counties to COR's within their State.

Note: If the State determines reviews **cannot** be completed by the due date in paragraph 6, notify ORAS and a COR outside of the State will be assigned.

B Priority

SURE reviews shall take priority over **any** previously assigned review or assignment.

5 Modifying Samples

A Changes to Sample

For reviews to be statistically sound, **no** changes in selection of County Offices or producers to be reviewed are allowed.

B Expanding Samples

Producers to be reviewed will be provided to COR's. Samples shall **not** be expanded.

6 Timeframes

A When Will Reviews Be Conducted

Reviews shall begin as soon as possible after issuance of this notice and be completed no later than **May 21, 2010**.

B Review Time

Expect a review time for each producer to average between 4 and 6 hours after all documents for that producer have been received from the applicable County Offices.

Note: County Offices shall provide requested documentation to COR within 24 hours of the request.

C Corrective Action Plan (CAP) Approval and Closing Report

Timeframes in 1-COR for approving CAP's and submitting closing reports to SED and ORAS shall be followed.

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7 Conducting SURE Improper Payments Information Act Reviews

A Off-Site Reviews

National SURE reviews shall be conducted off-site.

B Reporting Review Results

COR's shall document the review using the electronic CORP (eCORP) Web application.

C Obtaining Records for Review

After COR has been assigned a specific County Office to review, COR shall contact ORAS for the sample selection.

COR's shall contact the applicable recording County Office and obtain copies of FSA-682, SURE Interim Workbook, and other necessary documentation used as source information for the SURE Interim Workbook.

Notes: If the producer is multi-county, the recording county should be able to provide copies of all SURE Interim Workbooks and FSA-682's; however, other supporting documentation will have to be obtained from the specific administrative County Office.

County Offices shall e-mail SURE Interim Workbooks to COR. Other documents can either be scanned and e-mailed or FAXed to COR. County Offices shall provide requested documentation to COR within 24 hours of the request.

D Entrance and Exit Conference

There will be **no** official entrance or exit conference held for these reviews.

Note: COR's shall enter the date of initial contact with the recording county as the "Entrance Conference Date" in eCORP.

While conducting SURE reviews, COR's shall contact the applicable County Office if additional documentation or clarification is required.

8 Policy and Procedure Questions

A Questions About CORP

Contact ORAS with any questions about policies and procedures for conducting and documenting CORP reviews.

B Questions About FSA-682's and SURE Interim Workbooks

COR's shall contact ORAS with any questions about policies and procedures for completing FSA-682's and the SURE Interim Workbooks in relation to SURE reviews. Questions will be elevated to SURE program managers for answers.