

For: State and County Offices

County Office Review Program Findings

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The Final Report for the County Operations Review Program (CORP) for FY 2002 has been completed. This report:

- is issued to help identify problem areas in County Office operations
- provides information to management on the general status of field program delivery, along with recommendations for corrective actions.

B Purpose

This notice provides a list of common errors in the Compliance area found by the CORP review. The 2 areas of concern are HELC/WC Operations and Measurement Services. State and County Offices shall review this notice to become familiar with both the error and the procedural reference to ensure that the errors will not be repeated in the future in other counties.

Disposal Date November 1, 2003	Distribution State Offices; State Offices relay to County Offices
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2 Problem Areas in County Office Operations

A County Office Errors

The following table provides a list of errors along with procedural references that will assist the County Office on the proper procedure for filing and completing the HELC/WC and Measurement forms for future years.

Program Area	Description of Finding	Procedure Reference
HELC/WC	AD-1026A attached to AD-1026 is printed after the date the producer certified it is true and correct.	6-CP, subparagraph 423 E
	AD-1026 is not revised after changes in the farming operation are reported.	6-CP, subparagraph 473 A
	Producer is not verifying farms/tracts listed on AD-1026A, item 12, on which they are listed as "OT."	6-CP, subparagraph 423 C
	AD-1026A is not attached to producer's AD-1026.	6-CP, subparagraph 419 A
	AD-1026, item 7, does not list affiliated persons with farming interests nor is "none" entered.	6-CP, subparagraph 433 B, step 2
	AD-1026 is not marked "VOID" when a revised AD-1026 is requested for nonmulti-county producers.	6-CP, subparagraph 475 A
Measurement Services	Producer is not initialing that the statements on the back of the "Operators Receipt" were read.	2-CP, subparagraph 461 A, item 36
	Farm location is not entered on FSA-409.	2-CP, subparagraph 461 A, item 6
	Type of measurement service requested is not entered on FSA-409.	2-CP, subparagraph 461 A, item 7
	FSA-409 is not signed by person requesting measurement service.	2-CP, subparagraph 461 A, item 16
	The aerial photo number is not entered on FSA-409.	2-CP, subparagraph 461 A, item 3

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2 Problem Areas in County Office Operations (Continued)

A County Office Errors (Continued)

Measurement Services (Cntd)	The control number is not entered on FSA-409.	2-CP, subparagraph 461 A, item 4
	FSA-409 is not signed by FSA Reporter.	2-CP, subparagraph 461 A, item 35
	The payment amount is not entered on FSA-409.	2-CP, subparagraph 461 A, item 17A
	FSA-409 is not completed to show breakdown of costs.	2-CP, subparagraph 461 A, item 11
	FSA-409 is not signed by employee recording request.	2-CP, subparagraph 461 A, item 17B
	The basic farm rate is not entered on FSA-409.	2-CP, subparagraph 461, item 13
	The crop to be measured is not entered on FSA-409.	2-CP, subparagraph 461 A, item 8
	Producer's address is not entered on FSA-409.	2-CP, subparagraph 461 A, item 1
	The date of request is not entered on FSA-409.	2-CP, subparagraph 461 A, item 6
	FSA-409 does not indicate method of payment.	2-CP, subparagraph 461A, item 17A
	FSA-409 is not completed with the total cost for the measurement service.	2-CP, subparagraph 461 A, item 15
	Signature of employee recording request is not dated.	2-CP, subparagraph 461A, item 17B

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3 Action

A State Office Action

State Offices shall advise County Offices to review this notice to become aware of the common errors as well as the procedural references for filing AD-1026's and FSA-409's correctly.

B County Office Action

County Offices shall review this notice to become familiar with common errors and procedural references to ensure that AD-1026's and FSA-409's are filed correctly.