

For: State and County Offices

2003 Crop Compliance Data Activity

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

County Offices are required to conduct farm inspections to ensure that producers comply with applicable FSA program requirements and to determine the accuracy of acreage reports.

B Purpose

This notice:

- reminds State and County Offices that spot check registers shall be processed and spot checks shall be completed in a timely manner
- clarifies why some reports may be less than 100 percent complete
- provides clarification of employee spot checks
- advises that the 2003 Crop Compliance Data Report will be available to State and County Offices on October 31, 2003, in County Release No. 524.

Disposal Date	Distribution
May 1, 2004	State Offices; State Offices relay to County Offices

Notice CP-575

2 Automated Farm Inspection Selection (AFIS) and Spot Checks

A Farm Inspections Required

County Offices are required to run the AFIS register to accomplish the required spot checking.

State and County Offices are reminded that the FSA compliance process is very important. Not only does the compliance process assist in ensuring the integrity of different programs, but it is a great source of information to FSA and other agencies. It is expected that counties are in the midst of completing their 2003 farm spot checks, if not already completed.

B Incomplete Compliance

State and County Offices may be unable to reach 100 percent because of the following:

- County Offices did **not** follow procedures in running the required spot-check list to remove nonrequired names from the spot check register (adjusting the name and address file) before running the spot check register (and the county has chosen **not** to spot check these farms)

Note: Once the names reside on the register, they cannot be removed.

- County Offices do **not** have complete codes for FHA borrowers in the name and address file
- selected farms were not spot-checked before a reconstitution and can no longer be assessed
- an inactive FSA-578 was not deleted before running the spot check register.

3 Employee Reviews

A Using FSA-577

FSA-577 shall be used to conduct reviews of employees involved in compliance activities, according to 2-CP, paragraph 332. A review of the Crop Compliance Data Report, supervisory spot-check data, reveals that the intent of the report is misunderstood by many State and County Offices. Review the information for accuracy.

4 Responsibilities

A State Office Responsibilities

State Offices shall:

- ensure that counties have run AFIS and are making the required spot checks according to procedures
- ensure that 2003 compliance activity is completed in a timely manner and that reports are timely transmitted beginning in November (or the month after the software is available) until all compliance activity is completed
- report to PECD, Compliance Branch at 202-690-0700, County Offices that have not started and problems encountered in completing the spot check process.

B County Office Responsibilities

County Offices shall ensure that:

- DD's are informed of problems encountered with timely completion of compliance activity
- compliance activity is transmitted in a timely manner.