

For: State and County Offices

FY 2004 Compliance County Office Review (COR) Findings

Approved by: Deputy Administrator, Farm Programs



1 FY 2004 COR Report

A Background

The summary COR report has been finalized for FY 2004. The report includes a list of common errors concerning compliance.

B Purpose

This notice provides State and County Offices with a summary of the COR error findings for FY 2004 along with a comparison to previous year averages. It also directs follow-up action within each State to ensure that all offices review the listed commonly discovered errors and take any needed corrective action.

2 State and County Action

A County Office Review of Error Listing

Each County Office shall review the list of common compliance errors shown in Exhibit 1 to ensure that proper procedure is being following according to 2-CP.

Depending upon the nature of the error, corrective action may include updating existing records to comply with handbook instructions. In certain cases, such as those involving forms with producer's signatures, steps shall be taken to comply with all handbook requirements for future occurrences.

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

Common Compliance Error List

Description of Finding	Percent of County Offices With Findings	
	FY 2003	FY 2004
FSA-409 is not initialed by the producer. Needed to show producer's acceptance of conditions on the reverse of the form. 2-CP, subparagraph 461 A, item 36		52
Farm location is not entered on FSA-409. Needed to locate farm with measurement service. 2-CP, subparagraph 461 A, item 6	31	50
FSA-409 is not signed by the reporter. Needed to show who performed the measurement. 2-CP, subparagraph 461 A, item 35		27
FSA-409 is not signed by the person requesting the measurement service. Without signature, there is no authorization to do the measurement. 2-CP, subparagraph 461 A, tem 16	39	25
Telephone number of contact person is not entered on FSA-409. Needed to direct questions to person requesting measurement service. 2-CP, subparagraph 461 A, tem 5		19
Control number is not entered on FSA-409. Needed for filing purposes. 2-CP, subparagraph 461 A, item 4		15
Payment amount is not entered on FSA-409. Needed to inform producer of the cost of service. 2-CP, subparagraph 461 A, item 17A	13	15