

For: State and County Offices

**Entering 2008 Compliance Review and Spot Check Results
in the National Compliance Review Database**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

According to 2-CP, paragraphs 360 and 361, County Offices shall access the National Compliance Review Database and enter compliance review results. In Notice CP-627, County Offices were advised that:

- modifications were being made to the database
- they should maintain written documentation of their 2008 compliance review and spot check findings until the database was ready for deployment.

Note: Modifications to the database have been completed and County Offices shall begin loading 2008 compliance review and spot check results.

B Purpose

This notice:

- advises State and County Offices that as of August 1, 2008, the 2008 Compliance Review Database is available for data entry
- provides the web address to access a list of 2008 survey codes for producers selected for compliance review and spot check
- provides additional instructions for entering 2008 compliance review results.

Disposal Date	Distribution
February 1, 2009	State Offices; State Offices relay to County Offices

Notice CP-633

2 2008 Survey Codes

A Accessing Survey Codes for Selected Producers

According to 2-CP, subparagraph 360 A, each producer selected for spot check and review has been assigned a unique survey code. County Offices must enter the assigned survey code for the producer to enter 2008 compliance review and spot check results.

A list of survey codes for producers selected for 2008 compliance review and spot check has been posted on the Intranet at <http://dc.ffasintranet.usda.gov/farmbill/ccc/default.htm>.

B Survey Codes for Multi-State/County Producers

For program year 2007, producers were assigned 1 survey code. Even if the producer had farming interests in several counties, that same survey code was used to enter compliance review results. Beginning in program year 2008, producers will have a different survey code for each State and/or county in which they have farming interests.

County Offices shall ensure that they use the survey code listed by the State or county for which the spot check was conducted.

Example:

2008 Survey Codes

State Code	County Code	County Name	Producer Name	Survey Code
01	001	Autauga County	John Doe	01-480000011-ABC123
01	003	Baldwin County	John Doe	01-480000012-DEF456

In this example, John Doe was selected for 2008 compliance review and spot check. Mr. Doe farmed in both Autauga and Baldwin Counties. Compliance reviews and spot checks were conducted in both counties. The Autauga County Office shall use the survey code listed by Autauga County when entering compliance review results in the database. Likewise, the Baldwin County Office shall use the survey code listed for John Doe in Baldwin County when entering spot check results.

Notice CP-633

3 Additional Instructions

A Accessing the 2008 Compliance Review Database

County Offices can access the 2008 Compliance Review Database at the NASS Survey Site at <http://www.agcounts.usda.gov>.

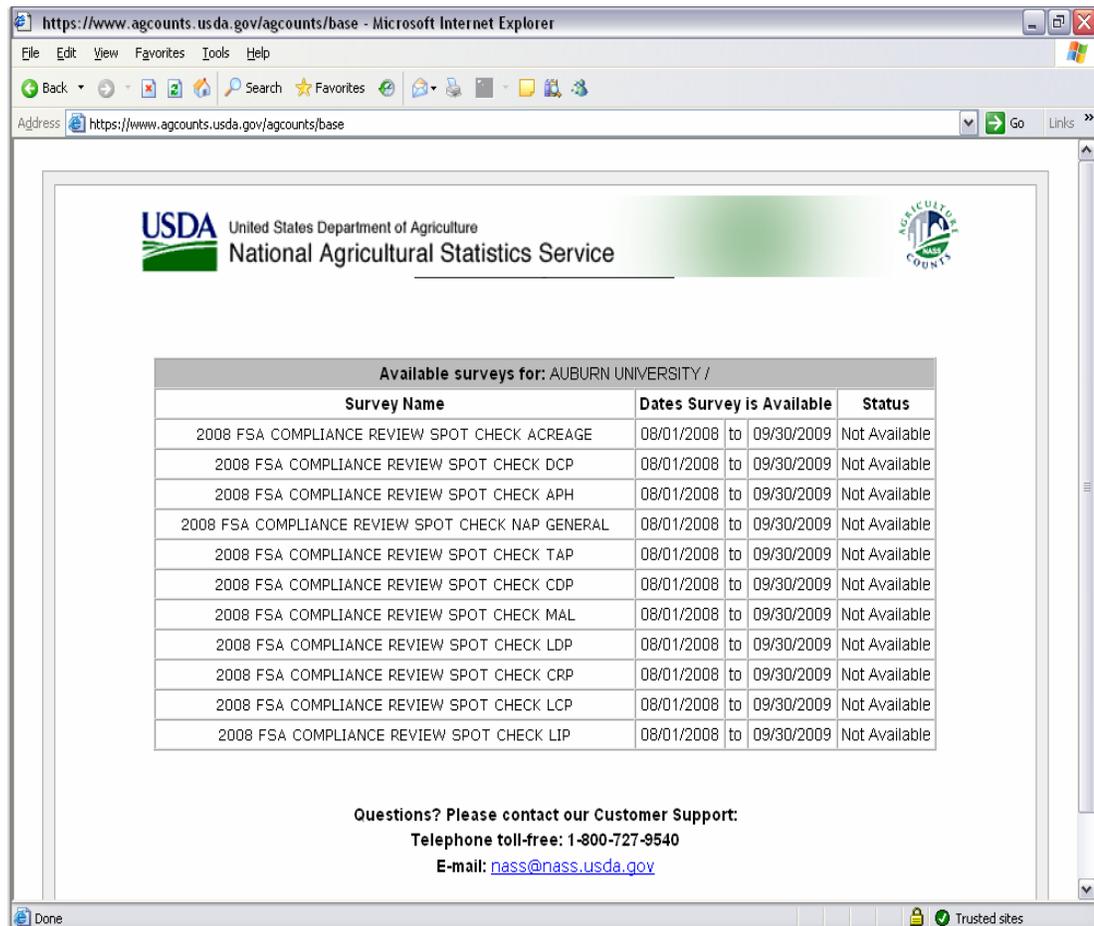
County Offices shall refer to 2-CP, subparagraph 360 A for procedure on accessing the database.

B Separate Program Surveys

In program year 2007, all programs/activities were included in the database under one FSA Compliance Review Spot Check Survey.

For program year 2008, all programs/activities included in the compliance review process will have a separate survey. After County Offices enter the appropriate survey code for the producer, the Program Survey Screen will display the surveys for all the applicable programs/activities. County Offices can access all program areas and enter data.

The following is an example of the Program Survey Screen.



The screenshot shows a web browser window displaying the USDA National Agricultural Statistics Service website. The page title is "Available surveys for: AUBURN UNIVERSITY /". Below the title is a table with three columns: "Survey Name", "Dates Survey is Available", and "Status". The table lists ten different surveys, all of which are marked as "Not Available". At the bottom of the page, there is contact information for Customer Support, including a telephone toll-free number and an email address.

Survey Name	Dates Survey is Available	Status
2008 FSA COMPLIANCE REVIEW SPOT CHECK ACREAGE	08/01/2008 to 09/30/2009	Not Available
2008 FSA COMPLIANCE REVIEW SPOT CHECK DCP	08/01/2008 to 09/30/2009	Not Available
2008 FSA COMPLIANCE REVIEW SPOT CHECK APH	08/01/2008 to 09/30/2009	Not Available
2008 FSA COMPLIANCE REVIEW SPOT CHECK NAP GENERAL	08/01/2008 to 09/30/2009	Not Available
2008 FSA COMPLIANCE REVIEW SPOT CHECK TAP	08/01/2008 to 09/30/2009	Not Available
2008 FSA COMPLIANCE REVIEW SPOT CHECK CDP	08/01/2008 to 09/30/2009	Not Available
2008 FSA COMPLIANCE REVIEW SPOT CHECK MAL	08/01/2008 to 09/30/2009	Not Available
2008 FSA COMPLIANCE REVIEW SPOT CHECK LDP	08/01/2008 to 09/30/2009	Not Available
2008 FSA COMPLIANCE REVIEW SPOT CHECK CRP	08/01/2008 to 09/30/2009	Not Available
2008 FSA COMPLIANCE REVIEW SPOT CHECK LCP	08/01/2008 to 09/30/2009	Not Available
2008 FSA COMPLIANCE REVIEW SPOT CHECK LIP	08/01/2008 to 09/30/2009	Not Available

Questions? Please contact our Customer Support:
Telephone toll-free: 1-800-727-9540
E-mail: nass@nass.usda.gov

3 Additional Instructions (Continued)

C Producers Not Participating in All Programs

In program year 2007, if a selected producer did **not** participate in a certain program/activity, County Offices left the data entries “blank” for that program area.

For program year 2008, a “**Not Applicable**” radio button has been added for each program area. If a producer did **not** participate in a certain program/activity, County Offices must:

- enter the applicable survey
- click the “**Not Applicable**” radio button
- save the entry.

Note: This procedure shall be followed for each program/activity the producer did **not** participate in for the year.

Example: John Doe was selected for 2008 spot check and review. Mr. Doe filed 2008 acreage reports and participates in DCP. However, he does **not** participate in any of the other applicable programs.

In this case, the County Office will enter spot check results in the 2008 Acreage Survey and the 2008 DCP Survey. Although Mr. Doe did **not** participate in any other programs, the County Office must:

- enter each remaining program survey (NAP-APH, NAP-General, TAP, CDP, MAL, LDP, CRP, LCP, LIP)
- click the “**Not Applicable**” radio button
- save the entry.

D Producers Not Participating in Any Programs in Any State/County

Because producers are selected for spot check and review based, in part, on prior years’ payments and program participation, some producers selected may **not** be farming or participating in **any** FSA programs for the current year. If it is determined according to 2-CP, subparagraph 322 B that a selected producer is **not** participating in **any** FSA programs for the year, County Offices shall ENTER “**Non Participant**” in the “E-Mail Address” box according to 2-CP, subparagraph 360 A (step 4).

Example: Jane Doe was selected for 2008 spot check and review based on her prior years’ payments and program participation. However, Mrs. Doe has no farming interests and is **not** participating in any FSA programs in 2008. In this case, the County Office shall ENTER “**Non Participant**” in the “E-Mail Address” box.

Notice CP-633

3 Additional Instructions (Continued)

D Producers Not Participating in Any Programs in Any State/County (Continued)

Note: In cases like this example, it is **not** necessary for the County Office to enter each program survey and click on the “**Not Applicable**” radio button. The entry of “**Non Participant**” in the “E-Mail Address” box is the only entry required.

4 Action

A County Office Action

County Offices shall:

- enter program year 2008 compliance review and spot check results throughout the year according to this notice
- ensure that all compliance review and spot check results for program year 2007 have been entered in the 2007 database according to 2-CP, paragraphs 360 and 361, no later than September 30, 2008.

B State Office Action

State Office Compliance Specialists shall ensure that County Offices:

- follow procedure in this notice when entering program year 2008 compliance review and spot check results
- have entered all program year 2007 compliance review and spot check results in the 2007 database no later than September 30, 2008.

C Contacts

If there are any problems or concerns with the database or this notice:

- County Offices shall contact their State Office Compliance Specialist
- State Office Compliance Specialists shall contact Melonie Sullivan by either of the following:
 - e-mail at melonie.sullivan@wdc.usda.gov
 - telephone at 202-690-1003.