

For: State and County Offices

**Entering 2010 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 are to access the National Compliance Review Database and enter compliance review results. In a previous notice, County Offices were advised that modifications were being made to the compliance database and that County Offices should maintain written documentation of 2010 compliance review and spot check findings until the database was ready for deployment.

Modifications to the database have been completed and County Offices shall begin loading 2010 compliance review and spot check results.

B Purpose

This notice:

- advises State and County Offices that the Compliance Review Database is available for data entry
- provides the web address to access a listing of 2010 survey codes for producers selected for compliance review and spot check
- provides additional instructions for entering 2010 compliance review results.

Disposal Date	Distribution
June 1, 2011	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact Information

For any problems or concerns with the database or this notice:

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

2 2010 Survey Codes

A Accessing Survey Codes for Selected Producers

In accordance with 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 2010 compliance review and spot check results.

A list of survey codes for producers selected for Spot Check and Review has been posted on the Common Provisions Branch web page on the intranet at <http://fsaintranet.sc.egov.usda.gov/ffas/farmbill/ccc/default.htm>.

B Survey Codes for Multi-State/County Producers

Producers 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 applicable State or county for which the spot check was conducted.

Example: In the following example, Any Producer was selected for 2010 compliance review and spot check. Any Producer farmed in County 1 and County 2. Compliance reviews and spot checks were conducted in both counties. County Office employees in County 1 shall use the survey codes listed for Any Producer in County 1. Likewise, County Office employees in County 2 shall use the survey code listed for Any Producer in County 2 to enter spot check results for that county.

2010 Survey Codes

State Code	County Code	County Name	Producer Name	Survey Code
01	001	County 1	Any Producer	01-480000011-ABC123
01	003	County 2	Any Producer	01-480000012-DEF456

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3 Accessing the Compliance Review Database

A Web Address

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

B Example Screens and Instructions

The following Welcome to the NASS Internet Survey Site Home Page will be displayed, prompting the user to enter the survey code for the producer.

County Offices shall enter the applicable survey code for the producer and CLICK “Next Page”.

USDA United States Department of Agriculture
National Agricultural Statistics Service

Welcome to the NASS Internet Survey Site

You will need your **Survey Code** to complete NASS surveys on-line.
Your **Survey Code** appears on the mailing label that we sent to you.

Please enter your **Survey Code** here - -

To continue, click here

Below is an example of the mailing label, similar to the one that was sent to you with the Survey Code highlighted in yellow.

11 22222220 SURVEY CODE=11-22222221-AA1AAA JQP FARMS JOHN Q PUBLIC 123 CTY RD 1 ANYTOWN, ST 12345-6789

Example Mailing Label

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

[Accessibility Statement](#)

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3 Accessing the Compliance Review Database (Continued)

B Example Screens and Instructions (Continued)

The following is an example of the screen that will be displayed with all available Compliance Review Surveys.

Each program/activity included in the compliance review process shall have a separate survey. County Offices shall **CLICK “Check the Survey”** for the applicable survey to enter compliance review and spot check findings.

United States Department of Agriculture
National Agricultural Statistics Service

Available surveys for:		
Survey Name	Dates Survey is Available	Status
2010 FSA COMPLIANCE REVIEW SPOT CHECK APH	05/06/2010 to 05/06/2011	Click for Survey
2010 FSA COMPLIANCE REVIEW SPOT CHECK DCP	05/06/2010 to 05/06/2011	Click for Survey
2010 FSA COMPLIANCE REVIEW SPOT CHECK NAP GENERAL	05/06/2010 to 05/06/2011	Click for Survey
2010 FSA COMPLIANCE REVIEW SPOT CHECK ACREAGE	05/06/2010 to 05/06/2011	Click for Survey
2010 FSA COMPLIANCE REVIEW SPOT CHECK CRP	05/06/2010 to 05/06/2011	Click for Survey
2010 FSA COMPLIANCE REVIEW SPOT CHECK LDP	05/06/2010 to 05/06/2011	Click for Survey
2010 FSA COMPLIANCE REVIEW SPOT CHECK LIP	05/06/2010 to 05/06/2011	Click for Survey
2010 FSA COMPLIANCE REVIEW SPOT CHECK MAL	05/06/2010 to 05/06/2011	Click for Survey
2010 FSA COMPLIANCE REVIEW SPOT CHECK TAP	05/06/2010 to 05/06/2011	Click for Survey
2010 FSA COMPLIANCE REVIEW SPOT CHECK ACRE	05/06/2010 to 05/06/2011	Click for Survey
2010 FSA COMPLIANCE REVIEW SPOT CHECK LFP	05/06/2010 to 05/06/2011	Click for Survey
2010 FSA COMPLIANCE REVIEW SPOT CHECK SURE	05/06/2010 to 05/06/2011	Click for Survey
2010 FSA COMPLIANCE REVIEW SPOT CHECK MILC	05/06/2010 to 05/06/2011	Click for Survey

Questions? Please contact our Customer Support:
Telephone toll-free: 1-800-727-9540
E-mail: nass@nass.usda.gov
[Accessibility Statement](#)

4 Modifications to Database

A Producers Not Participating in all Programs

Producers may not be participating in all programs/activities included in the compliance review process. A “**Not Applicable**” radio button has been added to each program survey. If a producer did **not** participate in a certain program/activity, County Offices shall enter the applicable survey, CLICK “**Not Applicable**”, and save the entry. This procedure shall be followed for each program/activity the producer did **not** participate in for the year.

Example: Producer 1 was selected for 2010 spot check and review. Producer 1 filed 2010 FSA-578's 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 2010 Acreage Survey and DCP surveys. Because Producer 1 did **not** participate in any other programs, the County Office **must** enter **each** remaining program survey, CLICK “**Not Applicable**”; and save the entry.

B Producers Not-Participating in Any Programs in Any State/County

Because the national selection process is 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. In previous years, County Offices were required to enter “**NA**” in the compliance review database to indicate that the producer selected did not participate in **any** FSA programs for the year.

For 2010, after a County Office has determined that a selected producer does **not** participate in **any** FSA programs for the year and has obtained DD concurrence according to 2-CP, subparagraph 322 B, the County Office shall access the compliance database with the producer's survey code; enter each program survey, CLICK “**Not Applicable**” radio button for each program area; and CLICK “**Save and Return Later**” to save the entry.

Example: Producer 1 was selected for 2010 spot check and review based on prior years' program participation. Producer 1 no longer has any farming interest and does not participate in any FSA programs for 2010.

In this example, the County Office shall access the compliance database; select the survey for each program area listed; CLICK “**Not Applicable**”, for each program, CLICK “**Save and Return Later**”.

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4 Modifications to Database (Continued)

C Saving Data

After entering compliance review findings in the database, County Offices shall click “**Save and Return Later**” at the top of each program survey, as shown in the following screen example. This will save and submit all data entered.

Note: A “Submit” button will be displayed at the end of a program screen, but it is **not** functional. County Offices shall **not** click “Submit”. When users click “**Save and Return Later**”, all data entered is saved and submitted.

The screenshot shows the top of a web application. On the left is the USDA logo with the text 'United States Department of Agriculture' and 'National Agricultural Statistics Service'. On the right is the 'AGRICULTURE MASS COUNTY' logo. Below the logos is a navigation bar with three links: 'Help', 'Save & Return Later', and 'About'. The 'Save & Return Later' link is circled in red. Below the navigation bar is a form with the following content:

Not Applicable

The following information needs to be recorded for Spot Checks on Reported Acreage:

1. How many farms does the selected producer operate?

2. Farm Serial Number:

The following information shall be recorded by farm/crop.
[Please enter four digit crop code as listed in Exhibit 10.5.]

3. Crop Code: [Enter 4-digit crop code listed in 2-CP, Exhibit 10.5.]

4. Is producer out of tolerance on acreage?
 Yes
 No

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4 Modifications to Database

D New Option

After all data has been entered and saved for a selected survey, the following message will be displayed that indicates that the survey is completed. The user will have the option to do either of the following:

- click “**New Survey**”, to complete another survey for the current producer
- click “**New Producer**”, to select another producer to enter compliance review and spot check findings.

County Offices shall select the applicable option to continue loading compliance review and spot check results.

