

For: CO, NE, SD, and WY State and County Offices

Correcting Previously Approved FSA-551, 2002 Cattle Feed Program (CFP) Application

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Certain information from the approved FSA-551's is automatically transmitted to KC. Special actions are required to modify this information after it has been transmitted.

B Purpose

This notice provides instructions for:

- correcting a previously approved FSA-551
- handling overpayments.

2 Applications Requiring Corrections

A Applications Requiring Corrections

Before allowing a change from the originally designated supplier, County Offices shall determine whether a producer has either taken delivery or made any commitment with the supplier to take delivery of nonfat dry milk feed. If either has occurred, the producer shall not change supplier.

Following are reasons for correcting approved applications through the FSA National Help Desk:

- designated feed supplier is unable to supply feed to the applicant
- preferred supplier did not have a code number assigned at time of signup
- designated supplier chooses not to participate in CFP
- application was approved and transmitted in error
- incorrect identification number or incorrect producer entered on the application
- incorrect feed supplier code was entered.

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<p>Disposal Date</p> <p>March 1, 2003</p>	<p>Distribution</p> <p>Above State Offices; State Offices relay to applicable County Offices</p>
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2 Applications Requiring Corrections (Continued)

B

**County Office
Action for
Correcting
FSA-551**

To correct an approved application, the County Office shall **e-mail** information in the following format to the State Office requesting that the desired modification be made to FSA-551.

Note: Any changes in cattle numbers that occur after the application has been approved, and the applicant has received a portion of the cattle feed, shall be adjusted according to Notice DAP-136, subparagraphs 2 H and 3 J.

County & State Name Telephone Number 222-222-2222	State & County Code	Name of Applicant on FSA-551	Applicant ID Number	Reason for the Correction	Data to correct FSA-551
Goshen, Wy.	56-015	John John Smith	XXXXXXXXXX	Wrong Producer	John Joe Smith
Goshen, Wy	56-015	Roy Brown	XXXXXXXXXX	Wrong Cattle Number (200 head)	Correct Number of head 195
Goshen, Wy	56-015	Dolores Niner	XXXXXXXXXX	Feed supplier not willing to sign the agreement.	New Supplier
Goshen, Wy	56-015	Bobby Williams	XXXXXXXXXX	Delete Application Put in by mistake.	

C

**State Office
Action for
Correcting
FSA-551**

The State Office shall **e-mail** the memorandum to Dolores Painter at **dolores_painter@wdc.usda.gov** and FAX FSA-551 to Attention: Dolores Painter at 202-690-3610 or 202-690-2829.

D

DAFP Action

DAFP shall review the corrections and **e-mail** the information to the **FSA National Help Desk** and **KCCO**.

E

**FSA National
Help Desk Action**

DAFP will e-mail the information received from the County Office to the FSA National Help Desk. FSA Help Desk will then call the County Office after receiving the authorization to correct each application. Upon approval, the FSA Help Desk will open a session with the County Office to modify the producer's file.

Note: After all corrections are made the county will transmit the data to KC.

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3 Handling Overpayments

A

Overpayment Procedures

County Offices shall administer any debt resulting from CFP according to 58-FI for claims and 67-FI for receivables.

B

Establishing Receivables

Overpayment software has not yet been developed for CFP. Therefore, County Offices shall manually calculate overpayments. Upon determination that a producer has been overpaid, County Offices shall manually establish a receivable in common receivable system according to 67-FI.

Program code "02CFP" shall be used to establish the receivable.

Refer to 67-FI, Exhibits 6 and 7 for a discovery code and a reason code for the "Basis of Debt Code".
