

For: State and County Offices

FY 2005 County Operations Review Program (CORP) Findings

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The final report for the CORP for FY 2005 has been completed. This report:

- is issued to help identify problem areas in County Office operations
- provides information to management on the general status of field program delivery, along with recommendations for corrective actions.

B Purpose

This notice provides a list of common errors in the Crop Disaster Program (CDP) area found by CORP review. The areas of concern are:

- CDP applications
- signature authority
- adjusted gross income (AGI) certification
- reports of acreage
- conservation compliance.

Note: State and County Offices shall review this notice to become familiar with both the errors and procedural references to ensure that errors will **not** be repeated for future disaster programs.

Disposal Date	Distribution
January 1, 2007	State Offices; State Offices relay to County Offices

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2 Problem Areas in County Office Operations

A County Office Errors

The following table provides a list of errors along with procedural references that will assist County Offices in the proper procedure for filing and completing CDP applications, AGI certifications, signature authority, and conservation forms in future years.

Program Area	Description of Finding	Procedure Reference
AGI Certification	CDP payments are issued without CCC-526, or other approved statement, on file.	5-DAP (Rev.1), subparagraph 31 A
Signature Authority	Representative signatures on CCC-750 are accepted without signature authority on file.	1-CM, subparagraph 707 A
CDP Application	Date crops are planted is not entered on CCC-750.	5-DAP (Rev.1), subparagraph 240 C, Item 11 B
	Disaster event date is not entered on CCC-750.	5-DAP (Rev.1), subparagraph 240 C, Item 11 C
	Type of loss is not entered on CCC-750.	5-DAP (Rev.1), subparagraph 240 C, Item 13
	Planted acreage is not entered on CCC-750.	5-DAP (Rev.1), subparagraph 240 C, Item 15
	“Yes” or “No” is not checked on CCC-750 to indicate if another crop was planted on disaster acreage.	5-DAP (Rev.1), subparagraph 240 C, Item 19
	Disaster event dates are not entered on CCC-750.	5-DAP (Rev.1), subparagraph 240 C, Item 11 C
	CCC-750’s are not signed by CCC representative.	5-DAP (Rev.1), subparagraph 240 C, Item 64 A
	CDP application reviews are not performed by DD.	5-DAP (Rev.1), subparagraph 276 B
	Employee reviews are not performed by CED.	5-DAP (Rev.1), subparagraph 276 F
Acreage Report	CDP payments are issued without FSA-578 on file.	5-DAP (Rev.1), subparagraph 70 H
Conservation Compliance	CDP payments are issued without AD-1026 on file.	5-DAP (Rev.1), subparagraph 32 A

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3 Action

A State Office Action

State Office shall advise County Offices to review this notice and become aware of the common errors before issuing CDP payments.

B County Office Action

County Offices shall review this notice and become familiar with the common errors and procedural references to ensure that all forms associated with CDP are filed correctly **before** issuing CDP payments.

The following payment eligibility criteria and determinations must be made **before** issuing payments or payments may be erroneous:

- AGI certification
- AD-1026.

Applications are **not** valid if the signatures are **not** correct. When accepting and approving applications, it must be verified that anyone signing as a representative has the authority to do so on file in the County Office.

The remaining findings relate to information required on the application to enable COC to make informed decisions. Information on the application must be completed **before** the application is acted on.