

For: State and County Offices

Handling Changes Received in the Last RMA Download

Approved by: Deputy Administrator, Farm Programs



1 Overview

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Background

County Offices have received downloads of multi-year and RMA 1998 single-year data. The last RMA 1998 single-year download, received on or about June 21, provided some counties with a large number of changes in producer data. Many questions have been asked concerning the impact of these changes on CLDAP worksheet and payment processes.

B

Purpose

This notice provides procedure for:

- adjusting single year worksheets
- printing 540A's for producers with changes in RMA 1998 single-year data
- handling overpayments or underpayments as a result of new RMA or NAP downloads.

Note: See Notice DAP-25 for information on revising multiyear automated worksheets.

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**State Office
Action**

State Offices shall immediately FAX this notice to County Offices.

Disposal Date	Distribution
January 1, 2000	State Offices; State Offices FAX to County Offices

Notice DAP-44

2 Changing 1998 Single Year RMA Producer Worksheet Data

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Worksheet Adjustment

County Office personnel may need to adjust production, share, or acreage amounts for a producer with an existing 1998 single year worksheet because of changes that appeared on the last download of 1998 single-year RMA data.

The basic rule is that RMA data shall be used. County Offices shall reference Notice DAP-25 regarding any questionable data appearing on the RMA download report.

Note: See 1-DAP, Part 10, for instructions on making corrections to worksheet data.

B

Printing Revised 540A

Upon completion of corrections to producer worksheets impacted by the last RMA download report, County Office personnel shall:

- print a copy of the revised 540A for the producer
 - note on the 540A the reasons for the correction
 - staple a copy of the revised 540A onto the original 540A
 - **not** obtain COC **or** producer signature on the revised 540A.
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Notice DAP-44

3 Payment Processing

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Handling Situations That Result in Underpayments

For those cases, where the change to the worksheet data results in the producer earning additional payment amounts, County Offices shall:

- access the payment process according to 1-DAP paragraph 1255, to issue the additional payment
- **not** wait for the next program determination download.

Note: The program determination download does not include the payment amounts that can be issued to the producer, just which program has been determined to be the producer's most beneficial program.

B

Handling Situations That Result in Overpayments

Until overpayment software is available, if it is determined that a producer has been overpaid, for any reason, County Offices shall:

- manually compute the overpayment amount after the CLDAP CCC-540A, CCC-540B, and/or CCC-540 has been updated
- immediately notify the producer of the overpayment with a manual notification letter according to 67-FI.

If producers refund overpayment amounts before the CLDAP overpayment software is available, County Offices shall deposit the refund on an automated CCC-257 with program code "REFREP". A future notice will be issued instructing County Offices on the process for rectifying CLDAP refunds deposited with a "REFREP" program code.

Note: Authority to use the "REFREP" program code is temporary and shall only be used until the CLDAP overpayment software is available. County Offices are not authorized to use "REFREP" after the automated CLDAP overpayment software is available.

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Status of Overpayment Software

The CLDAP automated overpayment software is scheduled to be included in County Release No. 410-S projected to be available in County Offices on or about July 9. A future 1-DAP amendment will be issued with instructions on the overpayment process.
