

For: State and County Offices

RMA Data Clarification

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

To assist FSA with the administration of the Crop Disaster Program (CDP), RMA has provided insured producer records to minimize the amount of data needed by the County Office to process a claim. FSA and RMA have downloaded this information to County Offices using the CDP RMA Download Report. This report contains acreage and loss data, if applicable, for all producers who purchased insurance on a 1999 insurable crop in that county.

Several questions have been raised about the information downloaded. The FSA and RMA National Offices have reviewed these concerns and decided further clarification should be provided to State and County Offices.

B

Purpose

This notice:

- provides important reminders about using the CDP RMA Download Report
- identifies the most common questions with examples
- provides a report to be submitted to the Regional Office by County Offices to rectify data discrepancies
- provides action that shall be taken pending resolution of the data by the Regional Office.

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<p>Disposal Date</p> <p>September 1, 2000</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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1 Overview (Continued)

C

Reminder

In cases where RMA data has not been downloaded or claims for indemnities have not been processed, County Offices shall:

- **not** deny producers the right to file a CDP application
 - complete insured producers applications according to 2-DAP, paragraph 28
 - manually load the data in the system according to 2-DAP, Part 8, Section 3.
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2 CDP RMA Download Report Examples

A

Overview

County Offices shall take the following items into consideration when working with the CDP RMA Download Report.

- Producers' records are downloaded to the County Office where the land is physically located.
- A single unit could have multiple acreage records.
- A single unit may have multiple acreage records for the unit but only 1 loss record will be provided.

Note: The loss record will always be attached to the last acreage record.

- Unit number, crop name, type, practice, share, and yield are key data elements for FSA purposes; therefore, if RMA makes a change to 1 of these items in a record, FSA adds an additional record to the file and does not replace the original record, which may create what appears to be a duplicate record.
- When accessing the Load Acres Screen, the data from the first acreage record is prefilled on the screen.
- Once an insured record is accessed, even if the accessed record is not updated, the software will **never** read the download file again; therefore, if subsequent changes are made by RMA and downloaded, County Offices must manually update the application.

Note: This may require the producer to sign a new CCC-547.

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2 CDP RMA Download Report Examples (Continued)

B

Example 1

The following data was provided for John Smith on the CDP RMA Download Report.

ID/Type	Producer Name										Update Date
555443333S	JOHN SMITH										12-20-1999
Unit	Farm	Crop Name	Plan	Type	Prac	Share	Yield	Reported Acres	Stage	Production Cnt	Determined Acres
100	2149	CORN	44	016	003	1.0000	76.0	142.0			
						1.0000	82.0	142.0	P2	0.0	71.0
									UH	1883.87	71.0

The downloaded data shows 2 acreage records for the same unit with different yields. In this situation, Mr. Smith's insurance agent corrected his yield from 76 to 82. The revised data was then downloaded to FSA.

County Offices have no way of identifying which record is correct; therefore, Exhibit 1 shall be completed and forwarded to the Regional Office according to subparagraph 3 A.

The Regional Office will:

- identify which yield is correct
- notify the County Office by returning Exhibit 1 completed.

The County Office shall correct or load the application according to the data received from the Regional Office.

In this example, the Regional Office informed the County Office that Mr. Smith's yield was 82. The loss data remained unchanged. When the County Office accessed Mr. Smith's corn record, the Load Acres Screen was prefilled with the data from the first acreage record which shows 142.0 harvested acres, a yield of 76, and no production. The County Office has to manually adjust the data on the screen by:

- changing the yield to 82
- deleting the 142.0 acres from the harvested field
- entering 71.0 acres in the unharvested field
- entering 1883.87 in the unharvested production field
- entering 71.0 in the prevented field.

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2 CDP RMA Download Report Examples (Continued)

C

Example 2 The following data was provided for Richard Berry on the CDP RMA Download Report.

ID/Type	Producer Name										Update Date
222889999S	RICHARD BERRY										01-19-2000
Unit	Farm	Crop Name	Plan	Type	Prac	Share	Yield	Reported Acres	Stage	Production Cnt	Determined Acres
100	833	CORN	90	016	003	.5000	86.0	55.5			
						1.0000	86.0	55.5	H	2128.80	55.5

The downloaded data shows 2 acreage records for the same unit with different shares. In this situation, Mr. Berry’s insurance agent corrected his share from .5000 to 1.0000. The revised data was then downloaded to FSA.

County Offices have no way of identifying whether Mr. Berry actually has 2 shares on the same unit or if 1 of the share records is in error; therefore, Exhibit 1 shall be completed and forwarded to the Regional Office according to subparagraph 3 A.

The Regional Office will:

- identify which share is correct
- notify the County Office by returning Exhibit 1 completed.

The County Office shall correct or load the application according to the data received from the Regional Office.

Note: If both shares are correct, see the example in subparagraph D.

In this example, the Regional Office informed the County Office that Mr. Berry’s share is 1.0000 percent. The loss data remained unchanged. When the County Office accessed Mr. Berry’s corn record, the Load Acres Screen was prefilled with the data from the first acreage record which shows a .5000 share, 55.5 harvested acres, a yield of 86, and no production. The County Office has to manually adjust the producer’s application by:

- deleting the .5000 share record on Screen MHADIH01, pressing “Cmd24”
- on Screen MHADIH1A, pressing “Cmd4”.

The 1.0000 percent share record will then be displayed on Screen MHADIH01 and is prefilled with 55.5 harvested acres, a yield of 86, and production to count of 2128.80. The data displayed is correct, and the record can be updated.

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2 CDP RMA Download Report Examples (Continued)

D

Example 3

The following data was provided for William Berry on the CDP RMA Download Report.

ID/Type	Producer Name										Update Date
777661111S	WILLIAM BERRY										01-19-2000
Unit	Farm	Crop Name	Plan	Type	Prac	Share	Yield	Reported Acres	Stage	Production Cnt	Determined Acres
202	103	Soybeans	90	997	003	.7500	23.0	32.0			
						.9000	31.0	31.0	H	736.30	51.90
									UH	129.20	11.10

The downloaded data shows 2 acreage records for the same unit with different shares. In this situation, Mr. Berry shares differently on 2 fields within the unit so he should have 2 share records for this unit. Since there is only 1 loss record for a unit, the losses are not recorded according to share. The loss record is attached to the last acreage record in the unit.

Note: A loss record may have multiple stages.

County Offices have no way of identifying how the loss record should be attributed to the 2 shares on the unit; therefore, Exhibit 1 shall be completed and forwarded to the Regional Office according to paragraph 3.

The Regional Office will:

- identify the losses for each share
- notify the County Office by returning Exhibit 1 completed.

The County Office shall correct or load the application according to the data received from the Regional Office.

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2 CDP RMA Download Report Examples (Continued)

D

**Example 3
(Continued)**

In this example, the Regional Office informed the County Office the data should be attributed to each share as follows.

Part B: (To be completed by RO)										
Unit	Crop Name/ Crop Code	Plan	Type	Practice	Share	Yield	Reported Acres	Stage	Production Count	Determined Acres
202	Soybeans/0081	90	997	003	.7500	23.0	32.0	H	214.3	24.0
								UH	71.2	8.0
					.9000	31.0	31.0	H	522.0	27.9
								UH	58.0	3.10

When Mr. Berry’s corn record was accessed, the Load Acres Screen was prefilled with the data from the first acreage record which shows a .7500 share, 32.0 harvested acres, a yield of 23, and no production. The County Office has to manually adjust the producers .7500 share record by:

- changing the harvested acres from 32.0 to 24.0
- entering production of 214.3 for the harvested acres
- entering unharvested acres of 8.0
- entering production of 71.2 for the unharvested acres
- pressing “Cmd5” to update the .7500 share record.

The County Office should receive the following message, “IM: Previous share record has been updated” and the .9000 share record is displayed with a yield of 31, 51.9 harvested acres with production of 736.30, and 11.10 unharvested acres with production of 129.20.

The County Office would have to manually adjust the producers .9000 share record by:

- correcting the harvested acres from 51.9 to 27.9
- correcting the harvested production from 736.3 to 522.0
- correcting the unharvested acres from 11.1 to 3.1
- correcting the unharvested production from 129.2 to 58.0
- pressing “Cmd5” to update the .9000 share record.

Note: When splitting a loss record between multiple share records, ensure that the acres and production add back to the total on the CDP RMA Download Report or the totals RMA provides in response to Exhibit 1.

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3 Action

**A
County Office
Action**

County Offices shall:

- circle the questionable unit or units on the CDP RMA Download Report
- complete Exhibit 1, Part A
- attach the CDP RMA Download Report to Exhibit 1 for the applicable producer in question
- FAX the documents to the applicable Regional Office.

Note: Exhibit 1 shall be completed for each producer individually for which an inquiry is being submitted.

**B
Regional Office
Action**

The Regional Office will:

- complete Exhibit 1 for the circled questionable unit or units
 - provide the Policy Holder Information Report as supporting documentation
 - FAX Exhibit 1 and the Policy Holder Information Report to the originating County Office.
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3 Action (Continued)

C Handling CDP Applications and Payments

County Offices shall:

- manually identify all applications that have already been filed with the situations described in this notice and submit the documentation for Regional Office review according to subparagraph 3 A
- remove the COC approval date according to 2-DAP, paragraph 215, if the application has already been approved by COC
- accept applications with situations described in this notice, but inform the producer that the application cannot be approved pending the Regional Office review
- not approve any application that data is being requested from the Regional Office.

Notes: Ensure the application is loaded in the system and the enrollment date **has been entered**.

By removing the approval date from the application, neither advance or final payments will be issued to the producer until the COC approval date has been re-entered.

If payments have already been issued on an application that is being reviewed by the Regional Office, County Offices shall:

- follow 2-DAP, subparagraph 315 F, about advance payment overpayments
 - issue additional payments if a producer was underpaid **only** after the Regional Office review has been completed and the application has been approved.
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