

For: Peanut State and County Offices

Historic Peanut Producer Notification Letters

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

On May 13, 2002, the President signed the Farm Security and Rural Investment Act of 2002 (the Act). The legislation provides historic peanut producers the opportunity to receive direct and counter-cyclical payments based on planted and prevented planted peanut acreage and actual yields for crop years 1998 through 2001.

Notice PN-651 informed State and County Offices that automation software had been developed to provide a report of planted and prevented planted acreage and actual yield data for each historic peanut producer from 1998 through 2001.

County Offices were instructed to print, review, and correct acreage and yield data for each historic peanut producer in the county that planted or was prevented from planting peanuts in crop years 1998 through 2001. Notice PN-651 also informed State and County Offices that each historic peanut producer would receive a letter containing current FSA peanut acreage history and yield information applicable to that producer for the purpose of verifying the accuracy and completeness of the data. The information on the final report will be used to determine each peanut producer's peanut base and yield for direct and counter-cyclical peanut payments.

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<p>Disposal Date</p> <p>December 1, 2002</p>	<p>Distribution</p> <p>Peanut State Offices; State Offices relay to applicable County Offices</p>
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Notice DCP-11

1 Overview (Continued)

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Background (Continued)

All County Offices with peanut acreage reported as planted or prevented planted in any year 1998 through 2001 shall print Producer Notification Letters in the automated system and mail to each historic peanut producer. This letter notifies producers of their peanut acreage and actual yield on each farm and instructs them to:

- carefully review the acreage and yield history
 - contact the County Office if he or she believes the information provided is inaccurate.
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B

Purpose

This notice provides State and County Offices with instructions for:

- printing and mailing the Acreage & Yield Notification Letters for historic peanut producers
 - processing acreage and yield corrections.
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C

Software Release

KC-ITSTO will transmit acreage software to County Offices on July 5, 2002, with County Offices receiving the software during start-of-day on July 8, 2002. A forthcoming information bulletin will be provided.

Notice DCP-11

2 Printing Producer Notification Letters

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**Printing
Notification
Letters**

County Offices shall print the Producer Notification Letters according to the following table. See Exhibit 1 for a copy of the Producer Notification Letter.

Note: All corrections to acreages and yields must be completed before printing letters.

Step	Action	Result
1	On Menu MPA200: <ul style="list-style-type: none"> • ENTER "13", "Acreage & Yield Process" • PRESS "Enter". 	Menu MPC000 will be displayed.
2	On Menu MPC000: <ul style="list-style-type: none"> • ENTER "1", "Update/Review Acreage & Yield Data" • PRESS "Enter". <p>Note: This option should be taken before the Acreage & Yield Notification Letters are printed to ensure that all changes have been updated to the file.</p>	The following messages will be displayed: <ul style="list-style-type: none"> • "Processing 1998 Data, Processing 1999 Data, Processing 2000 Data, Processing 2001 Data", for only the years that have data • "SYS-3275 '0' Pause when ready, enter '0' to continue".
3	On Menu MPC000: <ul style="list-style-type: none"> • ENTER "3", "Prepare Acreage & Yield Notification Letter" • PRESS "Enter". <p>Note: This job may take some time to run; do not cancel.</p>	Screen MPC30001 will be displayed. <p>Users will have the option to print Producer Notification Letters by entering either of the following:</p> <ul style="list-style-type: none"> • "1", Print all producers • "2", Print only one producer. <p>Note: Multiple copies of the letter will be printed; 1 for the County Office file and 1 for each producer.</p>
4	On Screen MPC30001: <ul style="list-style-type: none"> • ENTER "1", "Print all producers" • Enter the printer ID • PRESS "Enter" to continue or "Cmd7" to end. 	Producer Notification Letters will be printed for all producers in the county.

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Notice DCP-11

2 Printing Producer Notification Letters (Continued)

A Printing Notification Letters (Continued)

Step	Action	Result
5	On Screen MPC30001: <ul style="list-style-type: none">• ENTER "2", "Print only one producer"• Enter the printer ID• PRESS "Enter" to continue or "Cmd7" to end.	Screen MPC31001: <ul style="list-style-type: none">• will be displayed• prompts the user to enter the producer's last name or producer's ID and to PRESS "Enter" to continue or "Cmd7" to end. When the user enters the producer's last name or ID number and PRESSES "Enter", Screen FAX270-01 will be displayed.
6	On Screen FAX270-01, select the number for the desired name, or Enter "N" if none of above or "Cmd7" to End.	If a number is selected on Screen FAX270-01: <ul style="list-style-type: none">• Screen MPC31002 will be displayed• the user will be asked, "Is this the correct producer? (Y or N)". If the user selects "Y" and PRESSES "Enter", the Notification Letter for the producer will be printed or select "Cmd7" to end.

B Mailing Notification Letters

County Offices shall begin mailing the Producer Notification Letters immediately, but no later than August 5, 2002. If corrections are updated in the automated system after the initial letter is mailed to the producer, a revised letter shall be generated and mailed to the producer. Copies of each letter shall be retained by the County Office.

Notice DCP-11

3 Adjusting Acreage and Producer Data

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Adjusting Producer and Acreage Data

Corrections to producer's name, FSN, crop year or acreage:

- must be corrected before producer letters are printed
- must be updated through the FSA-578 process and require County Committee (COC) approval before entering in the automated system because all peanut acreage was previously required to be reported
- will be updated to the Acreage and Yield Data File when they are updated to the compliance file; however, if there is a change in acreage, the County Office should review the yield to determine whether it is correct or if it needs revising.

Follow instructions in paragraph 4 for making corrections to peanut acreage reports.

B

Updating the Yield

Any revision to actual yields other than revisions because of multiple producers on a farm with separate marketing cards must have COC approval.

Once the actual yields are recalculated, update in the automated system according to Notice PN-651, subparagraph 3 B.

4 Adjusting Peanut Acreage Through FSA-578 Process

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Late Filed Acreage Reports

Acreage reports and disposition of production were required for all acreage planted/prevented planted for crop years 1998 through 2001. Late filed acreage reports for peanuts are subject to the requirement of 2-CP, paragraph 21 including the payment of a late-filed fee. Late filed reports and revisions may result in possible penalties for failure to report acreage and disposition of production.

B

Updating FSA-578's

Update FSA-578's and enter FSA-578D's according to 2-CP, paragraphs 63 through 84.

Example of Producer Notification Letter

UNITED STATES
DEPARTMENT OF
AGRICULTURE

FARM SERVICE
AGENCY

SEMINOLE COUNTY FSA OFFICE
111 E CRAWFORD STREET
DONALDSONVILLE, GA 31745
Phone: (229) 524-2434

June 12, 2002

Mr./Mrs. Peanut Producer
501 N. Jones RD
Peanut City, GA 12345

Dear Producer:

On May 13, 2002, the President signed the Farm Security and Rural Investment Act of 2002 (the Act), which replaces the peanut program provisions authorized under the Agricultural Adjustment Act of 1938. We are sending you this letter so you may verify the accuracy of Farm Service Agency peanut farm records. We anticipate that by taking these actions we will be able to expedite the delivery of peanut program benefits to you.

The Act provides direct and counter-cyclical payments to eligible historic peanut producers. The direct and counter-cyclical payments will be based on planted and prevented-planted peanut acreage and actual yields for crop years 1998 through 2001. This data will be used to determine these peanut program benefits.

This letter serves as notification of your acreage and actual yields as recorded with your local Farm Service Agency County Office for crop years 1998 through 2001. The following table provides data for each farm you shared in the risk of peanut production:

Crop Year	FSN	Acreage	Actual Yield
1998	998	115.3	1,726

Please review the above information and carefully examine the acreage and yield data for each crop year and farm in which you had an interest in peanut production. If you determine the above information is both complete and accurate, do not take any action. If you determine that data is incorrect, incomplete, or missing, you must contact your Farm Service Agency office and provide verifiable documentation of your acreage and yields by August 5, 2002.

Verifiable documentation includes both existence and disposition of the peanut crop. An example of peanut crop existence is seed receipts showing the amount, variety, and date purchased or a signed written contract to produce a specific crop. An example of disposition of the crop could be receipts showing number of pounds sold. All verifiable documentation is subject to County Committee review and approval.

Wheat, feed grains, cotton, rice, and oilseed crops are also eligible for direct and counter-cyclical payments. A separate letter will address these crops.

Additional instructions will be provided in the near future concerning counter-cyclical and direct payment provisions.

Sincerely,

/S/ Preston R. Wright

Preston R. Wright
COUNTY EXECUTIVE DIRECTOR
SEMINOLE COUNTY FSA OFFICE