

For: State Offices and Service Centers

**Summary of Upcoming Software for Establishing Bases and Yields for the
Direct and Counter-Cyclical Program (DCP)**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

During the National Base and Yield Workshop, it was requested that the National Office provide a directive which listed all software to be provided to County Offices, and the order in which the software should be used. The base and yield selection process has been divided into several pieces of software. County Offices shall follow paragraph 2 to complete the base preparation and yield selection process for each farm in the county.

B

Purpose

This notice provides:

- a brief explanation of all planned software and related County Office actions for base and yield selections
- the order in which County Offices shall use the software to be most productive.

C

**Detailed
Procedure**

All forthcoming software planned at this time is outlined in this notice with a brief explanation of what the software or report will do. Detailed procedure will be provided when each software item is released to the field.

Software will be released as it becomes available.

Disposal Date	Distribution
October 1, 2003	State Offices; State Offices relay to Service Centers

Notice DCP-19

2 Software

A

Overview

Several different pieces of software are being developed to assist County Offices when working with owners to establish bases and yields for DCP.

Note: It is very important that County Offices complete the software steps to prevent having incorrect data and duplication of work.

B

Using Software

The following table provides a list of all software County Offices will be receiving over the next couple of months and the related activities. The software shall be used in the order provided in the table, for each farm in the county. Paragraph 3 provides a brief description of each software item/report. Detailed procedure will be provided as the software items are released to the field.

Step	Software
1	Acreage History software.
2	Mailing of Summary Acreage History Report.
3	Finalize FSA-578 data. Note: Finalize data through either FSA-578 software or Acreage History software.
4	Print Base Options Report.
5	Yield Edit will run against County Office files. Note: No action necessary by the County Office.
6	Print Yield Report.
7	Mail Base Options Report and Yield Report to all owners and the operator.
8	Print Missing Yield Report.
Before completing steps 9 through 18, ensure that all acreage history data is loaded in either: <ul style="list-style-type: none">• FSA-578 software• the View/Update Acreage Screen.	

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2 Software (Continued)

B Using Software (Continued)

Step	Software
9	Print Data Loaded Acreage History Report.
10	Establish Updated Yields.
11	Print Subsequent Crop Acreage Report.
12	Resolve Subsequent Acres.
13	Possible Base Options software.
14	Possible Base and Yield Options Report.
15	Base and Yield Selection.
16	Complete Base and Yield Selection.
17	Farm Maintenance will be updated. Note: No user intervention by the County Office.
18	Mail FSA-540, Notification of Bases and Yields for DCP

3 Software Overview

A

Acreage History Software

It is critical that County Offices ensure that all producer acreage history data has been captured, as this data will be used throughout the base and yield process.

County Offices shall ensure that all acreage history data is loaded before completing subparagraph 2 B, steps 9 through 18.

B

Mailing of Summary Acreage History Report

Notice DCP-14 provided the instructions for mailing the Summary Acreage History Report to all farm owners and the operator. The letters shall be mailed according to the applicable procedure. The mailing of this report should prompt the operator and owners to visit the County Office to complete their acreage history data.

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3 Software Overview (Continued)

C

Finalize FSA-578 Data

Accept changes from producers and owners responding to the Acreage History mailing.

County Offices must ensure that all acreage data for the farm is loaded in FSA-578 software or through the Acreage History software, to ensure the applicable data is being used for calculating the farm's bases and yields.

Note: County Offices must ensure that all FSA-578 data is entered into the system before completing subparagraph 2 B, steps 9 through 18 for the farm, to prevent errors in the base and yield calculation.

D

Print Base Options Report

The report will print 4-years of acreage data reported through the View/Update Acreage Screen or FSA-578 software; and, based on that acreage, calculate up to 5 base options that the owner(s) of the 2002 farm can potentially select. The Base Options Report will be mailed to the operator and each owner on the 2002 farm according to subparagraph G.

E

Yield Edit

An edit will be run using the acreage history file to determine the production that will be credited any time a "plug" is used when owners elect to prove yields. This minimum actual production is calculated by multiplying the planted acres times 75 percent of the NASS county average yield, for each crop on the farm. The crop yield calculated based on the minimum actual production, for the crop, is the lowest the actual yield for that crop. No user intervention is required for the yield edit.

F

Yield Report

Once the yield edit in subparagraph E is run, the option to print the Yield Report will be enabled. The Yield Report shall be printed in an "All" batch and mailed to all owners and the operator on the farm. The initial report printed following the edit will display the direct payment yield and possible variations of counter-cyclical yield options. Once production evidence is provided for the farm and that data is loaded through the Establish Updated Yields software, the report can be reprinted by farms as a reference tool for the owners and operator.

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3 Software Overview (Continued)

G

Mail Base Options and Yield Reports

The Base Options Report and Yield Report will be mailed to each owner and the operator on the farm. A cover letter will be provided to County Offices to provide instructions to the owners on how to use the information.

H

Missing Yield Report

The Missing Yield Report will be used to assist County Offices in identifying farms that will require a similar farm yield be established for each nonoilseed crop that was planted on the farm, but did not have a 1995 yield. The report will list all nonoilseed crops, by farm and tract, that are missing a yield.

I

Data Loaded Acreage History Report

The Data Loaded Acreage History Report identifies the crop and acreage, by tract, that was dataloaded through the View/Update Acreage Screen. The report will:

- print for the entire county and include data for crop year 998 through 2001
 - be used as a tool to determine tracts that may have acreage discrepancies when calculating yields.
-

J

Establish Updated Yields

The Establish Updated Yields software will:

- be used to establish farm yields using the production provided for the crop and farm
 - use the higher of the crops production or minimum production (75 percent of the NASS county average) when calculating the yields.
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Notice DCP-19

3 Software Overview (Continued)

K

Subsequent Crop Acreage Report

The Act requires owners to select only one crop to credit as base acres when an initial and subsequent crop are planted on the same acreage.

The Subsequent Crop Acreage Report:

- identifies the crop and acreage that was reported on FSA-578 or dataloaded through the View/Update Acreage Screen as “subsequent”
- will print for the entire county and include data for crop year 1998 through 2001.

The data on this report will be used when working with the Resolve Subsequent Acres software.

L

Resolve Subsequent Acres

The Resolve Subsequent Acreage software allows for the selection of the crop to count as base acres when an initial and subsequent crop were planted. The subsequent acres identified on the Subsequent Crop Acreage Report must be resolved through the resolution software before bases can be calculated

M

Possible Base Options Software

The Possible Base Options software displays base and yield information and educates owners on the best base option to select. This data input for each base option on this screen will be used when the owner decides which base option to select.

N

Possible Base and Yield Options Report

The Possible Base and Yield Options Report summarizes the base and yield data for each farm. The acreage data must be entered through the Possible Base Options software for a report to be generated.

O

Base and Yield Selection

The Base and Yield Selection software will be used to enter the base option the owner(s) on the farm select.

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Notice DCP-19

3 Software Overview (Continued)

P

Complete Base and Yield Selection

The County Office will be required to enter the date that the DCP - Base and Yield Election Form, signed by all owners on the farm, is received. Once the date is entered into the system, the farm maintenance file will be updated with the applicable DCP base and yield data.

Q

Farm Maintenance

After the completion date is entered into the system for the base and yield selection, the farm maintenance files will be updated automatically with the selected base and yield data.

R

FSA-540, Notification of Bases and Yields for DCP

This notification will be printed automatically when the base and yield selection process is completed. A copy will print for the operator, each owner, and any “other” producers on the farm.
