

For: State and County Offices

**Using a Register for 2010 DCP Enrollment and ACRE Election and Enrollment**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

**June 1, 2010**, is the deadline for completing:

- DCP enrollment
- ACRE election and enrollment.

Because of workload in County Offices, using a register may be required to allow producers to be considered timely enrolled in DCP and ACRE.

**B Purpose**

This notice provides guidance to State and County Offices about using a register for DCP enrollment and ACRE election and enrollment and their enrollment decisions.

Disposal Date	Distribution
August 1, 2010	State Offices; State Offices relay to County Offices

## Notice DCP-232

### 2 Register for DCP Enrollment and ACRE Election and Enrollment

#### A Using Registers

Using a register may be requested by the County Office according to 1-CM, paragraph 2 because heavy workload or computer processing issues that make completing DCP and ACRE election and enrollment for all farms impossible by June 1, 2010.

**Note:** At least 1 producer on a farm **must** contact the County Office for the farm to be placed on the register.

#### B Deadline for Return of Documents

Completed CCC-509 ACRE's and/or CCC-509's (with signatures provided for all shareholders greater than zero) shall be returned to the County Office as soon as possible, but no later than 5 workdays after the producer's scheduled appointment. If CCC-509 ACRE and/or CCC-509 is returned on the 6<sup>th</sup> workday or later, then that CCC-509 ACRE and/or CCC-509 is deemed to have **not** been filed and will **not** be acted on.

#### C Deadline for Completion of Processing Farms on the Register

County Offices who use a register **must** complete action on **all** farms on the register by COB **June 30, 2010**, with **all** CCC-509 ACRE's and/or CCC-509's returned to the County Office. If an appointment to enroll a farm is **not** met, then that farm is deemed to **not** be enrolled.

### 3 Action

#### A County Office Action

County Offices may request to use a register because of heavy workload or computer processing issues.

After approval of using the register, County Offices shall:

- receive requests from the producer, documenting the method by which the request was received
- have each producer provide as much preliminary information as possible related to each farm involved
- schedule an appointment when the producer makes contact with the County Office to be placed on the register

**Note:** County Offices must schedule appointments for farms on the register as soon as possible. The length of time to schedule an appointment **must** be timely and monitored closely by DD's and the State Office to ensure that all farms are processed by **June 30, 2010**.

## Notice DCP-232

### 3 Action (Continued)

#### A County Office Action (Continued)

- date each CCC-509 ACRE and/or CCC-509 with the date it is actually filed and cross-reference to the register

**Notes:** County Office shall emphasize to producers that **all** signature requirements **must** be met on or before **June 30, 2010**, or CCC-509 ACRE and/or CCC-509 will **not** be considered filed or acted on.

The provisions of 1-DCP (Rev. 3) paragraph 397 remain applicable.

- provide a copy of the register to the DD and State Office to use in monitoring register activity by COB **June 1, 2010**
- emphasize to producers that all signature requirements **must** be met within 5 workdays after the scheduled appointment **not** to exceed **June 30, 2010**.

#### B State Office Action

State Offices shall:

- approve or disapprove the request to use a register for DCP or ACRE election and enrollment
- monitor County Offices to ensure that farms on the register are scheduled an appointment as soon as possible after **June 1, 2010**
- ensure that:
  - farms on registers are processed as soon as possible after June 1, 2010
  - the number of days appointments are scheduled is directly related to the number of farms on the register.