

For: State Offices and Service Centers

**Revising Base Options After Base Election Completion Date Has Been Entered**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

Several producers have enrolled into DCP and subsequently decided to change base or yield elections. In other cases, County Offices have entered erroneous data in base and yield election software.

The base and yield as selected according to 1-DCP, paragraph 625, must match the data updated to the 2002 farm maintenance files. Correction of base and yield election data requires that the farm maintenance base and yield data be removed from both the 2002 and 2003 fiscal year files. County Offices shall not make corrections in farm maintenance when the base and yield election is changed or data modified.

The procedure in this notice **is not optional**. If any changes have occurred that cause the 2002 farm maintenance files and the base and yield election data to not match, the errors must be corrected according to this notice.

**B**

**Purpose**

This notice provides:

- a step/action table for correcting base and yield election data
- information on a forthcoming report that will identify all farms for which the 2002 farm maintenance files do not match the base and yield election data
- special circumstances for 2003 farm maintenance.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2003	State Offices; State Offices relay to Service Centers

**Notice DCP-60**

**2 Correcting Base and Yield Election Data**

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**A**

**Overview**

County Offices shall ensure that:

- the base and yield election data matches the 2002 farm maintenance files
  - CCC-515 and CCC-517, if applicable, are printed and the producers have signed to the base and yield election made.
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**B**

**Action**

The following table provides the steps that **shall be taken** when the 2002 farm maintenance records do **not** match the base and yield election data.

<b>Step</b>	<b>Process</b>	<b>Action</b>
1	Cancel CCC-509.  <b>Note:</b> This step only applies if CCC-509 has been processed for the farm. Ensure that the 2002 and 2003 contracts are canceled, if applicable.	<ul style="list-style-type: none"> <li>• Access Cancel Screen MZAAWM01 according to 1-DCP, paragraph 804</li> <li>• Enter Reason Code on Screen MZAAWM01.</li> </ul>
2	Remove Base and Yield Data in Farm Maintenance.  <b>Note:</b> 2002 and 2003 data must be removed.	On Screen: <ul style="list-style-type: none"> <li>• MIB00001, ENTER "3", Tract Crop Data, and PRESS "Enter"</li> <li>• MIB30001, ENTER "3", Display and Update Tract Crop Base Data, and PRESS "Enter"</li> <li>• MIBSF001, enter applicable FSN</li> <li>• MIBSF001, select applicable crop</li> </ul> <b>Note:</b> Each crop that has acres greater than zero must be selected. <ul style="list-style-type: none"> <li>• MIDSCR01, remove base acres, direct yield, and CC yield for all tracts. Use reason code 2. PRESS "Cmd20" to update.</li> </ul> <b>Note:</b> Not all crops appear on Screen MISF001 without doing "Roll=Page".

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**2 Correcting Base and Yield Election Data (Continued)**

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**B  
Action  
(Continued)**

<b>Step</b>	<b>Process</b>	<b>Action</b>
3	Remove Completion Date.	<ul style="list-style-type: none"> <li>• Access Base and Yield Completion Screen MIBBAA01 according to 1-DCP, paragraph 628.</li> <li>• Delete completion date according to 1-DCP, subparagraph 628 D.</li> </ul>
4	Remove Base and Yield Selection.	<ul style="list-style-type: none"> <li>• Access Base and Yield Options Screen MIBBAS01 according to 1-DCP, paragraph 625.</li> <li>• Delete Base and Yield Election according to 1-DCP, subparagraph 625 D.</li> </ul>
5	If applicable, correct the following: <ul style="list-style-type: none"> <li>• Updated Yields</li> <li>• Subsequent Acres</li> <li>• Possible Base Options.</li> </ul>	Access each software process and correct as necessary according to the following 1-DCP references: <ul style="list-style-type: none"> <li>• Updated Yields, paragraphs 611 through 614</li> <li>• Subsequent Acres, paragraphs 618 through 621</li> <li>• Possible Base Options, paragraph 622.</li> </ul>
6	Enter applicable Base and Yield Selection.	<ul style="list-style-type: none"> <li>• Access Base and Yield Options Screen MIBBAS01 according to 1-DCP, paragraph 625.</li> <li>• Select applicable base and yield option, and PRESS "Cmd20" to update.</li> </ul>
7	Enter Completion Date.  <b>Note:</b> If the change to the base and yield election requires a new CCC-515 or CCC-517, ensure that all owner's signatures are received before entering the date.	<ul style="list-style-type: none"> <li>• Access Base and Yield Completion Screen according to 1-DCP, paragraph 628.</li> <li>• Enter completion date according to paragraph 628.</li> </ul> <p><b>Note:</b> Ensure all items in 1-DCP, subparagraph 628 C have been met before entering the completion date.</p>
8	If applicable, reinstate and revise CCC-509.  <b>Note:</b> This step only applies if CCC-509 was canceled in step 1.	<ul style="list-style-type: none"> <li>• Reinstate CCC-509 according to 1-DCP, paragraphs 804 and 806.</li> <li>• Revise CCC-509 according to 1-DCP, paragraph 802.</li> </ul>

## Notice DCP-60

### 3 Base and Yield Election and 2002 Farm Maintenance Comparison Report

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#### A

#### Overview

A Base and Yield Election and 2002 Farm Maintenance Comparison Report is currently being developed. The procedure for the report will be included in 1-DCP when the software is released to the field.

This report will identify all farms for which the base acres and/or yield data in the base and yield election software does not match the base acres and/or yield data in the 2002 farm maintenance files.

Any farm identified on this report shall be corrected according to paragraph 2.

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### 4 2003 Farm Maintenance

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#### A

#### Overview

The base and yield election data is not being compared to the 2003 farm maintenance data because of the possibility for changes to occur, such as, but not limited to:

- changes in DCP cropland for the 2003 year
- changes in CRP enrollment
- peanuts being added to farms for 2003.

Even though 2003 farm maintenance is not included in the comparison, the 2003 farm maintenance data must be removed before deleting the base and yield completion date and base and yield election. If subsequent changes are necessary for the 2003 year because of the above issues, the changes shall be made as applicable through the 2003 farm maintenance software after the base and yield data has been corrected according to paragraph 2.

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