

For: State and County Offices

DCP Base and Yield Elections

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The Farm Security and Rural Investment Act of 2002 (the Act) provides a one (1)-time opportunity for farm owners to make base and yield elections for the Direct and Counter-Cyclical Program (DCP). The regulation at 7 CFR 1412.201 provides that election must be made by the farm owner no later than April 1, 2003.

Notice DCP-70 provided instructions for using a register for base and yield elections; however, various questions have prompted the need to provide additional information associated with using registers, and to establish a final date to obtain all owner signatures on CCC-515.

B Purpose

This notice provides:

- additional guidelines for using a register for owners unable to make base and yield elections by the April 1, 2003, deadline because of heavy County Office workload
- additional time for owners to revise base and yield elections if they are impacted by recent policy changes concerning assigning production for fed production
- procedure for revising base and yield data after a FY 2003 reconstitution
- a final date for **all** owners of a farm to sign and submit CCC-515 to the County Office.

C Obsolete Material

Notice DCP-70 is obsolete.

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

Notice DCP-74

2 Authorized Use of Register

A Limitations

A register is authorized for base and yield elections **only when both** of the following apply:

- an owner of, or producer on, a farm contacts the County Office by April 1, 2003, to make or revise base and yield elections

Note: Only 1 name is required on the register for a farm, which may include a current owner or producer, including a member of an entity, or a 2002 producer on the farm.

- because of heavy workload the County Office is unable to schedule an appointment for the owner or operator to make the elections by April 1, 2003.

B Establishing Register

Registers authorized according to subparagraph A shall be established according to 1-CM, subparagraph 2 C, and shall include the name of the owner or producer, and the applicable farm number or farm numbers.

Exception: Owners or producers are not required to physically visit the office to have their names placed on the register. Telephone contacts, e-mails, etc., received in the County Office by the April 1, 2003, deadline are sufficient proof of timely intent to make a base and yield election.

C Scheduling Appointments

When owners or producers contact the County Office to make or revise base and yield elections according to paragraph 2, appointments shall be scheduled according to 1-CM, paragraph 3, and the following instruction:

- set an appointment date and time to service owners or producers on the register, that is **both** of the following:
 - the earliest practical date for the owner or producer and County Office
 - within a few weeks following the April 1, 2003, deadline to ensure that all required signatures are obtained by May 16

Note: Owners or producers who miss a scheduled appointment shall be permitted to make or revise base and yield elections, with all applicable signatures, up to May 16, 2003. See paragraph 5.

Notice DCP-74

2 Authorized Use of Register (Continued)

C Scheduling Appointments (Continued)

- attempt to contact owners or operators on the register to make base and yield elections by April 1, 2003, if workload decreases or appointments are canceled.

3 Signature Deadlines

A CCC-515

CCC-515 shall be submitted to the County Office with **all** required signatures **no later than May 16, 2003**, if the CCC-515 was initiated on or before April 1, 2003, or after April 1, 2003, through the use of a register according to this notice.

Note: Failure to meet this requirement will result in the default base and yield method for the farm.

4 Special Authority through May 16, 2003, Resulting from Recently Revised Yield Provisions

The following 1-DCP references were recently amended to provide COC additional authority to assign production for yield purposes:

- subparagraph 133 D, producer certifies that production was fed, according to 1-DCP
- paragraph 134, producer obtained LDP on a portion of the production, according to 1-DCP
- Exhibit 12, current owners and producers request COC-assigned production.

Based on the above recently amended yield provisions, owners of applicable farms shall be authorized through May 16, 2003, to make or revise base and yield elections.

Notice DCP-74

5 Revising Base and Yield Data

A Revisions After FY 2003 Farm Division or Farm Combination

An owner may revise base and yield elections at any time during the base and yield signup period. Base and yield revision requests may be accepted and processed on parent and resulting farms of FY 2003 farm division or farm combinations.

B FY 2003 Reconstitution Has Been Updated

If the FY 2003 reconstitution has been updated, revise base and yield data according to the following. County Offices shall:

- complete a manual CCC-515 and obtain applicable signatures, according to 1-DCP
- complete a manual CCC-517, as applicable, and obtain applicable signatures, according to 1-DCP
- update parent farm base and yield data for FY 2002 through farm and tract maintenance, according to 1-DCP, Part 13
- update resulting farm base and yield data for FY 2003 through farm and tract maintenance, according to 3-CM
- process an automated CCC-509 for FY 2002 and FY 2003 and obtain applicable signatures, according to 1-DCP.

Note: FY 2002 farms whose base or yield is revised through farm and tract maintenance will be listed on the "Base and Yield and 2002 Farm Maintenance Comparison Report" according to 1-DCP, paragraph 636. These farms cannot be cleared from this report and shall be noted on the report.

Notice DCP-74

5 Revising Base and Yield Data (Continued)

C FY 2003 Reconstitution Has Not Been Updated

If the FY 2003 reconstitution has **not** been updated:

- delete the pending reconstitution using option "2", "Delete a Pending Initial Reconstitution" on Screen MIQ000, "Reconstitution - Main Menu"
- revise the base and yield election according to 1-DCP, subparagraph 636 E.

6 Provisions Associated with Base and Yield Elections

When base and yield elections are made or changed after April 1, 2003, according to the provisions in paragraph 2 or 4 of this notice, the final signature date of May 16, 2003, shall be honored for all actions associated with base and yield elections, such as filing FSA-658P or requesting FY 2002 farm divisions.

Important: All actions must be **completed** by May 16, 2003, including obtaining all required signatures on revised CCC-515's and submitting CCC-515 to the County Office by COB May 16, 2003. Accordingly, it may be necessary for owners and producers of certain farms to initiate these actions before May 16, 2003, to allow sufficient processing time for County Offices and to obtain owner signatures on CCC-515's.

7 Using Default Method After COB April 1, 2003

A Default Method

Specific instructions will be provided in a separate notice, by COB April 4, 2003, on actions to take for farms that will receive defaulted bases and yields.

Important: It is imperative that the specific default instructions for the automated system be followed. Therefore, County Offices shall take no actions on farms that will be defaulted until receipt of the applicable notice. The instructions will include the following:

- guidance in determining what farms shall be defaulted
- timeframe for **starting and completing** the default method

Note: County Offices **shall not** use the default method until the week of April 7, 2003.

- steps that shall be completed in the automated system.

Notice DCP-74

8 **Deadline for Requesting FY 2002 Farm and Tract Divisions**

A **Later of April 1, 2003, or Appointment Date**

All farm owners or operators have until April 1, 2003, to request FY 2002 farm division and/or tract division for base and yield election purposes. Owners of farms on a register for base and yield election, according to paragraph 2, have until the scheduled appointment date to request a division.

County Offices shall accept FY 2002 farm division and tract division requests through the later of:

- April 1, 2003
- the owner's scheduled appointment date, according to paragraph 2.

Note: See Notice CM-452 for restrictions on dividing tobacco farms for FY 2002.

9 **State and County Office Action**

A **State Office Action**

State Offices shall ensure that County Offices:

- are immediately informed of the contents of this notice immediately
- strictly adhere to the contents of this notice.

B **County Office Action**

County Offices shall:

- continue to publicize the April 1, 2003, deadline for making base and yield elections
- use a register, according to this notice, for an owner or producer who timely request an appointment to make or revise base and yield elections, but heavy workload in the County Office does not permit a scheduled appointment date on or before April 1, 2003
- promptly submit information to COC for assigning production for applicable farms, according to paragraph 4 of this notice, to allow the completion of base and yield election, including signatures, on or before May 16, 2003.