

For: State and County Offices

2002 and 2003 Direct and Counter-Cyclical Program (DCP) Enrollment Data Reports

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Purpose

This notice informs State and County Offices about processing and transmitting the 2002 and 2003 DCP Enrollment Data Reports.

B General Processing Information

The reports are automated to process and queue for transmission without State or County Office intervention.

The report print option is available for the 2002 and 2003 reports.

A dedicated system is not necessary.

C Automation Prerequisites

County Release No. 517 and State Release No. 427 must be installed before PF-2R processing can occur.

Note: It is critical that County Offices ensure that the COC enrollment date is entered into the system for all participating farms.

D Local NASS Requests

If the local NASS office requests copies of the reports, verify the accuracy of the report data, and for the State Summary Report, verify that all County Office files have been processed before forwarding the requested copies.

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

Notice DCP-88

2 County Office Action

A County Office Processing

Timely processing at the County Office level requires installing County Release No. 517 upon receipt. The enrollment reports will automatically process and transmit a TPA report file for 2002 and transmit a TPB report file for 2003 to KC-ITSD on August 4, 2003.

If County Release No. 517 has not been installed by August 4, 2003, the system will generate and transmit a report file during the first end-of-day process after the release has been installed.

Caution: Do not cancel procedure TPAB000, TPAB00E, TPAD000, or TPAD00E or turn off power to the system. These actions will cause the report process to abort and KC-ITSD will not receive a transmission file.

B County Office Review

County Offices shall use the following procedure to print and verify report accuracy 1 day after installing County Release No. 517.

Note: For systems with multiple County Offices, access each County Office separately.

Step	Action	Result
1	Verify County Release No. 517 has been installed.	System 36 will automatically process the report during first end-of-day after County Release No. 517 is installed.
2	Sign on to System 36.	Menu FAX250 will be displayed.
3	On Menu FAX250, if a: <ul style="list-style-type: none">• single or headquarter County Office, ENTER “3”, “Application Processing”• multi-County Office, ENTER “4”, “Application Processing”. PRESS “Enter”.	Screen FAX09002 will be displayed.

Notice DCP-88

2 County Office Action (Continued)

B County Office Review (Continued)

Step	Action	Result
4	On Screen FAX09002, select the applicable County Office and PRESS “Enter”.	Screen FAX07001 will be displayed.
5	On Screen FAX07001, ENTER “11”, “PFC/DCP/Compliance”, and PRESS “Enter”.	Screen M00000 will be displayed.
6	On Screen M00000, ENTER “5”, “PFC/DCP/Compliance Reports”, and PRESS “Enter”.	Screen TOA000 will be displayed.
7	On Screen TOA000, ENTER “1”, “Direct & Counter-Cyclical Program Enrollment Data (DCP-01)”, and PRESS “Enter”.	Screen TPAD00 will be displayed.
8	On Screen TPAD00, enter either of the following and PRESS “Enter”: <ul style="list-style-type: none"> • “1”, “2002 Program Year” • “2”, “2003 Program Year”. 	Screen TPAB10 for 2002 or Screen TPAD10 for 2003 will be displayed.
9	On Screen TPAB10 or TPAD10, ENTER “1”, “Print Report”, and PRESS “Enter”. Note: If the print option is selected before report processing is complete, Screen TPABERR1 for 2002 or Screen TPADERR1 for 2003 will display the message, “This option is not currently available”. PRESS “Enter” as prompted.	Screen TOAPRT21 will be displayed.
10	On Screen TOAPRT21, enter the appropriate printer ID and PRESS “Enter”.	Screen TOAPRT22 will be displayed.
11	On Screen TOAPRT22, PRESS “Enter” to generate the County Office report.	Review DCP-01 for accuracy.

C Processing Difficulties

If processing application problems occur, contact the FSA National Help Desk at 816-926-1552 (FTS) or 800-255-2434 (non-FTS).

Notice DCP-88

3 State Office Action

A State Office Processing

Processing at the State Office level requires **installing State Release No. 427**.

The system will automatically generate DCP-01 during the first start-of-day process after the KC-ITSD download (THA file for 2002 and THB file for 2003) is received.

- The KC-ITSD download of DCP-01 to State Offices will occur on a timely basis as the County Office data is received in KC-ITSD.
- State Offices should print a Missing County Report to verify that all County Office files have been received.

Note: A dedicated system is not required.

B State Office Review

State Offices shall use the following procedure to verify:

- that all county files have been received
- State report data for accuracy.

Step	Action	Result
1	Verify State Release No. 427 has been installed.	System 36 is ready to accept KC-ITSD County Office download files.
2	Sign on to System 36.	Menu FAX250 will be displayed.
3	On Menu FAX250, ENTER "3", "Application Processing", and PRESS "Enter".	Screen FAX09002 will be displayed.
4	On Screen FAX09002, select the applicable State Office and PRESS "Enter".	Screen FAF07001 will be displayed.
5	On Screen FAF07001, ENTER "11", "Production Adjustment/Compliance", and PRESS "Enter".	Screen MOF000 will be displayed.

Notice DCP-88

3 State Office Action (Continued)

B State Office Review (Continued)

Step	Action	Result
6	On Screen MOF000, ENTER "10", "Production Adjustment/Compliance Reports", and PRESS "Enter".	Screen TOF000 will be displayed.
7	On Screen TOF000, ENTER "1", "Direct & Counter-Cyclical Program Enrollment Data (DCP-01)", and PRESS "Enter".	Screen TPF000 will be displayed.
8	On Screen TPF000, enter either of the following and PRESS "Enter": <ul style="list-style-type: none"> • "1", "2002 Program Year" • "2", "2003 Program Year". 	Screen TPF010 for 2002 or Screen TPF010 for 2003 will be displayed.
9	On Screen TPF010 or TPF010, ENTER "1", "Print County Reports", and PRESS "Enter".	Screen TOF00008 will be displayed.
10	On Screen TOF00008, ENTER "ALL" or enter up to 30 specific 3-digit county codes.	Screen TOFPRT21 will be displayed.
11	On Screen TOFPRT21, select the applicable printer ID and PRESS "Enter".	Screen TOFPRT22 will be displayed.
12	On Screen TOFPRT22, PRESS "Enter" to generate the selected State Office report.	Screen TPF010 or TPF010 will be redisplayed. Review the report or reports for accuracy.
13	On Screen TPF010 or TPF010, enter either of the following and PRESS "Enter": <ul style="list-style-type: none"> • "2", "Print State Summary Report", to verify accuracy of the State DCP-01 • "3", "Print Missing County Report", to verify that all county files have been received. 	Screen TOFPRT21 will be redisplayed.
14	On Screen TOFPRT21, select the applicable printer ID and PRESS "Enter".	Screen TOFPRT22 will be redisplayed.
15	On Screen TOFPRT22, PRESS "Enter" to generate the selected State Office report.	Review report for accuracy.

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