

For: State Offices and Service Centers

**Queries for the Direct and Counter-Cyclical Program (DCP) Yield Spot-Checks**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

1-DCP, Amendment 19 provides policy and procedure for spot-checking production evidence when DCP payment yields were established based on proven yields. Queries have been developed that will assist County Offices with DCP yield spot-checks.

County Offices shall use the queries to identify farms and crops that are subject to spot-check. The procedure in 1-DCP and this notice shall be followed for completing the actual spot-check process.

**B Purpose**

This notice provides:

- an explanation of the queries for DCP yield spot-checks
- procedure for running the queries
- information for crediting spot checks that were completed before receiving 1-DCP, Amendment 19 and this notice
- information on selecting crops for spot-check
- using the query reports as spot-check registers.

**C Transmission from Kansas City**

The queries will be transmitted from Kansas City on or about Friday, August 29, 2003. County Offices should receive the queries Tuesday, September 2, 2003. An Information Bulletin will be provided with the file transmission.

**Disposal Date**

December 1, 2003  
8-29-03

**Distribution**

State Offices; State Offices relay to Service Centers

## Notice DCP-90

### 2 Queries

#### A Overview

Queries have been developed to assist County Offices with DCP yield spot-checks. Some of the queries are specific to crops that NASS only maintains a blended yield for the crop in the county while others are specific to crops that NASS maintains a separate irrigated and nonirrigated yield for the crop in the county.

The NASS Yield File Report was downloaded to County Offices in September 2002. The NASS yields for all crops in the county that were eligible for DCP were provided to each County Office. The report identified the NASS practice codes. Crops had either an:

- “A” practice code that indicates that NASS only maintains a blended yield
- “T” and “N” practice codes that indicate that NASS maintains separate irrigated and nonirrigated yields.

#### B Description of Spot-Check Categories

**Category 1** consists of those crops that have proven yields and the average yields for the crop are from 100.1 percent to 110.0 percent of the 4-year NASS average yield. On farms with both irrigated and nonirrigated production of a crop, the average yield for the crop on a farm is compared to a blended NASS average yield, based on the number of planted acres for each practice type, in determining the percentage by which the farm’s average yield for a crop exceeds the 4-year NASS average yield.

**Category 2** consists of those crops that have proven yields and the average yields for the crop are from 110.1 percent to 125.0 percent of the 4-year NASS average yield. On farms with both irrigated and nonirrigated production of a crop, the average yield for the crop on a farm is compared to a blended NASS average yield, based on the number of planted acres for each practice type, in determining the percentage by which the farm’s average yield for a crop exceeds the 4-year NASS average yield.

**Category 3** consists of those crops that have proven yields and the average yields for the crop is 125.1 percent or greater than the 4-year NASS average yield. On farms with both irrigated and nonirrigated production of a crop, the average yield for the crop on a farm is compared to a blended NASS average yield, based on the number of planted acres for each practice type, in determining the percentage by which the farm’s average yield for a crop exceeds the 4-year NASS average yield.

**Notice DCP-90**

**2 Queries (Continued)**

**C Description of Queries**

The following table provides the category number, query name, query description, and County Office action.

<b>Category Number</b>	<b>Query Name</b>	<b>Query Description</b>	<b>County Office Action</b>
1	CTG1A	Specific to crops that NASS maintains only a blended yield. This is identified as an “A” practice code on the NASS Yield File Report. Query identifies farms/crops in which the updated 4-year average yield is 100.1 to 110.0 percent of the NASS county average blended yield.	<p>Procedure in 1-DCP, paragraph 152 states that the County Office and COC shall review the lesser of the following from the combined reports of CTG1A and CTG1B:</p> <ul style="list-style-type: none"> <li>• 5 percent</li> <li>• 25 reviews.</li> </ul>
	CTG1B	Specific to crops that NASS maintains a separate irrigated and nonirrigated yield for the crop. This is identified as “I” and “N” practice codes on the NASS Yield File Report. This query calculates a blended NASS yield for the farm and then identifies farms/crops in which the updated 4-year average yield is 100.1 to 110.0 percent of the blended farm NASS yield.	<p>County Offices shall ensure the minimum number of reviews are completed using the combination of query CTG1A and CTG1B as tools. County Offices that have already completed spot-checks of evidence for the farm and crop on these queries in this category may count them as part of the minimum required spot-checks. See paragraph 3.</p> <p><b>Note:</b> County Offices shall randomly select the remaining number of required reviews from the query report.</p>

## Notice DCP-90

### 2 Queries (Continued)

#### C Description of Queries (Continued)

Category Number	Query Name	Query Description	County Office Action
2	CTG2A	Specific to crops that NASS maintains only a blended yield. This is identified as a “A” practice code on the NASS Yield File Report. This query identifies farms/crops in which the updated 4-year average yield is 110.1 to 125.0 percent of the NASS county average blended yield.	<p>Procedure in 1-DCP, paragraph 152 states that the County Office and COC shall review the lesser of the following from the combined reports of CTG2A and CTG2B:</p> <ul style="list-style-type: none"> <li>• 10 percent</li> <li>• 25 reviews.</li> </ul> <p>County Offices shall ensure the minimum number of reviews are completed using the combination of query CTG1A and CTG1B as tools. County Offices that have already completed spot-checks of evidence for the farm and crop on these queries in this category may count them as part of the minimum required spot-checks. See paragraph 3.</p> <p><b>Note:</b> County Offices shall randomly select the remaining number of required reviews from the query report.</p>
	CTG2B	Specific to crops that NASS maintains a separate irrigated and nonirrigated yield for the crop. This is identified as “I” and “N” practice codes on the NASS Yield File Report. This query calculates a blended NASS yield for the farm and then identifies farms/crops in which the updated 4-year average yield is 110.1 to 125.0 percent of the blended farm NASS yield.	
3	CTG3A	Specific to crops that NASS maintains only a blended yield. This is identified as an “A” practice code on the NASS Yield File Report. This query identifies farms/crops in which the updated 4-year average yield is 125.1 percent or greater than the 4-year NASS county average blended yield.	<p>Procedure in 1-DCP, paragraph 152 states that the County Office and COC shall review 100 percent of the crops in this category.</p> <p>County Offices shall ensure that 100 percent of the crops identified on the combination of query CTG3A and CTG3B are spot-checked. County Offices that have already completed spot-checks of crops in this category may count the review as being complete for that crop. See paragraph 3.</p>
	CTG3B	Specific to crops that NASS maintains a separate irrigated and nonirrigated yield for the crop. This is identified as “I” and “N” practice codes on the NASS Yield File Report. This query calculates a blended NASS yield for the farm and then identifies farms/crops in which the updated 4- year average yield is more than 125.1 percent of the blended farm NASS yield.	

## Notice DCP-90

### 3 Spot-Checks Previously Completed

#### A Previous Spot-Checks

Spot checks of evidence that have been completed before receiving 1-DCP, Amendment 19 and this notice may be counted as completed spot-checks for DCP. Any differences in the spot-checks shall be processed according to the procedure in 1-DCP. This includes spot-checks performed for price support purposes.

#### B Completing Spot-Checks

County Offices shall:

- run the query reports for each category according to paragraph 4
- for any farm and crop listed that had evidence of spot-checks under price support programs or DCP purposes before receiving this notice, notate the following on the query report:
  - date the spot-check was performed
  - amount of production determined
- determine if the minimum number of spot-checks for the category has been checked
- complete spot-checks based on a random sample if the minimum required number has not been checked
- correct records based on procedure in 1-DCP for all farms and crops for all determined quantities for both previous spot-check and randomly selected spot-check.

## Notice DCP-90

### 4 Running Queries

#### A Running Queries on Single County Systems

County Offices that have only A. files on their systems shall run queries according to the following.

Step	Action
1	On Menu FAX250: <ul style="list-style-type: none"><li>• ENTER “QRY”</li><li>• PRESS “Enter”.</li></ul> Work With Queries Screen will be displayed.
2	On Work With Queries Screen, enter the following: <ul style="list-style-type: none"><li>• <b>option choice</b>, ENTER “9”, “Run”</li><li>• <b>query name</b>, enter the following 1 at a time:<ul style="list-style-type: none"><li>• CTG1A</li><li>• CTG1B</li><li>• CTG2A</li><li>• CTG2B</li><li>• CTG3A</li><li>• CTG3B</li></ul></li><li>• <b>library name</b>, ENTER “QRPRADJ1”.</li></ul>
3	PRESS “Enter”.  The selected query will run.

**Note:** Queries will print best if the characters per inch is changed to 15. This can be accomplished by typing “Print” on a command line, and pressing the “HELP” key. Print Procedure Screen will be displayed. Change characters per inch to 15 and PRESS “Enter”.

**Notice DCP-90**

**3 Running Queries (Continued)**

**B Running Queries on Multiple County Systems**

County Offices that have multiple county files (A., B., etc.) on their systems shall follow subparagraph A to run the queries on the A. files and shall run queries on the other county files on the system according to the following.

<b>Step</b>	<b>Action</b>
1	On Menu FAX250: <ul style="list-style-type: none"> <li>• ENTER "QRY"</li> <li>• PRESS "Enter".</li> </ul> Work With Queries Screen will be displayed.
2	On Work With Queries Screen, enter the following: <ul style="list-style-type: none"> <li>• <b>option choice</b>, ENTER "2, "Revise"</li> <li>• <b>query name</b>, enter the following 1 at a time:                             <ul style="list-style-type: none"> <li>• CTG1A</li> <li>• CTG1B</li> <li>• CTG2A</li> <li>• CTG2B</li> <li>• CTG3A</li> <li>• CTG3B</li> </ul> </li> <li>• <b>Library name</b>, ENTER "QRPRADJI".</li> </ul>
3	PRESS "Enter"  Define the Query Screen will be displayed.
4	On Define the Query Screen, under the "Item Query options", ENTER "1" by "Select a File".  Select a File Screen will be displayed.
5	On Select a File Screen <ul style="list-style-type: none"> <li>• change "A.MI.YCM" to "B.MI.YCM" or "C.MI.YCM" etc, as applicable</li> <li>• PRESS "Cmd7".</li> </ul> End this Query Screen will be displayed.
6	On End this Query Screen: <ul style="list-style-type: none"> <li>• for "Save Definition" change the "1" to a "2"</li> <li>• PRESS "Enter".</li> </ul> The query report will print.

**Note:** Queries will print best if the characters per inch is changed to 15. This can be accomplished by typing "Print" on a command line, and pressing the "HELP" key. Print Procedure Screen will be displayed. Change characters per inch to 15 and PRESS "Enter".

## Notice DCP-90

### 4 Query Reports

#### A Overview

Several of the report headings are for information purposes only. The headings are shown as comparison references.

#### B Reports

The following table provides a description of the query reports.

Header	Description	Found on Report
Farm Number	Farm number associated with crop to be spot-checked.	CTG1A CTG1B CTG2A CTG2B CTG3A CTG3B
Crop Code	Crop code to be spot-checked.  <b>Note:</b> Leading zeros in the crop code are not displayed.  <b>Example:</b> Wheat will display as “11” instead of “0011”.	CTG1A CTG1B CTG2A CTG2B CTG3A CTG3B
Farm Four Year Average Yield	Farm 4-year average yield established based on production evidence.	CTG1A CTG1B CTG2A CTG2B CTG3A CTG3B
County Blended NASS Yield	County blended NASS yield. This yield is the “A” practice code yield as provided by NASS on the NASS Yield File Report.	CTG1A CTG2A CTG3A
110 Percent of NASS County Average	Blended NASS county average yield times 110 percent.	CTG1A CTG2A
125 Percent of NASS Cty Avg	Blended NASS county average yield times 125 percent.	CTG2A
125.1 Percent of NASS Cty Avg	Blended NASS County average yield times 125.1 percent.	CTG3A

**Notice DCP-90**

**5 Query Reports (Continued)**

**B Reports (Continued)**

<b>Header</b>	<b>Description</b>	<b>Found on Report</b>
Blended Farm Yield	Blended farm yield was calculated using the farms planted nonirrigated acres multiplied times the NASS nonirrigated yield and the farms planted irrigated acres multiplied times the irrigated NASS yield. The nonirrigated and irrigated extensions were added together and divided by the total acres to come up with the blended farm yield.	CTG1B CTG2B CTG3B
110 Percent of Farm Blended Yld	Blended farm yield times 110 percent.	CTG1B CTG2B
125 Percent of Farm Blended Yld	Blended farm yield times 125 percent.	CTG2B
125.1 Percent of Farm Blended Yld	Blended farm yield times 125.1 percent.	CTG3B
Percent Greater Than Cty Avg	This is a calculated field that shows the percent higher than the county average yield or blended farm yield. The percent greater is displayed with decimal places.  <b>Example:</b> 126.6 percent is displayed as 1.266.	CTG1A CTG1B CTG2A CTG2B CTG3A CTG3B

**6 Additional Report Headings for Spot-Check Register Purposes**

**A Overview**

County Offices may manually add columns and applicable headings to the report to assist in completing the spot-check process. However, County Offices are required to manually add 4 columns to each of the query reports. These columns will be used to determine the status of the spot-checks. **County Offices shall ensure that the data in the following subparagraphs are recorded on the query report as indicated.**

**B Selected for Spot-Check**

A column and heading, “**Selected for Spot-Check**”, shall be manually added to each of the query reports. County Offices shall place a check mark in this column by each crop that was randomly selected for spot check or that was spot-checked before receiving 1-DCP, Amendment 19 and this notice.

## Notice DCP-90

### 5 Additional Report Headings for Spot-Check Register Purposes (Continued)

#### C Determined Production

A column and heading, “**Determined Production**”, shall be manually added to each of the query reports. The amount of determined production for each spot-check completed shall be entered on the report.

#### D No Further Action

A column and heading, “**No Further Action**”, shall be manually added to each of the query reports. If the yield for a crop selected for spot-check is correct as established, the County Office shall place a check mark in this column indicating that no further action is needed on this crop.

#### E Required Updates Complete

A column and heading, “**Required Updates Complete**”, shall manually added to each of the query reports. If the yield for a crop selected for spot-check is determined to be in error, the County Office shall mark this column as being complete when the required action has been taken according to 1-DCP.