

For: Louisiana State and County Offices

**Establishing Sugarcane Acreage Bases for Farms With Zero Sugarcane Acreage Reported**

Approved by: Acting Deputy Administrator, Farm Programs

**1 Overview**

**A Background**

The Farm Security and Rural Investment Act of 2002 (the Act) provides for the establishment of sugarcane base acreage for a farm, and the implementation of proportionate shares, if applicable, in States with more than 250 sugarcane producers. Louisiana is the only State with more than 250 sugarcane producers. The sugarcane acreage base for a farm shall be the average of the sugarcane acreage planted for harvest for sugar or seed using the 2 crop years with the highest planted acreage from 1999 through 2001.

Notice PAS-1 provides procedure for establishing a sugarcane acreage base for farms with sugarcane acreage reported in at least 1 of the 1999 through 2001 crop years.

Notice PAS-2 instructs County Offices to print and mail producer notification letters to each owner and operator on each farm with sugarcane acreage reported in at least 1 of the 1999 through 2001 crop years.

The procedures and instructions provided in Notice PAS-1 and PAS-2 did not address farms with no sugarcane acreage reported in any of the 1999 through 2001 crop years.

To ensure equitable treatment of all producers, each farm in Louisiana must have a sugarcane acreage base established, including a zero base for farms with no sugarcane acreage planted for any of the 1999 through 2001 crop years.

<p><b>Disposal Date</b></p> <p>August 1, 2003</p>	<p><b>Distribution</b></p> <p>Louisiana State Office; State Office relay to County Offices</p>
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## Notice PAS-3

### 1 Overview (Continued)

#### B Purpose

This notice:

- provides County Offices with instructions for printing a producer notification letter for owners and operators of farms with no sugarcane acreage reported for any of the 1999 through 2001 crop years
- informs County Offices that:
  - producers are allowed to correct previously filed acreage reports or to late-file acreage reports
  - options 1 through 3 on the Sugarcane Program Menu MIAS00 are no longer available
- instructs applicable County Offices to use the software applications identified in this notice to send each farm owner and operator of a farm with no sugarcane acreage reported for any of the 1999 through 2001 crop years a letter:
  - informing them:
    - the farm's sugarcane acreage base and proportionate share are zero acres
    - zero acres of sugarcane may be harvested from the farm in any year proportionate shares are established
    - a civil penalty shall be assessed to producers who knowingly harvest, or allow to be harvested, sugarcane acreage for sugar or seed in excess of the proportionate share when the sugar processor markets sugar in excess of the processor's allotment
  - providing instructions on how to make necessary corrections.

#### C Software

KC-ITSDO shall broadcast the applicable sugarcane program software to Louisiana on or about April 2, 2003. A forthcoming information bulletin will be provided.

## Notice PAS-3

### 2 General Information

#### A Sugarcane Acreage Base

A farm's sugarcane acreage base is equal to the simple average of the 2 crop years with the highest number of planted sugarcane acreage on a farm planted for sugar or seed from 1999 through 2001.

The farm's sugarcane acreage base shall be used to determine the number of sugarcane acres that may be harvested based on proportionate shares, when applicable.

**Note:** Forthcoming directives shall provide more information about proportionate shares.

Notice PAS-1 provides instructions for establishing sugarcane acreage base for farms with sugarcane acreage reported in at least 1 of the 1999 through 2001 crop years.

**Important:** The procedures, instructions, and software provided in Notices PAS-1 and PAS-2 did not address farms with no sugarcane acreage reported in any of the 1999 through 2001 crop years. A zero sugarcane acreage base shall be established for such farms according to this notice.

#### B Processing Time

Processing time to establish a sugarcane acreage base for farms with no sugarcane acreage reported in any of the 1999 through 2001 crop years may take longer than normally expected. **Do not** cancel any jobs before completion.

#### C Late-Filed Acreage Reports for History Purposes Only

County Office may accept late-filed acreage reports for history purposes only according to Notice PAS-1, paragraph 10.

#### D Options on Menu MIAS00

The sugarcane producer notification letter issued according to Notice PAS-2 provided sugarcane producers 30 calendar days to contact the County Office if the producer believed the information provided was in error. The deadline to make changes to the applicable acreage data has expired.

Accordingly, options 1 through 3 on the Sugarcane Program Menu MIAS00 are no longer available.

## Notice PAS-3

### 3 County Office Action

#### A Establishing Zero Sugarcane Acreage Base and Printing Notification Letters

Use the following table to:

- establish a zero sugarcane acreage base for farms in all parishes with no sugarcane acreage reported in any of the 1999 through 2001 crop years
- for applicable parishes identified by the Louisiana State Office according to paragraph 4, print notification letters to each owner and operator on each farm with no sugarcane acreage reported in any of the 1999 through 2001 crop years.

Step	Menu/Screen	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/Compliance", and PRESS "Enter".
4	M00000	ENTER "2", "Farm Records Management", and PRESS "Enter".
5	MC0097	ENTER "19", "Sugarcane Program (Louisiana Only)", and PRESS "Enter".
6	MIAS00	ENTER "4", "Print Zero Acreage Base Notification Letters", and PRESS "Enter".

Once option 4 is selected on Sugarcane Program Menu MIAS00:

- Screen MIAMSGPW will be displayed with the message, "Processing records - please wait."
- a zero sugarcane acreage base shall be established for each farm with no sugarcane acreage reported in any of the 1999 through 2001 crop years.

**The time to process all applicable records to print the notification letters may take several hours to complete. The terminal cannot be used for any other activity while selections are being processed.**

**Important:** Once started, do **not** cancel the processing job unless absolutely necessary. If the processing job is cancelled before completion, County Office must restart the process from the beginning.

After the records are processed:

- the mailing software shall be accessed
- Screen MAEC2G05 shall be displayed with the selection results.

## Notice PAS-3

### 3 County Office Action (Continued)

#### A Establishing Zero Sugarcane Acreage Base and Printing Notification Letters (Continued)

County Office shall follow 5-AS, Part 10, Sections 3 and 4 to print the notification letters.

The notification letters will print in farm number order. A letter will print for the operator and each owner of the farm.

**Important:** County Offices **shall not** create and mail their own notification letters. The notification letter generated by selecting option 4 on the Sugarcane Program Menu MIAS00 shall be used. See Exhibit 1 for an example of the notification letter.

**Note:** Printing the notification letters can fill the spool file. County Offices shall limit the number of pages printed in a batch.

#### B Mailing the Zero Sugarcane Acreage Base Notification Letters

The County Office shall begin mailing zero sugarcane base acreage notification letters as soon as possible, and complete mailing by May 2, 2003.

**Note:** Option 4, "Print Zero Acreage Base Notification Letters" on Sugarcane Program Menu MIAS00 will **not** be available after May 2, 2003.

The zero sugarcane base acreage notification letter is a one-time mailing. Producers on a farm with a zero sugarcane acreage base shall not receive notification about proportionate shares, when implemented, unless sugarcane planted for sugar or seed is reported on the farm.

**Important:** To ensure fair and equitable treatment to all producers, the operator and each owner on a farm with no sugarcane acreage planted in any of the 1999 through 2001 crop years must be informed:

- the farm has a sugarcane acreage base and proportionate share of zero acres
- a civil penalty shall be assessed if sugarcane acreage is harvested in excess of the proportionate share for the farm when the sugar processor markets sugar in excess of the processor's allotment.

## Notice PAS-3

### 4 State Office Action

#### A Action

Notification of zero base acres is not required in a parish that has no sugarcane planting history. The State Office shall notify those counties to:

- compute a zero sugarcane base
- cancel the print of the notification letter.

**Example of Zero Sugarcane Acreage Base Notification Letter**

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April 3, 2003

Farm  
Number: 1Jane Doe  
123 Any Street  
Anywhere USA 12345

Dear Producer:

The Farm Security and Rural Investment Act of 2002 (2002 Act) includes provisions for establishing annual allotments for the marketing of sugar by processors at a level that result in no forfeitures of sugar to the Commodity Credit Corporation (CCC) under the sugar loan program. To ensure that the marketing allotment established for the processors is not exceeded in a State with more than 250 sugarcane producers, the 2002 Act provides for the establishment of a Sugarcane Acreage Base for a farm, and implementing proportionate shares, when applicable.

The Sugarcane Acreage Base for a farm is calculated as the average of the sugarcane acreage planted for harvest for sugar or seed using the 2 crop years with the highest planted acreage from 1999 through 2001.

When the quantity of sugarcane produced will be in excess of the quantity needed to enable the processor to fill the allotment for the year, a proportionate share of the Sugarcane Acreage Base for each farm shall be established. The farm's proportionate share shall be the product of a uniform reduction percentage, determined by CCC, and a farm's Sugarcane Acreage Base. The sugarcane acreage that may be harvested on the farm for sugar or seed shall be limited to the farm's proportionate share.

This letter is to notify you that the acreage reports for the farm identified above indicate that sugarcane was not planted on the subject farm for the crop years 1999, 2000, or 2001. Therefore, the Sugarcane Acreage Base and proportionate share for the farm identified above are zero acres. Accordingly, the number of acres of sugarcane that may be harvested for sugar or seed on the farm during any year proportionate shares are established is zero.

A civil penalty shall be assessed to producers who knowingly harvest, or allow to be harvested, sugarcane acreage for sugar or seed in excess of the proportionate share for the farm when the sugar processor markets sugar in excess of the processor's allotment.

If you believe the 1999, 2000, or 2001 acreage reports for the farm identified above are in error, you should contact this office within 30 calendar days of the date of this letter. A request must be in writing and accompanied by factual information and documentation indicating why you believe the information is in error.

Please contact the County Office if you have any questions.

Sincerely,

County Executive Director  
Anywhere County FSA Office