

For: State and County Offices

Providing Late-Filed Oilseeds Acreage Data to Control Counties

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

On February 7, 2000, the Secretary announced the 1999 Oilseeds Program (OP) signup period as February 28, 2000, through March 31, 2000. Preliminary program details were provided in Notice PF-127. An amendment to 1-PF with policy, procedure, and automation procedure is forthcoming.

Notice PF-125 informed State and County Offices that acreage reports of oilseeds may be accepted through February 18, 2000, for OP purposes. These acreage reports must be filed in the County Office which administers the farm records to allow proper review and acceptance by COC, however, each producer must file the OP application in the county designated as control county for FY 2000 payment limitation purposes.

Late-filed acreage reports accepted by the administrative County Office on FSA-578D are not processed in the automated system. Accordingly, a copy of the accepted FSA-578D shall be forwarded to the applicable control County Office to ensure correct OP application processing.

B

Purpose

This notice informs State and County Offices:

- that February 18, 2000, will remain the deadline for producers to file 1997, 1998, or 1999 acreage reports for 1999 OP purposes
- how to prepare a query to identify multi-county producers for which another county is the control county
- how to accept and distribute FSA-578D's according to Notice PF-125.

Disposal Date December 1, 2000	Distribution State Offices; State Offices relay to County Offices
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Notice PF-128

2 Accepting Reports for OP Purposes Only

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Reporting Deadline

Acres reports shall be accepted through February 18, 2000, according to Notice PF-125. Producers who, according to FSA records, shared in the production of eligible oilseeds in 1999 were mailed a postcard from KCMO notifying them of the need to certify acres of oilseeds before the February 18, 2000, deadline. Notice PF-125 instructed County Offices to publicize this provision by all practical means of communication, including, but not limited to:

- news releases
- newsletters
- radio and television
- meetings.

Note: See Exhibit 1 for Q&A's about filing FSA-578D.

B

COC Review

As FSA-578D's are submitted, County Offices shall require producers to submit acceptable evidence of existence and disposition of each oilseed according to Notice PF-125, subparagraph 2 C, to prepare for COC action.

COC shall review FSA-578D's and the evidence of existence and disposition as soon as possible, but no later than February 25, 2000. If the evidence is:

- not acceptable, inform the producer and provide applicable appeal/mediation rights
 - acceptable, notify the producer and ensure that FSA-578D is filed in the farm folder for the applicable crop year or years.
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C

Completing FSA-578D

Complete FSA-578D according to Exhibit 2.

Notice PF-128

3 Distributing Reports for OP Purposes Only

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Control Counties

Control County Offices shall distribute each FSA-578D approved by COC as follows:

- file a copy of the FSA-578D in the farm folder for the applicable crop year, and 1 copy in a pending file to be used in determining eligible acreage when the producer submits an application for OP, if the farm was administered in the control County Office
 - file a copy of each FSA-578D approved by a non-control county in a pending file to be used in determining eligible acreage when the producer submits an application for OP.
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Non-Control Counties

Non-control County Offices that have administrative control of a farm shall:

- obtain COC approval of late-filed FSA-578D's
 - immediately forward a copy of **approved** FSA-578D's to the control county
 - file a copy of each approved FSA-578D in the farm folder for the applicable crop year
 - maintain a register of FSA-578D's forwarded to control County Offices for future reference.
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Notice PF-128

4 Identifying Multi-County Producers

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General Information

County Offices may prepare a report of multi-county producers for which another County Office is designated as the control county. Run the query according to instructions in subparagraph B. The report resulting from running the query may be used to help determine which late-filed FSA-578D's must be forwarded to the control county after approval by COC.

B

Running Query

County Offices shall follow instructions in this table to run the query for a report of multi-county producers.

Step	Action						
1	<p>On the command line of Menu FAX250, key the following command for the headquarters county (file group A), then PRESS "Enter".</p> <p>MUKQRY,PD.PRADJ MULTICTY,QRPRADJ1,A</p>						
2	<p>On the command line of Menu FAX250, key the following command, then PRESS "Enter". The Select Records Screen will be displayed.</p> <p>QRYRUN MULTICTY,QRPRADJ1,,,,,,,,,RECSEL</p> <p>Note: There are 11 comma's between QRPRADJ1 and RECSEL</p>						
3	<p>At the Select Records Screen, the following will appear:</p> <table border="0"> <tr> <td>FIELD</td> <td>TEST</td> <td>VALUE (FIELD, NUMBER, OR "characters")</td> </tr> <tr> <td>CTLSTC</td> <td>NE</td> <td>XXYYY</td> </tr> </table> <p>Under the "Value" field, enter the numeric State code represented by XX and the county code represented by YYY, then PRESS "Enter" to run the report.</p>	FIELD	TEST	VALUE (FIELD, NUMBER, OR "characters")	CTLSTC	NE	XXYYY
FIELD	TEST	VALUE (FIELD, NUMBER, OR "characters")					
CTLSTC	NE	XXYYY					

Note: Repeat steps 1 through 3 for each served county on the system, changing the file group letter in the MUKQRY command (step 1) to reflect the served county for which the report is being printed, and change the "VALUE" field on the Select Records Screen (step 3) to reflect the served county's State and county code. For example, **B** = first served county, State and County Code = **11222**, **C** = second served county, State and county code = **22333**, etc. If only 1 county resides on the system, no further action is necessary.

Questions and Answers About Filing FSA-578D

February 18, 2000, is the final date to file FSA-578D for OP purposes.

Question 1: Many “established” producers had filed FSA-578 timely for 1999 and 1998 oilseeds, but not for the 1997 crop year. Producers were not required to certify oilseed acreage and many did not in 1997 because LDP’s were not available. Is the producer required to certify the 1997 acreage for OP purposes?

Answer 1: The producer **may** certify the 1997 acreage by February 18, 2000. However, if the 1998 acreage is more than the 1997 acreage, and the producer does not intend to use the 1997 acreage for proven actual yield purposes, there is no need to certify the 1997 acreage.

Question 2: Some producers are considered “new producers” because they filed FSA-578 timely for 1999, but did not file an acreage report for the 1998 or 1997 crop year. Is the producer required to certify the 1998 and 1997 oilseeds (even if zero)?

Answer 2: If the producer planted or shared in the production of the oilseed in 1999 and also in one of the years 1998 or 1997, the producer **shall** file the acreage for that year. If the producer planted or shared in the production of the oilseed in 1999 and in both 1998 and 1997 the producer shall file the acreage of the higher year. The producer **shall** file the acreage for both years if one year is the higher acreage and the other year is used to prove the actual yield. (Although the 1999 acreage may have resulted in a higher payment, the payment, as required by statute, is made on the higher of the 1998 or 1997 acreage.

If the producer did **not** share in oilseed production in 1998 or 1997, FSA will accept a certification statement of zero acres. This certification may be completed when the producer submits an application for OP; the certification will be included in a 1-PF exhibit.

Note: Producers certifying to zero oilseeds acres are subject to spotcheck. If the spotcheck reveals the producer shared in the production of the oilseed but certified zero, the producer is ineligible for OP.

Question 3: Will FSA-578D’s be accepted after February 18, 2000?

Answer 3: “Established” producers have already certified 1999 oilseed acreage, in addition to 1998 and/or 1997 acreage. FSA-578D’s will be accepted only if filed by February 18, 2000.

Producers who certified a 1999 oilseed, but not 1998 or 1997 acreage of the oilseed, shall certify the 1998 or 1997 acreage, even if after February 18, 2000. This will be the only exception to the February 18, 2000, deadline.

Question 4: Is a producer allowed to **revise** a previously filed acreage report?

Answer 4: No. FSA-578D’s are filed to report oilseed acreages that were not previously reported to FSA. Producers shall not be permitted to revise acreage reports for OP purposes.

Completing FSA-578D

**A
Instructions for
Completing
FSA-578D**

If the producer provides evidence of existence of the crop and crop disposition, the producer shall complete FSA-578D according to this table.

Item	Instructions
1	Enter the producer's name, address, and telephone number.
2	Enter the County Office name, address, telephone number, and State and county code.
3	For program year, enter the applicable crop year.
4	Enter farm serial number or numbers.
5	Enter applicable oilseed.
6	Enter acreage, attach the following to FSA-578D: <ul style="list-style-type: none"> • aerial photocopy showing crops, acres, and intended use • evidence of crop existence, that is, seed receipts, chemical receipts • evidence of crop disposition, that is, settlement sheet, scale tickets.
7	Enter producer's percentage share of the crop.
8	Enter other person or persons who share in the crop.
9	Not applicable
10	Not applicable
11	Not applicable
12	Enter the intended use.
13	Not applicable
14	Enter the producer's oilseed acreage. Determine by multiplying item 6 times item 7, and rounding the result to the nearest tenth.
15	Producer signs and dates.

Continued on the next page

