

For: State and County Offices

**Updating Subsidiary Files Before 2002 Subsidiary File Rollover**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

Each year County Offices are reminded to review and correct all subsidiary files before rollover, and this year is no exception. As in the past, software will automatically perform rollover of subsidiary files.

Before issuing a check, the payment process reads subsidiary files to determine:

- whether a producer is eligible for payment
- what the producer’s payment limitation amount is in each county
- the members of a joint operation or entity
- the entity code
- whether individuals or entities are combined as one person for payment limitation purposes.

Once subsidiary rollover for 2002 occurs, County Offices will not be able to issue 1999 CDP, CRP, LDP, or MLA payments unless the subsidiary records are correct. Because County Offices will not have the capability to create, delete, or update 1999 subsidiary records after 2002 rollover occurs, it is very important that these records be updated before County Release No. 468 S is installed.

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<p><b>Disposal Date</b></p> <p>December 1, 2001</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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## Notice PL-103

### 1 Overview (Continued)

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#### B

#### Purpose

This notice:

- requires County Offices to ensure that any required updates to subsidiary file records are immediately performed
  - provides guidelines for updating subsidiary files before:
    - 2002 Subsidiary File Rollover
    - County Release No. 468 S is installed.
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### 2 Updating Subsidiary Files Before Rollover

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#### A

#### Eligibility File

County Offices shall:

- verify existing data as much as possible

**Note:** Although County Offices may update 2000 and 2001 eligibility flags after rollover, it is important that existing data be verified as much as possible before rollover, because the 2001 records will be rolled over to 2002.

- update 1999 producer eligibility files.

See 2-PL, Part 2 for instructions on how to update eligibility records.

**Reminder:** After rollover, 1999 producer eligibility files will **not** be accessible.

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#### B

#### Multicounty Producer File

County Offices shall validate that multicounty producer sets are correct.

The multicounty producer file:

- is important because it is 1 of the files used to create and delete payment limitation records
- contains the designated control file for producers who are active in 2 or more counties, but are not combined for payment limitation purposes with 1 or more producers.

See 2-PL, Part 3 for information on how:

- KC-ITSDO creates and deletes multicounty producer records
  - to change the control county for a multicounty producer.
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## Notice PL-103

### 2 Updating Subsidiary Files Before Rollover (Continued)

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#### C

##### Payment Limitation File

County Offices shall do the following:

- validate existing 1999 payment limitation records before rollover
- adjust amounts for multicounty producers, if necessary.

See 2-PL, Part 4 for payment limitation records.

**Reminder:** After rollover, County Offices will not have the capability to update 1999 payment limitation amounts and KC-ITSDO will not create new 1999 payment limitation records.

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#### D

##### Combined Producer File

County Offices shall validate and correct combined producer sets.

The combined producer file is important because it is used to:

- determine which producers are combined for payment limitation purposes
- create and delete payment limitation records.

See 2-PL, Part 5 for instructions on how to create, delete, or update combined producer records.

**Reminder:** After rollover, 1999 combined producer records cannot be created, deleted, or updated.

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#### E

##### Entity File

County Offices shall validate that 1999 entities and permitted entity designations have been entered correctly.

See 2-PL, Part 6 for instructions on how to create, delete, or update entity records.

**Reminder:** After rollover, 1999 entity records cannot be created, deleted, or updated.

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## Notice PL-103

### 2 Updating Subsidiary Files Before Rollover (Continued)

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#### F

#### Joint Operation File

County Offices shall validate that 1999 joint operations have been entered correctly.

See 2-PL, Part 7 for instructions on how to create, delete, or update joint operation records.

**Reminder:** After rollover, 1999 joint operation records cannot be created, deleted, or updated.

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#### G

#### Using CCC-738 and CCC-739

County Offices shall use CCC-738 or CCC-739 to communicate any of these changes to another County Office. CCC-738 and CCC-739 are mandatory forms used for both communicating and tracking. When a change is requested, CCC-738 and CCC-739 require the task to be completed within 3 workdays.

See 2-PL, paragraphs 105 and 106 for instructions on completing CCC-738 and CCC-739.

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### 3 Problem Situations Occurring This Year

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#### A

#### Entity Type Code

County Offices shall review and validate:

- the use of code "99"
- "bad" codes carried over from 1 year to another
- other entity type code problems.

This past year many County Offices experienced problems with the entity type code when issuing previous year payments to producers. County Offices are reminded:

- that rollover will lock them out of changing the entity type code for all years except the current year

**Note:** In 2001, many records were rolled over without checking the entity type code.

- to only use code "99" for general entity members with a temporary ID number.

**Note:** County Offices are inappropriately using code "99" to get an entity in the system. Payments are not issued to a producer with an entity code of "99". Refer to 1-CM, Exhibit 26 for proper entity codes.

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## Notice PL-103

### 3 Problem Situations Occurring This Year (Continued)

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#### **B** **Updating ALL** **Other Producer** **Records**

County Offices shall do the following before rollover:

- update all other producer records
- update farm, tract, name and address, and reconstitution records
- enter basic data even though the information is not complete or the case involves an appeal or request for relief.

**Reminder:** Errors or omissions in these records can stop the payment process. After rollover, producer data cannot be created, deleted, or updated for 1999 and prior years.

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### 4 Farm Crop Rollover

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#### **A** **Adding Farms**

County Offices shall add 1999 farms **before** rollover to ensure program eligibility.

**Reminder:** After rollover, 1999 farm records will no longer be accessible.

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### 5 County Office Action

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#### **A** **Action Required**

County Offices shall ensure that any required updates to subsidiary file records are immediately performed.

**Important:** Beware of the changes that take upload and download processing and remember that time is a factor in this process.

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