

For: State and County Offices

Updating 2001 Eligibility Flags After 2004 Rollover

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Recently, new disaster programs were legislated requiring payments to producers for 2002 and 2001 losses. Before issuing these payments or payments for other programs for 2001, County Offices may need to update producer eligibility flags. After the 2004 rollover process, County Offices would normally be locked out of 2001 eligibility files.

B Purpose

This notice provides instructions for County Offices to access and update the 2001 eligibility flags after 2004 rollover have been completed.

Disposal Date	Distribution
April 1, 2004 10-3-03	State Offices; State Offices relay to County Offices

Notice PL-121

2 Updating Eligibility Files After Rollover

A New 2001 Eligibility Flag Process

County Offices shall use this table to access 2001 eligibility data.

Step	Action	Result
1	On Menu FAX07001, ENTER "9", "Common Provisions Programs".	Common Management Menu MA0000 will be displayed.
2	On Menu MA0000, ENTER "4", "Subsidiary Files Maintenance".	Subsidiary Main Menu MAD000 will be displayed.
3	On Menu MAD000, ENTER "5", "Eligibility".	Eligibility Menu MAD400 will be displayed.
4	On Menu MAD400, ENTER "5", "Updating CY-3 Eligibility Records".	Eligibility Maintenance Screen MAD40201 will be displayed.
5	On Screen MAD40201, enter a producer name or ID number.	2001 Eligibility Update Screen MAD40202 will be displayed.

Screen MAD40202 allows County Offices to change a producer's 2001 eligibility records. When the record is updated, the update is immediate for the home county. However, this process is the **same as** the 3 prior years' eligibility flag processes. For multi-county and combined producers, the upload and download process must be completed before other county records are corrected.

B Using CCC-738 and CCC-739

County Offices shall use CCC-738 or CCC-739 to communicate any 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.