

For: State Offices

Updating Prior Year Business Types in SCIMS

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Handbook 2-PL, paragraph 419, provides procedure for updating entity types for producers when it is determined that the entity type recorded is incorrect. However, this process only allows County Offices to update current year entity types and users do not have the ability to update incorrect entity types for prior years. State and County Offices are currently required to submit information to the National Office requesting an update to prior year entity type information.

Recently a large number of conditions have been identified where producer entity type information has been determined to be incorrect. Situations include, but are not limited to, the following.

- Situations identified through the SCIMS duplication resolution process where entity type information was loaded differently for producers that participate in more than one county. In many cases, the incorrect customer record was selected during the duplicate resolution merge process.
- Cases where the customer’s entity type, or business type in SCIMS, was loaded incorrectly.
- Cases where County Offices have not updated information for deceased producers correctly when an employer ID number is obtained for an estate.

As a result, the National Office has received a large number of requests to update prior year business type information for SCIMS customers.

Disposal Date	Distribution
January 1, 2005	State Offices

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1 Overview (Continued)

B Purpose

This notice:

- advises State Offices that software is being developed that allows authorized State Office employees to update prior year business type information for SCIMS customers
- provides action required to obtain access to SCIMS software for updating prior year business type information
- advises that existing cases in the National Offices will be discarded once the software is released
- provides the projected release schedule for the software.

2 New Web-Based Software for Updating Prior Year Business Type Information

A Updating Business Type Information

Software is being developed through the SCIMS process that allows authorized users to access and update prior year business type information for SCIMS customers. Access to the software is being limited to:

- State Office users only
- a maximum of two users per State.

The SCIMS database contains business type information for the current year, plus the nine previous years. Through the new software, State Office employees have the ability to update any business type for any of the previous nine years. County Offices will continue to be required to update current year business type information.

Updating business type information incorrectly can have a significant impact on how program payments are issued, therefore the new SCIMS software is restricted to a limited number of State Office employees to ensure that the proper review is conducted before business type information is updated.

Note: A future notice will be issued that thoroughly explains the review process required before business type information is changed for a prior year.

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3 Requesting Access to New SCIMS Process

A SED Responsibilities

Each SED shall designate at least one, but no more than two, State Office employees to be responsible for updating prior year business type information for SCIMS customers. Access to the software will be limited to the employees designated.

SED's should take the following into consideration when determining which employees should be designated for this responsibility.

- Due to the importance of ensuring that business type information is maintained properly, designated employees should have adequate program knowledge required to review payment limitation case file documentation and program payment information. It is highly recommended that employees with experience and knowledge in payment limitation provisions be designated.
- The amount of time required to handle updates to SCIMS will vary depending on the number of cases in the state. The National Office has received approximately 600 cases since SCIMS was implemented. The volume of cases increased dramatically during the SCIMS duplicate resolution process, but has slowed over the past few weeks. The amount of time required to review a case can vary from 15 minutes to several hours depending on the complexity and nature of the problem.
- Employees designated to update prior year business type information are not required to have access to the normal SCIMS customer data. While the new process to update prior year business type information is associated with SCIMS and will update the SCIMS database, the process to access the software is not through the normal SCIMS process. Access to the process to update business type information does not grant users access to SCIMS. Authorization for SCIMS access must be obtained according to 1-CM, paragraph 141.

When the employees are selected, States Offices shall submit the following information to PECD/Common Provisions Branch:

- State name
- name of the employee designated
- Social Security number for the employee designated
- that the request is to obtain access to the process to update prior year business types.

Information can be submitted using either of the following methods:

- FAX to PECD/CPB at 202-720-0051
- e-mail to Neeru.Gulati@wdc.usda.gov.

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4 Projected Software Release Schedule

A Release Date

The new web-based software to update prior year business type information for SCIMS customers is projected for release in June 2004. When this software is released, State Offices have complete responsibility for updating prior year business type information. All cases submitted to the National Office that have not been completed will be discarded at that time.

B Additional Information

Additional information will be provided in a future notice that describes:

- action required for conducting reviews
- procedure for updating business type information.