

For: State and County Offices

Updating Subsidiary and Farm Maintenance Files Before 2006 Rollover

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Each year County Offices are reminded to review and correct all subsidiary and farm maintenance files before rollover. As in the past, software will automatically perform rollover of subsidiary and farm maintenance files.

Generally before issuing payments, the applicable 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, if applicable
- the members of a joint operation or entity
- the SCIMS entity code
- whether individuals or entities are combined with other producers for payment limitation purposes.

Once rollover for 2006 occurs, County Offices will not have the capability to create, delete, or update 2003 farm records and most 2003 subsidiary records; therefore, it is very important that these records be updated **before September 16, 2005**.

Disposal Date	Distribution
December 1, 2005	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice:

- requires that County Offices ensure that any updates to 2003 subsidiary file records are immediately performed
- provides guidelines for updating subsidiary files before September 16, 2005
- requires that County Offices ensure that any updates to 2003 farm maintenance files are immediately performed.

2 Updating Subsidiary Files Before Rollover

A Subsidiary File Updates

County Offices shall:

- verify the correctness of eligibility, multi-county producer, payment limitation, combined producer, entity, and joint operation file data

Note: Although County Offices may update eligibility determinations on the web after rollover, it is important that existing data be verified before rollover because the 2005 determinations will be rolled over to 2006.

- update 2003 producer subsidiary files to ensure that all of the following are properly updated:
 - eligibility determinations
 - joint operation and entity file records, including share information for members
 - combinations of individuals or entities as 1 person or decombinations, if applicable
 - payment limitation amounts for multi-county producer, if necessary.

See 2-PL for additional information on updating subsidiary files.

See 3-PL for additional information on eligibility files.

Note: Because eligibility is now on the web, County Offices have full access to all producer eligibility records back to 1999. Therefore, County Offices can update past eligibility records on the web after rollover for 2006.

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2 Updating Subsidiary Files Before Rollover (Continued)

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.

3 Problem Situations Occurring From Rolling Erroneous Records

A Payment Limitation, Combined Producer, Joint Operations, and Entity Files

Once rollover for 2006 is completed, County Offices will be:

- locked out of 2003 records on the System 36
- unable to correct, change, or delete 2003 records
- required to use special payment processing for producers with bad records for 2003.

County Offices shall review, correct and validate 2003 producers' payment limitation, combined producer, joint operations, and entity records in the System 36 before being locked out by 2006 rollover.

B Suspended Producers

Failure to fix "S" flag problems will lengthen the correction process, because rolling over a suspended producer will add another layer of complexity to the problem. Before suspended producers can be paid the "S" flag must be corrected. Generally, "S" flag means that the producer is in violation of the 3 entity rule. This requires changes in the entity file. Because the entity file is still on the System 36, upload and download processing is required, which takes time to complete.

County Offices shall review and correct all 2003 suspended producers before being locked out by 2006 rollover. If time permits, County Offices should resolve all other suspended producer cases.

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3 Problem Situations From Rolling Erroneous Records (Continued)

C Entity Type Code

Once rollover for 2006 is completed, County Offices will be:

- locked out of entity type codes except for current year (2006) in SCIMS
- unable to change or correct any prior year entity type codes in the System 36
- required to submit bad entity type codes to the State Office.

County Offices shall review all entity type codes before being locked out by 2006 rollover. Also, any bad entity type code for 2005 will be rolled over to the new 2006 producer record.

Note: Any entity type code changes must be reported to the State Office, because all corrections require manual interaction by State Office personnel.

4 Farm Crop Rollover

A Adding Farms

County Offices shall add 2003 farms and all applicable producers to the farms **before** doing 2006 farm records rollover. Doing this will ensure that the farm and producer's eligibility records are created for future programs.

5 County Office Action

A Action Required

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

Important: County Offices have become accustomed to eligibility records that update almost immediately. County Offices are reminded that other subsidiary record changes take upload and download processing. Time needs to be allowed for this turn around of data, which can take a week or more. Tracking of all submitted record changes is recommended, because all records that fail to be processed before rollover must be resubmitted. September 16, 2005, is the deadline for processing upload and download of record changes. Any record changes submitted **after September 16, 2005**, are not guaranteed to be completed.