

For: State and County Offices

Updating Subsidiary Files Before 2007 Rollover and 2007 Subsidiary Rollover Information

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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 Service Center Information Management System (SCIMS) entity code
- whether individuals or entities are combined with other individuals or entities for payment limitation purposes.

Note: Once rollover for 2007 occurs, County Offices will **not** have the capability to create, delete, or update 2004 subsidiary records in the System 36 that includes the joint operation record, the entity record, the combined producer record, the control county payment limitation record, and the multi-county producer record. It is very **important** that these 2004 records be updated before **September 8, 2006**. After September 8, 2006, 2004 subsidiary files, even if updated in the County Office System 36, will **not** be updated by the Kansas City mainframe.

Disposal Date	Distribution
October 1, 2007	State Offices; State Offices relay to County Offices

1 Overview (Continued)

B Purpose

This notice:

- requires that County Offices ensure that any updates to the subsidiary file records are immediately performed, specifically the 2004 subsidiary files

Note: Record changes after **September 8, 2006**, will **not** update the Kansas City mainframe.

- provides guidelines for updating subsidiary files before **September 8, 2006**
- identifies potential problems that can be solved with action completed to subsidiary files before **September 8, 2006**
- pinpoints dates relative to 2007 subsidiary rollover.

2 Updating Subsidiary Files Before Rollover

A Subsidiary File Updates

County Offices shall:

- verify the correctness of 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 2006 determinations will be rolled over to 2007.

- update 2004 producer subsidiary files to ensure that all of the following are properly recorded:
 - joint operation and entity file records, including share information for members
 - combinations of individuals or entities as 1 person or decombinations, if applicable
 - multi-county producer information
 - 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 2007 rollover.

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2 Updating Subsidiary Files Before Rollover (Continued)

B Communicating Subsidiary Changes

County Offices shall follow the procedure in 2-PL to communicate any changes to another County Office. There are mandatory forms to be used for both communicating and tracking. When a change is requested, 2-PL requires the task to be completed within 3 workdays.

3 Problem Situations Occurring From Rolling Erroneous Records

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

Once rollover for 2007 is completed, County Offices will be:

- locked out of 2004 records on the System 36
- unable to correct, change, or delete 2004 records.

Warning: Failure to update these files before **September 8, 2006**, will result in significant delays to any outstanding payments for affected producers.

County Offices shall review, correct, and validate 2004 producers' payment limitation, combined producer record, joint operation record, entity record, and multi-county record in the System 36 before being locked out by 2007 rollover. These updates of 2004 records should be completed in the County Office System 36 before **September 8, 2006**.

B Suspended Producers

Failure to rectify "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, an "S" flag means that the producer is in violation of the 3 entity rule that will require a change in the entity file. Because the entity file is still on the System 36, upload and download processing is required that is **not** real time.

County Offices shall review and correct all 2004 suspended producers **before** being locked out by 2007 rollover on **September 8, 2006**.

C Business Type

Once rollover for 2007 is completed, County Offices will:

- **not** be able to access business type changes except for current year (2007) in SCIMS
- **not** be able to change or correct any prior year business types in SCIMS
- be required to submit incorrect business type changes to the State Office.

County Offices shall review all business type codes before being locked out by 2007 rollover. Also, any incorrect business type for 2006 will be rolled over to the new 2007 producer record.

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4 Important Dates and Action

A Preparing for Rollover

County Offices shall consider the following when preparing for rollover:

- Kansas City will make web-based subsidiary records unavailable at COB September 22, 2006; County Offices will **not** be able to access web-based subsidiary records as of COB **September 22, 2006**
- software to process subsidiary rollover in the System 36 will be included in County Release No. 598; the software will be overnight mailed from Kansas City on September 25, 2006

Note: County Offices shall install the software **immediately** upon receipt; 2007 farm records and subsidiary file rollover in System 36 will occur during release installation.

- web-based subsidiary file software will be available for use beginning September 25, 2006; as web-based subsidiary file updates **cannot** be replicated to the System 36 until after 2007 rollover has been completed on the System 36, these records will be held until rollover has been completed on the System 36
- the **only** System 36 subsidiary file software that will be unavailable will be the 2004 subsidiary files after the County Office System 36 has rolled to 2007.

Note: Attempts to update 2004 subsidiary records on the County Office System 36 between **September 8, 2006** and installation of County Release No. 598 will **not** update.

B 2004 Subsidiary Files

It is imperative that County Office employees realize the importance of **September 8, 2006**. Any subsidiary activity generated for 2004 after this date will **not** get updated to the mainframe. This will cause **any** payments earned by the affected producers to be significantly delayed. See Notices CM-530 and CM-544 for delays in 2003 payments relating to 2006 rollover.

C Action Required

County Offices shall ensure that **any** required updates to the subsidiary file, either on the web or in the System 36, are completed immediately.

Important: County Offices have become accustomed to eligibility records that update in real time. 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. Any record changes submitted after **September 8, 2006**, are **not** guaranteed to be completed. Resources will **not** be available to devote to resolving problem cases resulting from County Offices **not** timely updating permitted entity and combined producer files **before** 2007 rollover.