

For: State and County Offices

Resetting Eligibility Determinations/Certifications

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice PL-146 informed County Offices of a forthcoming edit that would change the following 2007 eligibility determinations/certifications:

- person determinations
- actively engaged determinations
- AD-1026 certifications
- adjusted gross income certifications
- cash rent tenant determinations
- gross revenue for NAP certifications.

B Purpose

This notice provides information about:

- the date 2007 eligibility determinations/certifications in subparagraph A will be edited
- reviewing information for accuracy in preparation for reloading the web-based eligibility files
- how the edit will effect County Office payment operations
- a review of records by STC's or their representative to ensure accuracy
- requested action.

Disposal Date

April 1, 2007

11-2-06

Distribution

State Offices; State Offices relay to County Offices

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2 Eligibility Editing

A Date of the Edit

The edit to reset 2007 eligibility files will be run on Thursday night, November 2, 2006.

B Processing Eligibility Edits

Eligibility edits will be processed as follows:

- determinations/certifications listed in subparagraph 1 A will be set to the conditions listed in Notice PL-146 during the night of November 2, 2006
- on Friday, November 3, 2006, County Offices may begin the task of updating the determinations/certifications listed in subparagraph 1 A in the web-based subsidiary file.

Note: The updates will:

- be loaded into the current web-based subsidiary file database
- immediately be downloaded to System 36
- be available to any payment system using web-based subsidiary files.

According to Notice PL-146, priority should be given to records for applicants who are requesting MILC, EFCRP, EQIP, CRP cost-share, ECP, GRP, or 2007 advance direct DCP payments.

- over the next 10 workdays, KC will download the eligibility information that is in web-based subsidiary files to System 36

Note: This is being done at night, by State, so servers are not overloaded while the County Offices are using them. The National Office is not aware of any other 2007 payments to be processed in System 36 until December 1, 2006.

- information used to update System 36 will be taken from the current web-based subsidiary file database.

Note: Any information that County Offices load, beginning November 3, 2006, will be downloaded to System 36, **not** the information set by this edit.

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3 Determinations/Certifications

A Information To Be Verified

Because the web-based subsidiary files are used by so many applications, it is very important that data is accurately recorded and supported by proper documentation.

County Offices shall verify that eligibility data is complete and accurate before loading a determination/certification into the web-based subsidiary files. At a minimum, County Offices shall verify the following information.

Eligibility Field To Be Updated	Documents to Review	Review	Action to Take as a Result of Review
Person Determination	CCC-502	County Offices shall review CCC-502's and ensure that all items are completed.	If CCC-502 is revised by the applicant or authorized representative according to and meets criteria of 1-PL, paragraph 50, COC's are required to make a new determination of the revised CCC-502 and enter the new determination date into the web-based subsidiary files according to 3-PL.
	CCC-501A	County Offices shall review CCC-501A's and determine that all members information is recorded according to 1-PL, paragraph 201.	If CCC-501A is not completed properly, County Offices shall have the applicant or authorized representative properly complete a CCC-501A and have COC make a new determination. If CCC-503A is not used to record a COC determination, then CCC-502 shall be presented to COC or authorized representative for a new determination.
	CCC-503A	County Offices shall ensure that COC's or authorized representative recorded the determination on CCC-503A.	If any document is not signed by the applicant or authorized representative, County Offices shall take a new document signed by the applicant or authorized representative and submit CCC-502 to COC for a new determination.
	FSA-211 or other signature authority.	County Offices shall ensure that an authorized representative signed all FSA-211's according to 1-CM.	Note: All CCC-502's signed or not signed by the applicant or unauthorized representative before 2007 shall be declared as default determinations. If all documentation is complete, enter the original "Date Documentation Filed by Producer" and "COC Determination Date" into the web-based subsidiary files according to 3-PL.

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3 Determinations/Certifications (Continued)

A Information To Be Verified (Continued)

Eligibility Field To Be Updated	Documents to Review	Review	Action to Take as a Result of Review
Actively Engaged Determination	Items listed under "Person Determination" in this subparagraph.		
	CCC-501B	County Offices shall ensure that CCC-501B's are used to select no more than 3 payment entities.	If CCC-501B's is not completed properly, County Offices shall have the applicant or authorized representative properly complete a CCC-501B and have COC make a new determination.
	FSA-211 or other signature authority	County Offices shall ensure that an authorized representative signed all FSA-211's according to 1-CM.	If any document is not signed by the applicant or authorized representative, County Offices shall take a new document signed by the applicant or authorized representative then CCC-502 shall be presented to COC or authorized representative for a new determination. If all documentation is complete, enter the original "Date Documentation Filed by Producer" and "COC Determination Date" into the web-based subsidiary file and set the determination to the appropriate value according to 3-PL.
AD-1026 Certification	AD-1026	County Offices shall review AD-1026's and ensure that all items are completed.	If any item is not completed correctly, County Offices shall ensure the producer or authorized representative completes a new AD-1026 and enter the appropriate determination and date into the web-based subsidiary files.
	FSA-211 or other signature authority.	County Offices shall ensure that an authorized representative signed all FSA-211's according to 1-CM.	If the AD-1026 was not signed by the applicant or authorized representative, then County Offices shall have the applicant or authorized representative complete a new AD-1026 and enter the appropriate determination and date into the web-based subsidiary files. If all information on the AD-1026 is correct, then County Offices shall enter the original certification/authorization and original signature date into the web-based subsidiary files according to 3-PL.

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3 Determinations/Certifications (Continued)

A Information To Be Verified (Continued)

Eligibility Field To Be Updated	Documents to Review	Review	Action to Take as a Result of Review
Adjusted Gross Income Certification	CCC-526	County Offices shall ensure that CCC-526's are completed according to 1-PL.	If CCC-526's are completed incorrectly or there is no CCC-526 on file, County Offices shall have the applicant or authorized representative complete a new CCC-526 and record the date into the web-based subsidiary files according to 3-PL.
	FSA-211 or other signature authority.	County Offices shall ensure that an authorized representative signed all FSA-211's according to 1-CM.	<p>If an unauthorized representative signed a CCC-526, County Offices shall have the applicant or authorized representative complete a new CCC-526 signed by the applicant or authorized representative. Use this signature date and enter the certification into the web-based subsidiary files according to 3-PL.</p> <p>If CCC-526's are completed and signed correctly, County Offices shall use the original signature date and record the certification into the web-based subsidiary files according to 3-PL.</p>
Cash Rent Tenant Determination	CCC-503A	County Offices shall ensure that COC documented on CCC-503A whether the cash rent tenant rule applied and that the Percent of Cropland factor was applied, if necessary, according to 1-PL, paragraph 134.	<p>If CCC-503A's do not reflect a cash rent tenant determination, then COC shall make a determination of the application of the cash rent tenant rule. County Offices shall use the percent of cropland factor determined according to 1-PL, paragraph 134.</p> <p>If County Offices find determinations to be properly recorded, then County Offices shall enter the proper determination and percent of cropland factor into the web-based subsidiary files according to 3-PL.</p>

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3 Determinations/Certifications (Continued)

A Information To Be Verified (Continued)

Eligibility Field To Be Updated	Documents to Review	Review	Action to Take as a Result of Review
Gross Revenue for NAP	CCC-441 Income	County Offices shall ensure that CCC-441 Income is on file for applicants according to 1-NAP for 2007.	If there is no CCC-441 Income on file for the applicant, County Offices shall have the applicant or authorized representative complete a CCC-441 Income. County Offices shall enter the date and appropriate value into the web-based subsidiary files according to 3-PL.
	FSA-211 or other signature authority.	County Offices shall ensure that an authorized representative signed all forms according to 1-CM.	<p>If an unauthorized representative signed CCC-441 Income, County Offices shall have the applicant or authorized representative complete a new CCC-441 Income signed by the applicant or authorized representative. County Offices shall use this signature date and enter the information into the web-based subsidiary files according to 3-PL.</p> <p>If there is a properly signed CCC-441 Income on file, County Offices shall use the date on CCC-441 Income and record the certification and date into the web-based subsidiary files according to 3-PL.</p>

Note: Eligibility data must be updated for members of joint operations in addition to the joint operation itself.

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4 Action

A Spot Checking Requirement

The National Office is working with KCITSDO to develop a procedure for STC's or their representative to make selections of eligibility records updated after the national edit to web-based subsidiary files.

This procedure will be provided in a forthcoming notice.

B Adherence to Procedure

It is critical that State and county employees ensure that eligibility data is accurately recorded and supported by proper documentation.

All employees will be held responsible for following the procedures in this notice and 3-PL.

C County Office Action

County Offices shall use this notice to correct files after the edit described in PL-146 is run on November 2, 2006.