

For: State and County Offices

**Preparing for 2009 Subsidiary Rollover**

Approved by: 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.

**B Purpose**

This notice:

- requires County Offices to ensure that any updates to the subsidiary file records are performed immediately, **specifically the 2006 subsidiary files**

**Note:** Records changed after **September 5, 2008**, will **not** update in the KC mainframe.

- provides guidelines for updating subsidiary files before **September 5, 2008**
- identifies potential problems that may be solved when updates to subsidiary files are completed before **September 5, 2008**
- pinpoints dates relative to 2009 subsidiary rollover.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2008	State Offices; State Offices relay to County Offices

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**1 Overview (Continued)**

**C Rollover Details**

The following table contains subsidiary applications, the program year of each particular application, and the effect that 2009 rollover has on each application.

<b>Subsidiary Application</b>	<b>Year</b>	<b>Action</b>
Joint Operation/ Entity File	2009, 2008, 2007, 2006, and 2005	County Offices will be able to update these files after 2009 rollover in System 36.
Combined Producer File	2007 and all years forward	County Offices will be able to update these files in the Web Based Combination System after rollover.
	2006	County Offices will <b>not</b> be able to access these files after 2009 rollover.
Multi-County Payment Limitation	2009, 2008, and 2007	County Offices will be able to update these files after 2009 rollover.
	2006	County Offices will <b>not</b> be able to access these files after 2009 rollover.
Eligibility	All years	County Offices have the capability of updating eligibility records in the Web-Based Subsidiary System for all years 1999 forward, either before or after 2009 rollover.
Business Type in SCIMS	2009	County Offices will be able to change the business type of customers in SCIMS after rollover.
	2008 and prior years	County Offices will have to request that the designated State Office employee alter the business type after 2009 rollover in SCIMS.

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### 2 Updating Subsidiary Files Before Rollover

#### A Combined Producer Updates

County Offices shall verify the correctness of combined producer files for:

- 2006 in System 36
- 2007 and 2008 in the Web-Based Subsidiary System.

#### B Subsidiary File Updates

County Offices shall update producer subsidiary files to ensure that the following are properly recorded:

- multi-county producer information
- payment limitation amounts for multi-county producers, if necessary.

See:

- 2-PL for additional information on updating subsidiary files in System 36
- 3-PL for additional information on web-based eligibility files.

#### C Policy and Procedure for Entity Files

State and County Offices shall continue to follow policy in 2-PL and **not** load a revocable trust in the entity file when the revocable trust uses a social security number as the tax identification number.

#### D Business Type

Once rollover for 2009 is completed, County Offices will:

- **not** be able to:
  - access business type changes except for current year (2009) in SCIMS
  - change or correct any prior year business types in SCIMS
- be required to submit incorrect business type changes to the State Office (except current year changes).

County Offices shall review all business type codes **before** being locked out by 2009 rollover. Also, any incorrect business type for 2008 will be rolled over to the new 2009 producer record.

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### 3 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 **after 8 p.m. CST on September 19, 2008.**
- Software to process subsidiary rollover in System 36 will be:
  - included in **County Release No. 650**
  - sent overnight from KC on **September 22, 2008.**

**Note:** County Offices shall not install the software until **September 23, 2008.** Farm records and subsidiary file rollover in System 36 for 2009 will occur during release installation.

- Web-based subsidiary file software will be available beginning **September 22, 2008.**

**Notes:** Web-based subsidiary file updates **cannot** be replicated to System 36 until after 2009 rollover has been completed on System 36, these records will be held in queue until rollover has been completed.

Attempts to update 2006 subsidiary records in System 36 between **September 5, 2008,** and installation of **County Release No. 650** will **not** be completed.

- The only System 36 subsidiary file software that will be unavailable will be the 2006 subsidiary files after System 36 has rolled to 2009.

#### B 2006 System 36 Subsidiary Files

It is imperative that County Offices realize the importance of **September 5, 2008.** Any subsidiary activity generated on System 36 for 2006 after this date will **not** get updated to the KC mainframe. This may cause **any** payments earned by the affected producers to be significantly delayed.

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3 Important Dates and Action (Continued)

C Web-Based Subsidiary Rollover Values After Rollover

Information in the web-based subsidiary file will be rolled from 2008 to 2009 according to the following table.

Subsidiary Field	How the Value Will Be Rolled From 2008 to 2009	
Foreign Person	2008 value will be rolled to 2009.	
Cash Rent Tenant and Cropland Factor		
AD-1026		
Federal Crop Insurance		
Conservation Compliance – Highly Erodible Land Conservation (HELCL)		
Conservation Compliance – Converted Wetland (CW)		
Conservation Compliance – Planted Converted Wetland (PCW)	“Not Compliant” and “Good Faith” shall be reset to “Compliant”.	
Conservation Compliance – Farm/Tract Eligibility	<b>If the value is...</b>	<b>THEN...</b>
	“Past Violation” or “Reinstated”	2008 values will be rolled to 2009
	not “Past Violation” or “Reinstated” and the PCW value was reset from “Not Compliant” or “Good Faith” to “Compliant”	calculate the value based on how CW and PCW determinations are set in Farm Records
Actively Engaged	2008 value will be rolled to 2009, except “Suspended” is not applicable for 2009.	
Adjusted Gross Income	This field is not applicable for 2009. Note: For 2009, two new fields will be created in Subsidiary; AGI for Commodity Programs and AGI for Conservation Programs. All values except “Exempt” shall be set to “Not Filed”.	
Person Eligibility	These fields are not applicable for 2009.	
Permitted Entity		
Gross Revenue for NAP		
Gross Revenue for Disaster		
Controlled Substance	2009 values will be determined based on how determinations are loaded for 2008	
NAP Non Compliance		
Fraud, Including FCIC		
Delinquent Debt	This field applies to all years and will remain the same	
Socially Disadvantaged Farmer or Rancher (includes racial, ethnic, and gender)	2008 value will be rolled to 2009.	
Limited Resource Farmer or Rancher		
Beginning Farmer or Rancher		
Socially Disadvantaged Farmer or Rancher (includes racial and ethnic, but <b>not</b> gender)	New field for 2009, default value will be “No”.	

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### 4 Action

#### A State Office Action

State Office Program Specialists shall ensure that County Offices have read the contents of this notice and understand the actions surrounding 2009 rollover.

#### B County Office Action

CED shall ensure that **any** required updates to the subsidiary file, either on the web or in 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 turnaround of data, which can take a week or more. Tracking of all submitted record changes is recommended because all records that fail to process before rollover **must** be resubmitted. Any record changes submitted after **September 5, 2008**, are **not** guaranteed to be completed. Resources will **not** be available for resolving problem cases resulting from County Offices **not** timely updating permitted entity and combined producer files **before** 2009 rollover.