

For: State and County Offices

2011 Subsidiary Rollover Preparations

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.

B Purpose

This notice:

- requires County Offices to ensure that any updates to web-based and S/36 subsidiary file records are performed immediately
- provides guidelines for verifying subsidiary files before web-based 2011 subsidiary rollover

Note: This includes resolving 2008 suspended producer subsidiary files before **September 3, 2010.**

- provides information on what happens to updates to subsidiary after 2011 web rollover but before 2011 System 36 rollover
- pinpoints dates relative to 2011 subsidiary rollover.

Disposal Date	Distribution
November 1, 2011	State Offices; State Offices relay to County Offices
7-12-10	

Notice PL-211

1 Overview (Continued)

C Rollover Details

The following table contains subsidiary applications, the program year of each particular application, and the effect that 2011 rollover has on each application.

Subsidiary Application	Year	Action
Joint Operation/ Entity File	2007 through 2011	County Offices will be able to update these files after 2011 rollover in System 36.
	2006 and prior years	County Offices will not be able to access these files after 2011 rollover in System 36.
Combined Producer File	2007 through 2011	County Offices will be able to update these files in the Web-Based Combined Producer Process after 2011 web rollover.
Common Attribution Payment Limitation Allocation	2009 through 2011	
Multi-County Payment Limitation	2009 through 2011	County Offices will be able to update these files after 2011 rollover in System 36.
	2008 and prior years	County Offices will not be able to access these files after 2011 rollover in System 36.
Payment Limitation	2011 and prior years when payment adjustments are applicable to the program	County Offices will be able to update adjustments in web-based payment limitation for these years after 2011 web rollover.
Eligibility	1999 and all years forward	County Offices will be able to update these files in the Web-Based Eligibility process after 2011 web rollover.
Business Type in SCIMS	2011	County Offices will be able to change the business type of customers in SCIMS after 2011 web rollover.
	2010 and prior years	County Offices will have to request a designated State Office employee change the business type in SCIMS after 2011 web rollover.

Notice PL-211

1 Overview (Continued)

D Entity and Joint Operation Files

The System 36 currently allows users to create, revise or delete 2006 through 2010 entity or joint operation files. The entity and joint operation file:

- for each of the years 2007 through 2010 is uploaded and processed for availability to web-based applications
- for 2006 is uploaded to the mainframe but is not available to web-based applications
- permitted entity flags for:
 - 2007 are not processed to determine if more than 3 permitted entities have been selected
 - 2008 are uploaded and processed to determine if more than 3 permitted entities have been selected

Note: If more than 3 permitted entities have been selected for a producer, the system will download an “S” permitted entity flag to the System 36 and update Suspended Producer in web-based eligibility to “Yes”

- 2009 and 2010 are required to be updated according to Notice PL-205.

After 2011 System 36 rollover, users will be able to create, revise or delete 2007 through 2011 entity and joint operation files. The entity and joint operation file:

- for each of the years 2007 through 2011 will be uploaded and processed for availability to web-based processes.
- will **not** be processed to determine if more than 3 permitted entities have been selected. County Offices will be required to update permitted entity flags for 2007 through 2011 as required in Notice PL-205.

Note: Procedure in 2-PL will be updated to reflect this requirement.

Notice PL-211

2 Updating Subsidiary Files Before Web Rollover

A Combined Producer

County Offices shall verify the correctness of the 2010 combined producer file in the Web-Based Subsidiary System **before September 17, 2010**. The 2010 combined producer file will roll over to the 2011 combined producer file. If an incorrect 2010 combination is rolled over to 2011, **both years** must be corrected. Data rolled over to 2011 will include the combined producer payment limitation allocations loaded according to 3-PL (Rev. 1) paragraphs 97 and 98.

B System 36 Payment Limitation Allocation to Multi-County Producers

County Offices shall verify the correctness of the payment limitation allocation to multi-county producers on the System 36 **before September 3, 2010**. Specifically verify for the years 2008 and 2010.

All updates to 2008 payment limitation allocations for multi-county producers shall be completed **by COB September 3, 2010**. Updates made after September 3, 2010 will **not**:

- have sufficient time to upload to the mainframe, process, and download to all counties involved
- be downloaded to the noncontrol counties.

The 2011 subsidiary rollover process will disable the option to update 2008 payment limitation allocations on the System 36.

The 2010 payment limitation dollars allocated to multi-county producers will rollover to 2011 for the following programs:

- NAP
- GRP/CSP
- GRP/RP.

Note: All other programs will be administered in the web environment according to 3-PL (Rev. 1) and payment limitation will no longer be allocated on the System 36 to multi-county producers.

Notice PL-211

2 Updating Subsidiary Files Before Web Rollover (Continued)

C Entity and Joint Operation File

County Offices shall verify the correctness of the 2010 entity and joint operation file on the System 36 **before September 17, 2010**.

All data in the 2010 entity and joint operation file will roll over to the 2011 entity and joint operation file. If an incorrect 2010 entity or joint operation record is rolled over to 2011, then **both years** must be corrected. Data rolled over to 2011 will include member contribution, substantive change, and permitted entity flags.

All 2008 permitted entity flags updated on System 36 from **September 3 through 9, 2010**, run the risk of **not** being processed to determine suspended producers. Records updated **September 10, 2010**, or later will **not** be processed to determine suspended producers. County Offices shall resolve 2008 suspended producers according to 2-PL before **September 3, 2010**. Suspended producers may be identified by printing the Pending/Exception Report according to 2-PL, paragraph 414.

Suspended producer issues not resolved by September 3, 2010, will have to be resolved manually to ensure that the producer receives payment through a maximum of 3 permitted entities.

D Business Type

County Offices shall review all business type codes **before** 2011 web rollover on **September 17, 2010**. The 2010 business type will be rolled over to the new 2011 producer record.

Once rollover for 2011 is completed, County Offices will:

- only be able to access and change a business type for current year (2011) in SCIMS
- **not** be able to change or correct any prior year business types in SCIMS.

Note: County Offices are required to submit all business type changes for prior years to the State Office.

Notice PL-211

3 Updates After Web-Based Subsidiary Rollover and Before System 36 Rollover

A Web-Based Subsidiary Updates

Web-based subsidiary file updates **cannot** be replicated to System 36 until after 2011 rollover has been completed on System 36. Changes to the 2007 through 2011 records will be held in queue until System 36 rollover has been completed. When subsidiary rollover occurs on System 36, files held in queue for that county will be processed.

B System 36 Subsidiary Updates

Changes made to System 36 entity and joint operation files will be uploaded but the changes will not be processed for availability to web-based applications until System 36 rollover has been successfully completed.

Exception: Permitted entity flags will not be processed to identify suspended producers.

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 **after 8 p.m. CDT on September 17, 2010**, to process subsidiary rollover on the web.
- It is anticipated web-based subsidiary file software will be available beginning Tuesday, **September 21, 2010**.
- Software to process subsidiary rollover on System 36 will be:
 - included in **County Release No. 700**
 - sent from KC on or around **September 21, 2010**.
- County Offices shall install County Release No. 700 as soon as possible.
- After County Release No. 700 has been installed on System 36, the subsidiary file software will be available for years 2007 through 2011.

Notice PL-211

4 Important Dates and Action (Continued)

B Web-Based Subsidiary Rollover Values After Rollover

Information in the web-based eligibility file will be rolled from 2010 to 2011 according to the following table.

Eligibility Field	How the Value Will Be Rolled From 2010 to 2011	
Foreign Person	2010 value will be rolled to 2011.	
Actively Engaged	2010 value will be rolled to 2011.	
Cash Rent Tenant and Cropland Factor	2010 values for both fields will be rolled to 2011.	
AD-1026	2010 value will be rolled to 2011.	
Conservation Compliance – HELC	2010 value will be rolled to 2011.	
Conservation Compliance – PCW	<ul style="list-style-type: none"> 2010 value of “Not Compliant” and “Good Faith” will be set to “Compliant” for 2011 All other 2010 values will be rolled to 2011. 	
Conservation Compliance – Converted WL	2010 value will be rolled to 2011.	
Conservation Compliance – Farm/Tract Eligibility	If the 2010 value is...	THEN...
	“Past Violation” or “Reinstated”	2010 values will be rolled to 2011
	not “Past Violation” or “Reinstated” and the PCW value was reset to “Compliant”	the 2011 value will be determined based on the CW and PCW determinations set in Farm Records.
Adjusted Gross Income	If the 2010 value is...	THEN...
	“Exempt”	2010 value will be rolled to 2011
	not “Exempt”	2011 Certification/COC Determination will be set to “Not Filed” and entries for all of the following fields will be removed: <ul style="list-style-type: none"> Effective Program Year Date Documentation Filed by Producer COC Disapproval Date.
Commodity Program		
Direct Payment		
Conservation Program		
Controlled Substance	2011 value will be determined based on 2010 determinations.	
NAP Non Compliance	2011 value will be determined based on 2010 determinations.	
Delinquent Debt	This field applies to all years. The 2010 value will be rolled to 2011.	

Notice PL-211

4 Important Dates and Action (Continued)

B Web-Based Subsidiary Rollover Values After Rollover (Continued)

Eligibility Field	How the Value Will Be Rolled From 2010 to 2011
Socially Disadvantaged Farmer or Rancher • Includes Racial, Ethnic and Gender • Includes Racial and Ethnic but NOT Gender	2010 value in both fields will be rolled to 2011.
Beginning Farmer or Rancher	2011 value will be set to “No”
Limited Resource Farmer or Rancher	2011 value will be set to “No”
Fraud – Including FCIC Fraud	2011 value will be determined based on 2010 determinations.
FCI	2010 value will be rolled to 2011.
Person Eligibility – 2002 Farm Bill	2010 value for all fields will be rolled to 2011.
Actively Engaged – 2002 Farm Bill	2010 values for all fields will be rolled to 2011.
Suspended Producer	
Permitted Entity – 2002 Farm Bill	2010 value will be rolled to 2011.
AGI – 2002 Farm Bill	2010 values for all fields will be rolled to 2011.

The 2010 payment limitation allocations entered in the web-based combined producer process will be rolled to 2011.

The 2010 adjustments entered in the web-based payment limitation process will **not** be rolled to 2011.

Notice PL-211

5 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 2011 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 and combined producer records that update in real time. County Offices are reminded that entity and joint operation file changes must be uploaded and processed. Permitted entity flags require a separate process to verify only 3 permitted entities have been selected. Time needs to be allowed for this turn-around of data, which can take a week or more.

Any changes to permitted entity flags submitted after **September 3, 2010**, are **not** guaranteed to be processed and downloaded back to the System 36. Resources will **not** be available for resolving problem cases resulting from County Offices **not** timely updating permitted entity flags **before** 2011 rollover.

After September 3, 2010, County Offices must manually verify permitted entity flags are set correctly for all years to ensure that producers do not receive payment through more than 3 permitted entities.