

For: State and County Offices

FY 2013 Subsidiary Rollover

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Each year in mid-September subsidiary and farm record rollover processing occurs to create records for the next FY.

The FY 2013 rollover process for subsidiary and farm records data will occur on September 14, 2012.

B Purpose

This notice:

- advises State and County Offices that FY 2013 rollover is scheduled to begin on September 14, 2012
- provides the FY 2013 rollover schedule
- instructs County Offices to ensure that any modifications to web-based and System 36 subsidiary file records are completed immediately
- specifies how data is rolled from FY 2012 to FY 2013.

Disposal Date	Distribution
January 1, 2013	State Offices; State Offices relay to County Offices

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2 FY 2013 Rollover Schedule

A Schedule

The following provides the information for the FY 2013 rollover process.

Date	Action
August 31, 2012	County Offices shall have all System 36 updates completed so the data has time to upload to the mainframe in Kansas City before rollover processing begins.
September 14, 2012	County Offices shall have all updates for web-based applications completed.
September 14, 2012, 8:00 p.m. c.t.	Kansas City will disable access to web-based subsidiary records. Note: Once rollover starts, subsidiary records shall not be updated on the System 36 until the System 36 rollover process is completed. Web-based rollover processing is performed.
September 17, 2012	Access to web-based subsidiary records should be restored unless problems are encountered with the rollover process. Note: Although web-based applications are available, County Offices shall not update subsidiary records until rollover is also completed on the System 36 for the county. Some data from the web applications is downloaded to the System 36 so it is important that both systems be rolled to FY 2013 before County Offices resume updating subsidiary data.
	System 36 software is transmitted to County Offices for System 36 rollover processing. County Offices shall install the software as soon as possible.
	After the rollover process is complete, County Offices can continue to update System 36 files as needed.

B Availability of Data After Rollover is Completed

The following provides a summary of the information that can be updated in the web-based and System 36 applications after rollover is complete.

Process	2013	2012	2011	2010	2009	2008 and Prior Years
Web-Based Applications						
SCIMS Business Type	County Offices can update	Authorized State Office users have ability to update 2012 and prior year business types.				
Eligibility	✓	✓	✓	✓	✓	1999-2008
Business File Application	✓	✓	✓			
Combined Producer System	✓	✓	✓	✓	✓	2008 only
Payment Limitation Application for Allocations and Adjustments	✓	✓	✓	✓	✓	
System 36 Based Applications						
Joint Operation/Entity File	✓	✓	✓	✓	✓	
Payment Limitation for Multi-County Allocations	✓	✓	✓			

3 Rollover for Web-Based Software Applications

A Introduction

With the deployment of the business file software, the source of all subsidiary data being rolled to FY 2013 comes from data updated in the web-based environment, including the following:

- eligibility certifications and determinations
- combined attribution and “person” combinations
- payment limitation allocations for combined producers
- farm operating plan information recorded in the Business File application.

This paragraph provides information for updating web-based data for FY 2013 rollover.

B SCIMS Updates

Any updates to the 2012 business type for a customer should be completed before **August 31, 2012**. The 2012 business type will be copied to the 2013 SCIMS customer record.

Reminder: County Offices shall see -CM, paragraph 196 for updating business types.

After rollover, County Offices will:

- only be able to access and change a business type for current year (2013) 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 their designated State Office employee.

C Eligibility System Rollover Information

Information in the Subsidiary Eligibility system is rolled to the new subsidiary year based on whether the certification/determination is continuous. County Offices shall ensure that all subsidiary eligibility updates for certifications filed and determinations completed for FY 2012 are updated in the system immediately.

Reminder: The CRP and DCP/ACRE prepayment reports shall be used to identify producers that may have filed forms or need determinations completed to receive payments that will be issued beginning October 1, 2012.

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3 Rollover for Web-Based Software Applications (Continued)

C Eligibility System Rollover Information (Continued)

The following eligibility certifications/determinations are rolled to the next subsidiary year simply based on the data recorded in the Eligibility System on September 14, 2012.

Eligibility Field	Is the Certification/ Determination Continuous?	Is the 2012 Value Rolled to 2013?
Foreign Person	Yes	Yes
Actively Engaged	Yes	Yes
Cash Rent Tenant	Yes	Yes
AD-1026	Yes	Yes
Delinquent Debt		Yes
Socially Disadvantaged Farmer or Rancher: <ul style="list-style-type: none"> • includes Racial, Ethnic, and Gender • includes Racial and Ethnic, but not Gender 	Yes	Yes
Beginning Farmer or Rancher	No	No
Limited Resource-Farmer or Rancher	No	No
FCI	Yes	Yes
Person Eligibility – 2002 Farm Bill	Yes	Yes
Actively Engaged – 2002 Farm Bill	Yes	Yes
Permitted Entity – 2002 Farm Bill	Yes	Yes
AGI – 2002 Farm Bill	Yes	Yes

The conservation compliance values are determined based on information recorded in the Farm Records Management System. The information for the producer is summarized to the producer-level in the Eligibility System based on the following.

Determination	How the FY 2013 Values are Set		
HELC	The FY 2013 value should be the same as the FY 2012 value.		
Planted Converted Wetland (PCW)	The FY 2013 value should be the same as the FY 2012 value. Exception: If the FY 2012 value is “Not Compliant” or “Good Faith”, the FY 2013 value will be set to “Compliant”.		
Converted Wetland	The FY 2013 value should be the same as the FY 2012 value.		
Farm/Tract Eligibility	If FY 2012 value is...	AND PCW value was...	THEN...
	<ul style="list-style-type: none"> • “Past Violation” • “Reinstated” 		FY 2012 values will be rolled to FY 2013.
	not:	not reset to “Compliant”	FY 2012 values will be rolled to FY 2013.
	<ul style="list-style-type: none"> • “Past Violation” • “Reinstated” 	reset to “Compliant”	FY 2013 value will be set based on determinations and producer exceptions in Farm Records.

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3 Rollover for Web-Based Software Applications (Continued)

C Eligibility System Rollover Information (Continued)

The 2008 Farm Bill AGI certifications/determinations for the following are not continuous and therefore are not rolled to the next FY:

- Commodity Program \$500,000 Nonfarm Income
- Direct Payment \$750,000 Farm Income
- Direct Payment \$1 Million Total Income
- Conservation Program \$1 Million Nonfarm Income.

Additionally, authorization for the AGI provisions set forth in the 2008 Farm Bill expires on September 30, 2012. As a result, the FY 2012 values will be rolled to FY 2013 according to the following.

If 2011 value is...	THEN FY 2012 values...
“Exempt:	are rolled to “Exempt” for FY 2013.
not “Exempt”	<ul style="list-style-type: none"> • not rolled to FY 2013 • certification is set to “Not Filed” for FY 2013.

For producers that may have a violation, the rollover process is based on whether the violation has expired. The following rules apply for these determinations.

Determination	FOR FY 2012, if the producer...	THEN the FY 2013 determination is...
Controlled Substance	had “No Violation” FY 2012	set to “No Violation”.
	any value other than “No Violation” for FY 2012	determined based on the “Year of Conviction”. If the number of ineligible years has: <ul style="list-style-type: none"> • expired, the producer’s determination is set to “No Violation” • not expired, the producer’s FY 2012 value is rolled to FY 2013.
NAP Non Compliance	was “Compliant” for FY 2012	“Compliant”.
	was “Not Compliant – COC” for FY 2012	determined based on the “Year of Violation”. If the number of ineligible years has: <ul style="list-style-type: none"> • expired, the producer’s determination is set to “Compliant” • not expired, the producer determination is set to “Not Compliant – COC”.
Fraud – Including FCIC Fraud	was “Compliant” for FY 2012	“Compliant”.
	was “Not Compliant” for FY 2012	determined based on the “Year of Violation” and then number of years of ineligibility. If the number of ineligible years has: <ul style="list-style-type: none"> • expired, the producer’s determination is set to “Compliant” • not expired, the producer determination is set to “Not Compliant – COC”.

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3 Rollover for Web-Based Software Applications (Continued)

D Combined Producer

County Offices shall ensure that all combined attribution or “person” combination determinations are recorded in the Combined Producer software by September 14, 2012. Combinations recorded for subsidiary year 2012 are rolled to subsidiary year 2013, including common attribution payment limitation allocation amounts recorded according to 3-PL (Rev.1), paragraphs 97 and 98.

E Business File

County Offices were instructed to record all CCC-902 farm operating plans for FY 2012 into the Business File application by September 14, 2012. If the farm operating plan is recorded in a “determined” status, the plan will roll to FY 2013.

County Offices shall not record determination dates unless COC has made any of the following determinations:

- Actively Engaged in Farming
- Cash Rent Tenant
- Foreign Person
- Combined Attribution.

F Payment Limitation

Payment limitation adjustments are not rolled from 1 subsidiary year to the next. These include:

- program adjustment increase
- program adjustment decrease
- inheritance adjustment.

4 Rollover for System 36 Software Applications

A Introduction

Although most applications are now web-based, rollover is still performed on the System 36 for those programs that continue to be maintained in that environment.

With the FY 2013 subsidiary rollover process:

- FY 2013 records will be created
- FY 2008 eligibility records will no longer be accessible
- FY 2010 payment limitation allocations are no longer accessible.

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4 Rollover for System 36 Software Applications (Continued)

B Eligibility Information

All eligibility information is updated based on the values recorded in the web-based system. As a result, the rules specified in subparagraph 2 C apply for rollover of the System 36 data.

See 3-PL for additional information on how information is downloaded from the web-based eligibility system to the System 36.

C Entity and Joint Operation Files

The entity and joint operation files on the System 36 continue to be needed for situations that cannot or do not need to be recorded in the Business application, such as:

- producers enrolled in CRP that are subject to 1-PL provisions
- changes to entity or joint operation data for producers participating in programs for FY 2010 and prior years.

Reminder: Updates to 2011 farm operating plans and all 2012 and future year CCC-902's should be recorded in the Business File application.

After FY 2013 System 36 rollover, users will be able to create, revise, or delete FY's 2009 through 2013 entity and joint operation files. Updates to information in the entity and joint operation file:

- for each of the years FY's 2009 through 2012 will be uploaded and processed for availability to web-based processes

Note: While FY 2008 entity and joint operation files cannot be updated on System 36, 2008 files are available to System 36 and web-based processes.

- FY 2013 data updated on the System 36 will not be uploaded to the mainframe for use by web-based processes
- will **not** be processed to determine if more than 3 permitted entities have been selected.

County Offices shall ensure that all known changes to FY 2008 entity and joint operation are updated in the System 36 joint operation/entity file before **August 31, 2012**. County Offices will not have the ability to update information for FY 2008 after rollover.

All data in the FY 2012 entity and joint operation file will rollover to the FY 2013 entity and joint operation file.

Reminder: Even though the System 36 data is rolled to subsidiary year 2013 and uploaded to the mainframe, whether the information is used for web-based payment processing depends on whether a farm operating plan has been "initiated" for the applicable producer.

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4 Rollover for System 36 Software Applications (Continued)

D System 36 Payment Limitation Allocation to Multi-County Producers

For programs where payments continue to be processed on the System 36, County Offices shall ensure that requests to change payment limitation allocations are updated for multi-county producers **before August 31, 2012**. The FY 2012 payment limitation amounts allocated to multi-county producers will rollover to FY 2013 for the following programs:

- “GRP/CSP”
- “GRP/RP”.

It is critical that all System 36 multi-county payment limitations are completed because of the following:

- FY 2010 records will not be accessible after FY 2013 rollover is completed
- FY 2012 records are used to create FY 2013 payment limitation allocations.

Reminder: If the payments are web-based, such as DCP, ACRE, CRP, etc., there is no need to record multi-county payment limitation allocations because payment limitation for these programs is controlled in the web-based system.