UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice PN-639

For: Peanut State and County Offices

2000 Marketing Year Required Automation Sequence and Timetable for Issuing FSA-1001's

Approved by: Deputy Administrator, Farm Programs

1 Overview

A Purpose

This notice provides a sequence and timetable for issuing 2000 marketing year FSA-1001's.

B Forms

FSA-1001's will be printed to replenish KCMO inventory.

C County Office Software Release

County Release No. 426 opened:

- option 5, “Peanuts”, to summarize peanut planted acreage to the sales file
- peanut rollover.

2 County Office Action

A Rollover Requirements

All County Offices with peanut farm records present on the automation system shall be required to complete rollover according to this paragraph. Rollover shall be completed whether the county had current year production or farms with no established quota.

B Before Rollover

County Offices shall complete the steps in 1-PN, paragraph 69, **by March 1, 2000**.

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Disposal Date	Distribution
August 1, 2000	Peanut State Offices; State Offices relay to applicable County Offices

2 County Office Action (Continued)

C
Rollover

County Offices shall complete the steps in the following table **by March 17, 2000**.

Step	Action
1	Run adjustment of preliminary quota to determine farms with insufficient cropland to produce the basic quota according to 1-PN, paragraph 82.
2	Save 1999 files to a diskette according to 1-PN, subparagraph 83 A. Access rollover according to 1-PN, paragraph 84. **Note:** Rollover requires a dedicated system.
3	Build and initialize the peanut crop table according to 1-PN, paragraph 85.
4	Adjust the preliminary quota on farms with ineligible tracts according to subparagraph 3 E, step 1.
5	Transferring county, on out-of-county and operator transfers, shall add pounds from Report MPK250-R001 to the transferring farm's previous year's production according to 1-PN, subparagraph 22 A.
6	Access PA-103R according to 1-PN, paragraph 328. Process PA-103R according to subparagraph D.

D
Processing
PA-103R

County Offices shall:

- not delete 1-acre farms from this report
- submit report to the State Office **by March 17, 2000**
- not allocate the current year peanut quota until PA-103R has been reviewed by TPD and approval has been granted to the State Office.

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2 County Office Action (Continued)

E
Action By April 3, 2000

County Offices shall complete the following by **April 3, 2000.** Since there is no increase in the national peanut quota for the 2000 crop year, no factors will be prepared for quota allocation.

Step	Action
1	Run quota reduction calculations according to 1-PN, paragraphs 182 and 183.
2	Notify State Office of quota pounds permanently reduced for ineligible quota holders according to 1-PN, subparagraph 153 A, step 4. **Negative reports are required**.
3	Obtain list of farms receiving a quota reduction according to 1-PN, paragraph 184.
4	Obtain PA-77R according to 1-PN, paragraph 185.
5	Make adjustments to CRP farms according to 1-PN, subparagraph 398 J.
6	Process and issue initial FSA-1001's according to 1-PN, subparagraph 317 A. **Note:** Process FSA-1001's for ineligible quota holders according to subparagraphs 3 D and E.

Note: For farms identified in step 5, County Offices shall provide the CRP Program Technicians a copy of the updated FSA-626 for each farm with peanut quota designated under CRP.

F
Farms Ineligible to Hold Peanut Quota

County Offices shall take the actions in the following table for quota voluntarily or involuntarily acquired after allocating quota for the 2000 crop year.

Step	Action
1	Review farms determined to be ineligible to hold peanut quota for the 2000 crop. After verifying ineligible quota holders, flag appropriate farms on FSA-620 according to subparagraphs 3 A through C.
2	Notify the State Office, by memorandum, of the number of quota pounds not allocated to ineligible quota holders but allocated to the farm. **Negative reports required.**
3	Flag all farms as they become ineligible according to subparagraphs 3 A through C.

Note: Farms with peanut quota acquired under FLP provisions shall be handled as involuntary acquisitions.

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2 County Office Action (Continued)

G
Action Before April 14, 2000

County Offices shall complete the following **before April 14, 2000**.

Step	Action
1	If applicable, load factors for reallocating nonproduced, permanently released quota, and quota permanently reduced for ineligible quota holders according to 1-PN, paragraph 135.
2	Run reallocation of quota according to 1-PN, subparagraph 285 A.
3	Prepare FSA-1001's for reallocating quota not produced, permanently released, and quota permanently reduced due to ineligible quota holder provisions according to 1-PN, subparagraph 316 C. **Note:** This step **must** be completed even if no quota is to be reallocated. Completing this step allows peanuts to be moved forward to the resulting farms for partial farm reconstitutions.
4	Batch print Peanut FSA-156 according to 1-PN, subparagraph 26 B.
5	Begin reconstitution of peanut farms. If a: • tract division is completed before step 3, the tracts must be rebuilt according to 1-PN, paragraph 23 • farm is reconstituted that had an operator/owner transfer, review the actual yields for accuracy and make corrections on FSA-620.
6	County Offices shall prepare and transmit PA-105R, Report ID: MPK520-R001, to the State Office according to 1-PN, subparagraphs 285 B through E.

3 Farms With Owners Ineligible to Hold Peanut Quota

A Updating FSA-620

County Offices shall update FSA-620 for farms acquired voluntarily or involuntarily according to the following table.

Note: The automated procedures specified in this subparagraph are for maintenance and identification purposes only. There are no automated calculations or validations in this software procedure. County Offices shall monitor the applications in this software to ensure that the status of ineligible farms remains current and correct.

Step	Action	Result
1	On Menu MPA200: • ENTER “12”, “Data Load/Maintenance” • PRESS “Enter”.	Menu HF0000 will be displayed.
2	On Menu HF0000: • ENTER “3”, “Load Peanut Farm Data Load (FSA-620)” • PRESS “Enter”.	Screen MPC05001 will be displayed.
3	On Screen MPC05001: • Enter FSN of the farm being updated • PRESS “Field Exit” • ENTER “1”, “Update” • PRESS “Enter”.	Screen HFA02002 will be displayed.
4	Screen HFA02002, PRESS “Enter” twice.	Screen HFA02004 will be displayed.
5	On Screen HFA02004: • on FSA-620, item 4 D, enter the number of pounds the farm has voluntarily or involuntarily acquired for the current crop year • ENTER “V”, “I”, or “B” for the applicable crop year • PRESS "Enter". **Note:** For farms determined to be ineligible for the 1998 and subsequent crop years, a “V”, “I”, or “B” must be entered for the subject year.	FSA-620 will be updated with the added data for farms ineligible to hold peanut quota.

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3 Farms With Owners Ineligible to Hold Peanut Quota (Continued)

B
Updating Ineligible Farms

For farms:

- involuntarily acquired, an "I" will be entered in the applicable crop year on FSA-620
- voluntarily acquired, a "V" will be entered on FSA-620, the crop year in which the quota is acquired, and each subsequent year until the quota is sold or the owner becomes eligible.

C
Combined Farms

If 1 of the farms being combined through reconstitution procedures has:

- a "B" indicator, the resulting farm will have a "B" indicator
- an "I" indicator and another farm being combined has a "V" indicator, the resulting farm will have a "B" indicator.

Note: Any combination of "I" and "V" will result in a "B".

D
Voluntary/ Involuntary Acquisitions

For farms acquired according to 1-PN, subparagraphs 152 A and B, County Offices shall allocate quota to the farm and prepare FSA-1001 to be filed in the County Office. Do **not** issue FSA-1001 to the ineligible quota holder until the quota holder becomes eligible or the quota is sold.

Note: For farms acquired according to subparagraph 152 A, the action in this subparagraph does not apply until after the 3-year provisions are exhausted.

3 Farms With Owners Ineligible to Hold Peanut Quota (Continued)

E
Ineligible Tracts

For farms with tracts owned by eligible and ineligible quota holders with voluntary or involuntary acquisitions, County Offices shall take the actions in the following table.

Step	Action
1	On FSA-626, item 7, reduce the preliminary quota on the farm by the amount of quota owned by the ineligible quota holder. **Note:** The amount of quota deducted from the subject farms must be added to the preliminary quota on the farm after rollover and before allocation of the national quota for the year 2000, and each year that the tracts are owned by an ineligible quota holder.
2	Process and issue FSA-1001 for eligible producers according to subparagraph 2 C, step 8. This process will automatically recalculate the basic and effective quota for the farm.

F
Notifying Owners

For farms identified in subparagraph D, County Offices shall notify, by mail, all ineligible quota holders informing them of the status of the peanut quota on the voluntarily and involuntarily acquired farms and details of the options to become eligible or sell the peanut quota.

4 State Office Action

A
Action Before March 1, 2000

State Offices shall delete 1999 transmission files (reports) according to the following table **before March 1, 2000**.

Step	Action	Result
1	On Menu FAF07001: • ENTER "11", "Production Adjustment/Compliance" • PRESS "Enter".	Screen MOF000 will be displayed.
2	On Screen MOF000: • ENTER "4", "Peanuts" • PRESS "Enter".	Menu MPF000 will be displayed.
3	On Menu MPF000: • ENTER "7", "Delete State Report Files" • PRESS "Enter".	Menu MPF040 will be displayed.
4	On Menu MPF040, select the applicable option, and delete reports 1-10.	After each report is deleted, Menu MPF040 will be redisplayed.

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4 State Office Action (Continued)

B
Action Before March 8, 2000

State Offices shall complete the following action **before March 8, 2000**.

Step	Action
1	Access PA-82R according to 1-PN, paragraph 81.
2	FAX PA-82R to TPD, Peanut Branch at 202-690-1536.

C
Action Before March 22, 2000

State Offices shall complete the following **before March 22, 2000**.

Step	Action
1	Add all peanut counties to file according to 1-PN, subparagraphs 329 A and B.
2	Print County Office PA-103R's according to 1-PN, subparagraph 329 D.
3	FAX PA-103R to TPD at 202-690-1536, according to 1-PN, subparagraph 328 C and subparagraph 2 D of this notice.
4	Notify County Offices to allocate quota once TPD grants approval.

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4 State Office Action (Continued)

D
Action By
April 10, 2000

State Offices shall complete the following **by April 10, 2000**.

Step	Action
1	Combine quota pounds reduced from ineligible quota holders to pounds on PA-77R to obtain total pounds for reallocation. Indicate the amount of peanut quota reduced for ineligible quota holders.
2	Send PA-77R to TPD according to 1-PN, paragraph 185. Report quota reduced for ineligible quota holders.
3	Compute reallocation factor according to 1-PN, paragraph 284.
4	Transmit reallocation factor to counties according to 1-PN, subparagraph 284 G.
5	Texas State Office shall compute and transmit reallocation factor to eligible County Offices according to 1-PN, paragraphs 165 through 167.

E
Action By
May 8, 2000

State Offices shall:

- summarize PA-105R and each County Office report according to 1-PN, paragraph 285
- submit PA-105R to TPD, **by May 8, 2000**.